

Procurement Card Processes & Preliminary FFX / FFX

The following suggestions about the Procurement Card Process are given to assist Property Managers with the Limited Purchases that are controlled items in FFX.

1. Fiscal Personnel: Request a separate prefix for LP documents to be used for Procurement card purchases.

Note that these LP's will not have AP related transactions come to Property through the TAPFD. By giving these documents a separate identification, Property Managers know which ones they must handle differently. Creating a separate prefix only works for those agencies not using Sequential Prefixing for LP documents.

2. Departments: Create a LP document using the unique prefix, close these LP's, but don't route them.
3. Departments (or Central Receiving as at TAMUCC): Create the Preliminary Asset(s) using Screens 360-362.

Note that the Receiving Screens are NOT required to create the Preliminary Asset – saving time and potential errors.

4. Property Managers: Use Screens 545/546 to identify the Preliminary assets associated with Procurement card LP's. Change the status of these preliminary assets to 'Pending' by entering the appropriate asset number (this may be the same as the Tag #) in the Asset field on Screen 546.

Note that this changes the status from 'Preliminary' to 'Pending' and makes the asset information available for processing on Screens 501-509.

5. Departments: COMPLETE the LP document (do NOT use 'cancel/delete').

Note that by completing the document the line item accounting information remains on the document and is available for the Property Managers. Canceling/Deleting a document removes this data.

6. Property Managers: Use FRS Screens 228, 24, 27 & 47, as necessary, to find the pertinent accounting information.

7. Property Managers: Use the XR389 & XR397 reports that are run each month to identify the Purchasing Card Transactions with Controlled/Capital Object Codes.

Note that the fields on these reports are Account, Object Code, Amount, Bank and Ref2 (when the REFTRACK option is taken and the reference number is assigned by FAMIS as a sequential number.)