

## AggieBuy Asset Ownership

How to create ownership of an asset when using AggieBuy to purchase the asset when the owning department is different than one or more of the paying accounts.

- The first account line in the header record of the requisition will determine the owner of the asset. Any other accounts listed as a split in the header or at the line level will only be used for allocation of the asset expense.
  - The first department code listed in the header will feed to FAMIS FRS screen 362 (pg 2) or
  - On Canopy screen “Preliminary Asset Document”

Examples:

- In the example of where an asset’s cost will be split between three department accounts (i.e. Chemistry, Biology, College of Science Dean’s Office), if Chemistry was to be the owner of the asset their account would need to be listed first in the header split.
- In the example where an asset’s owner will not pay for the cost of the asset (i.e. College of Science Dean’s office is funding the asset for Chemistry). In this case in the header record show Chemistry as the account that will fund the requisition, but then at the line level show the College of Science Dean’s Office account that will fund the asset. That will set up the owner of Chemistry, but the asset will be funded/paid from the College of Science Dean’s Office account