

# FAMIS Interface with TINS Guide

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FAMIS Services  
The Texas A&M University System



# FAMIS Interface with TINS

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## 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'.

## FAMIS Interface with TINS (cont'd)

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### 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.

## FAMIS Interface with TINS (cont'd)

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### **Panel 1**

<b>Send TINS:</b>	Values 'Y', 'N' or blank
<b>Sent TINS:</b>	Values 'Y', 'N' or blank
<b>Field Name:</b>	The name of the field that changed
<b>New Field Value:</b>	Value the field was changed to
<b>Date Changed:</b>	Date of the change to the field
<b>Date Pulled for TINS:</b>	Date the data was pulled to be sent to TINS

### **Panel 2**

<b>Old Field Value:</b>	Value of the field before the change on the date displayed
<b>Time Changed:</b>	Time of the change to the field

### **Panel 3**

<b>Userid:</b>	FAMIS userid of the person making the change
<b>PF Keys</b>	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.

# Section II

## FAMIS ACH Screens

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# 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.**

## Screen 173 - State HUB Vendor ID Search

```
173 State HUB Vendor ID Search                                05/29/12 15:50
                                                            FY 2012 CC 02
Screen:  ___ Vendor:  _____

Vendor ID      Vendor Name      Gndr  Cd  Ethn  Tx  Sm
1xxxxxxx5     PACKAGE DESIGNS  F     WO          Y
1xxxxxxx2     TREYBURN & ASSOCIATES  F     WO          Y
1xxxxxxx1     SPECS MACHINE    F     WO  N     Y
1xxxxxxx0     POP PRODUCTS     F     WO  N     Y
1xxxxxxx1     DOMINO SHOP      M     BL  N     Y
1xxxxxxx5     THREATS SECURITY GROUP  M     AS          Y
1xxxxxxx7     FACILITIES MANAGEMENT SVC  M     HI          Y
1xxxxxxx4     PAVING INC       M     HI  N     Y
1xxxxxxx3     DOCUMORE         M     HI          Y
1xxxxxxx6     GG TECHS        F     WO          Y
1xxxxxxx5     GLOBAL USERS     F     AI          Y
1xxxxxxx2     FREEDOM CARDBOARD  F     WO          Y
1xxxxxxx2     RIESE MEDICAL, INC.  F     HI          Y
1xxxxxxx3     CORN TECHNOLOGIES, INC.  M     AS          Y
1xxxxxxx8     BAREX PAINTS    M     HI          Y
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**

```
State Hub Vendor Data

State ID: 1xxxxxxxxx1 Cert: 18212 Dt Off: 06/30/2014
Vndr: SPECS MACHINE
      P. O. BOX 4444

      LAKE TX 78645 001
Foreign:
Phone: 512-222-4444 County: TRAVIS
Fax: 512-777-3333
Contact: Pres./PAUL P. PRYER
Desc: PRECISE MACHINE SHOP, machining servic
Internet: pry@specsmc.com

Gndr: F Ethnic: WO Lone Star:
QISV: N Sm Bus: Y Texas Off:

Press <PF4> to Exit
```

**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.

## Screen 173 – State HUB Vendor ID Search (cont'd)

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**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)

201 Vendor Change Log		A & A ELEVATORS INC		05/29/12 16:01	
Screen: ___		Vendor: 1xxxxxxxxx0		FY 2012 CC 02	
Order: N		Field: _____		Panel: 01 More>>	
Send Tins	Sent Tins	Field Name	New Field Value	Date Changed	Date Pulled for TINS
N		FREEZE ACTIVITY	N	01/09/2008	
N		FREEZE ACTIVITY	Y	12/18/2007	
N		EXCLUDE FROM HUB	N	12/18/2007	
N		ZIP CODE	77707	10/15/2001	
N		VENDOR TYPE	BU	10/15/2001	
N		TAX ID	7xxxxxxxx8	10/15/2001	
N		STATE	TX	10/15/2001	
N		RETENTION	18	10/15/2001	
N		PIN	1xxxxxxxx4	10/15/2001	
N		CITY	BEAUFONT	10/15/2001	
N		ADDRESS	777 CHAMBERS	10/15/2001	
N		NAME	A & A ELEVATORS INC	10/15/2001	

\*\*\*\*\* End of Data \*\*\*\*\*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Hmenu Help EHelp **Audit Notes** Left Right

## Screen 201 – Vendor Change Log (cont'd)

### Screen 201 - Vendor Change Log (Panel 2)

```

201 Vendor Change Log      A & A ELEVATORS INC      05/29/12 16:03
                          FY 2012 CC 02

Screen:  ___  Vendor: 1vvvvvvvvv0  Order: N  Field:  _____
<<More

Panel: 02  More>>
          Date   Time
Field Name  New Field Value  Old Field Value  Changed  Changed
-----
FREEZE ACTIVITY  N                Y                01/09/2008 10:38:04
FREEZE ACTIVITY  Y                N                12/18/2007 13:33:33
EXCLUDE FROM HUB N                N                12/18/2007 13:33:33
ZIP CODE       77707
VENDOR TYPE    BU
TAX ID         7xxxxxxxxx8
STATE         TX
RETENTION      18                0                10/15/2001 10:16:43
PIN           1xxxxxxxxxx4
CITY          BEAUFONT
ADDRESS       777 CHAMBERS
NAME          A & A ELEVATORS INC
    
```

\*\*\*\*\* End of Data \*\*\*\*\*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Hmenu Help EHelp Audit Notes Left Right

### Screen 201 - Vendor Change Log (Panel 3)

```

201 Vendor Change Log      A & A ELEVATORS INC      05/29/12 16:04
                          FY 2012 CC 02

Screen:  ___  Vendor: 1xxxxxxxxxx0  Order: N  Field:  _____
<<More

Panel: 03
          Date   Time
Field Name  New Field Value  Userid          Changed  Changed
-----
FREEZE ACTIVITY  N                K156JKB2       01/09/2008 10:38:04
FREEZE ACTIVITY  Y                K702SPB1       12/18/2007 13:33:33
EXCLUDE FROM HUB N                K702SPB1       12/18/2007 13:33:33
ZIP CODE       77707
VENDOR TYPE    BU
TAX ID         7xxxxxxxxx8
STATE         TX
RETENTION      18                WARD02P        10/15/2001 10:16:43
PIN           1xxxxxxxxxx4
CITY          BEAUFONT
ADDRESS       777 CHAMBERS
NAME          A & A ELEVATORS INC
    
```

\*\*\*\*\* End of Data \*\*\*\*\*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Hmenu Help EHelp Audit Notes Left Right

## 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.

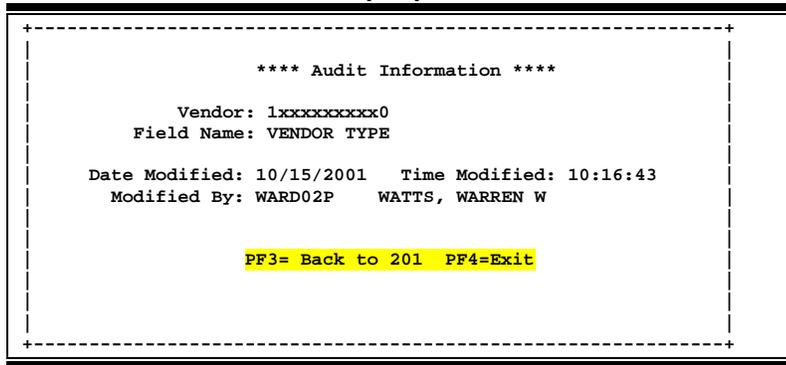
## Vendor Change Log Process

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



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

### Action Line

- ◆ **Vendor:** 11 digits  
Enter a valid vendor identification number.
  
- ◆ **Order:** **Help** 1 character  
Designate the order in which the information displayed is to be sorted:  
O = 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 201 – Vendor Change Log (cont'd)

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### **Screen Information**

#### **Panel 1**

<b>Send Tins:</b>	1 character Type 'Y' if this change is <u>to be sent to TINS</u> .
<b>Sent Tins:</b>	1 character 'Y' identifies that the change <u>was sent to TINS</u> .
<b>Field Name:</b>	16 characters/digits Identifies the current <u>field name</u> .
<b>New Field Value:</b>	17 characters/digits Shows the changed <u>field value</u> .
<b>Date Changed:</b>	8 digits Identifies the <u>date</u> the field <u>change was made</u> .
<b>Date Pulled for TINS:</b>	8 digits Displays the <u>nightly processing date for sending the change to TINS</u> .

#### **Panel 2**

<b>Old Field Value:</b>	18 characters/digits Identifies the <u>old value</u> used <u>for this field</u> , prior to the change.
<b>Date Changed:</b>	8 digits Displays the <u>date a field value change was made</u> .
<b>Time Changed:</b>	6 digits Shows the <u>time the field value change was entered</u> .

#### **Panel 3**

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

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF Keys.
<b>PF7 Audit</b>	<b>Audit</b> View the <u>audit information</u> for the selected change.
<b>PF8 Notes</b>	<b>Vendor Notes</b> 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.**

## Screen 203 - Vendor Add/Modify (Panel 1)

```
203 Vendor Add/Modify                                05/29/12 16:09
                ACADEMIC SUPPLY STORE                FY 2012 CC 02
Screen: ____ Vendor: 1vvvvvvvvv2 External VID: 00012754 Page: 1 <More>>>
* ON ST HOLD *          ** ACH VENDOR **          Hold: N Freeze: N Delete: N
Name: ACADEMIC SUPPLY STORE          PIN: 1xxxxxxxx3 005
Send New Setup to TINS: _ Send Changes to TINS: N    Tax-ID: 7xxxxxx1
*----- Purchasing Bid To -----* *----- Accounts Payable Remit To -----*
Address: _____ Address: 223 WEST ANDERSON LN STE A110_
_____
_____
City: _____ State: ____ City: AUSTIN _____ State: TX
Zip: _____ Country: ____ Zip: 78752 _____ Country: ____
Phone: _____ Ext: ____ Phone: _____ Ext: ____
FAX: _____ Zone: _____
Contact: _____ Contact: _____
-----
Vendor Type: BU Ownership Cd: T 1099: N W9 Date: 06/24/2002
Disadv: _ Ethnic Orig: ____ Gender: _ TAMUS Part: ____
Bus size: _ TAMUS Employee: _ Ck Limit: 0 Retain Mths: 18
Established: 01/16/2002 By: WARD02P Modified: 05/09/2005 By: THBR02P
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp HUB Stats NxVn Notes 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                                05/29/12 16:11
                ACADEMIC SUPPLY STORE                FY 2012 CC 02
Screen: ____ Vendor: 1vvvvvvvvv2 External VID: 00012754 Page: 2 <<<<More>
* ON ST HOLD *          ** ACH VENDOR **          Hold: N Freeze: N Delete: N
                Name: ACADEMIC SUPERSTORE

Vendor Type: BU      Ownership Code: T      Send to eTravel: _
Texas Company: _      SIC: ____      Charter Nbr: ____
Employ Agency: ____   Security: _      Busn Desc: ____

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

Email Addr: SUPST@STORE.COM
----- Discount Terms -----
Percent: ____      Disc Days: ____ Ind: _ Pay Days: ____ FOB: ____

Established: 01/16/2002 By: WARD02P      Modified: 05/09/2005 By: THBR02P
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp      HUB      Stats      Notes      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 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

### 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)

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

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- ◆ **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)

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◆ **Vendor Type:**

**Help** 2 characters

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:**

**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

**1099:**

**Help** 1 character/digit

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)

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- 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 the information on the vendor after the last activity.
- Established:** 8 digits  
Shows the date the vendor was added to FAMIS.

## Screen 203 – Vendor Add/Modify (cont'd)

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**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)

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**SIC:** Help 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:** Help 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)

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<b>Pay Days:</b>	3 digits Indicate the <u>number of pay days</u> in the payment agreement.
<b>FOB:</b>	<b>Help</b> 2 characters Specify the vendor's <u>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
<b>Established:</b>	8 digits Shows the <u>date the vendor was added to FAMIS</u> .
<b>By:</b>	7 characters/digits Indicates the <u>FAMIS user ID</u> of the person who <u>added the vendor information to FAMIS</u> .
<b>Modified:</b>	8 digits Shows <u>date the vendor information was last modified</u> .
<b>By:</b>	7 characters/digits Displays the <u>FAMIS user ID</u> of the person <u>who modified the vendor information</u> .

### **Additional Functions**

<b>PF KEYS</b>	See the Appendix for an explanation of the standard PF Keys.
<b>PF5 HUB</b>	<b>HUB</b> Displays <u>State HUB Vendor Data</u> .
<b>PF6 Stats</b>	<b>Statistics/Audit Information</b> View additional <u>vendor statistics and audit information</u> .
<b>PF7 NxVn</b>	<b>Next Vendor</b> <b>Only available on Panel 1</b> Gets the <u>next available 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.
<b>PF8 Notes</b>	<b>Vendor Notes</b> View notes for a vendor. You must have update authority for Screen 210 in order to add/update notes on vendor screens.
<b>PF9 Order</b>	<b>Order</b> <b>Only available on Panel 1</b> View/add/modify the " <u>Purchasing Order From</u> " information.

## Screen 203 – Vendor Add/Modify (cont'd)

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