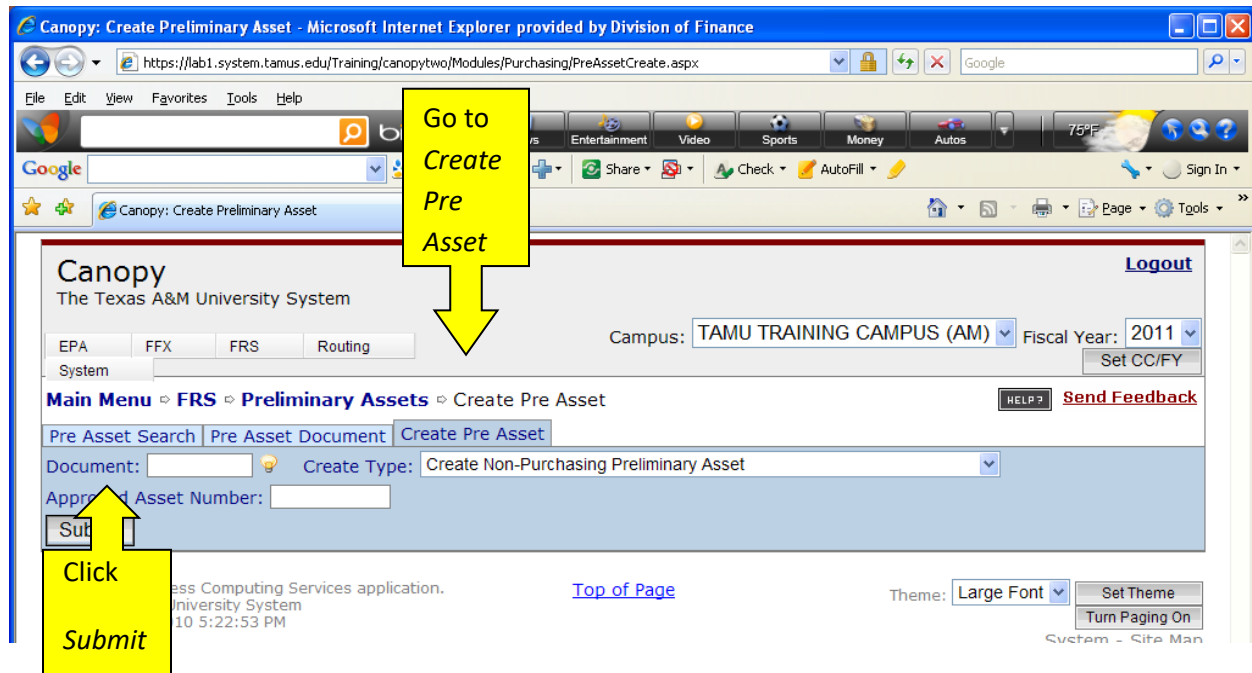**Canopy: Creating Preliminary Fixed Asset for Payment Card & Non PO Invoices**

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.

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

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.)

https://lab1.system.tamus.edu/Training/canopytwo/Modules/Purchasing/PreAsset.aspx?purchDocument=XA00071&dc

File   Edit   View   Favorites   Tools   Help

Canopy: Preliminary Asset Document

Main Menu → PRO → Preliminary Assets → Pre Asset Document

| Pre Asset Search | Pre Asset Document | Create Pre Asset |

Document: XA00071   Document Sequence: 1

Submit

Save   Cancel   Delete

Preliminary Asset Data

Tag Number:	0300149860	Add to Exisiting Asset:	
Asset Description:	Computer		
Line 2:			
Cost:	599.99		
Manufacturer:			
Model:		Serial Number:	BR549
Class:			
Acquisition Date:	2/15/2011	In Service Date:	2/15/2011
Condition:	O1 - USED-USABLE W/O REPAIR - EXCELLENT		
Availability:	US - IN USE FULL TIME	How Tagged:	BC - BAR CODE
Related Asset:		Software Version:	
Special License:		Exposure Code:	
Dept:	CHEM	Sub Dept:	

Building:	01604	Group Cd:	
Building Campus:	02	Other Loc:	
Room:	135	Ownership:	TAMU - TEXAS A&M UN
User UIN:		Restriction:	I - NO RESTRICTIONS
Purpose 1:	BLANK - UNDETERMINED	Percent:	0.00
Purpose 2:	BLANK - UNDETERMINED	Percent:	0.00
Purpose 3:	BLANK - UNDETERMINED	Percent:	0.00
Purpose 4:	BLANK - UNDETERMINED	Percent:	0.00
Maintenance Company:			
Contract Nbr:		Renewal Date:	
Contract Amount:	0.00	Warranty Expire Date:	
Frequency:		Last Maint Date:	
Insured By:	SELF	Insured Value:	0.00
Replacement Cost:	0.00	Inflation Code:	NO
Historical Indicator:		Depreciable Indicator:	

Save   Cancel   Delete

Local intranet   100%

Click Save

Will receive error message if not all needed info is entered

Correct and Save

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.