Transfer Departmental Property

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Fixed Assets
What is TDP?

- Electronic Transfer of Departmental Property
- Transfers completed in Canopy
- Upon approval, transfer is reflected immediately in Canopy/ FAMIS
- One document may be used to initiate many transfers
Which Forms will TDP Replace?
Why TDP?

- Paperless
- Immediately reflected in FAMIS/Canopy
Routing

* TDP may have its own routing path or follow generic departmental path
* Departments will need to fill out a TDP routing form
General Rules for Transfers

- Only WHOLE Assets can be transferred (not individual components)
- Depreciation must be ‘up to date’ to transfer an asset
Restrictions on Transfers

- Assets that are Real Property (land, building, CIP) may not be transferred
- Assets that are in Missing status cannot be transferred
- No transactions can be done on an asset being transferred until routing is completed or the TDP document is transferred
- Assets may not be pending
Real Life Examples

* Please See Handouts for Step by Step example
  
  * Demonstration from Department to Department
  * Demonstration from Department to Surplus
  * Demonstration of Non Inventory Transfer

*All Handouts are from the FAMIS Services TDP Guide version 2.0, August 2011
Contacts

- FFX Access- FAMIS Security
- Routing Issues- FAMIS Security
- Famis.security@tamu.edu
- Ext. 3614

- All Inventory Related Issues- Inventory Team
- Inventory@tamu.edu

*Note: FAMIS Security will set up FFX Access, however permissions must be approved by the Property Office
Questions