AggieBuy Preliminary Fixed Asset FAMIS Procedure

When the Purchase Order is completed, the purchase information is fed to FAMIS

      This feed automatically creates a Preliminary Fixed Asset that

            Defaults in information from the AggieBuy PO and

            Defaults in Building number and Room number from FAMIS screen 860

When "receiving" is completed in AggieBuy, (updated in AggieBuy & fed to FAMIS at noon & 4:00pm)

      DPC (Alt APO) receives automated email indicating a preliminary fixed asset has been created

Log into FAMIS

      Input 295 in the "Screen" field (enter) to go to SciQuest Document Xref

      Input AggieBuy PO number in "SciQuest Document ID" field (enter)

      Select Document by placing X in "S" field (enter)

      This takes you to screen 278 – Document Inquiry

      Input 361 in the "Screen" field (enter)

      This takes you to screen 361 – View Preliminary Fixed Assets

      Select appropriate tag number by placing X in "Sel" field (enter)

      This takes you to screen 362 – Preliminary Fixed Asset Data

Completing Fixed Asset Data

      Correct / Update Asset Description field (if needed)

      Input Serial Number

      Input Acquisition Date

      Input In-Service Date (enter) to save information & move to page 2

      Input / Update Building Number (if needed)

      Input / Update Room Number (if needed)

      Input of additional location information is optional

      (Enter) to save updates

Input 361 in "Screen" field to return to View Preliminary Fixed Assets

      Verify the "Cmp" field (on the far right of the asset) is "Y"

            (indicating all required information is complete)

      Follow steps above "Completing Fixed Asset Data" for any additional assets