4. Press the In the Screen field of any screen, type /W

HOW TO GO BACK TO THE TPX MENU

3. Type LOGOFF over “Nat9995 Natural Session Terminated Normally” and press ENTER. Before typing /K then PF12, see if anything is highlighted on the TPX menu. If there is, then you must go into each highlighted application and log off. If you fail to do this, you will have problems. To fix, call the Help Desk Central at 979-845-8300.

HOW TO LOCK YOUR FAMIS SCREEN

2. Type * Help when using the “?”; no definitions will appear. Regardless if a definition appears or not, press ENTER to see valid values for the field. You may need to try this in many places before finding what you need.

? Help: Only valid in fields where you may enter data. Type a question mark (?) and press ENTER. Only valid values appear when using the “?”; no definitions will appear. You must use the PF2 key for a definition.

* Help: Only valid in fields where you may enter data. Type an asterisk (*) and press ENTER. Valid on the Action Line for screens such as TJS, 860, and 922. For example: typing an asterisk (*) in the Dept field on the Action Line of Screen 860 will display a list of all departments.

HOW TO LOG ONTO FAMIS

1. Type PF2 at the ATM screen and press ENTER.

HOW TO LOG OFF OF FAMIS

Note: Typing /K then pressing PF12 before typing SO and LOGOFF will not log you off of FAMIS! It only kills TPX session.

1. In the Screen field of any screen, type SO for Sign Off.

Production UserID and password

2. Click the Administrator link on this FAMIS web page: http://www.tamus.edu/offices/famis/passwords/secadmins/ 979-845-8300

If you forget your FAMIS password, call the Security Help Desk Central at 979-845-8300.

HOW TO EXIT FROM A POP-UP WINDOW

To exit ENTER to pop-up window, press the PF4 key.

USING PF KEYS FOR MORE INFORMATION

Numerous screens have PF keys listed at the bottom to provide you with more information. By pressing the PF keys, pop-up screens may appear. To exit the pop-up screen press PF4. Other PF keys will scroll the screen to the right or left providing extra columns of information.

GETTING HELP WHILE USING FAMIS

PFKEY \TIPS AND INFORMATION \HELPFUL TIPS AND INFORMATION \Getting help while using FAMIS PF2 key

Try these options for clearing your screen:

- Press the PF2 key at the ATM screen and press ENTER.
- Type your FAMIS Production UserID and password. Press ENTER.
- Press ENTER at the screen showing your login status.
- Press the F2 key or F key for CICSNAT at the Nu/TPX menu.
- Type your FAMIS Production UserID and password again.

If these options do not work, contact your computer support listserv@listserv.tamu.edu

HELPFUL TIPS AND INFORMATION

HOW TO GET BACK TO THE TPX MENU

In the Screen field of any screen, type /W and press PF12.

USING PF KEYS ON THE PURCHASING INQUIRY SCREENS

1. Position the cursor next to the document you would like to see.

Press the desired function key displayed at the bottom for pop-up screen to appear.

HINTS ON ENTERING DATA

Always watch the message line (top line of the screen) for any error messages that may appear. Do not change screens without getting the message, “Record has been Successfully Modified” or you may lose data.

Always press ENTER after inputting data on the Action Line (first line of data on the screen) before entering data on the screen. If you fail to press ENTER on the Action Line and proceed to complete the screen, you will lose all data the first time you press ENTER, and you will have to retype it.

REFERENCE CODES

Currently, there are four reference codes used in FAMIS. Specific transactions are associated with these codes.

Reference codes can be seen on a number of FAMIS screens including Screens 23, 46, 76, and 77.

Reference #1 - PO #; Budget # (Encumbrances, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Revolving Prepaid Vouchers, Change Sources of Funds, Multi-Vendor Vouchers, Budgets)

Reference #2 - Voucher #; Bill #; Receipt #; Accounts Receivable

Invoice # (Disbursements, Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Vouchers, Change Source of Funds, Multi-Vendor Vouchers, Accounts Receivable, Budgets)

Reference #3 - Account Receivable Check # (Vouchers, Credit Memos, Prepaid Vouchers, Prepaid Credit Memos, Revolving Prepaid Vouchers, Change Source of Funds, Multi-Vendor Vouchers, A/R Additional Line Item Entry, A/R Line Item Adjust, A/R Line Item Payment)

PURCHASING DOCUMENT TYPES/CLASSES

Purchase Order: PPO or P# number

Exempt: PIP or I# number

Number Invoice Problem: PIP or I# number

Limited: PPL or L# number

Purchase Order: PPP or P# number

Requisition: PRQ or R# number

INQUIRY BY BATCH

Accounts Payable Session/Batch Header List

Accounts Receivable Transaction Inquiry by Batch

Accounts Receivable Session/Batch Header List

Financial Accounting Session/Batch Header List

Transactions by Batch Reference and Date

INQUIRY BY SUBCODE

Subcodes are entered after the symbol \-

INQUIRY BY SUBCODE

Subcodes are entered after the symbol \-

S01 TABLES/MICROCELLAR SCREENS

M- Code List

Maintain Automatic Budget Reallocation Rules

Person Information

OBJECT CODE & ACCOUNT CONTROL LIST

GL Account Control Descriptions

SL Object Code Descriptions (revenue & expense)