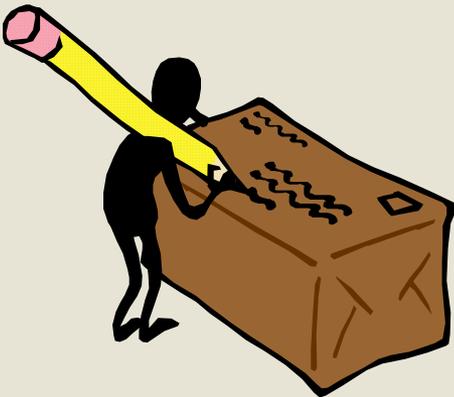




Property Transfers in SPA



Stacy Parker

- **Internal SPA Agency** – All state agencies and universities using the SPA application online or via batch. *(Example: Attorney General's Office – Online and University of Houston – Downtown – Batch)*
- **External University** – Universities electing not to report property to the SPA application. *(Example: All Texas A&M and University of Texas institutions)*



For a list of Internal/External SPA agencies and Institutions of Higher Education see:

<https://fmx.cpa.state.tx.us/fmx/pubs/spaproc/ch7/hied.php>

Internal Transfers

- Transfer from an internal agency to another internal agency/external university.

External to Internal

- Transfer from an external university to an internal agency.

External to External

- Transfer from an external university to another external university.

- Transfers from an internal agency to another internal agency or to an external university (*for example, a transfer from TxDOT to TDCJ or from TxDOT to A&M*).
- The property must already exist in SPA.
- Use the Transfer Property (PATRAN) Screen to initiate a transfer out.
- Overnight transaction.
- All transfers **MUST** be received on the Receive Transfer (PARXER) screen by receiving agency.



- Transfers from an external university to an internal agency/university (*for example, a transfer from UT to TxDOT*).
- External agency must enter transfers to an internal agency on the External Transfer Out (PAPEXT) Screen to initiate a transfer. (function not available in batch)
 - ✓ *Do not add the property to SPA using the Add Property Screen if you are an external agency.*
 - ✓ *Do not use the Transfer Property screen for a property that exists in SPA if you are an external agency.*
- Overnight transaction.
- Must be received on the Receive Transfer (PARXER) screen by receiving agency.



- Interagency/External University Transfers must be tracked for year-end Note 2 preparation.
- Provides a mechanism to record transfer data for financial recognition.
- Provides a mechanism for sending and receiving agencies to acknowledge a transfer.





- The most commonly received error on the PAPEXT screen is ***Property/CPNT Exists, Press F9 to Delete.***



- ✓ This means the property existed in SPA before your agency became external.
- ✓ If you receive this message, press F9 to delete the transaction and then enter the property number with a **T** as the first digit. For example, if the asset number is **0000000000**, enter **T000000000**.

- Complete instructions for using this screen are available in the *SPA User Guide*:

https://fmx.cpa.state.tx.us/fmx/pubs/spaproc/ch7/7_2.php

- A transfer from one external university to another (*for example, a transfer between A&M and UT*).
- Transfers between two external agencies cannot be entered into SPA. Please submit the fiscal year-end **External to External Agency Transfers In and Out (Excel)** spreadsheet to spa@cpa.state.tx.us
- Transfers within a university system are recorded by the system office and are not reported on the external to external transfer spreadsheet.
- SPA and FRS are exploring the possibility of adding a section to the CANSS system to enter these transfers. If this occurs before year-end, *FMXtra* will include an announcement that new information is available on FMX.



General Transfer Reminders



- The historical value of a property received in transfer cannot be altered. To add value to an asset, an additional component must be added.
- An asset that is a completed transfer cannot be disposed with a disposal method 27 – entered in error.
- The sending agency assigns the effective date (also known as the transfer date or disposal date). This date becomes the effective date on the receiving agency's records.

- The effective date can be updated only by the sending agency while the transfer is still pending.
- A transfer is not complete and remains on the books of the sending agency until it is received by the receiving agency.
- It is the responsibility of the sending agency to contact the receiving agency to prompt the receipt of an outstanding transfer before year-end.
- Transfers can only be cancelled while they are in pending status, not yet received.



Thank you for your time!

If you have any questions or concerns,
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DONE!