FAMIS Interface with TINS

Background

All vendors paid with state funds must have a valid record in TINS (Texas Identification Number System). In addition, the State of Texas now requires that all requests for the following be processed electronically:

1. creation of new vendor records
2. modifications to records of existing vendors
3. vendor hold updates be processed electronically

User Process

To create a new vendor at the State, you must logon to TINS and find the next available TIN mail code for the vendor. Then, log onto FAMIS and proceed to create a vendor in FAMIS using the TIN and the new state mail code.

If the vendor exists on FAMIS and not on TINS, set the “Send New Setup to TINS” flag and add the state mail code to Screen 103 / 203.

**Issue / Problem:**
As with the paper TINS setup, timing issues may arise. The next state mail code cannot be ‘reserved’ at the State, so between the time you identify the next mail code and process the new vendor through FAMIS someone else could ‘grab’ that same mail code and process a transaction prior to the FAMIS feed to State. This situation will create an error record on the State error report. It is conceivable that this circle could continue a couple of times before a unique record is added at the State.

If this happens, change the mail code on FAMIS to the next mail code and set the “Send New Setup to TINS” flag.

Feed to State

FAMIS sends one daily batch feed to the State with the all Parts’ TINS records. This will be done in job F13FTTIN.

The State won’t accept a vendor setup record and an ACH record for the same vendor on the same day.

In this case, FAMIS will automatically delay sending the ACH data for one day. Therefore, if voucher is sent to State the same day as a new vendor Setup record, the state will create a warrant as the ACH request will not be sent until the following day.
FAMIS Processing of Online Screen Entry

All changes to fields on Screen 203 (including panel) get logged to a separate FAMIS file. Only a subset of this file will actually be sent to TINS, based on the setting (‘Y’) in the ‘Send New Setup to TINS’ and ‘Send Changes to TINS’ fields.

Two types of records (Setup and Change) are sent to TINS:

- **Setup record** - creates and sends a new vendor mail code.
  - If the vendor does not exist at all on TINS, a Master level Setup must be created. A Master level record is set up with a mail code of ‘000’.
  - If the vendor exists on TINS, but the address is different, a new mail code must be set up.

- **Change record** - sends change data for an existing FAMIS mail code.

Error Reports from State

The State will print error reports at the designated printers for each Agency. The printer setup and connection will be the responsibility of the Agency and problems will be resolved with the State. FAMIS Services will not have access to the TINS error reports.

FAMIS Screens and Screen Changes

**Screen 206 will be disabled and the functionality included in Screen 203.**

**Screen 203 - Vendor Add/Modify**

- **Navigation Aids**
  - Press <ENTER> to view Panel 2 information
  - PF10 ‘Next Vendor’ was moved to PF7
  - PF10 and PF11 are ‘Left’ and ‘Right’ scroll of display panels

- **Screen and Field Edits**
  - New edits on Screen 203 are activated when the user inputs a value of ‘000’ in the State Mail Code field and the ‘Send Changes to TINS’ flag is set to ‘Y’.

- **ZIP:**
  - Zip code must be entered and must match US Postal Service ‘city, state, ZIP’.
Ownership Code:
P (Partnership)  =  both ‘Sole Proprietor/Partnership Data’ fields are required
S (Sole Proprietor)  =  only the first ‘Sole Proprietor/Partnership Data’ field is required
E (State Employee)  =  only the first ‘Employ Agency’ field is required

Charter Nbr:
For certain values, the ‘Charter Nbr’ field is required.

Send New Setup to TINS:  Values are ‘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 are ‘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.

SIC:  Standard Industry Code – codes are loaded from State
      (Note: what you see is what you get)
      (Note: IAFRS-VN-SC-SIC-CD is an 899 table)

Charter Nbr:
Business charter number required for certain ownership codes.

Employ Agency:
Required if ownership code is ‘E’ state employee.

Security:
Values = 0, 1, 2
These are TINS values that are tied to ability to change vendor that another agency has set up.

Busn Desc:
(not currently used – may be removed)
Screen 207  Vendor ACH Information
This screen is used to maintain ACH data for local vendors.

**Fields**

*Send to TINS:* Values are ‘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 – set the Send to TINS flag on Screen 207 to ‘N” and enter the local routing information.

**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:**

**TINS codes:** Commercial vs. Personal
- **CCD** = PMT TO COMMERCIAL VNDRS
- **CCD+** = PMT TO COMMERCIAL VNDRS
- **PPD** = PMT TO PERSONAL ACCT
- **PPD+** = PMT TO PERSONAL ACCT

**Prenotes**
A ‘Prenote’ is a zero-dollar ACH record that FAMIS sends to the designated bank 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 and a Prenote was previously sent, you will get a pop-up window that asks you to confirm that you want to send the Prenote.

**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.

A/P 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.

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.

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

Screen 201 Vendor Change Log
This screen displays a log of all changes for most fields on Screens 203 and 207.

If you forget to set the ‘Send Setup (or Changes) to TINS’ flag on Screen 203 before you change the data, you may change the flags here on Screen 201, assuming you have the proper security. Once you have changed the flag, the flag is protected and no further changes can be made to the flag on this screen. These ‘Send xxxx to TINS’ flags may only be changed from ‘N’ to ‘Y’ – and may not be reversed.

Fields
Vendor:  Vendor Number

Order:  O = OLDEST DATE  
        N = NEWEST DATE

Field:  Type in the field whose changes you wish to see; you will get a pop-up window and on that pop-up screen, you can use partials, ‘?’ or ‘*’ to find the field you want.
Panel 1
Send TINS: Values ‘Y’, ‘N’ or blank
Sent TINS: Values ‘Y’, ‘N’ or blank
Field Name: The name of the field that changed
New Field Value: Value the field was changed to
Date Changed: Date of the change to the field
Date Pulled for TINS: Date the data was pulled to be sent to TINS

Panel 2
Old Field Value: Value of the field before the change on the date displayed
Time Changed: Time of the change to the field

Panel 3
Userid: FAMIS userid of the person making the change

PF Keys
PF7 Audit key will display audit information for the record where you have placed the cursor. This is a view of the audit information for one record.

PF8 Notes key will display any notes available.

Security
Screen 207 changes will not be shown on this screen unless the user has both update to Screen 207 and element security #8 has been set to an ‘A’. Screen 201 security then controls access to the data shown on Screen 201.
Screen 209  State Vendor Hold Maintenance
This screen is to submit vendor information to the State for inclusion on their Vendor State Hold list.

Fields

Vendor: Name or ID of the FAMIS vendor you want to include on the State Vendor Hold list.

Send New Setup to TINS: Values are ‘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.

PIN: Displays the state vendor ID number from FAMIS.

Hold: Enter ‘Y’ to request the vendor be placed on State hold.

Hold Reason: A code designating the reason the vendor is being placed on State hold.

Effective Date: The date that the State hold is to become effective.

Liability Amount: The amount of money that the vendor owes. (*new amount steps on original amount*)

Release: Enter ‘Y’ to submit a request to the State that the State hold be removed from the specified vendor.

Release Date: The date the State hold on the vendor is to be removed.

Note: Space for documenting the State hold.

All changes, except the NOTE field, are sent to TINS.
Technical Notes

1. Identification of FAMIS jobs and programs:

   FAMIS job VUTIN (run for each Part):

   **VBDR087**  Creates file of TINS transactions for a campus code and creates a second file to feed to VBDU088. Produces a report of transactions sent to TINS.

   **VBDU088**  Updates records, indicating they were pulled and sent to TINS. Changes the TINS flag back to 'N'. Uses work-file from VBDR087.

   FAMIS job (UNNAMED):

   **VBDU085**  Pulls prenote vendor records and creates two work files based on prenote functions. Does not produce a report.

   **VBDU086**  Reads work file from VBDU085 and updates prenote date.

2. FAMIS Parts not using Purchasing can still use Screens 203 through 209 as a Purchasing control record is no longer required.
State HUB Vendor ID Search

To view a list of State HUB vendors, use Screen 173. To narrow the displayed list, type a vendor's identification number or name in the Vendor: field and press <ENTER>. Typing a partial vendor ID number will result in a list of all State HUB vendors that have a similar vendor identification number. A name search is available by typing an asterisk (*) or alpha character in the Vendor: field. NOTE: The “Vendor ID” displayed on this screen is actually the “State Vendor ID”. If you go to Screen 203 and call up the vendor with the FAMIS Vendor ID, you will see the State ID/PIN number.

The list of vendors displayed will also show a ‘Y’ in the SHld: field if a vendor is on State Hold.

In addition to producing a list of vendors, this screen also provides additional detail necessary for identifying the HUB status of a vendor.

The State HUB file will be updated weekly.

<table>
<thead>
<tr>
<th>Screen 173 - State HUB Vendor ID Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>173 State HUB Vendor ID Search</td>
</tr>
<tr>
<td>FY 2012 CC 02</td>
</tr>
<tr>
<td>Screen: ___  Vendor: ___________</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Vendor ID</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>1xxxxxxxxx5</td>
</tr>
<tr>
<td>1xxxxxxxxx2</td>
</tr>
<tr>
<td>1xxxxxxxxx1</td>
</tr>
<tr>
<td>1xxxxxxxxx0</td>
</tr>
<tr>
<td>1xxxxxxxxx1</td>
</tr>
<tr>
<td>1xxxxxxxxx5</td>
</tr>
<tr>
<td>1xxxxxxxxx7</td>
</tr>
<tr>
<td>1xxxxxxxxx4</td>
</tr>
<tr>
<td>1xxxxxxxxx3</td>
</tr>
<tr>
<td>1xxxxxxxxx6</td>
</tr>
<tr>
<td>1xxxxxxxxx5</td>
</tr>
<tr>
<td>1xxxxxxxxx2</td>
</tr>
<tr>
<td>1xxxxxxxxx2</td>
</tr>
<tr>
<td>1xxxxxxxxx3</td>
</tr>
<tr>
<td>1xxxxxxxxx8</td>
</tr>
</tbody>
</table>

Press <ENTER> For More Entries
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Dtl

Basic Steps
- Advance to Screen 173.
- Type a valid vendor identification number in the Vendor: field on the Action Line and press <ENTER>.
- Place cursor on a vendor's ID or name and press PF6 to view additional State HUB vendor data.

State HUB Vendor ID Search
Place the cursor on a specific vendor ID or name and press PF6 to see if the FAMIS vendor is on the STATE HUB file. If so, detailed data for the vendor will be displayed. Press PF4 to exit the pop-up window and return to Screen 173.
Screen 173 - PF6 State Hub Data Pop-Up Screen

<table>
<thead>
<tr>
<th>State Hub Vendor Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State ID:</strong> 1xxxxxxxxx</td>
</tr>
<tr>
<td><strong>Vndr:</strong> SPECS MACHINE</td>
</tr>
<tr>
<td><strong>Contact:</strong> Pres./PAUL P. PRYER</td>
</tr>
<tr>
<td><strong>Internet:</strong> <a href="mailto:pry@specsmc.com">pry@specsmc.com</a></td>
</tr>
<tr>
<td><strong>Gndr:</strong> F</td>
</tr>
<tr>
<td><strong>QISV:</strong> N</td>
</tr>
</tbody>
</table>

- **Screen Information**
  - **Vendor ID:** 11 digits
    - Displays the state vendor identification number of the vendor listed.
  - **Vendor Name:** 30 characters
    - Identifies the name of the vendor associated with the vendor identification number listed.
  - **Gndr:** 1 character
    - Shows the gender code for the vendor displayed. Valid values are:
      - Blank = Not Specified
      - M = Male Owned
      - W = Woman Owned
  - **Ethn Cd:** 2 characters
    - Identifies the state’s ethnic code for the vendor. For example:
      - Blank = Not Specified
      - BL = Black
      - HI = Hispanic
      - AS = Asian Pacific
  - **QISV:** 1 character
    - ‘Y’ indicates the vendor is a Qualified Information System Vendor.
  - **Tx Off:** 1 character
    - ‘Y’ identifies this as a Texas Office.

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

**Action Line**
- **Vendor:** 11 digits
  - Enter a valid vendor identification number.

**Screen Information**
- **Vendor ID:** 11 digits
  - Displays the state vendor identification number of the vendor listed.
- **Vendor Name:**
  - 30 characters
    - Identifies the name of the vendor associated with the vendor identification number listed.
- **Gndr:**
  - 1 character
    - Shows the gender code for the vendor displayed. Valid values are:
      - Blank = Not Specified
      - M = Male Owned
      - W = Woman Owned
- **Ethn Cd:**
  - 2 characters
    - Identifies the state’s ethnic code for the vendor. For example:
      - Blank = Not Specified
      - BL = Black
      - HI = Hispanic
      - AS = Asian Pacific
- **QISV:**
  - 1 character
    - ‘Y’ indicates the vendor is a Qualified Information System Vendor.
- **Tx Off:**
  - 1 character
    - ‘Y’ identifies this as a Texas Office.
Sm Bus: 1 character
'Y' signifies this vendor is a small business.

Additional Functions
PF KEYS See the Appendix for an explanation of the standard PF Keys.
PF6 Detail
Dtl Detail information on the HUB vendor.
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. This screen also shows the date and time a change was made.

On this screen you may 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
- ACH ACCT TYPE
- ACH ACCT NBR

The ACH ROUTING NBR is the most important field that needs to be sent to TINS.

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

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)

<table>
<thead>
<tr>
<th>Send Tins</th>
<th>Field Name</th>
<th>New Field Value</th>
<th>Date Changed</th>
<th>Date Pulled</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>FREEZE ACTIVITY</td>
<td>N</td>
<td>01/09/2008</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>FREEZE ACTIVITY</td>
<td>Y</td>
<td>12/18/2007</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>EXCLUDE FROM HUB</td>
<td>N</td>
<td>12/18/2007</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>ZIP CODE</td>
<td>77707</td>
<td>10/15/2001</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>VENDOR TYPE</td>
<td>BU</td>
<td>10/15/2001</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>TAX ID</td>
<td>7xxxxxxxx8</td>
<td>10/15/2001</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>STATE</td>
<td>TX</td>
<td>10/15/2001</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>RETENTION</td>
<td>18</td>
<td>10/15/2001</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>PIN</td>
<td>1xxxxxxxxx4</td>
<td>10/15/2001</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>CITY</td>
<td>BEAUFONT</td>
<td>10/15/2001</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>ADDRESS</td>
<td>777 CHAMBERS</td>
<td>10/15/2001</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>NAME</td>
<td>A &amp; A ELEVATORS INC</td>
<td>10/15/2001</td>
<td></td>
</tr>
</tbody>
</table>

********** End of Data **********
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. Oldest (O) or Newest (N).
- 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 Panel 3 of this screen.
- Press PF10 to return to Panel 1.
Vendor Change Log Process

Indicate the sort order to view information by either the oldest or newest date by typing 'O' or 'N' in the Order: field.

There are three panels of information included on this screen. Press the PF11 key to view additional columns of information to the right, and return to the original panel by pressing PF10.

Additional audit information may be viewed by placing the cursor on a line of information displayed on the screen and pressing PF7.

Screen 201 – PF7 Audit Pop-Up Window

+--------------------------------------------------------------+
| **** Audit Information ****                                 |
| Vendor: 1xxxxxxxxx0  Field Name: VENDOR TYPE                 |
| Date Modified: 10/15/2001   Time Modified: 10:16:43        |
| Modified By: WARD02P   WATTS, WARREN W                      |
|                                                              |
| PF3= Back to 201  PF4=Exit                                  |
+--------------------------------------------------------------+

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

Action Line
◆ Vendor: 11 digits
Enter a valid vendor identification number.

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

Field: 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 this change is to be sent to TINS.

Sent Tins: 1 character
‘Y’ identifies that the change was sent to TINS.

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

New Field Value: 17 characters/digits
Shows the changed field value.

Date Changed: 8 digits
Identifies the date the field change was made.

Date Pulled for TINS: 8 digits
Displays the nightly processing date for sending the change to TINS.

Panel 2
Old Field Value: 18 characters/digits
Identifies the old value used for this field, prior to the change.

Date Changed: 8 digits
Displays the date a field value change was made.

Time Changed: 6 digits
Shows the time the field value change was entered.

Panel 3
Userid: 7 characters/digits
Identifies the FAMIS User ID of the person who made the change.

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

PF7 Audit
Audit
View the audit information for the selected change.

PF8 Notes
Vendor Notes
View notes for a vendor. You must have update authority for Screen 210 in order to add/update notes on vendor screens.
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 Screen 206 were combined into one screen, using two panels. The information on Screen 203 needed to be entered and edited with the information on Screen 206.

Panel 2 provides more vendor attributes. Additionally, two flags, “Send New Setup to TINS” and “Send Changes to TINS,” have been added. Setting TINS flags will initiate sending new vendor information to TINS.

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

Update access to this screen should be restricted.

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)

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 in Panel 2 of this screen.
- Press PF10 to return to Panel 1.
- Press the other PF keys provided to view additional detail 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. Use the following PF Keys for the desired process:

- 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
Screen 203 – Vendor Add/Modify (cont’d)

Fields:

Hold

- The Accounts Payable “Hold” code can be set on or off using Screen 203, 204 or 205 and/or Accounts Payable batch F/M transaction code = 129.

- When “on” Accounts Payable will not try to issue a check for this vendor. However, if this code is on, the check override will supersede this flag. Vouchers are still accrued into accounting. This simply stops check payment.

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.]

Send to eTravel

In order to send FAMIS non-employee vendor records to eTravel/Concur, the vendor must have the “Send to eTravel” flag set to “Y”. This flag can be set on the second panel of Screens 103, 203, 204 or 205.

Even if a user has update access to one of these screens, the “Send to eTravel” flag will be protected for vendors that do not fit the criteria of reimbursable non-employees.

The rules for allowing the “Send to eTravel” flag to be set for a non-employee vendor ID are:

- Vendor type cannot be “EM” (employees)
- Vendor number (VID) must start with “2” or “T” (must be an individual)
- Vendor may not be frozen or deleted (must be an active vendor)
Screen 203 – Vendor Add/Modify (cont’d)

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

**Action Line**

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

- **External VID:**
  8 digits
  Displays ID number assigned by FAMIS to active vendors for the Concur Travel application, which is used to reimburse non employees. Non active vendors will not have a number, until they become active. Once the number is assigned, it remains with the vendor permanently.

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

- **Freeze:**
  1 character
  Displays ‘Y’ (Yes) if a freeze has been placed on the vendor.

- **Delete:**
  1 character
  Displays ‘Y’ (Yes) if this vendor has been deleted.

**Screen Information**

Panel 1

- **Name:**
  50 characters/digits
  Add/ modify the name of the vendor.

- **PIN:**
  14 digits
  Include the vendor's personal identification number.

- **Send New Setup to TINS:**
  1 character
  Type ‘Y’ if the setup information for a vendor is to be sent to TINS. This field will become blank again after processing a new mail code.

- **Send Changes to TINS:**
  1 character
  Type ‘Y’ if this added/modified information for the vendor is to be sent to TINS. 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.
Screen 203 – Vendor Add/Modify (cont’d)

◆ 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: 12 digits
Enter the phone number for the vendor's billing address.

Ext: 4 digits
Include the phone extension for the vendor's billing address.

FAX: 10 digits
Type the FAX number.

Zone: 3 digits
Displays the TINS region zone code designated by the State.

◆ Contact: 25 characters
Indicate the name of the contact person at the vendor's billing address.
Screen 203 – Vendor Add/Modify (cont’d)

◆ **Vendor Type:**

Enter a valid vendor type: 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:**

Type a valid ownership code.
- A = Professional Association
- Blank = Not Specified
- 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

◆ **1099:**

Include a valid 1099 code:
- BLANK = Not Specified
- C = Corporation
- E = Employee
- F = Foreign
- I = Individual
- N = Not For Profit
- O = Other
- P = Partnership
- R = Real Estate
- Y = 1099
- 2 = 1042

**W9 Date:**

8 digits
Include the date for the mailing/return of the W9 form from a vendor.
Screen 203 – Vendor Add/Modify (cont’d)

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

Bus size:  
Help 1 character
Include the code indication 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 employee of The Texas A&M University System:
Y   = Yes
N   = No
BLANK = No

Ck Limit:  
Help 1 digit
If previously set up, select a limit amount for the check from the pop-up window, or enter ‘0’ if no limit is needed.

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

Established:  
8 digits
Shows the date the vendor was added to FAMIS.
By: 
7 characters/digits
Displays FAMIS user ID of person who added the vendor information to FAMIS.

Modified: 
8 digits
Shows the date the vendor information was modified.

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

Panel 2

◆ Vendor Type: 
Help 2 characters
Enter a valid vendor type: For example:
Blank = Not specified
BU = Business
EM = Employee
FA = Federal Agency

◆ Ownership Code: 
Help 1 character
Type a valid ownership code.
If “L”, the Texas Charter Number Nbr: field is required Valid values are:
A = Professional Association
Blank = Not Specified
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

Send to eTravel: 
1 character
Enter “Y” to send FAMIS non-employee vendor records to eTravel/Concur. This field will be protected for vendors that do not fit the criteria of reimbursable non-employees.

Texas Company: 
Help 1 character
Type ‘Y’ if this vendor is a Texas company:
Screen 203 – Vendor Add/Modify (cont’d)

SIC: 4 digits
Specify the Standard Industry Code 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 Texas charter number for the business.
Required if Ownership Code is “L”.

Employ Agency: 3 digits
Type the state agency code. For example: “710” for SAGO.
This is required if Ownership Code is ‘E’.

Security: 1 digit
Include the TINS security code 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 business description code.

Sole Proprietor/Partnership Data

SSN/FEI: 11 digits
Include the vendor’s Social Security number or Federal Employer Identification number.
If ownership code is ‘S’ this number must be the same as the PIN on Panel 1.

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

A/P Email Addr: 50 characters/digits
Include the vendor’s A/P Email address, if available.

Order From Email Addr: 50 characters/digits
Include the vendor’s ordering Email address, if available.

Discount Terms

Percent: 5 digits
Specify the discount percent given by the vendor.

Disc Days: 3 digits
Indicate the number of days allowed in the payment agreement.

Ind: 1 character
Enter the indicated vendor terms: Valid values are:
I = As Invoiced
N = Net
P = Prox
Blank = Not Specified
Screen 203 – Vendor Add/Modify (cont’d)

**Pay Days:**

3 digits
Indicate the number of pay days in the payment agreement.

**FOB:**

2 characters
Specify the vendor’s freight terms. 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 date the vendor was added to FAMIS.

**By:**

7 characters/digits
Indicates the FAMIS user ID of the person who added the vendor information to FAMIS.

**Modified:**

8 digits
Shows the date the vendor information was last modified.

**By:**

7 characters/digits
Displays the FAMIS user ID of the person who modified the vendor information.

### Additional Functions

**PF KEYS**

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

**PF5**  
HUB
Displays State HUB Vendor Data.

**PF6**  
Statistics/Audit Information
View additional vendor statistics and audit information.

**PF7**  
Next Vendor **Only available on Panel 1**
Gets the next available vendor mail code 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.

**PF8**  
Vendor Notes
View notes for a vendor. You must have update authority for Screen 210 in order to add/update notes on vendor screens.

**PF9**  
Order **Only available on Panel 1**
View/add/modify the “Purchasing Order From” information.