ACH
User Manual

FAMIS Services
The Texas A&M University System

Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Automated Clearing House (ACH) process for direct deposit of payments through the Financial Accounting Management Information System (FAMIS). FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Other applications include Financial Accounting, Accounts Payable, Accounts Receivable, Sponsored Research, and Fixed Assets. Manuals for these applications are being developed or are currently available.

By utilizing the information and guidelines contained in this manual, a user should be able to access information regarding ACH payments to vendors, as well as create and modify ACH transactions.

The FAMIS User Manuals are in a constant state of revision, due to screen updates, changes in procedures, or any one of a multitude of reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6450, or copy the page with the error, note the correction or suggestion and send it to:

College Station based: FAMIS Services
The Texas A&M University System
1144 TAMU
College Station, TX 77843-1144

Non-College Station based: FAMIS Services
The Texas A&M University System
200 Technology Way
College Station, TX 77845-3424

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ACH Menus

Screens used in the ACH process are found on the following menus.

Menu M50 – ACH System Menu

```
M50 ACH System Menu                                        02/17/10 14:52
                                                           FY 2010 CC 02

   Screen: ___

          * ------------- ACH Screens ------------- *

              * ------------- Inquiry ------------- *
                501   Browse ACH Control Records

                150   ACH Inquiry by Bank Trace

              * ------------ Maintenance ----------- *
                500   ACH Approval Menu
                502   ACH Detail For Approval Types A
                503   ACH Detail For Approval Types B




 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Menu M21 - Vendor Information Menu

```
M21 Vendor Information Menu                                 02/17/10 14:53
                                                           FY 2010 CC 02

   Screen: ___

              * -------- Vendor Information ------------- *
                201   Vendor Change Log
                203   Vendor Add/Modify
                204   Vendor Purchasing Create
                205   Vendor Payables Create
                206   Vendor Ownership Information
                207   Vendor ACH Information
                209   State Vendor Hold Maintenance

                143   Vendor Flag Set/Reset
                101   Vendor Number Search
                102   Vendor Name Search
                120   Vendor Alias Maintenance
                132   Vendor History

                173   State HUB ID Search
                174   State HUB Name Search
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Menu M12 - Voucher Update Menu - Part 1

```
M12 Voucher Update Menu - Part 1                      02/17/10 14:53
                                                      FY 2010 CC 02

  Screen: ___   Vendor: _____   Voucher: _____

 *-- Regular & Prepaid Vouchers --*    *-------- Pending Vouchers ---------*
  104  Voucher Create                  111  Pending Voucher Create/Mod
  105  Voucher Header Modify           112  Pending Voucher Create/Mod
  106  Unpaid Voucher Drop                    with P.O. Numbers
  107  Voucher Line Item Mod w/o Actg  113  Post a Range of Pending Vouchers
  118  Voucher Line Item Mod w/Actg    114  Pending Interest Voucher Modify
  125  Voucher Amount Modify           115  Pending State Interest Create/Mod
                                       131  Preview Flag Reset
  110  Void Check
  117  Void FAMIS Trace Nbr            *---------- Credit Memos -----------*
  146  Void State Voucher              108  Credit Memo
  147  State Voucher Partial Void      116  Prepaid Credit Memo


  109  Prepaid Voucher Create/Mod
  119  Prepaid Voucher Amount Mod      *---------- Other Menus -----------*
                                       M13  Voucher Update Menu - Part 2
  130  AP Batch Initialize            M18  1099/W2 Menu
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Menu M11 - Accounts Payable Inquiry and Vendor Menu

```
M11 Accounts Payable Inquiry and Vendor Menu          02/17/10 14:54
                                                      FY 2010 CC 02

  Screen: ___   Vendor: _____   Voucher: _____

 *------- Vendor Information ------*   *------- Voucher Inquiry ----------*
  M21  Vendor Information Menu         160  Invoices by Vendor Inquiry
                                       161  Voucher Inquiry by Voucher Nbr
  171  State Hold ID Search            162  Voucher Inquiry by Vendor
  172  State Hold Name Search          163  Voucher Inquiry by Acct, Dept Ref
  173  State HUB ID Search             164  Voucher Inquiry by PO Number
  174  State HUB Name Search           165  Outstanding Voucher Inquiry
  175  Vendors Held by Agency          166  Pending Voucher Inquiry
                                       167  Voucher Inquiry by Dept. Ref
 *------- Batch Information -------*   168  Voucher Total Inquiry
  124  Session/Batch Header List       169  Voucher Line item Inquiry
  127  Transaction Inquiry by Batch    170  Voucher Inq. by Alt. Vendor
                                       178  Vouchers by Reconciliation Bank
 *------- Check Inquiry -----------*
  177  Check List                      *--------- Other Menus ----------*
  185  Outstanding Check List         M18  1099/W2 Menu
  186  Vouchers by Check Inquiry
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Menu S02 - FRS Miscellaneous Tables

```
 S02 FRS Miscellaneous Tables                          02/17/10 14:55
                                                        FY 2010 CC 02

  Screen: ___

                   *--- General Purpose Table Screens ---*

 816 - ACH Holiday Table                 840 - USAS Strategy Table Maint.
 817 - Comp Codes Subject to Interest    841 - LDT Code Maintenance
 818 - State and Local Holiday Table
 819 - State Holiday Table               S03 - FRS Misc. Tables Continued

 830 - Payroll Empl. Payment Cr. Acct Table
 831 - Interdepartmental Transfer Table
 832 - Topic Id Maintenance
 833 - Maintain AP Bank Information
 834 - Voucher Type Create
 835 - Last Voucher Number Table List
 836 - Beginning Budget Entries Table
 837 - Insurance Liability Account Table
 838 - Contact Maintenance
 839 - InterAgency Payment Account Table
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Section II
ACH Basic Concepts

ACH User Preparation List

1) Contact A&M System Treasury to initiate ACH processing.

2) Request FAMIS Services send PPD and CCD information to the bank.

3) Obtain the vendor or individual "Vendor Direct Deposit Authorization Form" for your file in the Fiscal Office.

4) Decide on your Prenote policy (to use or override the prenote feature).

5) Request appropriate security access from your security officers.

6) Enter the ACH information on Screen 207 for each vendor including the appropriate Prenote flag.

7) Set up approval criteria on Screen 500 (one time only). This controls the number of signatures necessary for the different approval types.

8) Send an email to famishelp@tamus.edu when you have your approval screen ready, have entered the information for a number of vendors and are almost ready to process ACH transactions.

   At this point, we will still need at least one week to finish your setup. We will let you know when we can begin running the ACH programs for you. You may continue entering vendor information as the ACH process will not begin until FAMIS initiates the correct JCL.

9) Send ACH bank information to famishelp@tamus.edu for Screen 833 to identify your ACH bank.

10) Process your vouchers normally, i.e. state and local vouchers. FAMIS Production will notify you when they are ready to begin running the ACH jobs.

11) Once the ACH jobs are running, approve the ACH payments online using Screens 502 and 503 before 11:00 am each day.

12) Verify ACH transactions using the approved ACH register.

Steps to Successful ACH

❶   Obtain the vendor or individual "Vendor Direct Deposit Authorization Form" for your file in the Fiscal Office.

❷   Decide on your Prenote policy (to use or override the prenote feature).

❸   Request appropriate security access from your security officers.

❹   Enter the ACH information on Screen 207 for each vendor including the appropriate Prenote flag.

❺   Set up approval criteria on Screen 500 (one time only). This controls the number of signatures necessary for the different approval types.

❻   Send an email to famishelp@tamus.edu when you have your approval screen ready, have entered the information for a number of vendors and are almost ready to process ACH transactions.

   At this point, we will still need at least one week to finish your setup. We will let you know when we can begin running the ACH programs for you. You may continue entering vendor information as the ACH process will not begin until FAMIS initiates the correct JCL.

❼   Send ACH bank information to famishelp@tamus.edu for Screen 833 to identify your ACH bank.

❽   Process your vouchers normally, i.e. state and local vouchers. FAMIS Production will notify you when they are ready to begin running the ACH jobs.

❾   Once the ACH jobs are running, approve the ACH payments online using Screens 502 and 503 before 11:00 am each day.

❿   Verify ACH transactions using the approved ACH register.

Basic Concepts - ACH Payments to Vendors

When a vendor wishes to have payments sent directly to the bank through the direct deposit process, the FAMIS ACH (Automated Clearing House) process handles it. FAMIS is also able to set up a direct deposit for reimbursement payments when an individual purchases items for his or her office or department.

Vendor Direct Deposit Authorization Form

The individual or vendor must complete a "Vendor Direct Deposit Authorization Form" and have it signed by the financial institution that will be receiving the direct deposit. A sample of the form by the State of Texas Comptroller's Office is found on their web site in the Adobe Acrobat PDF format:

http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf

You may print a copy of this form, alter it to fit your institution and have it approved by the State Comptroller's Office. When you send the form to your vendors, they are to fill in all the information requested and mail it to your (the paying agency's) fiscal office for processing.

For additional vendor payment information, use the links on this web page:

http://www.cpa.state.tx.us/fm/payment/

ACH Processing

When a voucher is entered, FAMIS checks to determine if the vendor is set up for ACH payments. Processing vouchers to be paid via ACH is the same process as normally used for state vouchers and local checks. As with state vouchers and local checks, the voucher can be changed and canceled prior to the payment going into the payment cycle.

ACH processing will not combine vouchers to a vendor.

Credit memos must be done as a line item on the same voucher.

ACH Override
The voucher entry screens contain a flag that allows the user to override the ACH data and send the vendor a check instead of an ACH payment. This flag is on Screen 105.

Prenotes

When entering new ACH information on the vendor record, a default is set that sends a Prenote to the bank. The prenote is a non-dollar transaction that tests the validity of the ACH information. The routing and account data are validated, and it is determined whether the account is a valid account for ACH.

The prenote process involves doing some 'hand-shaking' with the bank. We need two business days to get the information to the bank. The bank requires 5 business days for their processing. Then we allow a couple of days for a negative bank response, since we don't get any positive response - we just have to assume everything is OK.

To choose NOT to send a prenote, you can set the prenote override flag to 'Y'.

New ACH Vendor and Prenotes

If a new ACH vendor is entered on the same day as the voucher AND the prenote is set to override, ACH payment will process.

Two Week Delay

Prenotes are sent daily with the regular ACH payments. When a prenote is sent, FAMIS does not send any corresponding ACH payments until two weeks after the prenote is sent. When the two weeks have passed, FAMIS automatically sets an indicator that allows the voucher to be processed. During the prenote process, checks are produced for the vouchers. Once the prenote time has passed, then payments will be sent by ACH processing.

Prenote Rejection

When a prenote is rejected, you need to mark the vendor to indicate that the ACH information is invalid or correct it and send it again.

Production Cycle

During the nightly production cycle, FAMIS selects vouchers due for local payment based on the "Due Date" and separates ACH payments from check payments. Multiple ACH vouchers are NOT combined into one payment (as is done in the check cycle). One ACH payment is created for each voucher flagged as ACH.

Limit on Number of Pulls for Payment

When Prompt Pay (interest items) causes the line item number to be greater than 999, the limit is reached and the item will no longer be pulled for processing.

If you are exempt from Prompt Pay, (example, TAMRF) there is no limit to the number of times that a voucher can be pulled into ACH processing.

ACH Approval Process

The following morning (before 11:00 a.m.) the authorized signers (for the disbursement account) review the ACH payments on Screen 501.

> **If records are not approved by 11:00 a.m., they will be rejected and you will have to wait and approve them the next morning.**

The status codes on Screens 502 and 503 are initially set to "N" (Not Approved) during the nightly EFPRT job.

> The status may change back to "N" if someone who has already approved the item goes back and "unapproves" it, or another person "unapproves" it <u>and</u> this action causes the approval count to fall below the minimum number of approvals required. This occurs if the minimum number of approvers changes between the EFPRT job the night before and the EFCLS job at 11:00 a.m.
>
> Entering a "U" (Unapprove) takes it off the ACH file that would be sent in the next process.

The authorized signers approve (or do not approve) the payments using either Screen 502 or 503 -- depending on the dollar amount and whether it is 'Above' or 'Below' the controlled dollar limit processing. When the number of approvals reaches or exceeds the minimum required (set on Screen 500), the status will change to "A" (Approved).

<u>Above & Below Dollar Limits</u>
Screen 500 controls the number of signatures necessary to process payments via ACH. The approval types are similar to the check signature limits. Each agency decides how many signatures are required for ACH payments "Above" the 'hand signature' limit (Approval Type A) and for those that fall "Below" the 'hand signature' limit (Approval Type B). Note that the limit is determined by each agency but must be entered and changed by FAMIS Services in the JCL.

<u>Approval</u>
Payments may be approved 'en masse'.
Individual payments may be <u>either</u> approved or disapproved.

> If you mark only a few records with "N" (no process) and press PF10 to "Accept All", all records will be marked "Approved," EXCEPT those flagged as "N".

"No Action" or "Reject"

If you do not approve the payment or 'Reject' the payment (on Screens 502/503), the payment is marked for rejection and the 'in cycle' status is taken off the voucher. If any approver rejects the item, the status will be "R".

> **There is no undo for a "Reject."**

You may:
    (1) wait until the next morning when it will be available for you to approve again. Note: the voucher will have a new trace number.
         OR
    (2) modify the voucher (on Screen 105) to create a check instead.
         OR
    (3) use Screen 106 if you want to drop the voucher and <u>not</u> make a payment.

Again, payments that are not approved (non-action) are marked as "rejected" by the batch programs and the 'in cycle' status is removed. Note that the voucher will have a new trace number when ready for approval the next day.

For any ACH payment rejected either by on-line or batch programs, any interest items visible and marked "dropped" or "voided" will be reversed and the voucher will re-enter the check cycle or the ACH cycle as part of the next nightly process.

Unapprove

- Opposite of approval
- An approve ("A") has to occur before an unapproved

ACH File Transmit

During the noon hour, FAMIS produces a file of approved ACH payments and transmits the file to Bank of America. The time of this transmission will be determined by the bank and lead time required by FAMIS.

> If the date for which or through which vouchers are to be pulled is an ACH holiday, vouchers will not be pulled until the next night.

ACH Update

That night, the transmitted ACH vouchers are updated and a disbursement transaction is posted. The transaction code for these is '048', the same code posted by the Check Update portion of the system.

Voids and Cancellations

If the *ACH has reached the bank*, contact the bank to cancel at the bank. Then void the trace number using Screen 117. This voids the accounting entries and marks the voucher as 'Void'. Note that FAMIS does not send any correction to the bank.

If the bank rejects the ACH, void the ACH trace number on Screen 117. This voids the accounting entries and marks the voucher as 'Void'. There is no other way to re-issue the payment.

- You can use Screen 112 (or Screen 104 to re-issue a voucher number.
- Use the purchase document number (L or P) in the Ref field and set the P (Partial/Final Indicator) = 'N' to link the new payment to the original document. This is not an attempt to liquidate any encumbrance.

Email Notifications

FAMIS Services produces a file of approved ACH transactions; some of the FAMIS users are using this dataset to create and send email notifications.

The VSCR089 program in the F15EFPUL job has a download option which creates a dataset that is comma and quote delimited. The IT department can use this file to handle the process of notifications.

ACH Related Jobs – Schedule and List

Schedule of ACH Related Jobs
See List below for detailed description of each Job

Day 1

    After 5 PM
    <u>FnnEFPRT</u>   Pulls eligible vouchers into ACH process

> If the date for which or through which vouchers are to be pulled is an ACH holiday, vouchers will not be pulled until the next night.
>
> Approvals must be done by 11:00 am or they will be rejected. They will then have to wait until next day to be approved. They will appear in the morning and again you must approve by 11:00 am.

Day 2

    Approximately 11:30 AM
    <u>F13EFCLS</u>   Closes online approvals for vouchers of Day 1

    Approximately 11:50 AM
    <u>FnnEFPUL</u>   Pulls & readies approved vouchers for transmission

    Between 12:00 PM and 2:00 PM
    <u>F13EFSND</u>   File sent to Bank

    After 5 PM
    <u>FnnEFUPD</u>   AP vouchers are updated

Detailed Listing of ACH Related Jobs and Their Purpose
Print jobs and reports are in bold

Job Name   *FnnEFPRT*   *run for each Part (nn=Part number) – lst night*

VSCR010   sorts & determines if ACH will be created
VSCU050   stores interest items from ACH vouchers
VSCR011   separates vouchers by bank account
VSCU071   loads records for online approval (to 500 series screens) & sets status to 'L' - Load
VSCR072   **prints unapproved ACH register**
VSCU059   updates original distribution date for state Vendor on Hold
VSCU080   sets status to 'O' – Open for Processing

User looks on Screen 501 the next day.

Job Name	*F13EFCLS*	*run for Part 13 only (for all Parts)??*
VSCU080	sets status to 'C' for closed	

Job Name	*FnnEFPUL*	*run for each Part (nn=Part number)*
VSCU074	extracts approved ACH vouchers	
VSCR073	**voucher data forms for ACH**	
VSCR079	**prints approved ACH register**	
VSCU077	updates unapproved ACH vouchers/ voids interest items	
VBDU085	ACH Prenote pull and format	
VBDU086	ACH Prenote flag update	
VSCR075	ACH Bank record formatted	
VSCR089	ACH file sent to the bank (download available)	
VSCU080	set status to 'S' - Sent	

Job Name	*F13EFSND*	*run for cc13 ONLY*
VSCR076	creates header and batch records & combines all Parts	
FTP	sends the file	

Job Name	*FnnEFUPD*	*run for each Part (nn=Part number) – 2nd night*
VSCU078	updates vouchers, vendor, invoices, etc.	
VSDU021	generates transactions	
VSDU022	updates 'Transaction Pull' flag	
FBDU010	posts transactions & prints error report	

FAMIS ACH Addenda Record Abbreviations

The abbreviations used in the payment of an ACH are not straightforward. Different types of industries often use different abbreviations on the addenda record. For this reason some vendors may not recognize the abbreviations being used by FAMIS. FAMIS has endeavored to use the best fit abbreviations. The following are used in the FAMIS ACH Addenda record:

Abbreviation	Field in FAMIS
IV	Invoice number
VV	Voucher number
REF*11*	Customer A/R number
REF*PO*	Purchase Document number
REF*RB**INCLUDES INTEREST	Indicates interest is included in the payment
REF*ZZ*	Description on voucher for PPD ACH payments

K:\Fa\DOC\AP\FAMIS ACH Addenda Record Abbreviations.doc

Section III
Automated Clearing House Screens

ACH Approval Maintenance

Screen 500 is used to control the number of approvals required to authorize any ACH payments. The authorizations are broken down between the number required for ACH payments that fall above the hand-sign 'check' limit as defined by the institution.

> **Security Note:** *Persons with update ability to Screen 500 should not have approval authority on Screens 502 and 503 -- and those with update to approve on Screens 502 and 503 should not have update to Screen 500.*

It should not be necessary to change this screen very often. FAMIS will check this screen at the time of approval, so this screen can be changed as necessary without interruption to the process.

Screen 500 – ACH Approval Maintenance

```
 500 ACH Approval Maintenance                            02/17/10 14:57
                                                         FY 2010 CC 02
   Screen: ___


       Number of Approvals needed for ACH above the limit: 2

       Number of Approvals needed for ACH below the limit: 1






 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 500 and make modifications as needed.
- Press <ENTER> to record the new data.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Screen Information

◆ **Approvals above Limit:**   1 digit
Identify the number of people needed to <u>approve payment above a set dollar amount</u>. This set dollar limit is the same as is set for hand-signed checks.

◆ **Approvals below limit:**   1 digit
Enter the number of people needed to approve payment <u>below a set dollar amount</u>. This set dollar limit is the same as is set for hand-signed checks.

Additional Functions

PF KEYS   See the Appendix for explanation of the standard PF Keys.

Browse ACH Control Records

To view the number of ACH payments in an ACH cycle, use Screen 501. The items on this screen are sorted in order of the most recent record first. From this screen you may view additional detail by selecting a line item. FAMIS will advance you to either:

>   1) Screen 502 for Approval Type A
>   **OR**
>   2) Screen 503 for Approval Type B.

> **Only items with a Cycle Status of 'O' (open for processing) may be updated.**

Screen 501 - Browse ACH Control Records

```
  501 Browse ACH Control Records                          02/17/10 14:57
                                                          FY 2010 CC 02
   Screen: ___   Cycle Date:  _____   Approval Type: _  Bank ID: __

      Cycle   Approve ----- ACH Bank ----- Record  Reject Approve Cycle   Closed
  S   Date    Type    ID      Name          Count   Count  Count  Status   Date
  -  --------  ------- -------------------- ------  ------- ------- ------  --------
  _ 02/17/10    B     04 WELLS BANK           276            276     S    02/17/10
  _ 02/16/10    B     04 WELLS BANK           409            409     S    02/16/10
  _ 02/12/10    B     04 WELLS BANK           305            305     S    02/12/10
  _ 02/11/10    B     04 WELLS BANK           276            276     S    02/11/10
  _ 02/10/10    B     04 WELLS BANK           274            274     S    02/10/10
  _ 02/09/10    B     04 WELLS BANK           221            221     S    02/09/10
  _ 02/08/10    B     04 WELLS BANK           226            226     S    02/08/10
  _ 02/05/10    B     04 WELLS BANK           339            339     S    02/05/10
  _ 02/04/10    B     04 WELLS BANK           215            215     S    02/04/10
  _ 02/03/10    B     04 WELLS BANK           275            275     S    02/03/10
  _ 02/02/10    B     04 WELLS BANK           184            184     S    02/02/10
  _ 02/01/10    B     04 WELLS BANK           331            331     S    02/01/10

             ** More records - Press enter to view **
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps
- Advance to Screen 501.
- Select an item by typing an 'X' in the Sel: field and press <ENTER>. This will advance you to Screen 502 for approval type A (or Screen 503 for approval type B) to view additional detail.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

Cycle Date:	8 digits Enter the desired <u>ACH processing date</u> to be positioned at the top of the list displayed.
Approval Type:	Help 1 character Identify the <u>approval type</u>. Valid values are: Blank = Not specified A = Above the hand-sign limit B = Below the hand-sign limit

Bank ID:	**Help** 2 digits Indicate the <u>bank's ACH identification number</u>.

Screen Information

S:	1 character Type an 'X' to <u>select an item</u> and press <ENTER> to proceed to Screen 502 for approval type A or Screen 503 for approval type B.
Cycle Date:	6 digits Displays the <u>ACH processing date</u>.
Approve Type:	**Help** 1 character Identifies the <u>approval type</u>. Valid values are: Blank = Not specified A = Above the hand sign limit B = Below the hand sign limit C = Correction batch

---ACH Bank---

ID:	**Help** 2 digits Shows the <u>bank's ACH identification number.</u>
Name:	17 characters Displays the <u>name of the ACH bank</u>.
Record Count:	6 digits Indicates the <u>number of direct deposit payments</u> made to the bank.
Reject Count:	6 digits Shows the <u>number of payments rejected</u>.
Approve Count:	6 digits Shows the <u>number of direct deposit payments</u> that were approved.
Cycle Status:	**Help** 1 character Displays the <u>status of the ACH cycle</u>: L = Loading ACH records O = Open for processing C = Closed (but not sent to bank) S = Sent to bank
Closed Date:	6 digits Indicates the <u>date the ACH cycle was closed</u>.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.

ACH Detail for Approval Type A

The detail for the 'above hand-sign limit' approvals (Type A) are viewed on Screen 502. These are items that are above the 'hand-sign' limit for checks, and therefore would require a hand signature if a check were printed.

On this screen, you may approve individual items, or you may press PF10 and approve all records. You may also mix the functions and have some items rejected, unapproved and press the PF10 key to approve the remaining items.

> Items that are rejected reverse the accounting on an interest item. It changes the "in cycle" flag so the voucher can be dropped or modified to create a check.

Security Note: Persons with update ability to Screen 500 should not have approval authority on Screens 502 and 503 -- and those with update ability to approve on Screens 502 and 503 should not have update ability to approve Screen 500.

Screen 502 - ACH Detail for Approval Types A

```
  502  ACH Detail for Approval Types A                    02/17/10 15:01
                                                           FY 2010 CC 01
   Screen: ___   Cycle Date: 01/07/2010   Bank ID: 04   WELLS BANK
               Cycle Status: S           Recon Bank: 05102      Pg 1__ of   1
     ---FAMIS--- Vchr  ----------Vendor----------- S              Approval
   F  Trace  Seq Bank    Number        Name       t Net Amount  Voucher Cnt  Rqd
   - ------- --- ----- ----------- -------------- - ----------- ------- ---  ---
   _ A0nnnn0  1  05102 1vvvvvvvvv1 THOS T*TOONE LT A  1686895.00 6000567   2    2
   _ Annnn1   1  05102 1vvvvvvvvv7 SAMUELS AND SON A  3208497.70 6000568   2    2
   _ A0nnnn2  1  05102 1vvvvvvvvv7 SAMUELS AND SON A  3594279.40 6000569   2    2




                ** End of record list- 3 Record(s) found **
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp              Audit Bkwd  Frwd        AcAll
```

ACH Detail for Approval Type A Process

The default value for the Status: field is "N"; then it changes to "A" when the minimum set on Screen 500 is met, until closed. When pulled, the status is verified again in case Screen 500 has been changed, which may then change the value in this field.

When Prompt Pay (interest items) causes the line item number to be greater than 999, the limit is reached and the item will no longer be pulled for processing.

If you are exempt from Prompt Pay, (example, TAMRF) there is no limit to the number of times that a voucher can be pulled into ACH processing.

Approvals required are seen on Screen 500.

- As long as requirements are met on Screen 500 vouchers will be pulled.
- If one approver changes to "U" and if the minimum number is still met or exceeded, the voucher will pay.
- If one approver sets "U" and there are not enough approvers, this voucher will reject.

Function Codes Explanation

U (Unapprove)
Reduces by one the number of approvals on an ACH voucher.

> The status may change back to "N" if someone who has already approved the item goes back and "unapproves" it, or another person "unapproves" it, and this action causes the approval count to fall below the minimum number of approvals required. This occurs if the minimum number of approvers changes between the EFPRT job the night before and the EFCLS job at 11:00am.

Entering a "U" (Unapprove) takes it off the ACH file that would be sent in the next process.

N (No Process)
Part of the "Accept All Function" (PF10). If you mark only a few records with "N", then choose PF10 to Accept All, all records will be marked "Approved" **EXCEPT** those flagged as "N" (No Process).

R (Reject)
Must open a batch in order to manually post the interest.

Open a batch on Screen 130 and use Screen 502 or Screen 503.

Basic Steps
- Advance to Screen 502.
- Type an approval code in the F: field for each item.
- To accept and approve all items listed, press the PF10 key.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆ **Cycle Date**:   8 digits
                           Enter the <u>ACH processing date</u> to be positioned at the top of the list displayed.

◆ **Bank ID**:   Help 2 digits
                           Enter the <u>bank's ACH identification number</u>.

Screen Information

Cycle Status:
Help 1 character
Displays the status of the ACH cycle. Valid values are:
L = Loading ACH records
O = Open for processing
C = Closed
S = Sent to bank

Recon Bank:
5 digits
Identifies the bank that will include these checks in the reconciliation file.

Page __ of __:
3 digits
This field allows you to enter a specific page to view additional detail.

F:
Help 1 character
Enter a valid function code for approving Types A:
Blank = No Action
A = Approve
U = Unapprove (reverse approval)
R = Reject
X = Selection (will take you to Screen 168 and all other functions will be ignored)
N = No Process (For Accept All)

- - FAMIS - -

Trace:
7 character/digits
Displays the FAMIS generated tracking number identifying ACH transaction.

Seq:
3 digits
Shows the sequence number of the FAMIS trace number.

Vchr Bank:
5 digits
Identifies the FAMIS bank identification number.

- - Vendor - -

Number:
11 digits
Displays the vendor's identification number for the ACH payment.

Name:
15 characters
Shows the vendor's name that will be the recipient of the direct deposit payment.

St:
Help 1 character
Displays the approval status code:
A = Approved
N = Not Approved (default)
R = Rejected
V = Voided

Net Amount:	10 digits	
	Shows the <u>net dollar amount paid to the vendor.</u>	

Voucher:	7 digits	
	Identifies the <u>voucher number</u> issued.	

- - Approval - -

Cnt:	3 digits	
	Displays the <u>number of users who have approved the ACH</u>.	

Rqd:	3 digits	
	Shows the <u>number of required approvals</u> before ACH will be sent to the bank.	

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.

PF6	**Audit**
Audit	View <u>additional audit trail information</u> for a selected item.

PF10	**Accept All**
AcAll	<u>Accept all items</u> for the cycle (this approves all items not marked with an 'N' function or previously approved by a user).

ACH Detail for Approval Type B

The detail for the 'below hand-sign limit' approvals (Type B) are displayed on Screen 503. These are items that are below the 'hand-sign' limit for checks, and therefore would not require a hand signature if a check were printed.

On this screen, you may approve individual items, or you may press PF10 and approve all records. You may also mix the functions and have some items rejected, unapproved and press the PF10 key to approve the remaining items.

> Items that are rejected reverse the accounting on an interest item. It changes the "in cycle" flag so the voucher can be dropped or modified to create a check.

Security Note: *Persons with update ability to Screen 500 should not have approval authority on Screens 502 and 503 -- and those with update ability to approve on Screens 502 and 503 should not have update ability to approve Screen 500.*

Screen 503 - ACH Detail for Approval Types B

```
   503  ACH Detail for Approval Types B                      02/17/10 15:04
                                                             FY 2010 CC 02
    Screen: ___   Cycle Date: 01/07/2010   Bank ID: 04  WELLS BANK
                  Cycle Status: S          Recon Bank: 06000     Pg 1__ of   1
      ---FAMIS--- Vchr  ----------Vendor---------- S                  Approval
    F  Trace  Seq Bank     Number        Name      t Net Amount  Voucher Cnt  Rqd
    - ------- --- ----- ----------- -------------- - ----------- ------- ---  ---
    _ A7nnnn9  1  06000 1vvvvvvvvv3 ASSOCIATION OF  A    56097.61 1247447   1    1
    _ A7nnnn0  1  06000 1vvvvvvvvv1 PROFESSIONAL TU A    28588.05 1245910   1    1
    _ A7nnnn1  1  06000 1vvvvvvvvv0 GRAYSON INC     A    26091.04 1247476   1    1
    _ A7nnnn2  1  06000 1vvvvvvvvv1 PROFESSIONAL TU A    19812.21 1245902   1    1
    _ A7nnnn3  1  06000 1vvvvvvvvv0 R R R INDUSTRIE A    19740.00 1247252   1    1
    _ A7nnnn4  1  06000 1vvvvvvvvv2 EVANT ENTERPRIS A    17990.00 1247245   1    1
    _ A7nnnn5  1  06000 3vvvvvvvvv6 TEXAN ENGINEERI A    14897.66 1247488   1    1
    _ A7nnnn6  1  06000 1vvvvvvvvvA HARRY SALES INC A    12520.55 1246885   1    1
    _ A7nnnn7  1  06000 1vvvvvvvvv3 SIGNS BUILDING  A     6995.71 1246934   1    1
    _ A7nnnn8  1  06000 1vvvvvvvvv0 COMMEMORATIVE B A     6239.81 1247057   1    1
    _ A7nnnn9  1  06000 1vvvvvvvvv0 HHC OFFICE SOLU A     6195.48 1247036   1    1
    _ A7nnnn0  1  06000 1vvvvvvvvvH MCADS-HILL COM  A     5991.81 1246888   1    1


              ** More records - Press enter to view **
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                 Audit Bkwd  Frwd       AcAll
```

ACH Detail for Approval Type B Process

The default value for the Status: field is "N"; then it changes to "A" when the minimum set on Screen 500 is met, until closed. When pulled, the status is verified again in case Screen 500 has been changed, which may then change the value in this field.

When Prompt Pay (interest items) causes the line item number to be greater than 999, the limit is reached and the item will no longer be pulled for processing.

If you are exempt from Prompt Pay, (example, TAMRF) there is no limit to the number of times that a voucher can be pulled into ACH processing.

Approvals required are seen on Screen 500.

- As long as requirements are met on Screen 500 vouchers will be pulled.
- If one approver changes to "U" and if the minimum number is still met or exceeded, the voucher will pay.
- If one approver sets "U" and there are not enough approvers, this voucher will reject.

Function Codes Explanation

U (Unapprove)
Reduces by one the number of approvals on an ACH voucher.

> The status may change back to "N" if someone who has already approved the item goes back and "unapproves" it, or another person "unapproves" it, and this action causes the approval count to fall below the minimum number of approvals required. This occurs if the minimum number of approvers changes between the EFPRT job the night before and the EFCLS job at 11:00am.

Entering a "U" (Unapprove) takes it off the ACH file that would be sent in the next process.

N = No Process
Part of the "Accept All Function" (PF10). If you mark only a few records with "N", then choose PF10 to Accept All, all records will be marked "Approved" **EXCEPT** those flagged as "N" (No Process).

Basic Steps
- Advance to Screen 503.
- Type an approval code in the F: field for each item.
- To accept and approve all items listed, press the PF10 key.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆ **Cycle Date:**   8 digits
                        Enter an ACH <u>processing date</u> to be positioned at the top of the list displayed.

◆ **Bank ID:**   Help 2 digits
                        Type the bank's <u>ACH identification number</u>.

Screen Information

Cycle Status: **Help** 1 character
Displays the status of the ACH cycle:
L   =   Loading ACH records
O   =   Open for processing
C   =   Closed
S   =   Sent to bank

Recon Bank: 5 digits
Identifies the bank that will include these checks in the reconciliation file.

Page __ of __: 3 digits
This field allows you to enter a specific page to view additional detail.

F: **Help** 1 character
Enter a valid function code for approving Types B:
Blank   =   No Action
A   =   Approve
U   =   Unapproved
R   =   Reject
X   =   Selection (will take you to Screen 168 and all other functions will be ignored)
N   =   No Process (For Accept All)

- - *FAMIS* - -

Trace: 7 character/digits
Displays the FAMIS-generated tracking number identifying this transaction.

Seq: 3 digits
Shows the sequence number of the FAMIS trace number.

Bank: 5 digits
Identifies the FAMIS bank identification number.

- - *Vendor* - -

Number: 11 digits
Displays the vendor's identification number for the ACH payment.

Name: 15 characters
Shows the vendor's name that will be the recipient of the direct deposit payment.

St: **Help** 1 character
Displays the approval status code: Valid values are:
A   =   Approved
N   =   Not Approved
R   =   Rejected
V   =   Voided

Net Amount:	10 digits	
	Shows the <u>net amount paid</u> to the vendor.	

Voucher:	7 digits	
	Identifies the <u>voucher number</u> issued.	

- --Approval- --

Cnt:	3 digits	
	Displays the <u>number of users who have approved the ACH</u>.	

Rqd:	3 digits	
	Shows the <u>number of required approvals</u> before ACH will be sent to the bank.	

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.

PF6	**Audit**
Audit	View additional <u>audit trail</u> information for the selected item.

PF10	**Accept All**
AcAll	<u>Accept all items</u> for the cycle (this approves all items not marked with an 'N' function or previously approved by a user).

Void FAMIS Trace Number

A unique FAMIS Trace number is assigned each ACH transaction. The FAMIS Trace number is used like a check number to identify disbursements to the vendors.

Once an ACH transaction has been sent to the bank, the void must be entered to back out the accounting, if the ACH is not processed.

Screen 117 operates like the void check screens. All four fields must be filled in correctly in order to void the ACH.

Once the information is entered, the void is processed, the accounting entries are backed out of FAMIS, and the voucher is marked "void."

<div style="border:1px solid">

FAMIS does not send any correction to the bank.

</div>

Screen 117 - Void FAMIS Trace Nbr

```
   117 Void FAMIS Trace Nbr                            02/17/10 15:00
                                                       FY 2010 CC AM
 Screen: ___



                       Vendor: 2vvvvvvvvv0

                FAMIS Trace Nbr: A5nnnn6

                    Net Amount: 4845.00_____

            Recon Bank Number: 06000




   Transactions:      0 Amount:            0.00 Batch: JAC001 Date: 02/17/2010
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                                           Warns
```

Basic Steps

- Advance to Screen 117.
- Enter information in the fields provided for the ACH transaction to be voided.
- Press <ENTER> to process the void.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Screen Information

◆ **Vendor:**   11 digits
                        Enter the vendor identification number for the ACH transaction to be voided.

◆ **FAMIS Trace**   7 character/digits
  Nbr: Include the FAMIS tracking number assigned to the ACH transaction.

◆ **Net Amount:**   14 digits
Type the <u>net amount </u>of the transaction <u>to be voided</u>.

◆ **Recon Bank**   5 digits
    Number: Include the <u>reconciliation bank's identification number</u>.

Additional Functions

    PF KEYS   See Appendix for explanation of standard PF Keys.

    PF12   **Warnings**
    Warns   Displays any <u>nonfatal FAMIS warnings.</u>

Voucher Total Inquiry

The voucher header information that is common for all line items of a specific multi-account voucher can be viewed on Screen 168. Each of the multiple accounts included on the voucher is displayed with one line of information. The easiest way to access Screen 168 is through Screens 161 through 165. Typing an 'X' in the S: (Select) field on these screens will pass the information to Screen 168. In this case, the voucher number, line item and fiscal year are automatically entered on the Action Line.

To see more detail about the line items of the voucher, type an 'X' in the S: field and press <ENTER> to advance to Screen 169.

When looking at the status on a voucher, keep in mind that the status field only shows the status of the first line of the voucher. If there are multiple lines, you need to check each one to see the status.

The Confidentiality related fields (Confidential, Conf and CF) identify whether a voucher or line item(s) have been marked as 'confidential'. All voucher line items with an object code that maps to the Comptroller List of Confidential Codes are flagged by the FAMIS programs as 'confidential' even if the Confidential Indicator is **not** entered on the screen.

> Screen 163 or any other inquiry screen can be used to obtain the voucher number for an account.

Screen 168 - Voucher Total Inquiry

```
 168 Voucher Total Inquiry                               02/17/10 15:11
                                                         FY 2010 CC 02
   Screen: ___   Voucher: 1xxxxx9  Fiscal Year: 2010
                                                  Status: PAID
     Vendor: 1vvvvvvvvv0 SMS STAFFING SERVICES INC     Hold: N      Pend:
   Alt Vndr:                                           Encl:        Wire: N
     Due Dt: 01/06/2010          Desc: TEMPORARY CLERICAL HELP W   St Vchr: N
     Inv Dt: 11/22/2009   Cust AR Nbr: 3xxx8                       Revolv: N
   Dlvry Dt:                  GSC Ord:                            Chg Src: N
   Dept Ref: 00000      Cont Wk Force: N    Confidential:         ACH: Y Ovrd:
    Tran Cd: 140         FAMIS Trace: A7nnnn3      St Warrant Nbr:
 St Req Nbr:                  ACH Dt: 01/07/2010       Warrant Dt:
 Vchr Total: 5621.81      Check Recon:              USAS Doc Type:     PCC:
 Bank Trace: 0xxxxxxxxxxxxx0       IC:    Reason:      Orig Dist Dt:
 S Itm       Account        Net Amount   PO No.  Invoice Number Bank  Dp Vd XRef
 - --- ---------------- -------------- ------- -------------- ----- -- -- ----
 _   1 200320 00000 5620      3,262.28  P002164 609869AL       06000  N  N
 _   2 210670 00000 5620      2,359.53  P002164 609869AL       06000  N  N


                 *** End of line items ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp             Desc  Corr        Addr  Det
```

> Unless you have FAMIS element security you may not be able to see the data in the Cust AR Nbr: field. If you need to see this number, talk to your security officer about getting the element security set.

Basic Steps

- Advance to Screen 168.
- Type a voucher number in the Voucher: field and press <ENTER>.

Voucher Total Inquiry Process

- Entering the Fiscal Year allows you to select the fiscal year in which the voucher was posted.
- Vendor information can be accessed by using the PF9 key. A pop-up window will appear providing the address and other information for the selected vendor.

```
+-----------------------------------------------------------------+
|                                                                 |
|   SIGMA LAB                                                      |
|   PO BOX 599999                    Established: 03/18/2008  Disc:     Retn: 18 |
|                                    Last Active: 03/09/2009  Limit:    Com:     |
|   ATLANTA        GA 303333382      YTD Paid:     223,131.70 Type: BU Hold: N   |
|                                                                 |
+-----------------------------------------------------------------+
```

- Press the PF10 key to view the voucher item, account on the voucher and the encumbrance account.

```
+-------------------------------------------------------------------------+
|                                                                         |
|           VOUCHER          ENCUMBRANCE   ENC                            |
|   ITEM    ACCOUNT          ACCOUNT       OBJ      AMT         INVOICE    |
|   ----  --------------   ------------  ----  --------------  -------------- |
|    1    510352 00000 4013 510352 00000 4013         419.95 517254387    |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|   PF4 = Exit              *** End of line items ***                     |
+-------------------------------------------------------------------------+
```

- On Screen 168, type an 'X' in the S: (Select) field beside the voucher line item and press <ENTER> to pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed information is provided. *(See section on Screen 169 for more information)*.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ **Voucher:**   7 digits
                        Enter a FAMIS voucher number.

◆ **Fiscal Year:**   4 digits
                        Enter the fiscal year voucher was posted.

Screen Information

Status:	4 characters
	Shows the <u>status of the voucher</u>. For example:
	CYCL = In Check Cycle or State Voucher Cycle
	DROP = Dropped before payment – acctg reversed
	PAID = Paid (after printing or Prepaid)
	PEND = Pending voucher - no acctg. posted
	P-CN = Pending cancelled before acctg. posted
	P-OP = Pending voucher - open (no acctg. posted)
	P-CL = Pending closed – closed but not posted, should post overnight and enter into CYCL otherwise there may be a problem
	OUT = Outstanding (after being posted but before entering the check or state voucher cycle
Vendor:	11 digits/30 characters
	Shows the <u>vendor's ID number and name charged</u> with the expense.
Hold:	1 character
	Signifies if a <u>hold has been placed on the voucher</u>.
	N or Blank = No hold on voucher print.
	Y = Do not print check/voucher.
Alt Vndr:	11 digits/30 characters
	Shows the identification number and name of the <u>alternate vendor</u> receiving payment.
Encl:	1 character
	Shows the <u>code indicating enclosures may be included</u>. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. Examples are:
	A = Auditor
	Blank = Not specified
	C = Comptroller
	L = Local
	S = Audit Services
	Y = Yes, enclosures
Wire:	1 character
	'Y' indicates <u>payment was made by use of a wire transfer</u>. FAMIS does not make the wire transfer to the bank.
Due Date:	8 digits
	Indicates the <u>due date on voucher</u>. This could indicate the date the voucher is pulled to cycle for payment or the date a prepaid voucher was entered into FAMIS.
Desc:	25 characters
	Displays a <u>description of items</u> purchased.
St Vch:	1 character
	'Y' indicates the <u>voucher is paid with state money</u>.

Inv Date: 8 digits
                       Shows the date the invoice was issued.

Cust AR Nbr: 25 digits
                       Identifies the customer Accounts Receivable number assigned to purchaser by vendor. You must have security access to the document to view this number.

Revolv: 1 character
                       'Y' indicates a revolving voucher.

Dlvry Date: 8 digits
                       Indicates the receiving (delivery) date for vouchers created via the Purchasing Module of FAMIS.

                       When a voucher is created on Screen 345, the receiving date is picked up from the limited purchase received date or from the date of the receiving document for documents where a receiving document was created.

GSC Ord: 15 characters
                       Identifies the TBPC (General Services Commission) defined code for purchase orders requiring their approval.

Pending: 1 character
                       Indicates whether the voucher is pending.

Chg Src: 1 character
                       'Y' indicates the voucher involved the change source of funds process.

Dept Ref: 5 digits
                       Displays the departmental reference for voucher (Reference #4) or the voucher number if the departmental reference is not required.

Cont Work Force: 1 character
                       Indicates that this payment is flagged as a Contract Work Force Payment.

Confidential: 1 character
                       Identifies if the voucher has been marked as 'confidential'. Valid values are:
                       Blank =   Can be left blank on both header and line items
                       N   =   Not confidential
                       S   =   Some information is confidential such as description
                       Y   =   Confidential

ACH: 1 character
                       'Y' indicates the voucher is marked for the ACH process.

ACH Ovrd: 1 character
                       Indicates ('Y' or 'N') if an override was put on the ACH voucher – thereby creating a check in the check cycle.

Tran Cd: 3 digits
                       The transaction code identifies the type of transaction.

Check Nbr: 7 digits
Shows the <u>check number</u> printed on the check.

OR

FAMIS Trace: 7 character/digits
Displays the <u>FAMIS bank tracking number</u> if this is an ACH payment.

St Warrant Nbr: 7 digits
This <u>number</u> is <u>assigned by the state</u> and displayed after the voucher has been reconciled.

St Req Nbr: 15 digits
Shows the <u>state requisition number</u>.

Check Date: 8 digits
Displays the <u>date</u> the <u>check</u> was <u>printed</u>.

Warrant Date: 8 digits
Identifies the <u>date</u> given by the state indicating when the <u>state warrant</u> was <u>produced</u>.

Vchr Total: 10 digits
Shows the total <u>amount of the voucher; the sum of the line items</u>.

Check Recon: 1 character/8 digits
'Y' indicates the <u>check</u> has been <u>reconciled</u>. The <u>date indicates when the bank cleared the check</u>.

USAS Doc Type: 3 characters
Identifies the <u>document type code assigned by USAS</u>.

PCC: 1 character
Shows the <u>General Services Commission (GSC) defined Purchase Category Code</u> that identifies various purchase types and associated payments.

Bank Trace: 15 digits
Shows the <u>bank number the voucher was paid against</u>. The first 8 digits are the originating depository financial institution (ODFI) and the last 7 numbers are sequentially assigned by FAMIS.

IC: **Help** 1 character
Identifies the <u>interest calculation procedure to be followed</u>. Valid values are:
A   =   Accept Scheduling of Late Payment
BLANK =   None
F   =   Force Interest Calculation
R   =   Refuse Interest Calculation

Reason: **Help** 2 characters
Shows the <u>reason for interest exemption</u>: Valid values are:
AD =   Agency Discretion Exercised
AI   =   Automation Issue(s)
AP =   Advance Payment
DP =   Disputed Payment
DT =   Direct Payment of Travel Expenses
FC =   FED Contract/Terms Prohibit Pymt
GE =   GSC Exemption Granted 7 Documented
MI =   Mailing Instr On PO Not Followed
NI   =   No Invoice

Orig Dist Date: 8 digits
Indicates the <u>first date the system attempted to pay a vendor on hold</u>.

S: 1 character
Type an 'X' to <u>select</u> and press <ENTER> to view the <u>voucher</u> information.

Itm: 3 digits
Displays the <u>line number of an item</u> entered on a voucher.

Account: 15 digits
Indicates the <u>account number paying</u> the first line item of the voucher.

Net Amount: 10 digits
Shows the <u>net amount of the voucher, after discount</u>.

PO No.:   7 character/digits
Displays the FAMIS <u>purchase order number</u>.

Invoice Number: 14 digits
Identifies the <u>invoice number</u> for a particular voucher.

Bank: 5 digits
Shows the <u>bank number</u> the voucher was paid against.

Dp: 1 character
Displays the <u>drop</u> flag setting:
'Y' = <u>deleted unpaid voucher</u>.

Vd: 1 character
'Y' indicates the <u>check</u> has been <u>voided</u>.

XRef: 3 characters/digits
For interest calculations, this shows the <u>item number of the principal item</u> on which the interest is based.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.

PF6	**Description**
Desc	Shows <u>additional</u> information about the <u>description.</u>

PF9	**Address**
Addr	Shows the <u>vendor's address</u> information.

PF10	**Details**
Det	Displays the <u>voucher item detail</u>, account number on the voucher and the encumbrance account.

Voucher Line Item Inquiry

Screen 169 displays all the information associated with a specific voucher record. It is especially useful for finding the date a check cleared and was reconciled.

> If 'Y' was entered in the ACH: field on Screen 168, the title and information changes to reflect ACH data. Otherwise, if the field was left blank the title will reflect check cycle information.

Press PF6 to view additional description information.

Screen 169 - Voucher Line Item Inquiry (Panel 1)

```
    169 Voucher Line Item Inquiry                            02/17/10 15:16
                       SMS STAFFING SERVICES INC              FY 2010 CC 02
    Screen: ___   Voucher: 1247089  Line Item: 1__  Fiscal Year: 2010
                       Cross Reference Item:               Panel: 01 More>>
   Trans Code: 140                Dept Ref: 00000              Encl:
   Invoice Dt: 11/22/09           Order Dt: 11/16/09        Due Dt: 01/06/10
   Invoice No: 609869AL        Delivery Dt:          Req Pymt Dt:
  Inv Rcvd Dt: 12/08/09         Act Rcvd Dt: 11/22/09    Pymt Due Dt: 01/07/10
  Description: TEMPORARY CLERICAL HELP WITH DATA ENTRY  Orig Dist Dt:
    Vendor ID: 1vvvvvvvvv0           W2/SSN:             Alt Vendor:
  USAS Doc Tp:                     PCC Code:             PDT Code:
    LDT Codes:                     PCA Code:             PO Nbr: P002164
    Inv Amt:       3262.28     IC:      Rsn:             P/F Liq: F   1099: 7
  Disc Amt:              Disc Dt: 01/06/10      Lost: Y  Batch: PVP602  01/06/10
    Net Amt:       3262.28 FA Acct: 200320-14000-5620     Comp Cd: 7274 Bank: 06000
                                            Orig Comp Cd: 7274 Wire: N
      Hold: N      Drop: N          ---   ACH Cycle: N ---  St Vchr  N Cycle: N
      Pull:     Pending:             Nbr: A706753 01/07/10   N
  Trn Pull:     FFX Feed: B 01/07/10 Void: N          Rsn:    N
   Ck Feed: Y Revolving: N          Recon: N                  N
   St Feed: N    Chg Src: N     Bank Trace: 0xxxxxxxxxxxxxx0
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp         Desc  XRItm VOInt Addr  Left  Right
```

Displays "Check Cycle" if not an ACH payment

Screen 169 - Voucher Line Item Inquiry (Panel 2)

```
    169 Voucher Line Item Inquiry                            02/17/10 15:18
                       SMS STAFFING SERVICES INC              FY 2010 CC 02
    Screen: ___   Voucher: 1247089  Line Item: 1__  Fiscal Year: 2010
    <<More           Cross Reference Item:             Panel: 02
   Trans Code: 140                Dept Ref: 00000              Encl:
   Invoice Dt: 11/22/09           Order Dt: 11/16/09        Due Dt: 01/06/10
   Invoice No: 609869AL        Delivery Dt:          Req Pymt Dt:
  Inv Rcvd Dt: 12/08/09         Act Rcvd Dt: 11/22/09    Pymt Due Dt: 01/07/10
  Description: TEMPORARY CLERICAL HELP WITH DATA ENTRY  Orig Dist Dt:
    Vendor ID: 1vvvvvvvvv0           W2/SSN:             Alt Vendor:
    Origin Cd: P         Confidential:        Travel Hotel Zip:
                      Dup Inv Override:            Cont Wk Force: N
    Inv Amt:       3262.28 Liab Acct: 020032-2100
  Disc Amt:             Disc Acct:        -     Lost: Y  Batch: PVP602  01/06/10
    Net Amt:       3262.28   FA Acct: 200320-14000-5620

    State Hold Override Information            Cost Reference
       Override Flag:                          1:
           User ID:                            2:
        Override Dt:                           3:

  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp              Desc  XRItm VOInt Addr  Left  Right
```

Basic Steps

- Advance to Screen 169.
- Enter the voucher number, line item number and fiscal year on the Action Line and press <ENTER>.
- The specified voucher information will be displayed in detail.

Voucher Record Display Process

- The Confidential: field identifies whether a voucher has been marked as 'confidential'. All voucher line items with an object code that maps to the Comptroller List of Confidential Codes are flagged by the FAMIS programs as 'confidential' even if the Confidential Indicator is not entered on the screen.
- Vendor information can be accessed by using the PF9 key. A pop-up window will appear providing the address and other information for the selected vendor.
- Pressing PF6 provides a pop-up window with additional description.

PF6 Desc Pop-Up Window

```
+--------------------------------------------------------------+
|                                                              |
|                                                              |
|   Description:  DLM-9-10 ACETONE_____       |
|                 DLM-10-50 DIMETHYL_____       |
|                 FREIGHT_____       |
|                 _____   |
|                 _____   |
|                 _____   |
|                 _____   |
|                 _____   |
|                 _____   |
|                 _____   |
|                 _____   |
|                                                              |
|      PF4 = EXIT                                              |
+--------------------------------------------------------------+
```

- Pressing the PF4 key will take the user directly back to Screen 169.
- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ **Voucher:**   7 digits
                    Enter a FAMIS voucher number.

◆ **Line Item:**   3 digits
                    Type the line number of an item on the voucher to be displayed.

◆ **Fiscal Year:** 4 digits
                    Include the fiscal year the voucher was posted.

Screen Information

Panel 1

Cross Reference Item:
1 digit
For interest items, this cross reference indicates the item number of the principal item on which the interest is based.

Trans Code:
4 digits
Displays the transaction code identifying the type of transaction.

Dept. Ref. #:
7 digits/characters
Shows the departmental reference for voucher (Reference #4) or the voucher number if the departmental reference is not required.

Enclosure Code:
1 character
Displays the code indicating enclosures may be included. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. Examples are:

A = Auditor
Blank = Not specified
C = Comptroller
L = Local
S = Audit Services
Y = Yes, enclosures

Invoice Dt:
6 digits
Identifies the date the invoice was issued. **If the user wants the system to calculate the discount the invoice date must be entered.** This date must be before or equal to the date the voucher is entered.

Order Dt:
6 digits
Displays the date the order was placed. (**Required for state vouchers.**)

Due Dt:
6 digits
Shows the due date on the voucher. This could indicate the date the voucher is pulled to cycle for payment or the date a prepaid voucher was entered into FAMIS.

Invoice No:
12 digits/characters
Identifies the invoice number for a voucher.

Delivery Dt:
6 digits
Indicates the receiving (delivery) date or the expected delivery date entered on Screen 220.

Req Pymt Dt.:
6 digits
Shows the date you requested the State to make payment for the voucher.

Inv Rcvd Dt:
6 digits
Displays the date the invoice was received.

Act Rcvd Dt:
6 digits
Identifies the last <u>date</u> all <u>items</u> were <u>actually received</u>, if more than one shipment is involved. This date is generated by FAMIS.

Pymt Due Dt:
6 digits
Shows the last <u>due date that a payment can be made before interest starts accruing</u>.

Description:
40 characters
Displays a <u>description of items</u> purchased.

Orig Dist Dt:
6 digits
Identifies the <u>original distribution date</u> that would have been printed on the check if the vendor was not on hold. It is set when the check cycle first tries to pay a voucher for a vendor on hold.

Vendor ID:
11 digits
Shows the <u>Federal Identification number</u> of the <u>vendor</u>.

W2/SSN:
9 digits
Displays the identification number (<u>Social Security number on W2 form</u>) for employee if the voucher is for services (i.e., moving).

Alt Vendor:
11 digits
Shows the <u>alternate vendor</u> receiving payment.

USAS Doc Tp:
3 characters/digits
Displays <u>USAS defined document type code</u> that determines processing at the state.

PCC Code:
1 character
Shows a General Services Commission (GSC) defined <u>Purchase Category Code</u> that identifies various purchase types and associated payments.

PDT Code:
3 characters
Identifies the USAS defined <u>Payment Distribution Type code</u> that identifies how transactions will be combined for warrants and direct deposits.

LDT Codes:
2 digits each
Displays the <u>USAS Legal/Descriptive</u> code that identifies up to 5 stamps to be put on a voucher.

PCA Code:
5 digits
Shows the <u>Program Cost Account code</u>, a USAS required field used as a coding reduction field.

PO Nbr:
7 character/digits
Identifies the FAMIS <u>purchase order number</u>.

Inv. Amt:
15 digits
Shows the gross <u>invoiced amount</u> of specific line item on a voucher.

IC: Help 1 character
Identify the interest calculation procedure to be followed. Valid values are:

A	=	Accept Scheduling of Late Payment
BLANK	=	None
F	=	Force Interest Calculation
R	=	Refuse Interest Calculation

Rsn: Help 2 characters
Include the reason for interest exemption: Valid values are:

AD	=	Agency Discretion Exercised
AI	=	Automation Issue(s)
AP	=	Advance Payment
DP	=	Disputed Payment
DT	=	Direct Payment of Travel Expenses
FC	=	FED Contract/Terms Prohibit Pymt
GE	=	GSC Exemption Granted 7 Documented
MI	=	Mailing Instr On PO Not Followed
NI	=	No Invoice Received

P/F Liq: 1 character
Shows the Encumbrance liquidation:

P	=	Partial liquidation
F	=	Full liquidation
N	=	No liquidation

1099:   Help 1 character/digit
Displays the 1099 code. For examples:

Blank	=	Not Required
N	=	Not 1099 Reportable
0	=	Crop Insurance
1	=	Rents
2	=	Royalties
3	=	Prizes and Awards
4	=	Federal Income Tax Withheld
5	=	Fishing Boat Proceeds
6	=	Medical and Health Care
7	=	Non-employee Compensation
8	=	Substitute Paymt for Interest
9	=	Direct Sales > $5000 For Resale

Disc Amt: 3 digits
Indicates the discount amount of a specific line item on a voucher.

Disc Dt: 6 digits
Displays the date voucher must be paid by in order to receive discount.

Lost: 1 character
'Y' indicates the voucher was paid beyond the time allowed to take a discount.

Batch:	6 characters/digits Shows the <u>batch session reference number</u> used when transaction was processed. Date indicates session reference date when transaction was processed.
Net Amt:	11 digits Shows the <u>net amount, after discount</u>, of the voucher.
FA Acct:	15 digits Indicates the <u>financial accounting account number</u> paying the voucher; may be a GL, SL or SA.
Comp Cd:	4 digits Identifies the <u>Comptroller code</u> used by the state to track expenses.
Bank:	5 digits Shows the <u>bank number</u> processing the voucher check.
Orig Comp Cd:	4 digits If changed, identifies the <u>original Comptroller code</u> used by the state to track expenses.
Wire:	1 character 'Y' indicates payment was made by use of a <u>wire transfer</u>. FAMIS does not make the wire transfer to the bank.
Hold:	1 character Shows if a <u>hold has been placed on the voucher</u>. N or Blank = No hold on voucher print Y = Do not print check/voucher
Drop:	1 character/8 digits 'Y' indicates a <u>voucher</u> has been <u>dropped</u>, and <u>date dropped</u> is displayed.
Check Cycle	1 character 'Y' identifies <u>voucher is in the check processing cycle</u>. No updates can be done; online not allowed. 'N' indicates update done or not needed.
-OR- **ACH Cycle:**	1 character 'Y' indicates <u>voucher is in the ACH processing cycle</u>. 'N' indicates update done or not needed.
St Vchr:	1 character 'Y' indicates the <u>voucher is paid with state money</u>.
Cycle:	1 character 'Y' shows the <u>voucher is in the state voucher processing cycle</u>. No updates can be done online – not allowed. 'N' indicates update done or not needed.
Pull:	1 character 'Y' indicates the document should be <u>pulled for print cycle</u>.

Pending: 1 character
                       'Y' indicates the voucher is pending.
                       'N' indicates the voucher has been processed.

Nbr: 7 digits
                       Check number printed on check and the date it was printed or FAMIS trace
                       number and date the ACH was transmitted to the bank. Also, 'Y' indicates the
                       state voucher was printed. 'N' indicates the voucher as not printed.

Trn Pull: 1 character
                       'Y' indicates disbursement transaction needs to be done.

FFX Feed: 1 character
                       Identifies the Fixed Assets flag:
                       ' '   =   Not examined yet
                       Y   =   Fed to FFX module
                       C   =   Capital $$s < Minimum
                       N   =   G/L or Voided
                       P   =   Purchasing Bypassed
                       B   =   Not a capital object

Void: 1 character
                       'Y' signifies this is a voided check/ACH.

Rsn: 2 characters
                       Displays a code indicating the reason a check was voided. For example:
                       A   =   Amount incorrect on check
                       D   =   Duplicate payment
                       I   =   Incorrect Vendor address
                       L   =   Lost/Stolen/Destroyed
                       S   =   Stale dated check/reissue
                       U   =   Unclaimed property
                       W   =   Wrong Vendor Name

Ck Feed: 1 character
                       'Y' indicates the check account entries have been fed to FRS.

Revolving: 1 character
                       'Y' indicates the voucher is a revolving voucher.

Recon: 1 character
                       'Y' shows this check has been reconciled and displays the date it was
                       reconciled.

St Feed: 1 character
                       'Y' indicates the account entries for a state voucher have been fed to FRS.

Change Src: 1 character
                        'Y' indicates voucher posted as a result of change source of funds.

Check Cycle:	1 character 'Y' indicates the <u>voucher is in the check cycle</u> – Updates not done/online not allowed. 'N' indicates updates done or not needed.
St Vchr:	1 character 'Y' indicates the <u>voucher</u> is <u>paid with state money</u>.
Cycle:	1 character 'Y' indicates voucher is in <u>state voucher cycle</u> – Updates not done/on-line not allowed. 'N' indicates updates done or not needed.
Nbr:	7 digits/6 digits Shows the <u>check number and date</u> printed: 'Y' indicates that the state voucher was printed; 'N' indicates the voucher has not been printed.
Void:	1 character/6 digits 'Y' indicates this is a <u>voided check or state voucher</u>, and displays the date voided.
Recon:	1 character/6 digits 'Y' indicates if this check or state <u>voucher has been reconciled</u> and the date it was reconciled. On a state voucher the warrant will also be displayed.
Bank Trace:	15 digits Shows the <u>bank number</u> the voucher was paid against. The first 8 digits are the originating depository financial institution (ODFI) and the last 7 numbers are sequentially assigned by FAMIS.

Panel 2

Origin Cd:	1 character Displays the <u>origin code</u> for the voucher. Valid values are: P = Purchasing (Screen 345) N = Pending (Screen 111) D = Pending (Screen 112) ' ' = Regular AP (Screen 104, etc)
Confidential:	1 character Identifies if the <u>voucher</u> has been <u>marked as 'confidential'</u>. Valid values are: Blank = Can be left blank on both header and line items N = Not confidential S = Some information is confidential such as description Y = Confidential
Travel Hotel Zip:	9 digits The <u>Zip code of the hotel</u> used for travel to determine percentage usage, and if the state discount rate is being utilized.
Dup Inv Ovrrd:	1 character 'Y' indicates the <u>Duplicate Invoice Override</u> flag has been set to allow the creation of a voucher for a previously entered invoice.

Cont Work Force: 1 character
Indicates that this payment is flagged as a Contract Work Force Payment.

Inv. Amt: 15 digits
Shows the gross invoiced amount of a line item on a voucher.

Liab Acct: 11 digits
Displays a GL Account indicating the liability.

Disc. Amt: 11 digits
When used with discount type 'D', shows the dollar amount of the discount to be applied. When used with discount type 'P', displays the percent discount to be applied.

Disc Acct: 11 digits
Displays the account to be credited with the discount.

Lost: 1 character
'Y' indicates the voucher was paid beyond the time allowed to take a discount.

Batch: 6 characters/digits
Shows the batch session reference number used when transaction was processed. Date indicates the session reference date when transaction was processed.

Net Amt: 11 digits
Shows the net amount, after discount, of the voucher.

FA Acct: 15 digits
Indicates the financial accounting account paying the voucher, may be a GL, SL or SA.

State Hold Override Information

Override Flag: 1 character
Indicates ('Y' or 'N') if there is an override to the vendor on hold flag.

User ID: 6 characters/digits
Displays the FAMIS user identification number of the person who entered the override flag.

Override Dt: 6 digits
Identifies the date the override flag was set.

Cost Reference (1,2,3): 7 characters/digits
Identifies the user-defined cost accounting reference which provides additional details about the processing of the line item.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.
PF6	**Description**
Desc	Shows <u>additional</u> information about the <u>description</u>.
PF7	**Cross-Referenced Item**
XRItm	Displays <u>cross-reference item information</u>.
PF8	**Voucher Interest**
VoInt	Shows <u>interest information</u> for voucher.
PF9	**Address**
Addr	Shows the <u>vendor's address</u> information.

Maintain Check AP Bank Information

This screen is used to control the bank information for Accounts Payable and the check-writing process. It controls the processing of the check and voucher files. The table defines the check information for local banks. A record must be created for voucher cycle to process.

Displayed are the beginning numbers for the preprinted checks. There is also the ability to point several FAMIS memo banks to one check printing stock and bank.

> This screen is maintained and updated <u>by FAMIS Services</u>.
> **The information is campus specific.**

Screen 833 - Maintain Check AP Bank Information – Check

```
   833 Maintain Check AP Bank Information                02/17/10 15:23
                                                         FY 2010 CC 02
    Screen: ___   Cycle Type: CHECK_____
                  Total Pulled: _____522932.73     Total Prepaid: _____
       Total FRS Voucher Error: _____    Total ACH Pulled: _____857077.06
    Accting  Last Cycle  Next Cycle    Recon  Chk Seq  Check  Pos Work ACH
  F Bank    Start Check Start Check    Bank     Bank   Stock  Pay File Bank
  _  00060   _____    _____     _____  _____  PPD__   _  ___  ___
  _  01150   _____    _____     _____  _____  PPD__   _  ___  ___
  _  01650   _____    _____     _____  _____  PPD__   _  ___  ___
  _  03000   2426554     2426915      _____  _____  POSPA   Y  ___  ___
  _  03002   _____    _____     _____  _____  PPD__   _  ___  ___
  _  03003   _____    _____     _____  _____  POSPA   Y  ___  ___
  _  04060   _____    _____     _____  _____  PPD__   _  ___  ___
  _  04500   _____    _____     _____  _____  PPD__   _  ___  ___
  _  04700   _____    _____     _____  _____  PPD__   _  ___  ___
  _  04800    124702      124810      _____  _____  POSPA   Y  ___  ___
  _  06000   2719447     2719666      _____  _____  BTH__   W  03   04
  _  06002   _____    _____     _____  _____  PPD__   _  ___  ___
  _  06003   _____    _____     _____  _____  POSPA   W  ___  ___
  ************  More Data -- Press <ENTER> to View  ************
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Blank out number in the ACH Bank field to remove a bank from the ACH process.

Screen 833 – Maintain AP Bank Information - Voucher

```
   833 Maintain Voucher AP Bank Information              02/17/10 15:26
                                                         FY 2010 CC AB
    Screen: ___   Cycle Type: VOUCHER_____
                  Total Pulled: _____     Total Prepaid: _____
       Total FRS Voucher Error: _____    Total ACH Pulled: _____
    Accting  Last Cycle  Next Cycle    Recon  Chk Seq  Check  Pos Work ACH
  F Bank    Start Check Start Check    Bank     Bank   Stock  Pay File Bank
  _  00003   _____    _____     _____  _____  NEW__   _  ___  ___
  _  00004   000001      000100       _____  _____  NEW__   _  ___  ___
  _  00008   000001      000100       _____  _____  NEW__   _  ___  ___
  _  00009   000001      000100       _____  _____  NEW__   _  ___  ___
  _  00010   000001      000100       _____  _____  NEW__   _  ___  ___
  _  00011   000001      000100       _____  _____  NEW__   _  ___  ___
  _  00012   _____    _____     _____  _____  NEW__   _  ___  ___
  _  00013   _____    _____     _____  _____  NEW__   _  ___  ___
  _  00014   000001      000100       _____  _____  NEW__   _  ___  ___
  _  01000   100001      000100       _____  _____  BTH__   _  ___  ___
  _  01001   000001      000100       _____  _____  NEW__   _  ___  ___
  _  _____   _____    _____     _____  _____  _____   _  ___  ___
  _  _____   _____    _____     _____  _____  _____   _  ___  ___
             ************   End of Data   ************
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Maintain Check AP Bank Information Process

If the ACH Bank: field is not filled in, then no ACH payment will be processed for the payment.

To remove a bank from the ACH process, blank out the code in the ACH Bank field.

Basic Steps
- Advance to Screen 833.
- Type 'check' or 'voucher' in the Cycle Type: field on the Action Line.
- Press <ENTER> to display the information needed.
- Make desired modifications and press <ENTER>.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ **Cycle Type:**
15 characters
Type a valid cycle type: 'check' or 'voucher' and press <ENTER> to make the desired modifications.

◆ **Total Pulled:**
14 digits
Displays the total dollar amount from the last check cycle.

Total Prepaid:
14 digits
Shows the total dollar amount prepaid.

Total FRS Voucher Error:
14 characters
Identifies the total voucher error in the FRS module.

Total ACH Pulled:
14 digits
Shows the total dollar amount pulled for direct deposit from the last ACH cycle.

Screen Information

F:
1 character
Enter desired function code. Valid values are:
A   =   add record
D   =   delete record
U   =   update record

Accting Bank:
5 digits
Enter the FAMIS accounting local bank number. Must be a valid bank as entered on Screen 28.

Last Cycle Start Check:
7 digits
Identify the beginning check number for the last check cycle that was run.

Next Cycle Start Check:
7 digits
Shows the next check number that FAMIS will print.

Recon Bank: 5 digits
Identify the <u>bank</u> that will include these checks in the <u>reconciliation file</u>.

Chk Seq Bank: 5 digits
Include the <u>bank used for check stock</u>. **FAMIS processing gets the check numbers from this bank.**

Check Stock: 5 characters
Enter the <u>type of checks</u> that are <u>allowed for the check stock</u> decisions. For example:
NEW (checks)
PPD (prepaid)
BTH (both prepaid and checks to print)
POSPA (positive pay) **On a payroll bank; corrections to payroll will not cut checks but will go to Positive Pay file**.

Pos Pay: 1 character
Type 'Y' if set up for <u>positive pay</u>.

Work File: 2 digits
Identify <u>whether one or more accounting banks will be used</u>. Set up a different number for different check stock. Sample values are:
03 - only one bank
04 - second accounting bank

> For each different check stock, new steps must be set up in check print and check reconciliation JCL.

ACH Bank: 2 digits
Include the bank's <u>ACH identification number</u> (used only by FAMIS internally).

Additional Functions

PF KEYS   See Appendix for explanation of standard PF Keys.

ACH Inquiry by Bank Trace

Screen 150 was created for FAMIS ACH (Automated Clearinghouse) transactions. It is based on the bank trace number generated by FAMIS and sent as part of the ACH transaction to the bank. This bank trace number is used to identify a transaction within the NACHA system.

The bank trace number is created from the first 8 digits of the originating depository financial institution (ODFI) and the last 7 digits are sequentially assigned by FAMIS.

This screen is similar to Screen 277 for purchasing documents. It may be used to identify the agency that initiated the ACH transaction. None of the sensitive bank information appears on this screen.

Screen 150 - ACH Inquiry by Bank Trace (Panel 1)

```
 150 ACH Inquiry By Bank Trace                          02/17/10 15:28
                                                        FY 2010 CC 02

   Screen: ___  Bank Trace: _____

      CC          Bank          Cycle          Vendor      Vchr              Net
   CC Name        Trace         Date           Name         FY  Voucher    Amount
   -- -----  ---------------  --------  ----------------- ---- ------- -------------
   99 TAMRF  09xxxxxxxxxxx57  05/29/02                     2002 2042454         5.00
   99 TAMRF  09xxxxxxxxxxx03  06/11/02  WILLIAM W WALLING  2002 2045540     1,000.00
   99 TAMRF  09xxxxxxxxxxx39  06/19/02                     2002 2047865       896.00
   99 TAMRF  09xxxxxxxxxxx40  06/19/02  WILLIAM W WALLING  2002 2045542     1,000.00
   99 TAMRF  09xxxxxxxxxxx74  06/25/02  JULIE J JIMENEZ    2002 2045560     3,391.00
   99 TAMRF  09xxxxxxxxxxx75  06/25/02  WILLIAM W WALLING  2002 2045543     1,000.00
   99 TAMRF  09xxxxxxxxxxx38  07/23/02  TONYA T TOLER      2002 2053697       310.99
   99 TAMRF  09xxxxxxxxxxx92  07/25/02  JULIE J JIMENEZ    2002 2049826     3,391.00
   99 TAMRF  09xxxxxxxxxxx90  07/29/02  JULIE J JIMENEZ    2002 2056373       411.11
   99 TAMRF  09xxxxxxxxxxx99  08/08/02  JULIE J JIMENEZ    2002 2058723         4.64
   99 TAMRF  09xxxxxxxxxxx22  08/09/02                     2002 2058962       303.00
   99 TAMRF  09xxxxxxxxxxx49  08/16/02  JULIE J JIMENEZ    2002 2060059        56.00


                   * Press <ENTER> to view more inquiries *
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                                        Left  Right
```

Screen 150 - ACH Inquiry by Bank Trace (Panel 2)

```
 150 ACH Inquiry By Bank Trace                          02/17/10 15:32
                                                        FY 2010 CC 02

   Screen: ___  Bank Trace: _____

      Bank           FAMIS       Vendor         Vendor          Bank    Recon
      Trace          Trace         ID           Name            No.     Bank #
   ---------------  --------  ------------  ------------------  ------  -------
   09xxxxxxxxxxx57  A0nnnn1   V4vvvvvvvv0                       00010   00010
   09xxxxxxxxxxx03  A0nnnn2   V4vvvvvvvv0   WILLIAM W WALLING   00010   00010
   09xxxxxxxxxxx39  A0nnnn5   V3vvvvvvvv0                       00010   00010
   09xxxxxxxxxxx40  A0nnnn6   V4vvvvvvvv0   WILLIAM W WALLING   00010   00010
   09xxxxxxxxxxx74  A0nnnn7   V3vvvvvvvv0   JULIE J JIMENEZ     00010   00010
   09xxxxxxxxxxx75  A0nnnn8   V4vvvvvvvv0   WILLIAM W WALLING   00010   00010
   09xxxxxxxxxxx38  A0nnnn2   V5vvvvvvvv0   TONYA T TOLER       00010   00010
   09xxxxxxxxxxx92  A0nnnn3   V3vvvvvvvv0   JULIE J JIMENEZ     00010   00010
   09xxxxxxxxxxx90  A0nnnn4   V3vvvvvvvv0   JULIE J JIMENEZ     00010   00010
   09xxxxxxxxxxx99  A0nnnn6   V3vvvvvvvv0   JULIE J JIMENEZ     00010   00010
   09xxxxxxxxxxx22  A0nnnn7   V4vvvvvvvv0                       00010   00010
   09xxxxxxxxxxx49  A0nnnn8   V3vvvvvvvv0   JULIE J JIMENEZ     00010   00010


                   * Press <ENTER> to view more inquiries *
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                                        Left  Right
```

Basic Steps

- Advance to Screen 150.
- To quickly find and display a specific item, enter the desired number in the Bank Trace: field and press <ENTER>.
- Additional information is available by pressing PF11 to scroll right.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

Bank Trace: 15 digits
Enter the desired <u>bank trace number</u> to display it at the top of the list.

Screen Information
Panel 1

CC: 2 digits
Displays the <u>campus code</u>.

CC Name: 5 characters
Identifies the <u>name of the TAMUS member associated with the campus code</u>.

Bank Trace: 15 digits
Shows the <u>bank trace number</u> on the transaction.

Cycle Date: 6 digits
Indicates the <u>date the transaction went into the payment cycle</u>.

Vendor Name: 17 characters
Displays the <u>name of the vendor</u> that was paid.

Vchr FY: 4 digits
Shows <u>fiscal year payment</u> was <u>made</u>.

Voucher: 7 digits
Identifies the payment <u>voucher number</u>.

Net Amount: 10 digits
Shows the <u>net amount paid</u> to the vendor.

Panel 2

FAMIS Trace: 7 character/digits
Displays the <u>FAMIS bank trace number</u> if this is an ACH payment.

Vendor ID: 11 characters/digits
Displays the <u>vendor's identification number</u>.

Bank No.:	5 digits	
	Shows the <u>ACH bank number</u>.	
Recon Bank #:	5 digits	
	Identifies the <u>reconciliation bank number</u>.	

Additional Functions:

PF KEYS   See the Appendix for explanation of the standard PF Keys.

Vendor ACH Information

Screen 207 is used to maintain the vendor ACH information. This screen is used to enter ACH information for both local and state vendors.

If the vendor is a state vendor and the "Send to TINS" flag is set to 'Y', then the information will be sent to TINS when added. Any changes to the information will also be passed to TINS if the flag is set to 'Y'.

Screen 201 may be used to send the information to TINS if the flag was not set to 'Y' before entering the date.

TAMUS Member Parts that are not using the Purchasing Module will need to use Screen 207. New screens will not be added in the 100 range to replicate Screen 207.

Update access to this screen should be restricted.

Screen 207 - Vendor ACH Information

```
 207 Vendor ACH Information                                02/17/10 15:39
                                                           FY 2010 CC 02
   Screen: ___   Vendor: 1vvvvvvvvv0 R R R INDUSTRIES INC
                             PIN: 1xxxxxxxxx3 000

      Send to TINS: _


   Routing Number: 1xxxxxx31    Note: Last Digit is computed according to
                                      NACHA rules & may be changed by FAMIS.

   Account Number: 3xxxxxx01_____    Account Type: C    Trans Type: CCD+

 Prenote Sent Dt:                     Prenote Override: Y   Dt: 02/11/2002
    ACH Start Dt: 02/11/2002             ACH Override: _

      Email Addr: AR@RRR.COM_____


   * ----------------- Vendor Change Information ---------------------------- *
      Established: 02/15/1995              Added By: SxxxxxP
    Date Modified: 09/10/2007           Modified By: TxxxxxP
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Vendor ACH Data Process

Type a valid vendor identification number or name in the Vendor: field and press <ENTER>. You may also type an '*' in this field to view a list of vendors. Select the desired vendor's name by typing an 'X' in the field to the left of the vendor's name and press <ENTER>.

New Fields

Send to TINS: Values 'Y' or 'N'
This flag works similarly to the two 'Send xxxx to TINS' flags on Screen 203, but is a different field. It may be set differently from the ones on Screen 203.

___**Example**___: if you have ACH set one way at the state for state payments, but want local payments sent to different ACH routing. A different mail code should be set up for state and for local.

Routing Number: ACH bank's number used for routing

Account Number: agency account number with ACH bank

Account Type: C   =   CHECKING ACCOUNT
                           S   =   SAVINGS ACCOUNT

Trans Type: ACH codes: Commercial vs. Personal
                           CCD   =   PMT TO COMMERCIAL VNDRS
                           CCD+   =   PMT TO COMMERCIAL VNDRS

The invoice number will be included in the addenda record for type CCD.

                           PPD   =   PMT TO PERSONAL ACCT
                           PPD+   =   PMT TO PERSONAL ACCT

Always choose between the CCD and the PPD. FAMIS currently sends the '+' on all records. The '+' indicates that additional information is sent to the bank.

Prenotes

A 'Prenote' is a zero-dollar ACH record that FAMIS sends to the ACH system as a test of the bank routing and account data. When routing information is entered for a vendor, this triggers the sending of a Prenote. FAMIS will not send any actual ACH records within 14 days of sending the test Prenote. The default for Prenote testing is to 'Send' the data. You have the ability to override the sending of the Prenote data by using the override fields as described.

If you change the Routing Number, Account Number, Account Type or Trans Type, the Prenote Sent Date will be reset and you must manually put the override back on for continued ACH processing.

If the Prenote Override field is not 'Y' and the Prenote Sent Date is not set, or one of the four fields above are changed, you will also get a pop-up confirmation window asking if you want to send a Prenote to the bank.

Prenote Sent Date:	reflects the date a Prenote was sent
Prenote Override:	'Y' to override the default of sending a Prenote
Dt: (Override Date):	Date the Override was set
ACH Start Dt:	reflects the first date that vouchers pulled into cycle will be eligible to be sent by ACH.
ACH Override:	'Y' to override the sending of ACH for a vendor – keeps the routing information available. Checks will be created for the vendor until reset.
Email Addr:	Email address for the vendor – not currently used.

Security

Screen 207 data is controlled by element security.

Unless element security #8, ACH Information, is 'A' (update access), you will only see blank fields. This is to protect critical bank routing data from being visible unless specific security clearance is granted through use of element security #8. A user must also have update access to modify data on Screen 207. If a user needs inquiry access to Screen 207, they must have 'A' on element #8 and inquiry access to Screen 207.

Security access to data on Screen 207 affects user access to Screen 201 also. However, if security access to Screen 201 is more restrictive, then the more restrictive prevails.

Delete
To delete any information on Screen 207, blank out the fields.

Basic Steps
- Advance to Screen 207.
- Type a valid vendor's name in the Vendor: field and press <ENTER>.
- Include bank processing information in the fields provided and press <ENTER> to record.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆ **Vendor:**	11 digits/30 characters	Enter the desired <u>vendor identification number</u>. The vendor's name will also be displayed.
PIN:	11 digits	Shows <u>vendor's personal identification number</u>.

Screen Information

Send to TINS: 1 character
Type 'Y' or 'N' to indicate if this is to be <u>fed electronically to TINS</u>.

Routing Number: 9 digits
Include the <u>bank's ACH routing number</u>.

> The last digit is computed according to NACHA rules and may be changed by FAMIS.

Account Number: 17 digits
Enter the <u>agency account number</u> with the ACH bank.

Account Type: **Help** 1 character
Specify the <u>account type</u> to be used for processing the payment.
C = Checking Account
S = Savings Account

Trans Type: **Help** 4 characters
Enter the payment <u>transaction type</u>:
CCD = Pmt to Commercial Vndrs
CCD+ = Pmt to Commercial Vndrs
PPD = Pmt to Personal Acct
PPD+ = Pmt to Personal Acct

Invoice number is included in the addenda record for type CCD.

Always choose between the CCD and the PPD.
FAMIS currently sends the '+' on all records. The '+' indicates that additional information is sent to the bank.

Prenote Sent Dt: 8 digits
If a <u>prenote</u> is sent, displays the <u>date</u> it was <u>sent to the bank</u>.

Prenote Override: 1 character
Type 'Y' to <u>override</u> the default of <u>sending a prenote</u>.

Dt: 8 digits
Displays the <u>date the prenote override flag was set</u>.

ACH Start Dt: 8 digits
Shows the <u>ACH (Automated Clearing House) date pulled into cycle</u>. This is the first date that vouchers pulled into cycle will be eligible to be sent by ACH.

ACH Override: 1 character
Enter 'Y' to <u>override the sending of ACH (Automated Clearing House)</u> for a vendor. This keeps the routing information available.
Checks will be created for the vendor until reset.

Email Addr: 50 characters/digits
Displays the <u>vendor's email address</u>. This is not currently used.

Vendor Change Information

Established: 8 digits
                                  Shows the <u>date</u> the <u>vendor</u> was <u>added</u> to FAMIS.

Added By: 7 characters/digits
                                  Indicates the <u>FAMIS user ID</u> of the person <u>who added the vendor information</u>
                                  <u>to FAMIS</u>.

Date Modified: 8 digits
                                  Shows the <u>last date the vendor information was modified</u>.

Modified By: 7 characters/digits
                                  Displays the <u>FAMIS user ID of the person who last modified the vendor</u>
                                  <u>information</u>.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF Keys.

Vendor Add/Modify

Screen 203 is used to add a new vendor to FAMIS and to make changes to existing vendors.

> Due to the TINS rules, Screen 203 and the old Screen 206 were combined into one screen (Screen 203 with two panels). The information on Screen 203 needed to be entered and edited with the information on Screen 206.

Panel 2 was added to handle more vendor attributes. Additionally, two flags, "Send New Setup to TINS" and "Send Changes to TINS." **Setting TINS flags will initiate sending new vendor information to TINS.**

If a vendor is on hold at the state, the message **** ON STATE HOLD **** will appear under the Vendor: field.

Update access to this screen should be restricted.

Screen 203 - Vendor Add/Modify (Panel 1)

```
   203 Vendor Add/Modify                                      02/17/10 15:47
                         AB BIODISK NA INC                     FY 2010 CC 02
   Screen: ___   Vendor: 1vvvvvvvvv0                    Page: 1  <More>>>>
                  ** ON STATE HOLD **
  Name: AA BIOWARE NA INC_____ PIN: 1xxxxxxxxx4 002
 Send New Setup to TINS: _    Send Changes to TINS: N    Tax-ID:  9xxxxxxx7
 *------- Purchasing Bid To ----------* *------ Accounts Payable Remit To ----*
 Address: _____  Address: 200 CENTER AVE STE 100_____
          _____            _____
          _____            _____
          _____            _____
    City: _____ State: __    City: CISCA        _____ State: NE
     Zip: _____ ____    Country: ___         Zip: 08004 3950   Country: ___
   Phone: _____     Ext: ____        Phone: _____      Ext: ____
     FAX: _____                        FAX: _____       Zone:
 Contact: _____        Contact: _____
 --------------------------------------------------------------------------
 Vendor Type: BU   Ownership cd: O      1099: N     W9 Date: 06/30/2003  Hold: N
     Disadv: _      Ethnic Orig: ___   Gender: _   TAMUS Part: __       Freeze: N
   Bus size: _   TAMUS Employee: _  Ck Limit: 0 Retain Mths: 18        Delete: N
 Established: 06/20/2001  By: WxxxxxP    Modified: 08/31/2007  By: TxxxxxP
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp        HUB    Stats NxVn       Order Left  Right
```

The PIN: field will default to the vendor ID number. If you wish to have a different value in this field other than the vendor ID you will need to enter it manually.

If you use the automatically generated vendor number, the PIN number and Tax ID number will not default in, it must be manually entered. This feature will assist FAMIS in moving away from the use of identifiable information in the Vendor ID.

Screen 203 - Vendor Add / Modify (Panel 2)

```
  203 Vendor Add/Modify                                02/23/10 11:56
                        AA BIOWARE NA INC                FY 2010 CC 02
     Screen: ___    Vendor: 1vvvvvvvvv0          Page: 2  <<<More>
                      ** ON STATE HOLD **
            Name: AA BIOWARE NA INC


     Vendor Type: BU    Ownership Code: O
   Texas Company: _              SIC: ____      Charter Nbr: _____
   Employ Agency: ___       Security: _         Busn Desc: ___


              -------- Sole Proprietor/Partnership Data -------
   SSN/FEI: _____   Name: _____
   SSN/FEI: _____   Name: _____

       Email Addr: _____
       --------------- Discount Terms -------------------
       Percent: _____   Disc Days: ___ Ind: _ Pay Days: ___ FOB: __




   Established: 06/20/2001  By: WxxxxxP   Modified: 08/31/2007  By: TxxxxxP
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp       HUB    Stats              Left  Right
```

Basic Steps

- Advance to Screen 203.
- Type a valid vendor's identification number or name in the Vendor: field and press <ENTER>. If the vendor exists, add additional vendor data, or modify existing information and press <ENTER> to record. If new, add all required vendor data and press <ENTER>.
- Set the "Send xxxx To TINS" flag, if appropriate.
- Press PF11 to view additional data on Panel 2 of this screen.
- Press PF10 to return to Panel 1.
- Press the other PF keys provided to view additional information for this vendor.

Vendor Add/Modify Process

You can use Screen 205 when you only want to enter the "Remit To" address. This screen is identical to Screen 203, except that the "Bid To" address is protected and you will not have to tab through those fields. You will not be able to update the "Purchasing Bid To" information on this screen. Press the following PF Keys for the desired action:

PF5	View HUB data if this is a HUB vendor
PF6	View additional vendor statistics and audit information
PF9	Make desired changes to the "Purchasing Order From" address
PF11	Scroll to Panel 2

Fields:

Send New Setup to TINS: Values 'Y' or 'N'

- Set this flag to 'Y' whenever a new mail code needs to be sent to TINS.

- **This flag must be set BEFORE you make changes to the fields.**
  If you fill out the screen and then change the flag, it WILL NOT feed to the state.
  However, you can change the flag using Screen 201 and the changes will be sent.

- The system will use this flag to log the mail code a special way in order to send the setup to the state.

- This flag is changed to blank after a successful update or ADD.

Send Changes to TINS: Values 'Y' or 'N'

- **This flag must be set BEFORE you make changes to the fields.**
  If you fill out the screen and then change the flag, it WILL NOT feed to the state.
  However, you can change the flag using Screen 201 and the changes will be sent.

- **This flag will remain set until it is changed by the user.**

Field Descriptions (◆ = Required / **Help** = PF2, ? or * Field Help Available)

Action Line
◆ **Vendor:**   **Help** 50 digits
                   Enter a valid <u>vendor identification number</u>.

Screen Information
Panel 1
◆ **Name:**   50 characters/digits
                   Add/ modify the <u>name of the vendor</u>.

◆ **PIN:**   11 digits/3 digits
                   Include the <u>vendor's personal identification number</u>.

◆ **Send New Setup**   1 character
  to TINS: Type 'Y' if the <u>setup information for a vendor is to be sent to TINS</u>.
                   This field will become blank again after processing a new mail code.

◆ **Send changes**   1 character
  to TINS: Type 'Y' if this added/modified <u>information for the vendor is to be sent to TINS</u>.
                   This value will remain until a manual change has been made.

◆ **Tax-ID:**   9 digits
                          Enter the vendor's tax identification number.

Purchasing Bid To
◆ **Address:**   4 lines, 30 characters/digits
                          Type the vendor's bid mailing address.

◆ **City:**   20 characters
                          Include the name of the city for the bid mailing address.

◆ **State:**   **Help** 2 characters
                          Enter vendor's state code for the bid mailing address.

◆ **Zip:**   9 digits
                          Identify the zip code for the bid mailing address.

◆ **Country:**   **Help** 3 characters
                          Type the country code for the vendor's bid mailing address.

   Phone: 10 digits
                          Enter the phone number for the vendor's bid mailing address.

   Ext: 4 digits
                          Include the phone extension for the bid mailing address.

   FAX: 10 digits
                          Type the FAX number for the bid mailing address.

◆ **Contact:**   25 characters
                          Indicate the name of the contact person at the vendor's bid mailing address.

Accounts Payable Remit To
◆ **Address:**   4 lines, 30 characters/digits
                          Type the vendor's billing address.

◆ **City:**   20 characters
                          Include the name of the city for the billing address.

◆ **State:**   **Help** 2 characters
                          Enter vendor's state code for the billing address.

◆ **Zip:**   9 digits
                          Identify the zip code for the billing address.

◆ **Country:**   **Help** 3 characters
                          Type the country code for the vendor's billing
                          address.

◆ **Phone:**   10 digits
                          Enter the phone number for the vendor's billing address.

Ext:	4 digits	

Include the <u>phone extension</u> for the billing address.

FAX: 10 digits

Type the <u>FAX number.</u>

Zone: 3 digits

Displays the <u>TINS region zone code</u> designated by the State.

◆ **Contact:**   25 characters

Indicate the name of the <u>contact person</u> at the vendor's billing address.

◆ **Vendor Type:**   **Help** 2 characters

Enter a valid <u>vendor type code.</u> For example:

Blank	=	Not specified
BU	=	Business
EM	=	Employee
FA	=	Federal Agency
FC	=	Foreign Corporation
FG	=	Foreign Government
FI	=	Foreign Individual
FY	=	Foreign Partner Yes

◆ **Ownership cd:**   **Help** 1 character

Type a valid <u>ownership code</u>.

If "L", the Texas Charter Number Nbr: field is required. Valid values include:

A	=	Professional Organization
Blank	=	None
C	=	Professional Corporation
E	=	State Employee
F	=	Financial Institution
G	=	Government-Entity
I	=	Individual (Not Owning A Business)
J	=	Joint Venture
L	=	Limited Partnership
N	=	Other
O	=	Out-Of-State Corporation
P	=	Partnership
R	=	Foreign
S	=	Sole Proprietorship
T	=	Texas Corporation
U	=	State Agency/University

1099:   **Help** 1 character/digit

Include a valid <u>1099 code</u>:

BLANK	=	Not Specified
C	=	Corporation
E	=	Employee
F	=	Foreign Individual
I	=	Individual
M	=	Medical/Health Corporation

N	=	Not 1099 Reported
O	=	Other
P	=	Partnership
R	=	Real Estate
S	=	Sub Chapter S Corp
Y	=	1099
2	=	1042

W9 Date:
8 digits
Include the date for the mailing/return of the W9 form from a vendor.

Hold:
1 character
Displays 'Y' (Yes) if this vendor is on hold with the State of Texas.

Disadv:
Help 1 character
Include the disadvantage code. For example:
Blank =   Not Hub / Not Specified
C   =   Certified HUB Business
H   =   HUBZONE (Labor Surplus Area)
N   =   Not HUB
S   =   Self Declared HUB Business

Ethnic Orig:
Help 3 characters
Enter a valid ethnic origin code:
Blank =   Not Specified
BLK   =   Black
CAU   =   Caucasian
HSP   =   Hispanic
IND   =   American Indian / Native American

Gender:
Help 1 character
Indicate the gender code for the vendor:
Blank =   Not Specified
M   =   Male Owned
W   =   Woman Owned

TAMUS Part:
Help 2 digits
Enter the TAMUS Member Part number this vendor information belongs to.
For example:
01 =   System & General Offices
02 =   Texas A&M University

Freeze:
Help 1 character
Displays 'Y' (Yes) if a freeze has been placed on the vendor.

Bus size:
Help 1 character
Include the code indicating the size of the vendor's business:
Blank   =   Not Specified
L   =   Large
S   =   Small

TAMUS Employee:	**Help** 1 character	

Specify if the vendor is an <u>employee of The Texas A&M University System</u>:
Y   =   Yes
N   =   No
BLANK   =   No

Ck Limit: **Help** 1 digit
If previously set up, select a <u>limit amount for the check</u> from the pop-up window, or enter '0' if no limit is needed.

Retain Mths: 2 digits
Identify the <u>number of months to retain</u> the <u>information on the vendor</u> after the last activity.

Delete: 1 character
Displays 'Y' (Yes) if this <u>vendor has been deleted</u>.

Established: 8 digits
Shows the <u>date</u> the <u>vendor</u> was <u>added to FAMIS</u>.

By: 7 characters/digits
Displays <u>FAMIS user ID</u> of person who <u>added the vendor information to FAMIS</u>.

Modified: 8 digits
Shows the <u>date</u> the <u>vendor information</u> was <u>modified</u>.

By: 7 characters/digits
Displays the <u>FAMIS user ID</u> of the person who <u>modified the vendor information</u>.

Panel 2
◆ **Vendor Type:**   **Help** 2 characters
Enter a valid <u>vendor type code</u>: For example:
Blank   =   Not specified
BU   =   Business
EM   =   Employee
FA   =   Federal Agency

◆ **Ownership Code:**   **Help** 1 character
Type a valid <u>ownership code</u>.
If "L", the Texas Charter Number Nbr: field is required.   Valid values are:
A   =   Professional Organization
Blank   =   None
C   =   Professional Corporation
E   =   State Employee
F   =   Financial Institution
G   =   Government-Entity
I   =   Individual (Not Owning A Business)

L	=	Texas Limited Partnership
N	=	Other, Limited Partnership, J
O	=	Out-of-State Corporation
P	=	Partnership
R	=	Foreign
S	=	Sole Proprietorship
T	=	Texas Corporation
U	=	State Agency/University

Texas Company: **Help** 1 character
Type 'Y' to indicate that this <u>vendor is a Texas company</u>.

SIC: **Help** 4 digits
Specify the <u>Standard Industry Code</u> for this vendor. For example:

BLANK	=	No Code Specified
9901	=	State Employees
9902	=	Nonprofit Organization
9903	=	Direct Deposit of Bills
9904	=	State Publication
9905	=	Refunds

Charter Nbr: 10 digits
Enter the <u>Texas charter number</u> for the business.
Required if Ownership Code is "L".

Employ Agency: 3 digits
Type the <u>state agency code</u>. For example: "710" for SAGO.
This is required if Ownership Code is 'E'.

Security: 1 digit
Include the <u>TINS security code</u> indicating who can change the vendor you set up. Valid values are 0, 1, or 2.

Busn Desc: 3 digits (currently not used)
Enter the <u>business description</u> code.

Sole Proprietor/Partnership Data
SSN/FEI: 11 digits
Include the vendor's <u>Social Security Number</u> or <u>Federal Employer Identification Number</u>.
If ownership code is 'S' this number must be the same as the PIN on Panel 1.

Name: 50 characters/digits
Identify the <u>name of the sole proprietor/partnership</u>.

Email Addr: 50 characters/digits
Include the <u>vendor's E-mail address</u>, if available.

Discount Terms:
Percent: 5 digits
Specify the <u>discount percent</u> given by the vendor.

Disc Days: 3 digits
                   Indicate the <u>number of days allowed in the payment agreement</u>.

Ind: **Help** 1 character
                   Enter the <u>indicated vendor terms</u>: Valid values are:
                   I   =   As Invoiced
                   N   =   Net
                   P   =   Prox
                   Blank   =   None

Pay Days: 3 digits
                   Indicate the <u>number of pay days</u> in the payment agreement.

FOB: **Help** 2 characters
                   Specify the <u>vendor's freight terms</u>. Valid values are:
                   AC   =   Air/Collect
                   AP   =   Air/Prepaid
                   Blank =   Not Specified
                   DA   =   Dest/Add
                   DC   =   Dest/Collect
                   DP   =   Dest/Prepaid
                   EA   =   Reg/prepaid/Add
                   EC   =   Reg/Collect
                   SA   =   Ship Point Frt Prepaid and Added

Established: 8 digits
                   Shows the <u>date the vendor was added to FAMIS</u>.

By: 7 characters/digits
                   Indicates the <u>FAMIS user ID</u> of the person who <u>added the vendor information to FAMIS</u>.

Modified: 8 digits
                   Shows the <u>date</u> the <u>vendor information was last modified</u>.

By: 7 characters/digits
                   Displays the <u>FAMIS user ID</u> of the person <u>who modified the vendor information</u>.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF Keys.

PF5   **HUB**
HUB   Displays <u>State HUB Vendor Data</u>.

PF6   **Statistics/Audit**
Stats   View additional <u>vendor statistics and audit information</u>.

PF7   **Next Vendor** |Only available on Panel 1|
NxVn   Gets the <u>next</u> available <u>vendor mail code</u> so you can create a new address for the vendor. The information for the original vendor stays on the screen so that only modifications for the new mail code need to be made.

PF9   **Order** |Only available on Panel 1|
Order   View/add/modify the "<u>Purchasing Order From</u>" <u>information</u>.

Vendor Change Log

Changes that have been made to a FAMIS vendor record on Screen 203, Screen 103 or Screen 207 may be viewed on Screen 201. To sort the display you may type 'O' (oldest) or 'N' (newest) in the Order: field. This screen also shows the date and time a change was made.

Use this screen to flag changes that need to be sent electronically to TINS, and view whether the changes have been sent.

If you did not set the TINS flag on Screen 203, you may change the 'N' to 'Y' in the Send TINS: field. However, if there is already a 'Y' in this field, you may not change it back to 'N'.

To ensure that new setup fields are sent to TINS, you must type "Y" in the Send TINS: field for the following:

> ACH ROUTING NBR (the most important field to be sent to TINS)
> ACH ACCT TYPE
> ACH ACCT NBR

Update access to this screen should be restricted.
Only the field names will be displayed if the user does not have the proper access.

Screen 201 - Vendor Change Log (Panel 1)

```
    201 Vendor Change Log      TEXAS A&M UNIVERSITY-COMMERCE        02/17/10 15:57
                                                                    FY 2010 CC 21
     Screen: ___   Vendor: 3vvvvvvvvvF   Order: N   Field: _____
                                                         Panel: 01  More>>
    Send  Sent                                           Date      Date Pulled
    Tins  Tins       Field Name          New Field Value  Changed    for TINS
    ----  ----   ----------------     -----------------   ----------  ----------
     N     Y     ACH SEND TINS        Y                   12/10/2003  12/16/2003
     N     Y     ACH ACCT TYPE        C                   12/10/2003  12/16/2003
     N           ACH ACCT TYPE        S                   12/10/2003
     N           ACH SEND TINS                            12/10/2003
     N     Y     ACH SEND TINS        Y                   12/10/2003  12/10/2003
     N           ACH SEND TINS                            12/10/2003
     N     Y     ACH SEND TINS        Y                   11/20/2003  11/20/2003
     N           ACH TRANS TYPE       CCD                 11/20/2003
     N           ACH START DATE       20031120            11/20/2003
     N           ACH PRENOTE OVER     Y                   11/20/2003
     N           ACH ACCT TYPE        C                   11/20/2003
     N     Y     ACH ACCT NBR         1nnnnnnnn5          11/20/2003  12/16/2003

                     **** Press ENTER to continue ****
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                  Audit              Left  Right
```

Additional fields of information are displayed on Panel 2 and Panel 3. Press the PF11 key to scroll right and view these panels.

Screen 201 - Vendor Change Log (Panel 2)

```
 201 Vendor Change Log     TEXAS A&M UNIVERSITY-COMMERCE        02/17/10 15:58
                                                                FY 2010 CC 21
   Screen: ___  Vendor: 3vvvvvvvvvF  Order: N  Field: _____
   <<More                                                  Panel: 02  More>>
                                                            Date     Time
     Field Name         New Field Value    Old Field Value  Changed  Changed
   ----------------   ------------------  ----------------- ---------- -------
   ACH SEND TINS      Y                                     12/10/2003 09:31:29
   ACH ACCT TYPE      C                   S                 12/10/2003 09:31:25
   ACH ACCT TYPE      S                   C                 12/10/2003 09:31:20
   ACH SEND TINS                          Y                 12/10/2003 09:31:12
   ACH SEND TINS      Y                                     12/10/2003 09:30:37
   ACH SEND TINS                          Y                 12/10/2003 09:30:35
   ACH SEND TINS      Y                                     11/20/2003 13:03:20
   ACH TRANS TYPE     CCD                                   11/20/2003 13:03:15
   ACH START DATE     20031120            0                 11/20/2003 13:03:15
   ACH PRENOTE OVER   Y                                     11/20/2003 13:03:15
   ACH ACCT TYPE      C                                     11/20/2003 13:03:15
   ACH ACCT NBR       1nnnnnnnn5                            11/20/2003 13:03:15

                      **** Press ENTER to continue ****
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                    Audit              Left  Right
```

Screen 201 - Vendor Change Log (Panel 3)

```
 201 Vendor Change Log     TEXAS A&M UNIVERSITY-COMMERCE        02/17/10 16:00
                                                                FY 2010 CC 21
   Screen: ___  Vendor: 3vvvvvvvvvF  Order: N  Field: _____
   <<More                                                  Panel: 03
                                                            Date     Time
     Field Name         New Field Value      Userid         Changed  Changed
   ----------------   ------------------   ---------       ---------- -------
   ACH SEND TINS      Y                    GxxxxxP         12/10/2003 09:31:29
   ACH ACCT TYPE      C                    GxxxxxP         12/10/2003 09:31:25
   ACH ACCT TYPE      S                    GxxxxxP         12/10/2003 09:31:20
   ACH SEND TINS                           GxxxxxP         12/10/2003 09:31:12
   ACH SEND TINS      Y                    GxxxxxP         12/10/2003 09:30:37
   ACH SEND TINS                           GxxxxxP         12/10/2003 09:30:35
   ACH SEND TINS      Y                    GxxxxxP         11/20/2003 13:03:20
   ACH TRANS TYPE     CCD                  GxxxxxP         11/20/2003 13:03:15
   ACH START DATE     20031120             GxxxxxP         11/20/2003 13:03:15
   ACH PRENOTE OVER   Y                    GxxxxxP         11/20/2003 13:03:15
   ACH ACCT TYPE      C                    GxxxxxP         11/20/2003 13:03:15
   ACH ACCT NBR       1nnnnnnnn5           GxxxxxP         11/20/2003 13:03:15

                      **** Press ENTER to continue ****
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                    Audit              Left  Right
```

Audit information is available by placing the cursor on any line displayed and pressing PF7:

Screen 201 – PF7 Audit Pop-Up Window

```
+----------------------------------------------------------------+
|                                                                |
|                                                                |
|                  **** Audit Information ****                   |
|                                                                |
|          Vendor: 3vvvvvvvvvF                                   |
|      Field Name: ACH SEND TINS                                 |
|                                                                |
|    Date Modified: 12/10/2003    Time Modified: 09:31:29        |
|      Modified By: GxxxxxP    GRAYSON, GENA G                   |
|                                                                |
|                                                                |
|            PF3= Back to 201  PF4=Exit                          |
|                                                                |
|                                                                |
|                                                                |
```

Basic Steps

- Advance to Screen 201.
- Type a valid vendor's identification number or name in the Vendor: field.
- Enter the sort preference in the Order: field. Use "**O**" (oldest) or "**N**" (newest).
- If you want to show only a specific field name, enter it in the Field: field and press <ENTER>.
- Place cursor on a field name and press PF7 to view the audit information for the change.
- Press PF11 to view additional data in Panel 2 and 3 of this screen.
- Press PF10 to return to Panel 1.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ **Vendor**:   Help 11 digits
Enter a valid vendor identification number.

◆ **Order:**   Help 1 character
Designate the order in which the information displayed is to be sorted:
0   =   Oldest Date
N   =   Newest Date

Field: Help 23 characters
Leave this field blank to view all changes, or type a valid field name. For example:
ACH Acct Nbr
ACH Acct Type
ACH Email
ACH Override
ACH Prenote
ACH Prenote Date
ACH Prenote Override
ACH Routing Nbr
ACH Send TINS

Screen Information
Panel 1

Send Tins: 1 character
Type 'Y' if the change is to be sent to TINS.

Sent Tins: 1 character
'Y' identifies the change made was sent to TINS.

Field Name: 16 characters/digits
Identifies the current field name.

New Field Value: 18 characters/digits
Shows the changed field value.

Date Changed:	8 digits Identifies the <u>date</u> the <u>field change was made</u>.	

Date Pulled For **TINS:**	8 digits Displays the <u>nightly processing date for sending the change to TINS</u>.	

Panel 2

Old Field Value:	18 characters/digits Identifies the <u>old value used for this field</u>, prior to the change.

Time Changed:	6 digits Shows the <u>time the field value change was entered</u>.

Panel 3

Userid:	7 characters/digits Identifies the <u>FAMIS User ID</u> of the person <u>who made the change</u>.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.

PF7 **Audit**	**Audit** View the <u>audit information</u> for the selected vendor.

ACH Holiday Table

Screen 816 is used to enter the ACH bank holidays. These holidays are used by the check cycle to schedule payments to avoid prompt pay interest.

An **"A"** displayed next to a date indicates that it is an ACH holiday. **No transactions will be sent on these holidays.**

This table is maintained by the System Office of Budgets and Accounting.

Screen 816 – ACH Holiday Table

```
 816 ACH Holiday Table                                     02/17/10 16:05
                                                           FY 2010 CC 02

  Screen: ___    Month: 01  January     Year: 2010

    Sunday      Monday     Tuesday    Wednesday   Thursday   Friday     Saturday
  ---------  |---------|--------- |----------| --------- |----------| ---------
             |         |          |          |           |   1 A    |  2     W
  ---------  |---------|--------- |----------| --------- |----------| ---------
    3    W   |  4 _    |  5 _     |  6 _     |  7 _      |  8 _     |  9     W
  ---------  |---------|--------- |----------| --------- |----------| ---------
   10    W   | 11 _    | 12 _     | 13 _     | 14 _      | 15 _     | 16     W
  ---------  |---------|--------- |----------| --------- |----------| ---------
   17    W   | 18 A    | 19 _     | 20 _     | 21 _      | 22 _     | 23     W
  ---------  |---------|--------- |----------| --------- |----------| ---------
   24    W   | 25 _    | 26 _     | 27 _     | 28 _      | 29 _     | 30     W
  ---------  |---------|--------- |----------| --------- |----------| ---------
   31    W   |         |          |          |           |          |
  ---------  |---------|--------- |----------| --------- |----------| ---------



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp               LdMth Bkwd  Frwd
```

ACH, State and Local Holiday Table Process

This screen, keyed by Month and Year, displays all known ACH holidays.

> **A**   =   **ACH holiday**
> All days that ACH transactions <u>will not be sent</u>.
> (maintained by the **System Office of Budgets and Accounting**)
>
> **W**   =   **Weekend**
> (maintained by FAMIS Services)
>
> **Blank**   =   **Not a holiday**

Basic Steps
- Advance to Screen 816.
- View the current month's ACH holidays, or display a specific month / year by typing a number in the Month and/or Year field and pressing <ENTER>.
- Press PF6 to load the local holidays for the month into FAMIS.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

Month: 2 digits
Displays the <u>current month</u>. Enter the desired number of the month <u>to view</u> holidays.

Year: 4 digits
Shows the <u>current fiscal year</u>, but may be changed <u>to view</u> data from another year. (**Information is not available prior to 2000.**)

Screen Information

[Calendar]   Shows a <u>monthly calendar</u> with the numbered days of the week. If a holiday exists the following codes will be used:
A   =   ACH holiday
W   =   Weekend
Blank =   Not a holiday

Additional Functions

PF KEYS   See the Appendix for explanation of the standard PF Keys.

PF6   **Load Month**
LdMth   Press this key to <u>load holidays</u> entered <u>for the month</u>.

ACH Technical Setup Steps

1. Contact TAMUS Treasury to unblock the accounts. Originally, all accounts had been setup, but are blocked if not used within a period of time, hence they must be unblocked.

2. Changes to the JCL can be made through an EXEC. – (Larry Brown). See Section II for a list of related programs.

3. Change Screen 833 to include the workfile number in the ACH Bank column.

4. Contact the bank with the appropriate information. (Ross Arth)

Section IV
Appendix

Instructions

Listed below are general instructions that will make your job easier as you use FAMIS to input or view document information. Please become familiar with the information in this reference as it can make your navigation in FAMIS more efficient.

3270 Emulation Keys

Special keys and key combinations must be used when working with FAMIS. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

PF Keys
When a key is listed as **PFn** , PF represents <u>P</u>rogram <u>F</u>unction. Many PCs use the function keys labeled **Fn** for these PF keys. Others have special combinations of keys to represent the PF keys, for example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the PF1 key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word 'Bkwd' under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

TAB and BACKTAB Keys
Use the **TAB** and **BACKTAB** keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have a key labeled TAB, while the BACKTAB is a combination of the SHIFT/TAB keys.

Using the arrow keys, instead of the TAB keys, to move around the screen may lock the computer keyboard. Use the RESET key, then the TAB key, to position the cursor and unlock the keyboard.

CLEAR Key
The **CLEAR** key on many PC keyboards is the **PAUSE** key. This key is often used to clear, or refresh, the screen before typing.

RESET Key
After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "**X ( )**" or ⌛ will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your **RESET** key -- often the **ESCAPE** key on a PC.

ERASE END OF FIELD Key

To erase all the information in a field with one stroke, the **ERASE EOF** key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name in the Action Line will be removed. Now the new vendor name can be input. On most PCs, the correct key to use is the **END** key on the numeric keypad.

HOME Key

From anywhere on the screen, the most efficient way to take the cursor back to the Screen: field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the **ALT/RULE** keys. On most PCs, the **HOME** key on the numeric keypad will work.

Protected Area

The *Protected Area* is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your *reset* key and then *tab* key to release your system when it freezes.

Action Line/Context

The *Action Line* is usually the first line of information on each screen. The Screen: field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, account, etc. are often found on the Action Line.

Data that is entered on the Action Line will be carried in 'context' from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in 'context' until the user keys a different account in the field.

The <**ENTER**> key must be pressed after entering *Action Line* data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing <ENTER>, a message will be given at the top of the screen asking for modifications or providing further processing instructions.

```
    F0002 Record has been successfully added
    002 GL 6 Digit                                        03/03/94 14:56
                                                          FY 1994 CC AA

    Screen: ___  Account: 032365 ____         NAVSO, INC.

    Account Title: NAVSO, INC._____
```

Message Line

The line above the Action Line is used to display messages to the user. These messages may be error messages or processing messages, such as the one below.

```
 ━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━

      F6537 Please enter a valid six digit GL account
       002 GL 6 Digit                                    01/20/92 11:26
 ━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━
```

Scrolling Through Data

Pressing the <**ENTER**> key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

Help

HELP functions are available for many screen fields in FAMIS. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

To get out of the HELP function, either select a value and press <ENTER> or hit the **PF4** key. The distinction on which key to use will normally be designated in the pop-up window (EX: **PF4** = Exit).

Escaping from a Pop-Up Window

When in a pop-up window, pressing **PF4** will usually take you back to the original screen. There are a few screens when pressing <ENTER> will take you back to the original screen.
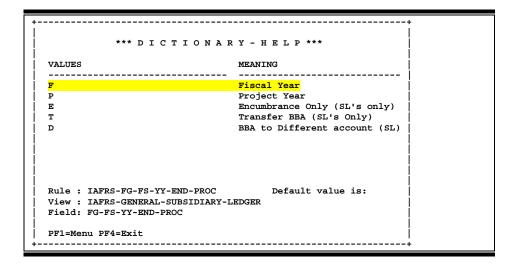
Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the PF2 key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

For example, place the cursor in the Year-end Process: field and press PF2. The first screen displayed explains the purpose of the field. Sometimes you will be shown the values immediately, without a definition or explanation.

Screen 002 - GL 6 Digit

```
 002 GL 6 Digit                                            06/30/99 10:09
                                                           FY 1999 CC AM

   Screen: ___  Account: 014000 ____           MEDICINE

   Account Title: MEDICINE_____
   Resp Person: _____                     Old Acct: 0284_____
   Year-end Process: F   Reclassify: _  Reporting Group: __  Aux Code: ___
     AFR Fund Group: 10  Fund Group: FG  Sub Fund Group:     Sub-Sub: __
```

```
   Flag to indicate what action
   to take with balance at year
   end.
```

From the definition screen, press <ENTER> to view the valid values for the field.

```
+----------------------------------------------------------------+
|                                                                |
|            *** D I C T I O N A R Y - H E L P ***               |
|                                                                |
|   VALUES                           MEANING                     |
|   ------------------------------   -------------------------   |
|   F                                Fiscal Year                 |
|   P                                Project Year                |
|   E                                Encumbrance Only (SL's only)|
|   T                                Transfer BBA (SL's Only)    |
|   D                                BBA to Different account (SL)|
|                                                                |
|                                                                |
|                                                                |
|                                                                |
|   Rule : IAFRS-FG-FS-YY-END-PROC       Default value is:       |
|   View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                       |
|   Field: FG-FS-YY-END-PROC                                     |
|                                                                |
|   PF1=Menu PF4=Exit                                            |
+----------------------------------------------------------------+
```

Question Mark or Asterisk (? or *) Help

FAMIS also provides information about selected fields through the Question Mark or Asterisk (? or *) Help facility. This HELP information may be accessed by typing a question mark (?) or an asterisk (*) in the field in question and pressing the <ENTER> key.

Screen 002 - GL 6 Digit

```
 002 GL 6 Digit                                       02/16/04 10:12
                                                      FY 2004 CC 02
   Screen: ___  Account: 010100 ____         ED & GEN INCOME-TUITION


   Account Title: ED & GEN INCOME-TUITION_____
   Resp Person: 4uuuuuuuu0   MASON, MOLLY M          Old Acct: NA_____
   Year-end Process: F   Reclassify: _  Reporting Group: __  Aux Code: ___
   AFR Fund Group: ?    Fund Group: FG  Sub Fund Group:      Sub-Sub: __
           Function: __
     Default Bank: 03000  Override: Y       SL Mapped Count: 18
   Alternate Banks: *****  _____  _____  _____  _____     Security: _____


                   Dept    S-Dept Exec Div  Coll Mail Cd Stmt
         Primary: REV__    _____   UN   AD       C6000    N
       Secondary: VTEA_    _____   AA   CD   VM  C4457    Y


       Fund Source: __  _____
        Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION
                    _____

     Account Letter: Y   Setup Date: 08/26/1991

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp      Next
```

A pop-up window is displayed with the valid values for the field. By typing an 'X' next to the desired value and pressing <ENTER> that value is passed to the main screen. This is called the *Passback* feature.

Screen 002 - GL 6 Digit - Fund Group ?-Help Pop-Up Window

```
+----------------------------------------------------------+
| ** More Codes - Press <ENTER> to View **                 |
|                                                          |
|   Search Criteria:    AFR Fund Group: __                 |
|                                                          |
|    AFR       Sub                                         |
|    Fund  Fund Fund   Description                         |
| _  01                CLEARING ACCOUNTS                   |
| X  10    FG          FUNCTIONAL AND GENERAL              |
| _  20    DS   DF     DESIGNATED/FUNCTIONAL & GENERAL     |
| _  21    DS   DS     DESIGNATED/SERVICE DEPARTMENTS      |
| _  22    DS   ST     DESIGNATED/SERV DEPT-MATERIAL & SUP |
| _  23    DS   SM     DESIGNATED/SERV DEPT-COMM & UTIL    |
| _  24    DS   SU     DESIGNATED/SERV DEPT-REPAIRS & MAIN |
| _  25    DS   SR     DESIGNATED/SERV DEPT-RENTALS & LEAS |
| _  26    DS   SL     DESIGNATED/SERV DEPT-PRINTING & REP |
| _  27    DS   SP     DESIGNATED/SERV DEPT-CLAIMS & LOSSE |
| _  28    DS   SC     DESIGNATED/SERV DEPT-OTHER OPER EXP |
| _  29    DS   SO     DESIGNATED/SERV DEPT-OTHER OPER EXP |
|                   -- IASYS-AFR-FUND-GROUP --             |
|      Select an AFR Fund Group or Press <PF4> to Quit     |
+----------------------------------------------------------+
```

Standard PF Keys

PF Keys are used in the FAMIS modules to access additional information. Wherever possible the same assignment has been given to the same PF key, such as PF9 always being the key used for NOTES. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the PF keys that you will see on the many screens in FAMIS.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

To exit a pop-up window, press <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up window an additional set of extended function keys may appear to further inquire on the document or item.

Extended Function Keys

EHELP	Not Used	Left	Scroll Screen Left
Help	On-Line Help Screen	Print	Print Account Information
HMenu	Not Used	Right	Scroll Screen Right

Bkwd   **Backwards**
Advances <u>backward</u> to the previous screen or scrolls one page back for a particular item.

Frwd   **Forward**
Advances <u>forward</u> to the next screen or scrolls one page forward for a particular item.

Left   **Scroll Left**
Some windows are made up of several adjacent panels. These will be designated by the word **Panel: ##** appearing in the window. Pressing this key scrolls the panel to the <u>left</u>.

Help   **On-Line Help**
On selected fields, additional information may be displayed. This
information is accessed by moving the cursor to the field in question
and pressing the PF key for Help. The first screen accessed will
describe the field; pressing <ENTER> will display any valid values for
the field.

```
DESCRIPTION:  AN INSTITUTIONALLY DEFINED CODE THAT GROUPS CURRENT FUND
EXPENDITURES ACCORDING TO THE PURPOSE FOR WHICH COSTS WERE INCURRED.
```

```
+-----------------------------------------------------------------+
|                                                                 |
|                  *** D I C T I O N A R Y - H E L P ***          |
|                                                                 |
|   VALUES                            MEANING                     |
|   ---------------------------    ---------------------------    |
|   AP                              AUXILIARY PLEDGED             |
|   AX                              AUXILIARY NON-PLEDGED         |
|   BLANK                           NOT SPECIFIED                 |
|   DF                              DESIGNATED FUNCTIONAL & GENER |
|   DS                              DESIGNATED SRVC-PROF FEES & S |
|   IA                              ANNUITY - INCOME ACTIVITY     |
|   IP                              INVESTMENT IN PLANT           |
|   LF                              LOANS - UNIVERSITY FUNDS      |
|                                                                 |
|   Lookup Value / . Menu  _____     |
|   Rule : IAFRS-FG-FS-SUB-FUND-GR         Default value is:      |
|   View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                        |
|   Field: FG-FS-SUB-FUND-GR                                      |
|                                                                 |
|   PF1=Menu PF4=Exit                                             |
|                                                                 |
+-----------------------------------------------------------------+
```

Right   **Scroll Right**
Some windows are made up of several adjacent panels. These will be
designated by the word Panel: **##** appearing in the window. Pressing
this key scrolls the panel to the right.

ACH Screens List

Glossary

A

ABR

See Automatic Budget Reallocation.

ABR Pool Table

A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

Account

A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account and the President's Office is an example of a Subsidiary Ledger account.

Account Control

The last four digits in the ten-digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

Account ID

A 6-digit identification number for an account.

Account Number

A 10-position ID within the master file of the Financial Records System. The first 6 positions identify the specific account while the last four positions identify the account control for a balance sheet account (GL) and the object code for a revenue or expenditure account (SL).

Accounts Payable

An application of the Financial Records System (FRS). AP processes vendor payments and keeps track of financial activity involving vendors.

Action/Context Line

The screen line (usually fourth from the top) or lines where the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias

A commonly used name for a vendor, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

AP

See Accounts Payable.

Attributes

Descriptive data associated with a record. Examples are school, department, function, name and responsible person. Attributes support a variety of sophisticated reporting techniques.

Automatic Budget Reallocation (ABR)

When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

B

Bank Transfer

A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.

Batch/Session

A collection of related transactions entered into the system with a header record and control totals, usually prepared by one person or subsystem feed.

Batch Interface

A type of interface where one system generates transactions to be batched for input into another system.

BBA

See Budget Balance Available.

Beginning Balance

Balances posted during implementation.

Budget

A plan of revenue and expenditures for an accounting period expressed in monetary terms.

Budget Balance Available (BBA)

That portion of budget funds that is unspent and unencumbered.

Budget Fiscal Year

Budgets are prepared in one fiscal year for the next fiscal year. The default is always the next fiscal year when using any Budget Preparation screen.

Budget Pattern

Used to group individual object codes (or ranges), into budget categories to establish new fiscal year budget. Tracks current and past year account activity in order to develop the new fiscal year budget.

Budget Pool

A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

Budget Version

Various versions of a budget can be created and names for comparative purposes.

Buying Account

Account which is allowed to "purchase" from a specific selling account via an interdepartmental transfer.

C

Capital

Assets, cash, means, property, resource.

Cash

Coins, currency, checks, and anything else a bank will accept for immediate deposit.

Cash Disbursement

A non-vouchered payment for goods received, services rendered, reduction of debt or purchase of other assets.

Cash Receipt

Cash received from cash sales, collections on accounts receivable and sale of other assets.

Chart of Accounts

A listing, at the 6-digit level, of all account numbers within FAMIS. Sometimes the COA defines the accounts at the 10-digit level as well.

Check Override

The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

Claim-On-Cash
The share of ownership that an account has in the institution's money.

Clearing Account
A temporary summary account (such as a payroll account) which is periodically set to zero.

COA
See Chart of Accounts.

Compound Journal Entry
A two-sided transaction that posts debits and credits.

Context
The information that identifies the record being displayed or to be displayed by the system.

Copy
The process that creates a new pattern from an existing version (specified on the Action Line) or ABR (specified in the resulting pop-up screen).

Credit Memo
The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

Currency Code
A code that identifies a record in the Tax Currency Table. This record provides the factor to calculate foreign currency conversion costs or gains and the liability account used. The code is translated through a table into a conversion rate.

Cycle
Two or more programs that are run in a specific sequence.

D

Data
Data are representations, such as characters, to which meaning might be assigned. They provide information and can be used to control or influence a process. This term is not synonymous with information. Information is data to which meaning has been assigned.

Database
The collected information that is accessible to the computer for processing.

Data Control
The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.

Data Element HELP
An on-line feature that assists the user by providing immediate information about any particular field on a screen.

Data Entry
A means for adding information into the system.

Default
The value that the system will assign if no other value is entered.

Default Mandatory

Flag indicating whether the transfer is mandatory. If no value is entered in the detail lines for this field, the transfer will be flagged with the default value after pressing <ENTER>.

Delete Flag

A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

Demand Voucher

Voucher to be paid during the next Check Cycle.

Diagnostic Message HELP

An on-line feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.

Diagnostics

The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC

The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

Disbursement

Record money paid out by the institution from GL, SL and SA or bank account. Can reverse an encumbrance. A payment for goods received, services rendered, reduction of debt or purchase of other assets that does not go through the AP/voucher system.

Discount Account

The account credited for discounts taken by the system when a check is written.

Discount Table

A table containing user-defined values representing discount terms for vendors.

Dollar Data

A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit

A code used in Accounts Payable to specify a check amount. If the amount of a vendor's check is greater than this value, the check will not be generated.

Drop Flag

A data element whose condition signifies that a document is to be removed from the database immediately.

E

Encumbrance

An obligation incurred in the form of a purchase order or contract. Also referred to as an open commitment.

Endowment

Funds received by an institution from a donor who specifies the condition that the principal not be spent.

Endowment Income

The income generated by investing the principal of an Endowment Fund.

Entry Code
The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, is predefined by the system. It is also known as the Transaction Code.

Expended
Depleted, used up.

Expense
Cost, disbursement, payments.

F

FA
See Financial Accounting.

Feed
Transactions from other systems that are transferred to the FRS.

Field
That part of a control record, transaction or established for displaying or entering information.

File
A storage area established within a computer system or database for organizing similar kinds if data.

Financial Accounting (FA)
A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

Financial Records System (FRS)
A system that supports the financial record-keeping and reporting of a college or university.

Flag
A data element used to set controls or conditions on a process or program.

Freeze Flag
A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

FRS
See Financial Records System.

FTE
Full-time Equivalents. Used by the B/P/P System.

Function
Purpose.

Fund
An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance and changes in the balance.

Fund Balance
The equity of a fund (the difference between assets and liabilities).

Fund Group

A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.

Fund Group ID

A one-digit identification number representing the fund group with which an account is associated.

Fund Transfer

A movement of dollars from one fund balance to another.

G

General Ledger (GL)

A balance sheet account for the institution. All GL account numbers begin with "0" (zero).

GL

See General Ledger.

GL/SL Relationships

User-defined structures relating Subsidiary Ledger (SL) revenue/expense accounts to General Ledger (GL) fund accounts.

Global Subcode Edit (GSE)

A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

GSE

See Global Subcode Edit.

H

Header

That portion of a Purchasing document containing basic information such as the document's number, the date and amount.

HEAF

Indicates a Higher Education Assistance Fund code number.

HELP

An online feature which accesses PREDICT in order to supply descriptions, valid values and suggested actions.

I

IDT

Interdepartmental Transfer.

Indirect Updating

The automatic posting of real dollar activity to a GL Balance Sheet account as a result of a direct transaction.

Inquiry Screen

A screen which only displays information and cannot be used for entering data.

Interface

A communication link between data processing systems or parts of systems that permits sharing of information.

Interfund Borrowing
The transfer of an asset or liability from one fund to another.

J

JCL

See Job Control Language.

Job Control Language (JCL)
A problem-oriented language, used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.

Journal Entry
A non-cash transfer of dollars between two or more accounts.

L

Ledger

A collection of account records for an organization. FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense). See also General Ledger and Subsidiary Ledger.

Liability Account
In AP, a GL account that is credited for the liability when a voucher is processed. Any GL account that accepts a transaction creating a liability.

Liquidate
Reduce encumbrance through payment; pay off debt.

M

Map Code

A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

Mandatory
Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value after pressing <ENTER>.

Memo Bank Account
An account that represents the balances of demand deposits for operating accounts.

Menu
A screen containing a list of available processes, screens or other menus.

N

Name Rotation

A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports.

O

Object Code

A four-digit number identifying specific items of revenue/expense or attribute records.

Open Commitment
An encumbrance.

P

Parameter

A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing or output requirements.

Purpose
The function.

R

Receipts

Cash received from cash assets, collections on account receivable and sale of other assets. The purpose is to record money received by the institution to the GL, SL and SA or bank accounts.

Recommendation

The budget projection version that is submitted to the Budget Office for approval.

Regular Order

A type of purchase order that denotes a typical order.

Remit-To Address

The address to which the check for goods and/or services rendered will be sent.

Requisition

A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

Retention Months

A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

Revenue

Income or receipts.

Run Parameter

A parameter from a control record or a program control transaction (as opposed to a file maintenance transaction).

S

Save

The process that creates a budget version.

6-Digit Account

For GL: An entity that consists of a self-balancing set of 10-digit accounts.
For SL: An entity of revenues and/or expenses

Screen HELP

An on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

Secured Submitted Version

Submitted budget version that has been locked. It can be flagged to indicate it is an "official" version.

Selling Account

Account which is allowed to "sell" to specified buying accounts via interdepartmental transfers.

Secondary Vendor Session

A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

SL

See Subsidiary Ledger.

Split Encumbrance

An encumbrance which applies to several accounts.

Standing Order

A type of purchase order used for (recurring) services like those provided by the telephone and electric companies.

Subcode

Four digits appended to the account ID to identify attributes and dollar records within an account.

Submit

The process that attached a budget version to a budget account as a budget of an account.

Submitted Version

Version of the budget submitted for approval as the official budget of an account.

Subsidiary Ledger

Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

Suspense Account

A GL clearing account reflecting real dollar activity directed to the Suspense File.

T

1099 Vendor

A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

1099 Voucher

A voucher that must be reported to the IRS on Form 1099.

10-Digit Account

The six-digit account ID combined with the four-digit subcode, i.e. an account control or object code.

Tax Code

A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

Tax ID

A Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

Taxes

An additional charge on the acquisition of goods that is imposed by the taxing authority and should be paid with the invoice.

Temporary Vendor

A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

Transaction Code

A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

U
Update Screen

A screen that allows a user to enter data for updating the files.

V
Valid Value

A value of a data element that has been defined for input.

Value-Based

A mechanism used to restrict operator access to information by comparing operator security authorization with the value stored in the field.

Vendor

A provider of goods and/or services.

Vendor Addresses

See Order-From Addresses and Remit-To Addresses.

Vendor Automatic

A feature that automatically assigns a specific Number Assignment to the vendor in the Action/Context Line.

Vendor Commodity

A good or service purchased from a specific vendor.

Vendor File

A record of all attributes, dollar data, and control information for all vendors.

Version

Account Budgets created by departments. These can later be submitted as the budget recommendation for the account. Once a version is locked, it will be called a 'secure version' and can never again be changed.

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