

# FAMIS Services

## Preliminary FFX Interface Process

### Overview

To accommodate the use of the PROCARD system and similar systems that provide on-line purchasing capabilities, a method of entering related Preliminary Fixed Asset information is available. This method allows the capture of Preliminary Fixed Asset information for those purchases that do not go through FAMIS Purchasing System.

A new document prefix of 'X' has been reserved for these Preliminary Fixed Assets which can be created two ways. These documents can be created manually using screens 360 through 362, or they can be fed to FAMIS by use of transactions in an interface file.

Screen 363 provides inquiry, by department and sub-department, for all non-purchasing documents (those using prefix 'X') that are still in a preliminary status while the TBAR363 report provides the same information in a report.

Tech Note: The TBDU068 must be included with the TBDU065 process to handle the new document type. The TBDU068 processes the 'X' documents from preliminary assets into pending assets.

Before either the manual entry or the batch feed process can be utilized, FFX Control Screen 590 must be updated. Send a Change Enhancement form to [famishelp@tamu.edu](mailto:famishelp@tamu.edu) requesting update of FFX Screen 590 field "External Prel Next Assigned". We will automatically set up the documents to begin with 'A' and 00001, so that your first document number would be XA00001. If you want to your documents to begin with another value, please send us the alphabetic character and a five digit number to use on Screen 590. This number scheme will not change from year to year.

Figure 1:

```
0013 Please enter desired modifications
590 System Controls                                     12/07/07 12:00
                                                         FY 2007 CC 01

Screen: _____
Accounting Feed Options                               AP/PO Extract Options
  Accounting Feed: D                                 Pending No Option: VCHR
Batch Ref                                             Acq. Method: PO
  Prefix: FFX Next Number: 843                       Calc Discount: Y
  TC=06X: 6 Fiscal Year: 2007                         Split Quantity: N
  FY Start Month: 9_                                  Include Freight: I
  Bank Number: 00001                                  Include Insurance: I
  Search Limit: 100_                                  Include Tax: Y
  Allow Account Overrides: Y                           Include Other: I
  Allow Class Overrides: Y                            IA Systems Installed
External Prel Next Assigned: A 00001                 Accounting: Y
Pending Asset Number Options                          Accounts Payable: Y
  Next Assigned: 0000005434                           Purchasing: Y
  Increment: 1___ Format: XX-X-XXXXXXX                Allow Manual Tag: Y
Approved Asset Number Options                          Room Table: Y
  Next Assigned: 0000006825                           Date Last Dep Calc: 08/31/2007
  Increment: 1___ Format: XX-X-XXXXXXX                 Dep Calc Months: 12
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp
```

TECH NOTE: When doing manual entry, or a feed file, you may encounter the error message - "Table size exceeded". This means that the Screen 590 table needs to be updated. Please send a Change Enhancement to [FAMISHelp@tamu.edu](mailto:FAMISHelp@tamu.edu) requesting a new numbering point for your documents. If you have been using documents starting with XAnnnnn, the next increment will be B 00001.

# FAMIS Services

## Preliminary FFX Interface Process

### Manual Entry, Corrections and Inquiry

The existing preliminary asset screens (360-362) allow the on-line creation and modification to these non purchasing related Preliminary Fixed Assets documents.

Screen 360 – Departmental Personnel create these Preliminary FFX records by entering “X0” for a new record or the existing “X” number for adding more preliminary FFX records.

Fields for “X” numbers:

- Origin Code – “P” – Procard or “E” – E-Commerce
- Number of Assets to create
- Asset Value
- Voucher/Reference Number – (if left blank, defaults to “X” number) for TBAR010 reconciliation
- Purchase Account – determines the defaults that normally come from Purchasing document

Screen 361 – No special entry for ‘X’ documents

Screen 362 – Once all required fields are filled in, the “X” numbers are tagged for feeding to Fixed Assets as Pending Assets.

Screen 363 - View Non-Purchasing Preliminary Assets, provides inquiry to the non-purchasing documents by department and sub-department.

### Screen 360 – Build Preliminary Assets

```
360 Build Preliminary Assets                                05/05/08 13:29
                                                           FY 2008 CC AB
Screen:  ___ Doc: x0
+-----+
                ** Preliminary Fixed Asset Creation **
                Purchase Code: P
                Number of Assets: 1_
                Asset Value: 10000___
                Voucher/Ref: 12345__
                Purchase Account: 300090 00000 8725
-
                PF4 = Exit
D
S
+-----+
End      Dt:          Buyer:          Ph:
Exp.Dlvry Dt:      FOB:      Type Funds/Ord:      PO Total: 1000.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp      Next
```

# FAMIS Services

## Preliminary FFX Interface Process

### Screen 361 - View Preliminary Assets

```

F2321 Make selection to proceed to screen 362
361 View Preliminary Assets                                05/05/08 13:32
                                                         FY 2008 CC AB

Screen: ___ Doc: XA00202                               Prelim Only: Y
                                                         Pg: 1__ of 1 Viewed Pg(s)
                                                         <More>>>
  Doc      Add
Sel Seq  Tag Number To   Total Cost   Description   Cmp
-----
_ 0001 0000007337      10000.00
                                                         N

*** End of Fixed Asset Record(s) ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                               Bkwd Frwd   Left Right
  
```

### Screen 362 - Preliminary Fixed Assets Data

```

F0013 Please enter desired modifications
362 Preliminary Fixed Asset Data                          05/05/08 13:33
                                                         FY 2008 CC AB

Screen: ___ Doc: XA00202 Doc Seq: 1___ Delete Asset?: _
                                                         Page: 1 <More>>>
  Tag Number: 0000007337 Add to Existing Asset: Cmp: N
Asset Description: _____
Line 2: _____
Total cost: 10000.00_____

Manufacturer Name: _____
Model Number: _____ Serial Number: _____

Class: _____
Acquisition Dt: _____ In-Service Dt: _____
Condition: 01
Availability: US           How Tagged: BC
Related Asset: _____ Software Version: _____
Historical Ind: _____ Depr Ind: _____
Special License: ___
Asset: _____ Status: _____ Exposure Code: ___

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                               Left Right
  
```

# FAMIS Services Preliminary FFX Interface Process

## Screen 363 – View Non-Purchasing Preliminary Assets

```
F2321 Make selection to proceed to screen 362
363 View Non-Purchasing Preliminary Assets                                05/05/08 13:34
                                                                           FY 2008 CC AB
Screen: ___ Dept: ATHL_ Sub Dept: _____ Purch Code: E Document: _____
                                                                           Doc Seq: _____
```

Sel	Document	Doc Seq	Tag Number	Total Cost	Description	Cmp
___	XA00202	0001	0000007337	10000.00		N

```
*** End of Fixed Asset Record(s) ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
```

# FAMIS Services

## Preliminary FFX Interface Process

### Procedures for Adding a New Preliminary FFX Interface

1. Review the FAMIS Interface Policy document that is available from our WEB site: <http://www.tamus.edu/offices/famis/> or request a copy from [famishelp@tamu.edu](mailto:famishelp@tamu.edu).

You need to complete all of the steps listed in the Interface Policy document before your Preliminary FFX Interface goes into production. You may be working on steps in both documents at the same time. Contact the Interface Coordinator for your member campus when you are ready to initiate actions for your interface.

2. You need to work with the FAMIS Help team to determine the file name to be used. Our current naming standards for Preliminary FFX files are:

K7nnXX.XPFFX.DTyymmdd or  
K7nnXX.XPFFX.vvvv.DTyymmdd

NOTE: K7nnXX – substitute your campus code for the “nn”, so that a file for Prairie View would begin “K705XX”

DTyymmdd – substitute the date for the “yymmdd” so that a file for April 30, 2008 would be “DT080430”

vvvv – if you choose to create vendor specific files, substitute an abbreviation for the vendor in place of the “vvvv”

3. The process for sending file and scheduling jobs is covered in the Interface Policy documentation.

## FAMIS Services Preliminary FFX Interface Process

### Record format for PFFX file:

NOTE: The PFFX transaction file that the customer sends to FAMIS does not have a batch header record. The program TBXR068 processes this file into FAMIS transactions to be posted by program TBDU010. Parameters used for the TBXR068 program are:

- CC               – Campus Code
- FY               – Fiscal Year
- OPTION         – OVERRIDE (Process file regardless of duplicates)

All fields with an asterisk are required for the transaction(s) to process. The record length for the file is 200 characters.

FIELD NAME	FORMAT	REQ	COL	DESCRIPTION
Campus Code	A2	*	1 – 2	the TAMUS member number (TAMU = 02)
X + Alpha Character + 5 digit number	A7	*	3 – 9	The first character is always X, the second character should be alphabetic, FAMIS recommends beginning with A and working through the alphabet. The last 5 characters are numeric, beginning with 00001.
Purchase Account	A15	*	10 - 24	The account used to purchase the item(s), the 6-digit acct + 5-digit support account + 4-digit object code If you are not using support accounts, use all zeroes ("00000") in place of a support account
Description	A35	*	25 – 59	Description of item(s)
Quantity / Number of items	N11.2	*	60 – 72	Number of items purchased, 1 computer would be entered as 0000000000100 124.33 barrels of oil would be entered as 0000000012433
Acquisition date	N8	*	73 – 80	Date of purchase in the format yyyymmdd
Total Cost	N11.2	*	81 – 93	Include Cost + Shipping + Setup – Discounts A value of 11,378.25 would be entered as 0000001137825
Class Code	A6	*	94 – 99	Applicable class code from SPA list
Manufacturer Name	A30		100 -129	Name of company
Model number	A20		130 - 149	From manufacturer
Filler	A51		150 – 200	blank