



Preliminary Fixed Assets feed from AggieBuy

Preliminary fixed assets are created based on the purchase order information in AggieBuy. This is fed to FAMIS/Canopy when a receipt has been processed against the purchase order.

FAMIS only creates preliminary fixed assets for purchases in the 5700 and 8000 sub-code ranges, when the value matches the Capitalization Rules on FAMIS Screen 582.

When a preliminary fixed asset is created an email notification will be sent to the Alt APO for the department as established in FAMIS on Screen 860.



It is the responsibility of the Alt APO to review and update the preliminary fixed asset record which can be found in Canopy, or on FAMIS Screens 361 and 362, by looking up the FAMIS Document number.

A screenshot of the Canopy web application interface. The header shows 'Canopy The Texas A&M University System' on the left and 'Campus: TX. ENGINEERING EXPER. STATION (28)' and 'Fiscal Year: 2015' on the right, with a 'Set CO/FY' button. Below the header is a navigation bar with tabs for 'EPA', 'FFX', 'FRS', 'Buy A&M', 'Routing', and 'System'. The main content area shows a breadcrumb trail: 'Main Menu > FRS > Preliminary Assets > Pre Asset Search'. Below this are three buttons: 'Pre Asset Search', 'Pre Asset Document', and 'Create Pre Asset'. At the bottom, there is a 'Document:' input field with a lightbulb icon, a 'Preliminary Only:' section with radio buttons for 'Yes' (selected) and 'No', and a 'Submit' button.

The FAMIS Document number is provided to the Alt APO in the email notification.

The Alt APO can also use the AggieBuy Purchase Order number (SciQuest Document ID) to look up the FAMIS Document number on FAMIS FRS Screen 295.



In Canopy/on FAMIS screen 362, the Alt. APO has the ability to update the following fields:

- Description- The description that feeds from the PO is the line item wording and usually needs updating. Description should be generic to specific. EX: Computer, Laptop, MacBook Pro
- Class Code- Six digit extension of object code.
- Cost- Update to correctly reflect the cost of the total asset value
 - Include all cost to put asset into service; shipping, training, etc.
 - Do not include extended warranties, consumable supplies, etc.
- Serial Number- Important in identifying assets.
- Acquisition and In-Service Dates- Asset cannot be approved without these dates. They determine when depreciation begins.
- Location Information- Building and room; the building number must be on the FAMIS Building table – found via the Canopy building search function or FAMIS FFX screen 543

Once a preliminary fixed asset has been approved a department can no longer update the information in FRS. Instead, only the location information can be updated when accessing the Fixed Asset through FFX.



Preliminary Fixed Assets in Canopy

Canopy

The Texas A&M University System

Campus: TX. ENGINEERING EXPER. STATION (28)

Fiscal Year: 2016

Set CC/FY

[Logout](#)

EPA FFX FRS Buy A&M Routing System

Main Menu [↪](#) FRS

[HELP?](#) [Send Feedback](#)

- ▶ [Search](#) - Account Search, Subcode Search, Batch Search, DBR Search, DCR Search, Invoice Search, PIP Search, Purch Doc Search, Receiving Search, Vendor Search, Voucher Search
- ▶ [Account](#) - Account Search, Account Crosswalk Search, Subcode Search, My Accounts, Attributes, Summary, Open Comm, Transactions, Payroll, Reports, Vouchers
- ▶ [ACH](#) - ACH Inbox, ACH Browse, ACH Detail, Bank Trace Search
- ▶ [Batch](#) - Batch Search, Batch Transactions
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- ▶ [DBR](#) - DBR Search, DBR Document, Create DBR
- ▶ [DCR](#) - DCR Search, DCR Document, Create DCR
- ▶ [Invoices](#) - Invoice Search, Invoice Header, Line Item Details, Notes, PIPS, PIP Search
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- ▶ [Preliminary Assets](#) - Pre Asset Search, Pre Asset Document, Create Pre Asset

Preliminary fixed assets are located under the FRS tab in Canopy.

For users with access to multiple Campus Codes – make sure you are in the correct Campus.

Texas A&M Eng. Experiment Stn. (28) = TEES



Canopy

The Texas A&M University System

Campus: TX. ENGINEERING EXPER. STATION (28) Fiscal Year: 2016 Set CC/FY

[Logout](#)

EPA FFX FRS Buy A&M Routing System

Main Menu [FRS](#)

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- [DBR](#) - DBR Search, DBR Document, Create DBR
- [DCR](#) - DCR Search, DCR Document, Create DCR
- [Invoices](#) - Invoice Search, Invoice Header, Line Item Details, Notes, PIPS, PIP Search
- [Payroll](#) - Payroll by Account, Payroll by UIN, Payroll Encumbrance, Payroll Transactions
- [Preliminary Assets](#) - Pre Asset Search, Pre Asset Document, Create Pre Asset

Select the [Preliminary Assets](#) link, and a new screen will appear.

Canopy

The Texas A&M University System

Campus: TX. ENGINEERING EXPER. STATION (28) Fiscal Year: 2016 Set CC/FY

[Logout](#)

EPA FFX FRS Buy A&M Routing System

Main Menu [FRS](#) [Preliminary Assets](#) [Pre Asset Search](#)

[HELP?](#) [Send Feedback](#)

Pre Asset Search Pre Asset Document Create Pre Asset

Document: Preliminary Only: Yes No



Canopy
The Texas A&M University System

Campus: TX. ENGINEERING EXPER. STATION (28) Fiscal Year: 2016 Set CC/FY [Logout](#)

EPA FFX FRS Buy A&M Routing System

Main Menu ▾ FRS ▾ Preliminary Assets ▾ Pre Asset Search [HELP?](#) [Send Feedback](#)

Pre Asset Search Pre Asset Document Create Pre Asset

Document: Preliminary Only: Yes No

Enter your Document number, and click the Submit button.
The Document number is found on your PFFX email.

Document: Preliminary Only: Yes No Select "No" to look up all assets associated with a Document. This is needed if the invoice has already been paid and the preliminary asset is in Pending (P) or Active (A) status.

PRELIMINARY ASSETS									
Doc Seq	Tag	Number	Add To	Total Cost	Description	Complete	Serial Nbr	Status	Asset
1		1500192531		\$1,500.00	COMPUTER, MACBOOK PRO	Y	C02PV52FFVH8	A	1500192531

Select the Doc Seq link to view more information.



Pre Asset Search | Pre Asset Document | Create Pre Asset

Document: 284360A Document Sequence: 1

Submit

Preliminary Asset Data

Tag Number:	1500192531	Add to Existing Asset:	
Asset Description:	COMPUTER, MACBOOK PRO		
Line 2:			
Cost:	\$1,500.00		
Manufacturer:	Apple		
Model:	A1502	Serial Number:	C02PV52FFVH8
Class:	578704		
Acquisition Date:	06/19/2015	In Service Date:	06/19/2015
Condition:	O1		
Availability:	US	How Tagged:	BC
Related Asset:		Software Version:	
Special License:		Exposure Code:	
Dept:	CPSC	Sub Dept:	
Building:	00353	Group Cd:	NA1
Building Campus:	02	Other Loc:	
Room:	425H	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:	N	Depreciable Indicator:	Y
Asset Number:	1500192531	Status:	A

You can also click on the Pre Asset Document tab. Each asset will be a new Document Sequence.

From this screen you should update:

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



Asset Tags

A unique inventory number is assigned to every asset acquired.

The inventory number must be permanently affixed to an item promptly upon receipt; no later than ten calendar days, unless prevented by unusual circumstances.

Examples of acceptable reasons for delay would be that the item had to be assembled, calibrated, or connected to a system before it could be inspected properly and placed in use.

Asset tags are currently printed by the Property Office on a monthly basis.

Until a permanent tag is provided, inventory numbers may be temporarily affixed using a marker or department made label.



Fixed Assets in Canopy

Canopy
The Texas A&M University System

Campus: TEXAS A&M ENG. EXPERIMENT STN. (28) Fiscal Year: 2015 Set CC/FY Logout

EPA FFX RFI Buy A&M Routing System

Main Menu ▾ FFX HELP? Send Feedback

- ▶ [Search](#) - Asset Search, Attribute Search, Building Search, Room Search, Department Search, Transfer Search, Sequence Search
- ▶ [Assets](#) - Asset Location, Asset Transactions
- ▶ [Transfer](#) - Transfer Search, Transfer Document, Create Transfer
- ▶ [Tables](#) - Class Table, Miscellaneous Tables
- ▶ [Batch](#) - Batch Search, Batch Transactions

Approved Fixed Assets are located under the FFX tab in Canopy.

For users with access to multiple Campus Codes – make sure you are in the correct Campus.

Texas A&M Eng. Experiment Stn. (28) = TEES



Canopy

The Texas A&M University System

Campus: Fiscal Year:

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Main Menu ⇨ [FFX](#)

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- ▶ [Tables](#) - Class Table, Miscellaneous Tables
- ▶ [Batch](#) - Batch Search, Batch Transactions

To locate assets in your department, click [Search](#) and a new screen will appear.

Canopy

The Texas A&M University System

Campus: Fiscal Year:

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Main Menu ⇨ [FFX](#) ⇨ [Search](#) ⇨ Asset Search

[Send Feedback](#)

[Asset Search](#) [Attribute Search](#) [Building Search](#) [Room Search](#) [Department Search](#) [Transfer Search](#) [Sequence Search](#)

Department: Sub Department: Status: Class: Asset: Fiscal Year: SRS: Yes No

All Sub Departments: Yes No



Canopy Logout
The Texas A&M University System Campus: TEXAS A&M ENG. EXPERIMENT STN. (28) Fiscal Year: 2015 Set CC/FY

EPA FFX FRS Buy A&M Routing System

Main Menu ▾ FFX ▾ Search ▾ Asset Search HELP? Send Feedback

Asset Search Attribute Search Building Search Room Search Department Search Transfer Search Sequence Search

Department: Sub Department: Status: A Class: Asset: Fiscal Year: 2015 SRS: Yes No

All Sub Departments: Yes No

On the Asset Search tab, enter your 4-digit FAMIS department ID (and sub-department ID, if applicable) and click on the search button.

*

Note: The system defaults to search for only Active assets. You can change this to also look for Pending (P) or Disposed (D) assets if needed.



EPA FFX FRS Buy A&M Routing System

Main Menu ⇨ FFX ⇨ Search ⇨ Asset Search HELP? Send Feedback

Asset Search Attribute Search Building Search Room Search Department Search Transfer Search Sequence Search

Department: INRE Sub Department: Status: A Class: Asset: Fiscal Year: 2016 SRS: Yes No

All Sub Departments: Yes No

ASSETS (TOTAL ITEMS: 98)

Asset	Dept	Sub Dept	SRS	Description	Campus-Bldg	Room	Other Location	Class Code	TDP Document	Acq Date	Total Cost
0000002040	INRE		N	FLUKE NET TOOL INLINE VERSION	02-03200	371	INRE WORKROOM 371A	578701		08/04/2000	\$1,495.00
0100002614	INRE		N	SOFTWARE - BOBJ BROADCAST AGENT	02-03200	304	SOFTWARE LIC. FILE	881001		05/23/2001	\$7,496.25
0200003242	INRE		N	COMPUTER,DELL OPTIPLEX,P4,1.8GHZ	02-03200	214	INRE SERVER ROOM	578701		06/06/2002	\$1,319.00
0400004548	INRE		N	COMPUTER, DELL LATITUDE	02-03200	315		578704		08/23/2004	\$2,382.90
0400022767	INRE		N	DATA PROJECTION SYSTEM	02-03200	318B	PROJECTOR SCREEN	843511		01/08/2004	\$13,085.00

A list of all assets will appear that meet your search criteria.

By default, the list is sorted by asset number, but you can choose to sort by any of the values listed by clicking on the column headers.



EPA FFX FRS Buy A&M Routing System

Main Menu ⇨ FFX ⇨ Search ⇨ Asset Search HELP? Send Feedback

Asset Search Attribute Search Building Search Room Search Department Search Transfer Search Sequence Search

Department: INRE Sub Department: Status: A Class: Asset: Fiscal Year: 2016 SRS: Yes No

All Sub Departments: Yes No

ASSETS (TOTAL ITEMS: 98)

Asset	Dept	Sub Dept	SRS	Description	Campus-Bldg	Room	Other Location	Class Code	TDP Document	Acq Date	Total Cost
0000002040	INRE		N	FLUKE NET TOOL INLINE VERSION	02-03200	371	INRE WORKROOM 371A	578701		08/04/2000	\$1,495.00
0100002614	INRE		N	SOFTWARE - BOBJ BROADCAST AGENT	02-03200	304	SOFTWARE LIC. FILE	881001		05/23/2001	\$7,496.25
0200003242	INRE		N	COMPUTER,DELL OPTIPLEX,P4,1.8GHZ	02-03200	214	INRE SERVER ROOM	578701		06/06/2002	\$1,319.00
0400004548	INRE		N	COMPUTER, DELL LATITUDE	02-03200	315		578704		08/23/2004	\$2,382.90
0400022767	INRE		N	DATA PROJECTION SYSTEM	02-03200	318B	PROJECTOR SCREEN	843511		01/08/2004	\$13,085.00

Select an asset number to view that asset's information.



To Asset Search Asset Location Asset Transactions

Asset: Status: A

Location Information

Description:	COMPUTER,DELL OPTIPLEX,P4,1.8GHZ	Inventory Date:	03/05/2015
Availability:	US	SRS:	N
Condition:	O4		
Purpose 1:	AD	Percent:	100.00%
Purpose 2:		Percent:	0.00%
Purpose 3:		Percent:	0.00%
Purpose 4:		Percent:	0.00%
Building:	03200	Group Cd:	
Building Campus:	02	County:	
Room:	214	Other Loc:	INRE SERVER ROOM
User UIN:		Name:	

Other Information

Dept:	INRE	Sub Dept:		Class:	578701	Transfer Document:	
Tag Nbr:	0200003242	Acq Date:	06/06/2002	SPA Class:	204		
Model:	DHS	Serial:	9H3QJ11	Owner:	SYS		
How Tag:	BC	Cost:	\$1,319.00	Restriction:	I		

The Alt. APO (or others with Property Update access for the department) should use this screen to update the fields in the Location Information section as assets move, and information changes.



Communicate to employees that they should not move equipment without sending the Alt. APO notification of the location change.




EPA FFX FRS Buy A&M Routing System

Main Menu ⇨ **FFX** ⇨ Search ⇨ Asset Search HELP? Send Feedback

Asset Search Attribute Search Building Search Room Search Department Search Transfer Search Sequence Search

Department: INRE Sub Department: Status: A Class: Asset: Fiscal Year: 2016 SRS: Yes No

All Sub Departments: Yes No

ASSETS (TOTAL ITEMS: 98) 

Asset	Dept	Sub Dept	SRS	Description	Campus-Bldg	Room	Other Location	Class Code	TDP Document	Acq Date	Total Cost
0000002040	INRE		N	FLUKE NET TOOL INLINE VERSION	02-03200	371	INRE WORKROOM 371A	578701		08/04/2000	\$1,495.00
0100002614	INRE		N	SOFTWARE - BOBJ BROADCAST AGENT	02-03200	304	SOFTWARE LIC. FILE	881001		05/23/2001	\$7,496.25
0200003242	INRE		N	COMPUTER,DELL OPTIPLEX,P4,1.8GHZ	02-03200	214	INRE SERVER ROOM	578701		06/06/2002	\$1,319.00
0400004548	INRE		N	COMPUTER, DELL LATITUDE	02-03200	315		578704		08/23/2004	\$2,382.90
0400022767	INRE		N	DATA PROJECTION SYSTEM	02-03200	318B	PROJECTOR SCREEN	843511		01/08/2004	\$13,085.00

[Click here to download records](#)

Click on the Asset Search tab to go back to the previous list of assets.

Use the icon at the top of the asset listing to download an entire listing.

The download will include much more information than the screen itself shows.

"Hidden" information such as condition, accounts, group code, manufacturer, model number, serial number, other location, building, and more will appear in the download.



Transferring Assets in Canopy

Canopy
The Texas A&M University System

Campus: Fiscal Year: [Logout](#)

EPA FFX FRS Buy A&M Routing System

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- [Search](#) - Asset Search, Attribute Search, Building Search, Room Search, Department Search, Transfer Search, Sequence Search
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- [Tables](#) - Class Table, Miscellaneous Tables
- [Batch](#) - Batch Search, Batch Transactions

Transfers can be completed electronically in Canopy. This process is called a TDP – Transfer of Departmental Property. You can utilize this feature to transfer inventoried and non-inventoried equipment between departments, including Surplus and other TAMU System members that also have access to FAMIS. Please note that TDPs require a creator and a signer.

To initiate a TDP, select the Transfer option and a new screen will appear.



Surplus Guidelines

All items being sent to Surplus should be listed on the TDP document.

Any computers will need to be sanitized by the Department's IT office before they can be sent to Surplus.

Each computer on the TDP must have the appropriate drive Condition selected, and the department must certify that the hard drive requirements have been met.

TDPs should be submitted to the TEES Property Office for approval before items are delivered to Surplus.



Texas Administrative Code - Rule 202.78

Prior to the sale or transfer of data processing equipment institutions of higher education shall assess whether to remove data from any associated storage device.

If it is possible that restricted personal information, confidential information, mission critical information, intellectual property, or licensed software is contained on the storage device, the storage device should be sanitized or the storage device should be removed and destroyed.



EPA FFX FRS Buy A&M Routing System

Main Menu ▾ FFX ▾ Transfer ▾ Transfer Search

Transfer Search Transfer Document Create Transfer

Department:

Sub-department:

Search My Documents Reset

Select the Create Transfer tab.

At the top of the new screen:

1. Enter a Transaction Description
2. Enter the Source and Destination Department/Sub Department

EPA FFX FRS Buy A&M Routing System

Main Menu ▾ FFX ▾ Transfer ▾ Create Transfer HELP? [Send Feedback](#)

Transfer Search Transfer Document Create Transfer

Property Transfer Create

Doc ID: ****NEW****

Transaction Description:

Source Department:

Destination Department:

Transfer Out of Campus:

Source Sub Department:

Destination Sub Department:

Required

Use when applicable



Property Transfer Create

Doc ID: ****NEW****

Transaction Description:

Source Department: Source Sub Department:

Destination Department: Destination Sub Department:

Transfer Out of Campus:

Asset Nbr Serial Nbr

Asset Number/Description		Asset Number/Description	
01:	<input type="checkbox"/> NI <input type="text" value="0002015012"/>	14:	<input type="checkbox"/> NI <input type="text"/>
02:	<input checked="" type="checkbox"/> NI <input type="text" value="Laptop Computer, S/N# 1234567"/>	15:	<input type="checkbox"/> NI <input type="text"/>
03:	<input type="checkbox"/> NI <input type="text"/>	16:	<input type="checkbox"/> NI <input type="text"/>
04:	<input type="checkbox"/> NI <input type="text"/>	17:	<input type="checkbox"/> NI <input type="text"/>
05:	<input type="checkbox"/> NI <input type="text"/>	18:	<input type="checkbox"/> NI <input type="text"/>
06:	<input type="checkbox"/> NI <input type="text" value="To transfer a non-inventoried"/>	19:	<input type="checkbox"/> NI <input type="text"/>
07:	<input type="checkbox"/> NI <input type="text" value="item, check the NI box and"/>	20:	<input type="checkbox"/> NI <input type="text"/>
08:	<input type="checkbox"/> NI <input type="text" value="enter a description of the"/>	21:	<input type="checkbox"/> NI <input type="text"/>
09:	<input type="checkbox"/> NI <input type="text" value="item. Please include serial"/>	22:	<input type="checkbox"/> NI <input type="text"/>
10:	<input type="checkbox"/> NI <input type="text" value="numbers when available."/>	23:	<input type="checkbox"/> NI <input type="text"/>
11:	<input type="checkbox"/> NI <input type="text"/>	24:	<input type="checkbox"/> NI <input type="text"/>
12:	<input type="checkbox"/> NI <input type="text"/>	25:	<input type="checkbox"/> NI <input type="text"/>
13:	<input type="checkbox"/> NI <input type="text"/>	26:	<input type="checkbox"/> NI <input type="text"/>

Enter an asset number directly - or - click the magnifying glass icon to open an asset search panel.



Department: Sub Department: Status: Class: Asset: SRS: Yes No

All Sub Departments: Yes No

In the Asset field an asterisk works as a wildcard.

SELECT AN ASSET

	Asset	Dept	Sub Dept	OSRS	Description	Campus-Bldg	Room	Other Location	Class Code	TDP Document	Acq Date	Total Cost
Select	0002010503	FISC		N	COMPUTER, DESKTOP OPTIPLEX 745 (STU	ES-02922	157	T	578701		04/03/2007	\$1,470.00
Select	0002010614	FISC		N	COMPUTER, DESKTOP OPTIPLEX 745 (CHE	ES-02922	159A	T	578701		06/13/2007	\$1,557.00
Select	0002010757	FISC		N	COMPUTER, DESKTOP OPTIPLEX 745 (STU	ES-02922	157	T	578701		07/23/2007	\$1,293.00

prev 1 next Page: of 1 Go Page size: Change (Showing page 1 of 1, items 1-3) Total items: 3

When you “Click to open an asset search panel” a listing of the Department’s assets will appear. This can be filtered by the values at the header level.

Click the [Select](#) button for every asset that needs to be added to the TDP. Once finished, click on the button.



Serial Number:

Serial Number:

SELECT AN ASSET

Asset	Serial Nbr	Description	Dept	Sub Dept	Campus-Bldg	Room	Class Code	TDP Document	Acq Date	Total Cost	
Select	0002015012	GP4HGQ1	COMPUTER, DESKTOP OPTIPLEX 990	FISC		ES-02922	137	578701		06/06/2011	\$935.00

prev 1 next Page: of 1 Go Page size: Change (Showing page 1 of 1, items 1-1) Total items: 1

When you use the “by serial number” option, enter the serial number of your asset and perform a search.

Click the [Select](#) button to add the asset to the TDP.
Once finished, click on the button.

You may perform multiple serial number searches before returning to the TDP.



If transferring an asset to Surplus that needs to be dropped as cannibalized, add the asset number to the document, select the NI box and add the word Cannibalized to the description.

Property Transfer Create

Doc ID: ****NEW****

Transaction Description:

Source Department:

Destination Department:

Transfer Out of Campus:

Source Sub Department:

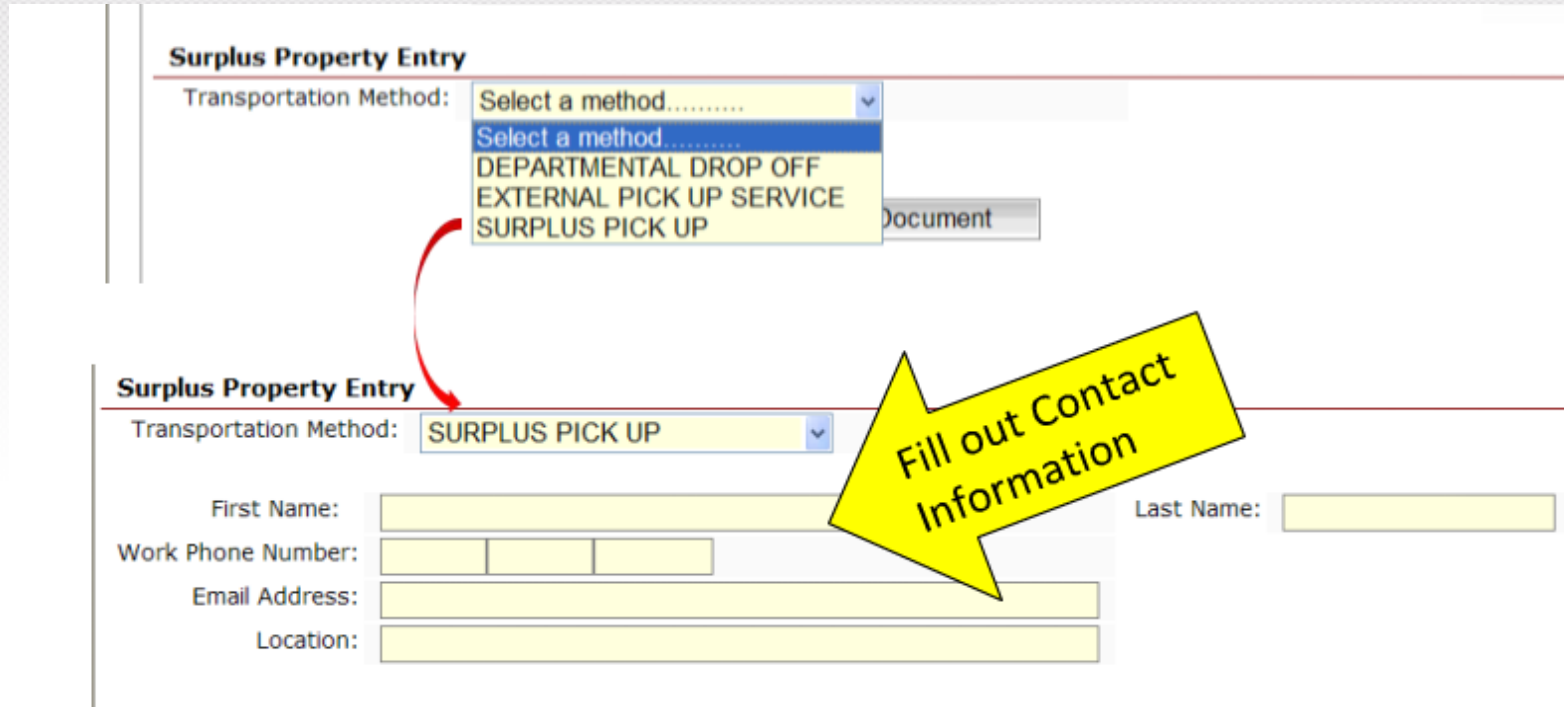
Destination Sub Department:

Asset Nbr Serial Nbr

Asset Number/Description		Asset Number/Description	
01:	<input checked="" type="checkbox"/> NI <input type="text" value="0002015012 Cannibalized"/>	14:	<input type="checkbox"/> NI <input type="text"/>
02:	<input type="checkbox"/> NI <input type="text"/>	15:	<input type="checkbox"/> NI <input type="text"/>
03:	<input type="checkbox"/> NI <input type="text"/>	16:	<input type="checkbox"/> NI <input type="text"/>
04:	<input type="checkbox"/> NI <input type="text"/>	17:	<input type="checkbox"/> NI <input type="text"/>
05:	<input type="checkbox"/> NI <input type="text"/>	18:	<input type="checkbox"/> NI <input type="text"/>

If the cannibalized asset is a computer, you must include a note in the transfer notes section indicating that the hard drive has been removed.

When the TEES Property Office reviews the document they will process the transfer request and delete the necessary assets as indicated on the TDP.



The image shows two screenshots of a web form titled "Surplus Property Entry". The top screenshot shows the "Transportation Method" dropdown menu open, with options: "Select a method.....", "DEPARTMENTAL DROP OFF", "EXTERNAL PICK UP SERVICE", and "SURPLUS PICK UP". A red arrow points from the "SURPLUS PICK UP" option to the bottom screenshot. The bottom screenshot shows the "Transportation Method" dropdown menu set to "SURPLUS PICK UP". Below this, there are input fields for "First Name:", "Last Name:", "Work Phone Number:", "Email Address:", and "Location:". A yellow arrow points to these fields with the text "Fill out Contact Information".

For all transfers to Surplus you must choose a Transportation Method.

When SURPLUS PICK UP is selected, you are also required to fill out the contact information of the individual at the department who is responsible for the assets during the transfer.



Surplus Property Entry

Transportation Method:

First Name: Last Name: Middle:

Work Phone Number:

Email Address:

Location:

Create Document



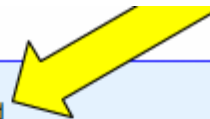
After filling in your information, click on Create Document to create the TDP.

[Main Menu](#) ▾ [FFX](#) ▾ [Transfer](#) ▾ [Transfer Document](#)

[HELP ?](#) [Send Feedback](#)



INFO: Transfer Property Document N900035 has been successfully added



[Transfer Search](#) [Transfer Document](#) [Create Transfer](#)

Document Number: Action:

Submit

Property Transfer Request

Document FY: 2009

Document Id: [N900035](#) (TDP Report)

Status: In Process (IP)

Route Document Id:

Route Status:

Transaction Description: TRANSFER COMPUTERS TO SURPLUS



Additional information is needed when transferring computer equipment...



ERROR: Please select a drive condition for asset 0002015012 (Error: 8834)

Each computer on the TDP must have the appropriate Drive Condition selected. Under the Surplus Property Entry click on the **Edit** button.

Surplus Property Entry

Transportation Method: DEPARTMENTAL DROP OFF

Hard drive requirements have been met

Edit

A yellow arrow points from the right towards the 'Edit' button.

Select a Drive Condition and Save:

- Erased
- Not Working
- Removed
- Do Not Erase

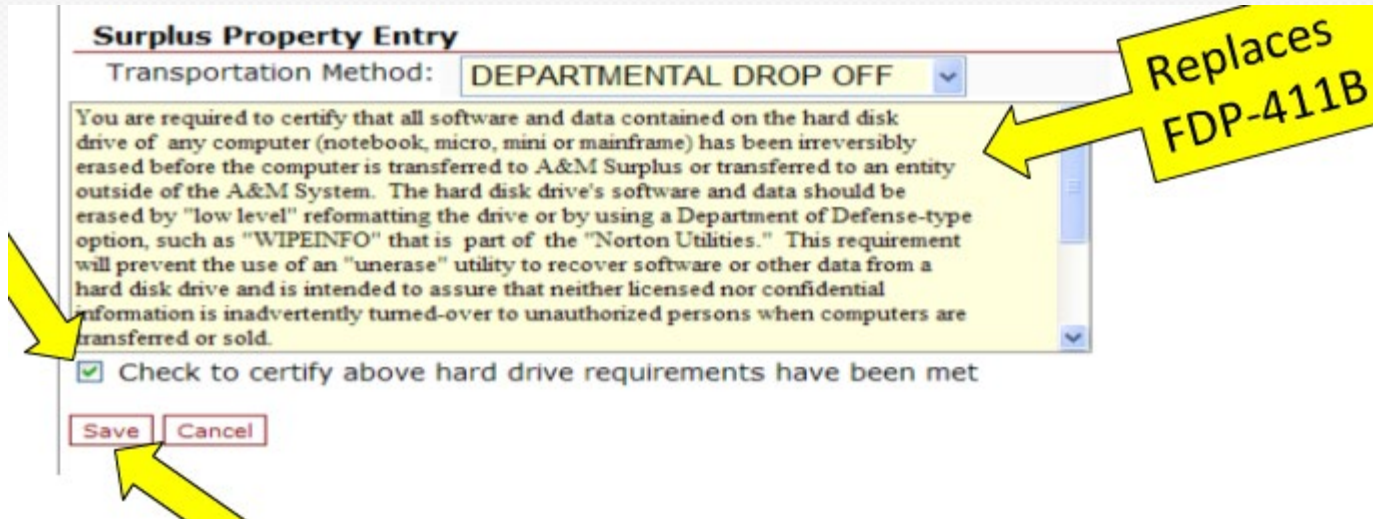
(use only when new computer or data/software is needed by the destination department)

1. Edit
2. Select a condition
3. Save

DESTINATION INFORMATION							
Bldg Campus	Bldg Number	Room	Other Location	Group Code	Drive Cond	Amount	
AM	00484				Select a condition..... Select a condition..... ERASED NOT WORKING REMOVED DO NOT ERASE	\$3,076.60 \$3,076.60	Save Cancel

Surplus will not accept computers that have not met one of the first three conditions.

Check the box to certify that the hard drive requirements have been met and then click the **Save** button.



Surplus Property Entry

Transportation Method: DEPARTMENTAL DROP OFF

You are required to certify that all software and data contained on the hard disk drive of any computer (notebook, micro, mini or mainframe) has been irreversibly erased before the computer is transferred to A&M Surplus or transferred to an entity outside of the A&M System. The hard disk drive's software and data should be erased by "low level" reformatting the drive or by using a Department of Defense-type option, such as "WIPEINFO" that is part of the "Norton Utilities." This requirement will prevent the use of an "unerase" utility to recover software or other data from a hard disk drive and is intended to assure that neither licensed nor confidential information is inadvertently turned-over to unauthorized persons when computers are transferred or sold.

Check to certify above hard drive requirements have been met

Save Cancel

Replaces FDP-411B

The document will not allow routing until both the hard drive requirements check box and hard drive condition drop down box have been completed.



If transferring a non-inventory computer you must add a Transfer Note to the TDP which addresses the status of the drive condition.

The screenshot shows a web form titled "TRANSFER NOTES". It has a blue header bar with the word "Text" centered. Below the header is a text input area containing the text: ">>Note entered" followed by a dashed line and "All NI computers have been irreversibly erased of all software and data contained on the hard disk drive". At the bottom left of the form is a red-bordered button labeled "Add Notes".


Surplus will reject the transfer of non-inventory computers that do not have a note indicating that they have either been sanitized or that the hard drive has been removed.

At the top of the document, select an Action and Submit:

- CLOSE (close document to be finished later)
- ROUTE for approval
- ROUTE with Extra Action (send FYI or FYA copies when routed)
- CANCEL (cancels document and releases asset)


? **INFO:** Transfer Property Document N900035 has been successfully added

Transfer Search | **Transfer Document** | Create Transfer

Document Number: N900035  Action: Select an action...

Property Transfer Request

Document FY: 2009

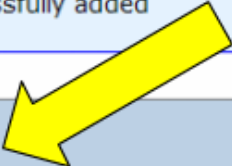
Document Id: [N900035](#)  (TDP Report)

Route Document Id:

Transaction Description: TRANSFER COMPUTERS TO SURPLUS

Status: In Process (IP)


Route Status:






Once submitted, the INFO line will indicate:



Record(s) Successfully Routed (Document #)

 **INFO:** ---> Record(s) Successfully Routed AM TDPAMN900035 <--- (Message: 2990)

Transfer Search | Transfer Document | Create Transfer

Document Number:  Action:

Property Transfer Request

Document FY: 2009		
Document Id: N900035  (TDP Report)	Status:	Closed (CL)
Route Document Id: TDPAMN900035  (Routing Document Report)	Route Status:	In Dept Rt (DR)
Transaction Description: TRANSFER COMPUTERS TO SURPLUS		

The signer for the destination department will receive a notification that they have a document in their in-box.



The destination department will need to open the TDP, and use the **Edit** feature to update the location for each asset.

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Hard drive requirements have been met

[Edit](#)

DESTINATION INFORMATION

Item	NI	Asset	Description	Serial Nbr	Bldg Campus	Bldg Number	Room	Other Location	Group Code	Drive Cond	Amount	
1	<input type="checkbox"/>	0800090299	COMPUTER, OPTIPLEX 745 MINITOWER	6D2BMD1	AM	00484				ERASED	\$866.12	Edit Delete
2	<input type="checkbox"/>	0800090301	CAMERA FOR AGGIE RECRUITMENT COMMIT		AM	00484					\$649.99	Edit Delete

Total: \$1,516.11

Once all assets have been updated, the destination department will save the document and TEES Property will be notified of the transfer.



The TEES Property Office will review the document to ensure the signers are authorized, and when appropriate, that the hard drive requirements and status of drive condition have been met.

The TEES Property Office will reject TDPs back to the department if corrections or additional approvals are needed.

If no corrections are needed, the TEES Property Office will approve the TDP and the document will automatically post to FAMIS FFX.

An FYI notification will be sent to the source department creator with a status of Ntfy/Final.



Important Notes

During a transfer, the assets selected on the TDP are in a “locked” status which means no other transaction can take place until the transfer is completed or cancelled.

All TDP documents must be posted (final approved by the TEES Property Office) before fiscal year-end processing. Any documents still in the “Pending” status will be cancelled. If the TDP is still needed, it will need to be recreated in the new fiscal year.



Status Index

Document Status

CL = Closed
CN = Cancelled
CO = Completed
IP = In Process
RE = Re-Opened

Routing Status

Blank = In Process
CN = Cancelled
CO = Complete
DR = In Dept routing
ER = In Exec routing
FN = Final
FY = FYA/FRA routing
PR = In Proc routing
RC = Recalled
RJ = Rejected



Helpful Links

AggieBuy: <https://sso.tamus.edu/>

AggieBuy Resources: <https://aggiebuy.tamu.edu/>

Canopy: <https://sso.tamus.edu/>

TEES Property Resources:

<https://tees.tamu.edu/fiscal/property/index.html>

Need Help?

Access Related Questions: teesfamissecurity@tamu.edu

Property/Inventory Questions: jcaddel@tamu.edu