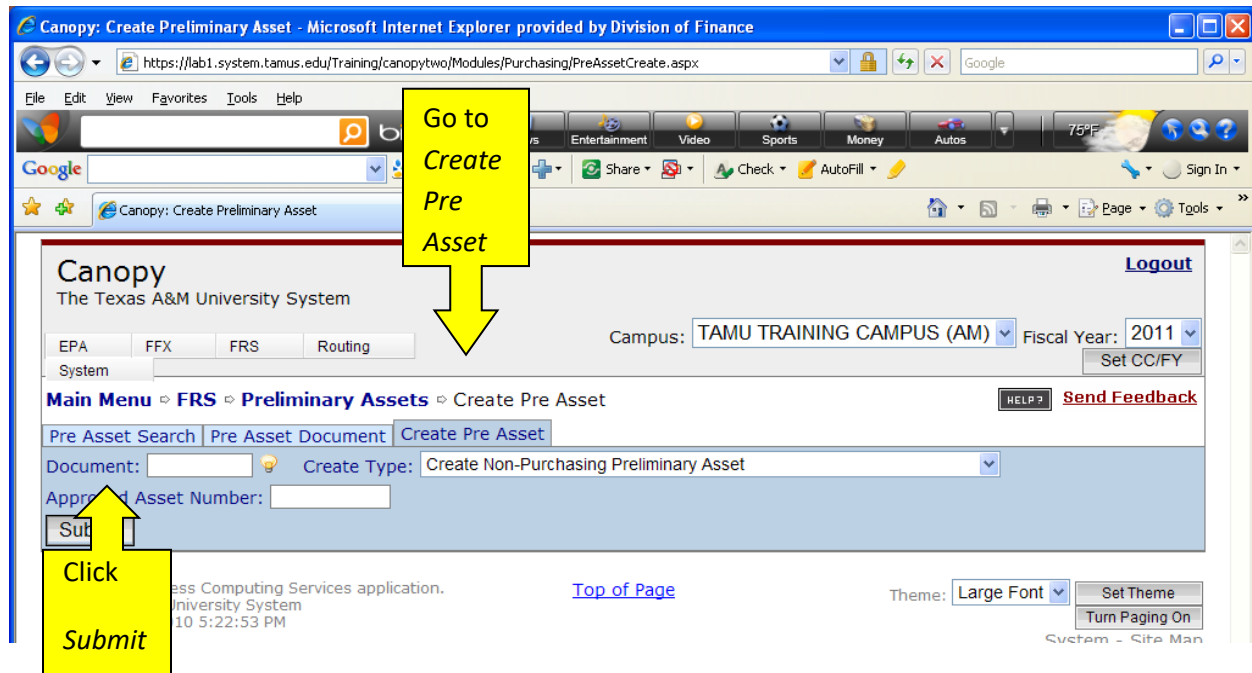


Canopy: Creating Preliminary Fixed Asset for Payment Card & Non PO Invoices

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.



Canopy: Create Preliminary Asset - Microsoft Internet Explorer provided by Division of Finance

https://lab1.system.tamu.edu/Training/canopytwo/Modules/Purchasing/PreAssetCreate.aspx

Go to Create Pre Asset

Canopy The Texas A&M University System

Logout

EPA FFX FRS Routing

Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2011

Set CC/FY

Main Menu > FRS > Preliminary Assets > Create Pre Asset

Pre Asset Search Pre Asset Document Create Pre Asset

Document: Create Type: Create Non-Purchasing Preliminary Asset

Approved Asset Number:

Submit

Click Submit

Web Computing Services application.
University System
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Theme: Large Font Set Theme Turn Paging On

System - Site Man

Canopy: Create Preliminary Asset - Microsoft Internet Explorer provided by Division of Finance

https://lab1.system.tamus.edu/Training/canopytwo/Modules/Purchasing/PreAssetCreate.aspx

The Texas A&M University System

EPA FFX FRS Routing Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2011 Set CC/FY

Main Menu > FRS > Preliminary Assets > Create Pre Asset

Pre Asset Search Pre Asset Document Create Pre Asset

Document: X0 Create Type: Create Non-Purchasing Preliminary Asset

Approved Asset Number: Submit

CREATE NON-PURCHASING PRELIMINARY ASSET

Purchase Code: P - PROCARD

Number of Assets: 1

Asset Value: 0.00

Assign Number: Select a method.....

Add to Existing Asset Number: Select a method.....

Voucher/Ref N - Add to an Existing Asset Y - Tag Number assigned by System

Purchase Account: Subcode:

Save Cancel

Purchase code

Select Y to assign asset number

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

Canopy: Preliminary Asset Document

Canopy
The Texas A&M University System

EPA FFX FRS Routing Campus: TAMU TRAINING CAMPUS (AM) Fiscal Year: 2011 Set CC/FY

Main Menu » FRS » Preliminary Assets » Pre Asset Document

Pre Asset Search Pre Asset Document Create Pre Asset

Document: XA00071 Document Sequence: 1

Submit

Edit

Preliminary Asset Data

Tag Number: 0300149860	Add to Existing Asset:
Asset Description:	
Line 2:	
Cost: \$599.99	
Manufacturer:	
Model:	Serial Number:
Class:	
Acquisition Date:	In Service Date:
Condition: O1	
Availability: US	How Tagged: BC
Related Asset:	Software Version:

Special License:	Exposure Code:
Dept:	Sub Dept:
Building:	Group Cd:
Building Campus:	Other Loc:
Room:	Ownership: TAMU
User UIN:	Restriction: I
Purpose 1:	Percent:
Purpose 2:	Percent:
Purpose 3:	Percent:
Purpose 4:	Percent:
Maintenance Company:	
Contract Nbr:	Renewal Date:
Contract Amount:	Warranty Expire Date:
Frequency:	Last Maint Date:
Insured By: SELF	Insured Value:
Replacement Cost:	Inflation Code: NO
Historical Indicator:	Depreciable Indicator:
Asset Number:	Status:

Edit

Canopy, a Business Computing Services application.
The Texas A&M University System

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Theme: Large Font Set Theme

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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.)

Canopy: Preliminary Asset Document - Microsoft Internet Explorer provided by Division of Finance

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

File Edit View Favorites Tools Help

bing News Entertainment Video Sports Money Autos 75°F

Google Search Share Check AutoFill Sign In

Canopy: Preliminary Asset Document

Main Menu 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 Existing Asset:

Asset Description: Computer

Line 2:

Cost: 599.99

Manufacturer:

Model:

Class:

Acquisition Date: 2/15/2011

Condition: 01 - USED-USABLE W/O REPAIR - EXCELLENT

Availability: US - IN USE FULL TIME

Related Asset:

Special License:

Dept: CHEM

Serial Number: BR549

In Service Date: 2/15/2011

How Tagged: BC - BAR CODE

Software Version:

Exposure Code:

Sub Dept:

Building: 01604

Building Campus: 02

Room: 135

User UIN:

Purpose 1: BLANK - UNDETERMINED

Purpose 2: BLANK - UNDETERMINED

Purpose 3: BLANK - UNDETERMINED

Purpose 4: BLANK - UNDETERMINED

Maintenance Company:

Contract Nbr:

Contract Amount: 0.00

Frequency:

Insured By: SELF

Replacement Cost: 0.00

Historical Indicator:

Group Cd:

Other Loc:

Ownership: TAMU - TEXAS A&M UN

Restriction: I - NO RESTRICTIONS

Percent: 0.00

Percent: 0.00

Percent: 0.00

Percent: 0.00

Renewal Date:

Warranty Expire Date:

Last Maint Date:

Insured Value: 0.00

Inflation Code: NO

Depreciable Indicator:

Save Cancel Delete

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Click Save

Asset Document - Microsoft Internet Explorer provided by Division of Finance

Will receive error message if not all needed info is entered

ERROR: Please Enter a Valid Class Code (Error: 8834)

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 Existing Asset:
Asset Description:	Computer	
Line 2:		
Cost:	599.99	
Manufacturer:		
Model:		
Class:	578701	Serial Number: BR549
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:

Correct and Save


Main Menu ⇨ **FRS** ⇨ **Preliminary Assets** ⇨ Pre Asset Document HELP? Send Feedback

INFO: Record has been modified (Message: 0003)

Pre Asset Search Pre Asset Document Pre Asset

Document: XA00071 Document Sequence: 1

Preliminary Asset Data

Tag Number:	0300149860	Add to Existing Asset:
Asset Description:	COMPUTER	
Line 2:		
Cost:	\$599.99	
Manufacturer:		
Model:		Serial Number: BR549
Class:	578701	
Acquisition Date:	02/15/2011	In Service Date: 02/15/2011
Condition:	O1	
Availability:	US	How Tagged: BC
Related Asset:		Software Version:
Special License:		Exposure Code:
Dept:	CHEM 	Sub Dept:

Building:	00484	Group Cd:	
Building Campus:	AM	Other Loc:	
Room:	251A	Ownership:	TAMU
User UIN:		Restriction:	I
Purpose 1:		Percent:	
Purpose 2:		Percent:	
Purpose 3:		Percent:	
Purpose 4:		Percent:	
Maintenance Company:		Renewal Date:	
Contract Nbr:		Warranty Expire Date:	
Contract Amount:		Last Maint Date:	
Frequency:		Insured Value:	
Insured By: SELF		Inflation Code: NO	
Replacement Cost:		Depreciable Indicator: Y	
Historical Indicator: N		Status:	
Asset Number:			

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Theme: Large Font

[System - Site Map](#)

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