AggieBuy Preliminary Fixed Asset Canopy 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 Canopy using FAMIS ID and password

If you only have the AggieBuy PO number

    Select FRS Module

    Select Purchase Documents

    Select SciQuest Cross Ref (enter)

    Enter AggieBuy PO number in the SciQuest Document ID field (submit) (to learn FAMIS Doc Number)

When / If you have the FAMIS PO number

    Select FRS module

    Select Preliminary Assts

    Select Pre Asset Doc

    Enter FAMIS Doc number (submit)

    This will land you on the Preliminary Asset Data screen

Completing Fixed Asset Data

    Mouse click "Edit" box

    Correct / Update Asset Description field (if needed)

    Enter Serial Number

    Enter Acquisition Date

    Enter In-Service Date

    Correct / Update Building Number (if needed)

    Correct / Update Room Number (if needed)

    Additional location information is optional

    Mouse click "Save" box

Return to Preliminary Asset screen by selecting "Pre Asset Search" tab

    Verify the "Complete" 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