Canopy: Creating Preliminary Fixed Asset for Payment Card & Non PO Invoices

When completed it is important that this information is updated/added to the tab in Concur. If you have questions or need assistance please contact Property Management Property@tamu.edu.

- 6-Digit Report Key or Voucher Number
- Assigned Document Number (XA _ _ _ _)
- Asset Number
- AggieBuy assigned invoice number (not the supplier invoice number)
- If payment card purchase, attach receipt in Concur

For Non-PO invoices, the asset number should be added in the AggieBuy comments tab.

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Select method to assign asset number

Input-

- Cost
- Voucher/Ref number-If known, but not required to create a Preliminary Asset
- Purchasing account, and Subcode

Click Save

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Click Edit to input

*Required Fields

- Asset Description
- Serial number*
- Class Code*
- Acquisition and In Service Date*
- Building and Room Number*
- Department / Sub Department*
- Other information that is available (Manufacturer, Model, etc.)

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Related Asset:	Software Version:	
Special License:	Exposure Code:	
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It is important that this information is updated/added to the tab in Concur. If you have questions or need assistance please contact Property Management Property@tamu.edu.