

Asset is Purchased

AB Purchase Order Process

AB Req transfers to AB PO, and asset gets ordered.

Dept receives asset, creates receipt on AB PO, and enters received date.
(View on PO Receipt page)

AAPO receives "FAMIS PFFX Notification" email and enters PFFX.

Dept receives invoice & enters into AB. Voucher payment is initiated.

Error shows on Property Mgmt's TBAR010 report that asset needs to be added to FFX.

AB Non-PO/Invoice Process

Dept receives asset, enters invoice & "Non-PO Received Date" into AB.
(View on AB Summary page)

Dept Business Office notifies AAPO of new asset.
No "FAMIS PFFX Notification" emails are sent.

Using Canopy, either Dept Business Office or AAPO creates manual FAMIS PO# (XA#), asset #, and enters PFFX (Use NonPurchasing Preliminary Asset Option)

Either Dept Business Office or AAPO enters XA# and asset # into the invoice's AB Comments for Property Mgmt to access.

Error shows on Property Mgmt's TBAR010 report that asset needs to be added to FFX.

Payment Card Process

Dept receives asset, allocates asset in Concur to inventory object code. Must attach invoice/receipt.
(View in Concur)

Dept Business Office notifies AAPO of new asset.
No "FAMIS PFFX Notification" emails are sent.

Using Canopy, either Dept Business Office or AAPO creates manual FAMIS PO# (XA#), asset #, and enters PFFX (Use NonPurchasing Preliminary Asset Option)

Either Dept Business Office or AAPO enters XA# and asset # into Concur FAMIS Ref A & Asset fields for Property Mgmt to access.

Error shows on Property Mgmt's TBAR010 report that asset needs to be added to FFX.

Compare/Contrast AB Non-PO & P-Card Assets

AB Non-PO/Invoice Process

Dept receives asset, **enters invoice & "Non-PO Received Date" into AB.**
(View on AB Summary page)

Dept Business Office notifies AAPO of new asset.
No "FAMIS PFFX Notification" emails are sent.

Using Canopy, either Dept Business Office or AAPO creates manual FAMIS PO# (XA#), asset #, and enters PFFX (Use NonPurchasing Preliminary Asset Option)

Either Dept Business Office or AAPO **enters XA# and asset # into the invoice's AB Comments for Property Mgmt to access.**

Error shows on Property Mgmt's TBAR010 report that asset needs to be added to FFX. (**Ref Voucher**, No FAMIS PO#)

Payment Card Process

Dept receives asset, **allocates asset in Concur to inventory object code.** Must attach invoice/receipt.
(View in Concur)

Dept Business Office notifies AAPO of new asset.
No "FAMIS PFFX Notification" emails are sent.

Using Canopy, either Dept Business Office or AAPO creates manual FAMIS PO# (XA#), asset #, and enters PFFX (Use NonPurchasing Preliminary Asset Option)

Either Dept Business Office or AAPO **enters XA# and asset # into Concur FAMIS Ref A & Asset fields for Property Mgmt to access.**

Error shows on Property Mgmt's TBAR010 report that asset needs to be added to FFX. (**Concur Report key**, NO FAMIS PO#)

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