

HOW TO CREATE A FIXED ASSET IN FAMIS-SCREENS 360, 361 AND 362

This must be done to complete receiving. All equipment that meets the capitalization thresholds or is among the list of controlled items need to be inventoried. FAMIS knows when to prompt this by the object code used. The capitalization threshold is \$5,000.00 and controlled items such as digital cameras, printers, laptop computers or items on the controlled list that are between \$500.00-\$4,999.99 and have a useful life of more than one year. Each asset will be given a 10-character number automatically in FAMIS when the information is entered. You must permanently mark the inventory number on the item within 10 calendar days.

FAMIS	Fields	Information required in fields	Other Instructions
Screen 360	Doc	Insert the document number--PRESS ENTER NOW	Read the following choices and select which task you would like to do.
	___ 1)	Create a Preliminary Asset from scratch-OR-Add to an Existing Asset	Mark field with an "x" to select. <Enter> will take you to Screen 361 Pop-up screen will appear. Assign number or Add to approved asset.
	___ 2)	Copy from Approved Asset	
	___ 3)	Copy from Document's Other Preliminary Assets	-Write asset number down
		Under the bottom dotted line - Purchase Order Information fills automatically when you press Enter	
Screen 362		Screen 362 is TRICKY It is 2 pages DO NOT USE F5 to go to second page. Use F10 and F11 to go back and forth. You will lose information	
	Asset Description	Use common language	
	Manufacturer:	Enter the manufacturer's name	
	Model number	Enter the Model number	
	Serial number	Enter the serial number	
	Class	Use the ? Help feature pop-up	
	Acquisition Dt:	Use the date that the asset was received	
	In-Service Dt:	Date the asset is utilized in dept-the day it is plugged in	
	Condition	Used-Usable-W/O repair-Excellent-we do not normally use New	
	Availability	In Use Full time	
	How tagged	Bar coded if it will be bar coded	
	Dept	Automatically fills but can be changed	
	Sub Dept.	Automatically fills	
	Building	Building number Use ? Help feature and enter building name to get building #	
	Building Campus:	Which Campus is building located	
	Room Number	Where will asset be located-access	
	Group Code	tracks responsibility for asset- optional	
	Ownership/Title	TAMU	
	Restriction	Department discretion	
	Purpose	How will it be used primarily? Optional	
	Pct	Percent of the Purpose	
	User UIN	If one person is responsible for the asset Type name and press F2 to get UIN	
		The rest of the information to be added is optional for the department to use.	
		When finished-there is not a specific screen or entry to close this document.	
		Go back to Screen 361 and if there is a "Y" in the last column- that means you were successful. You can close the receiving document.	
		<b>Purchasing Card Purchases of Controlled Equipment</b> Asset numbers will now be assigned through FAMIS on Purchasing Card purchases	
		On screen 242, you will close the document, but you will NOT route it. Once the receiving and fixed asset documents have been set up and the asset number is assigned, you will go to screen 243 and enter a "Y" to complete the PO to release the encumbrance for that document.	
		After this is done, send a copy of the Purchasing Card Statement with the document number written on it and a copy of the invoice to Marilyn Conover in Property Management at MS 6000.	
		<a href="http://purchasing/customer/procard/card/">http://purchasing/customer/procard/card/</a>	