

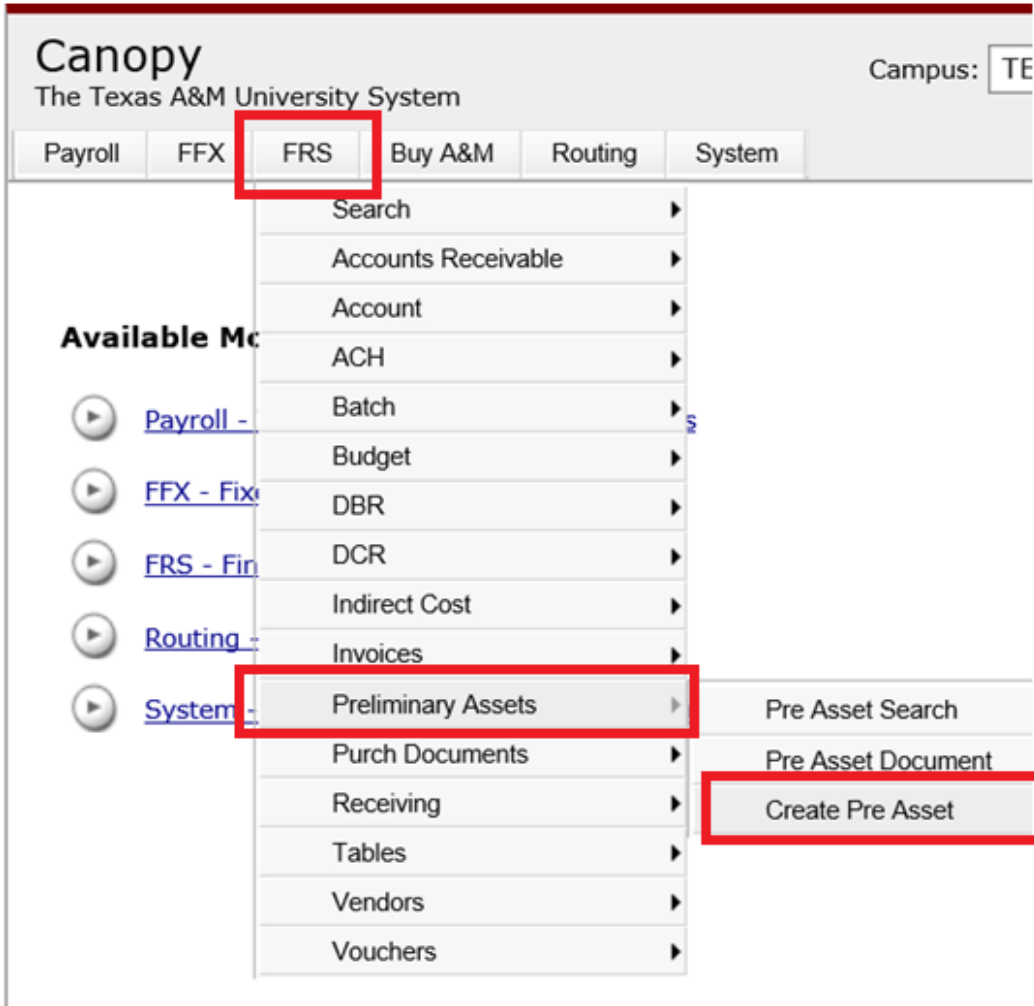
Creating a Preliminary Fixed Asset for Payment Card Purchase

All inventory items (controlled object codes 5775-5799, fabrication of equipment and drones of any dollar amount 5781) purchased on a payment card (p-card) must have a preliminary asset created in Canopy before they can be allocated in Concur (i.e., you will need to enter the official tag /asset number in Concur). Remember, capital purchases (equipment over \$5,000) are NOT allowed on a p-card.

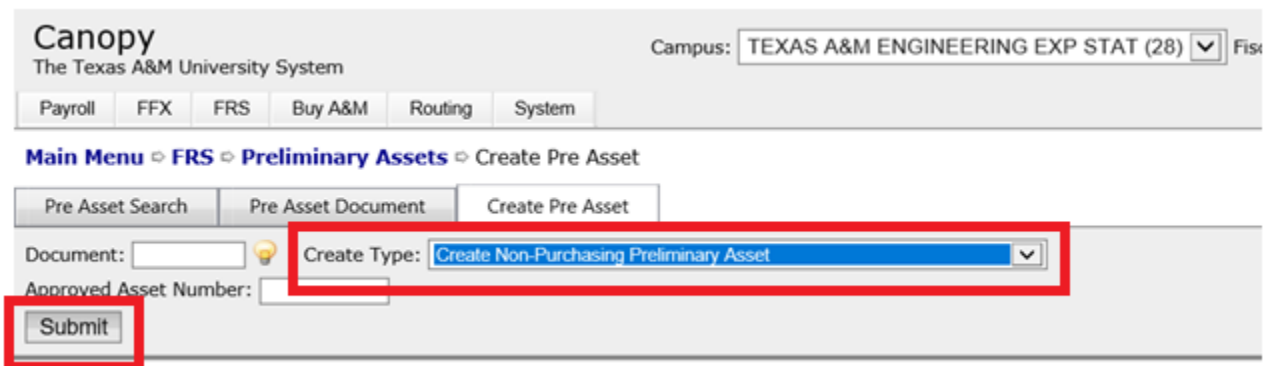
Once you, or your department Alt. Accountable Property Officer, have created the preliminary asset in Canopy, an email needs to be sent to TEES Property at tees-property@tamu.edu with the following information:

- Copy of receipt
- Canopy assigned "Tag number"
- Canopy assigned "Document Number" (XA _ _ _ _ _)
- Last 4 digits of p-card and last name of cardholder

To obtain the Canopy assigned document number (XA...) and the tag number, log into Canopy, click on "FRS", then click on "Preliminary Assets" in the dropdown, then click on "Create Pre Asset" in the next dropdown, as shown in the screenshot below.



Click on the “Create Type” dropdown, select “Create Non-Purchasing Preliminary Asset” and press “Submit”.



Screen will now look like the below:

Canopy
The Texas A&M University System

Campus: TEXAS A&M ENGINEERING EXP STAT (28) Fiscal Year: 20

Payroll FFX FRS Buy A&M Routing System

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:

Voucher/Ref:

Purchase Account: Subcode:

Save Cancel

Populate the fields with the following information and click "Save":

- Number of assets (typically 1)
- Asset Value (cost of inventory item)
- Assign Number
 - Y – Tag Number assigned by System (use the majority of time)
 - N- Add to Existing Asset (i.e., fabrications -must know that asset #)
- Purchasing Account (same account you will allocate the charge to within Concur)
- Subcode (same object code you will allocate the charge to within Concur)

The screen should look like this example:

Canopy
The Texas A&M University System

Campus: TEXAS A&M ENGINEERING EXP STAT (28) Fiscal Year: 20

Payroll FFX FRS Buy A&M Routing System

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: 501.00

Assign Number: Y - Tag Number assigned by System

Add to Existing Asset Number:


Voucher/Ref:

Purchase Account: 205637 Subcode: 5787

Save Cancel

Next, you will have an opportunity to complete data about your asset:

Pre Asset Search	Pre Asset Document	Create Pre Asset
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Document:  Document Sequence:

[Edit](#)

Preliminary Asset Data

Tag Number:	1800018159	Add to Existing Asset:	
Asset Description:			
Line 2:			
Cost:	\$501.00		
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:	TEES
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](#)

Click "Edit" and input these fields and press "Save".

- Asset Description
- Manufacturer
- Model
- Serial number
- Class Code
- Acquisition and In Service Date
- Department
- Building and Room Number
- User UIN

This is what our example looked like once we had input the required fields.

Pre Asset Search	Pre Asset Document	Create Pre Asset
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Document: XA00036 Document Sequence: 1

Submit

Save Cancel Delete

Preliminary Asset Data

Tag Number:	1800018159	Add to Existing Asset:	
Asset Description:	computer, desktop Dell XR4M		
Line 2:			
Cost:	501.00		
Manufacturer:	Dell		
Model:	XR4M	Serial Number:	
Class:	578701		
Acquisition Date:	8/22/2018	In Service Date:	8/27/2018
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:	FISC	Sub Dept:	
Building:	02901	Group Cd:	
Building Campus:		Other Loc:	
Room:	112J	Ownership:	TEES - TEXAS ENGR. EXPERIMENT STATION
User UIN:	101009006	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:		Renewal Date:	
Contract Nbr:		Warranty Expire Date:	
Contract Amount:	0.00	Last Maint Date:	
Frequency:		Insured Value:	0.00
Insured By:	SELF	Inflation Code:	NO
Replacement Cost:	0.00	Depreciable Indicator:	
Historical Indicator:			

Save Cancel Delete

Next, Canopy will display the "Preliminary Asset Data". Please review for accuracy and edit if needed. This screen is where you see the two fields you need to complete your email to TEES Property with the "Document" number and "Tag Number".

Pre Asset Search

Pre Asset Document

Create Pre Asset


Document: XA00036

Document Sequence: 1

Submit

Edit

Preliminary Asset Data

Tag Number:	1800018159	Add to Existing Asset:	
Asset Description:	COMPUTER, DESKTOP DELL XR4M		
Line 2:			
Cost:	\$501.00		
Manufacturer:	Dell		
Model:	XR4M	Serial Number:	
Class:	578701		
Acquisition Date:	08/22/2018	In Service Date:	08/27/2018
Condition:	O1		
Availability:	US	How Tagged:	BC
Related Asset:		Software Version:	
Special License:		Exposure Code:	
Dept:	FISC 	Sub Dept:	
Building:	02901	Group Cd:	
Building Campus:	00	Other Loc:	
Room:	112J	Ownership:	TEES
User UIN:	178-22-9608 Gregory, Karen	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:	N	Depreciable Indicator:	Y
Asset Number:		Status:	

Edit