Introduction

The purpose of this manual is to assist in understanding and utilizing the control screens in the Financial Accounting Management Information System (FAMIS). As an integral part of the system, these screens determine how different functions will process.

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. Applications include Financial Accounting, Purchasing, Receiving, Fixed Assets, Annual Financial Reporting, and Sponsored Research. Manuals for these applications are available for users on our website: [http://www.tamus.edu/offices/famis/](http://www.tamus.edu/offices/famis/).

This manual covers the tables and screens that control the processing within FAMIS. All associated screens and processing information are included, along with field descriptions. The required fields are designated by a diamond symbol (◆). Data entry information (Help) can be accessed on some screen fields with the use of the PF2 key or typing an asterisk (*) or question mark (?) in the field.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6464, or copy the page with the error, note the correction or suggestion, and send it to one of the following addresses:

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  
301 Tarrow Street  
College Station, TX 77840-7896
# Table of Contents

## I Introduction

| S01, S02, S03, M45, M62 | Control Screens and Tables Menus ................................................................. I-8 |

## II General Purpose Tables

| Screen 842 | Campus Allow Flag Maintenance ................................................................. II-3 |
| Screen 843 | Campus Control Flag Maintenance ................................................................. II-5 |
| Screen 882 | Current Session Campus and/or Fiscal Year ................................................ II-6 |
| Screen 883 | Campus Access Control ............................................................................... II-8 |
| Screen 850 | Person File Maintenance ............................................................................. II-12 |
| Screen 852 | Person Alias Maintenance ............................................................................ II-16 |
| Screen 858 | UIN Verification .......................................................................................... II-18 |
| Screen 859 | BPP Verification .......................................................................................... II-21 |
| Screen 851 | Mail Code Maintenance ................................................................................ II-24 |
| Screen 853 | Generic Table File Maintenance ................................................................ II-26 |
| Screen 860 | Department Table Maintenance .................................................................... II-28 |
| Screen 886 | Account Audit Trail Inquiry ......................................................................... II-33 |
| Screen 899 | Maintain Dictionary Values ........................................................................ II-36 |
| Screen 995 | Error Display ............................................................................................... II-38 |

## III Chart of Accounts Control Records

| Screen 801 | General Ledger Chart of Accounts Table .................................................... III-3 |
| Screen 802 | Subsidiary Ledger Chart of Accounts Table ................................................ III-5 |
| Screen 803 | Global Subcode Edit Table ......................................................................... III-7 |
| Screen 804 | Automatic Budget Reallocation Rules ........................................................ III-10 |
| Screen 805 | GL Subcode Descriptions ........................................................................... III-12 |
| Screen 806 | SL Subcode Descriptions ........................................................................... III-14 |

## IV Financial Accounting Control Records

| Screen 821 | Financial Accounting Control Record ........................................................ IV-3 |
| Screen 811 | Cost Reference Table Maintenance .............................................................. IV-6 |
| Screen 831 | Maintain Interdepartmental Transfer Table ................................................ IV-9 |

## V Accounts Payable Control Records

| Screen 822 | Accounts Payable Control Record .............................................................. V-3 |
| Screen 807 | Vendor Check Limits .................................................................................... V-6 |
| Screen 808 | Discount Table ............................................................................................ V-7 |
| Screen 809 | Tax Code Table ............................................................................................. V-10 |
| Screen 810 | Currency Code Table .................................................................................. V-12 |
| Screen 812 | Invoice Problem Text Maintenance (PIP) ..................................................... V-13 |
| Screen 833 | Maintain AP Bank Information ..................................................................... V-15 |
| Screen 834 | Voucher Type Create .................................................................................... V-18 |
| Screen 835 | Last Voucher Number Table List ................................................................ V-20 |
| Screen 838 | AP/Invoice Contact Maintenance ................................................................ V-21 |
| Screen 817 | Comptroller Codes Subject to Interest ........................................................ V-23 |
### Table of Contents (cont’d)

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>816</td>
<td>ACH Holiday Table</td>
<td>V-25</td>
</tr>
<tr>
<td>818</td>
<td>State and Local Holiday Table</td>
<td>V-27</td>
</tr>
<tr>
<td>819</td>
<td>State Holiday Table</td>
<td>V-30</td>
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#### VI Accounts Receivable Control Records

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<td>Accounts Receivable Control Record</td>
<td>VI-3</td>
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<td>Invoice Prefix Create</td>
<td>VI-6</td>
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<tr>
<td>682</td>
<td>Invoice Prefixes – Last Number Used</td>
<td>VI-8</td>
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<td>683</td>
<td>Past Due Letter Text Maintenance</td>
<td>VI-9</td>
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#### VII Payroll Control Records

<table>
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<th>Description</th>
<th>Page</th>
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<tbody>
<tr>
<td>823</td>
<td>Payroll Interface Control Record</td>
<td>VII-3</td>
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<tr>
<td>830</td>
<td>Payroll Empl. Payment Cr. Acct Table</td>
<td>VII-7</td>
</tr>
<tr>
<td>836</td>
<td>Beginning Budget Entries Table</td>
<td>VII-9</td>
</tr>
<tr>
<td>837</td>
<td>Insurance Liability Accounts Table</td>
<td>VII-11</td>
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<tr>
<td>839</td>
<td>InterAgency Payment Account Table</td>
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</table>

#### VIII USAS Control Records

<table>
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<th>Description</th>
<th>Page</th>
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<tbody>
<tr>
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<td>USAS Strategy Table Maintenance</td>
<td>VIII-3</td>
</tr>
<tr>
<td>841</td>
<td>Legal/Descriptive Text Maintenance</td>
<td>VIII-7</td>
</tr>
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</table>

#### IX Purchasing Control Tables

**Purchasing Control**

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>310</td>
<td>Purchasing Controls</td>
<td>IX-3</td>
</tr>
<tr>
<td>311</td>
<td>Purchasing. System Controls – Part 2</td>
<td>IX-7</td>
</tr>
<tr>
<td>312</td>
<td>Document Category Maintenance</td>
<td>IX-9</td>
</tr>
<tr>
<td>854</td>
<td>Create Type/Prefix</td>
<td>IX-15</td>
</tr>
<tr>
<td>855</td>
<td>Type/Prefix Display</td>
<td>IX-17</td>
</tr>
<tr>
<td>304</td>
<td>Requisition Deadlines by Fund</td>
<td>IX-19</td>
</tr>
<tr>
<td>306</td>
<td>Maintain Exempt Object Code Table</td>
<td>IX-20</td>
</tr>
<tr>
<td>309</td>
<td>Purchasing Limited/Exempt/PIP Controls</td>
<td>IX-22</td>
</tr>
<tr>
<td>950</td>
<td>Electronic Documents Profile</td>
<td>IX-27</td>
</tr>
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</table>

**Purchasing Attribute Controls**

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<th>Description</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>313</td>
<td>Document Attribute Controls Basic Concepts</td>
<td>IX-30</td>
</tr>
<tr>
<td>314</td>
<td>Special Text Code Maintenance</td>
<td>IX-31</td>
</tr>
<tr>
<td>315</td>
<td>Purchasing Office Maintenance</td>
<td>IX-34</td>
</tr>
<tr>
<td>316</td>
<td>Buyer Code Maintenance</td>
<td>IX-36</td>
</tr>
<tr>
<td>317</td>
<td>Ship To/Invoice To Addresses</td>
<td>IX-39</td>
</tr>
<tr>
<td>318</td>
<td>Standard Text Code Maintenance</td>
<td>IX-41</td>
</tr>
<tr>
<td>319</td>
<td>Type of Funds</td>
<td>IX-43</td>
</tr>
<tr>
<td></td>
<td>Type of Orders</td>
<td>IX-45</td>
</tr>
</tbody>
</table>
## Purchasing Printing Controls

- Document Printing Controls Basic Concepts .................................................... IX-47
- Screen 307 
  - Purchasing Print Defaults ............................................................... IX-48
- Screen 308 
  - Printer Maintenance ...................................................................... IX-51
- Screen 215 
  - Print Purchase Document ................................................................. IX-53
- Screen 216 
  - Print Bid document ........................................................................ IX-56
- Screen 857 
  - Maintain Batch Tables .................................................................... IX-60

### Bulletin Board Tables

| Screen 832 | Topic ID Maintenance – Bulletin Board .................................. X-3 |
| Screen 305 | Purchasing Campus Bulletin Board ........................................ X-5 |

### APPENDIX

- Control Screens List ........................................................................ XI-3
- Document Inquiry Pop-Up Windows ........................................... XI-8
- Standard PF Keys ........................................................................ XI-12
- FAMIS Transaction Codes ......................................................... XI-21
  - Financial Accounting Transactions Codes .................. XI-21
  - Accounts Payable Voucher Transaction Codes .... XI-22
- Glossary ...................................................................................... XI-23

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### SPR CONTROL TABLES

See the [Sponsored Research User’s Manual](#)

### FFX CONTROL TABLES

See the [Fixed Assets User’s Manual](#)
FAMIS is screen driven. Users navigate through a variety of screens to access data. Each screen in FAMIS has a number that is seen in the top left corner of the screen. All the Menus begin with the letter “M” to distinguish these screens from others.

Below is a series of screens showing the menus that list the screens covered in this manual.

**Menu S01 – FA/AP System Tables Menu**

<table>
<thead>
<tr>
<th align="left">Screen: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left"><em>----- Processing Control Tables -----</em></td>
</tr>
<tr>
<td align="left">801 - GL Chart of Accounts Table</td>
</tr>
<tr>
<td align="left">802 - SL Chart of Accounts Table</td>
</tr>
<tr>
<td align="left">803 - Global Subcode Edit Table</td>
</tr>
<tr>
<td align="left">804 - Automatic Budget Realloc Rules</td>
</tr>
<tr>
<td align="left">805 - GL Subcode Descriptions</td>
</tr>
<tr>
<td align="left">806 - SL Subcode Descriptions</td>
</tr>
<tr>
<td align="left">807 - Vendor Check Limits</td>
</tr>
<tr>
<td align="left">808 - Discount Table</td>
</tr>
<tr>
<td align="left">809 - Tax Code Table</td>
</tr>
<tr>
<td align="left">810 - Currency Code Table</td>
</tr>
<tr>
<td align="left">811 - Cost Reference Table Maint</td>
</tr>
<tr>
<td align="left">812 - Invoice Problem Text Maint</td>
</tr>
</tbody>
</table>

This menu contains Part 1 of the screens necessary to perform the general purposes processes.

**Menu S02 – FRS Miscellaneous Tables Menu**

<table>
<thead>
<tr>
<th align="left">Screen: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left"><em>--- General Purpose Table Screens ---</em></td>
</tr>
<tr>
<td align="left">816 - ACH Holiday Table</td>
</tr>
<tr>
<td align="left">817 - Comp Codes Subject to Interest</td>
</tr>
<tr>
<td align="left">818 - State and Local Holiday Table</td>
</tr>
<tr>
<td align="left">819 - State Holiday Table</td>
</tr>
<tr>
<td align="left">830 - Payroll Empl. Payment Cr. Acct Table</td>
</tr>
<tr>
<td align="left">831 - Interdepartmental Transfer Table</td>
</tr>
<tr>
<td align="left">832 - Topic Id Maintenance</td>
</tr>
<tr>
<td align="left">833 - Maintain AP Bank Information</td>
</tr>
<tr>
<td align="left">834 - Voucher Type Create</td>
</tr>
<tr>
<td align="left">835 - Last Voucher Number Table List</td>
</tr>
<tr>
<td align="left">836 - Beginning Budget Entries Table</td>
</tr>
<tr>
<td align="left">837 - Insurance Liability Account Table</td>
</tr>
<tr>
<td align="left">838 - Contact Maintenance</td>
</tr>
<tr>
<td align="left">839 - InterAgency Payment Account Table</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help  EHelp
Control Screens and Tables Menus (cont’d)

This menu is a continuation of the General Purpose Table Screens.

### Menu S03 – FRS Miscellaneous Tables Continued Menu

<table>
<thead>
<tr>
<th>S03 FRS Miscellaneous Tables Continued</th>
<th>10/30/13 10:56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>FY 2014 CC 02</td>
</tr>
</tbody>
</table>

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

- 850 - Person Information
- 851 - Mail Code File Maintenance
- 852 - Person Alias Maintenance
- 853 - Generic Table
- 854 - Type/Prefix Create (Pur)
- 855 - Type/Prefix Display
- 856 - Budget Generic Table
- 857 - Batch Table Maintenance
- 858 - UIN Verification
- 859 - BPP Verification
- 860 - Department Table Maintenance
- 861 - BPP Table Inquiry
- 862 - Travel Authorization Inquiry
- 866 - Account Audit Trail Inquiry
- 899 - Maintain Dictionary Values

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help  EHelp

### Menu M45 – Purchasing Technical Menu

<table>
<thead>
<tr>
<th>M45 Purchasing Technical Menu</th>
<th>10/30/13 10:56</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>FY 2014 CC 02</td>
</tr>
</tbody>
</table>

* ----- Control Tables Maintenance --------*

- 304 - Requisition Deadlines by Fund
- 305 - Purchasing Campus BB Entry
- 306 - Maintain Exempt/Delegation Object Code Table
- 307 - Purchasing Print Part Defaults
- 308 - Printer Control Maintenance
- 309 - Purch. Limited/Exempt Controls
- 310 - P.O. System Controls
- 311 - P.O. System Controls - Part 2
- 312 - Document Category Maintenance
- 313 - Special Text Maintenance
- 314 - Purchasing Office Maintenance
- 315 - Buyer Code Maintenance
- 316 - Ship To/Invoice To Maintenance
- 317 - Standard Text Maintenance
- 318 - Type Funds List Maintenance
- 319 - Type Order List Maintenance

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help  EHelp
Control Screens and Tables Menus (cont’d)

Menu M62 – Accounts Receivable System Controls Menu

<table>
<thead>
<tr>
<th>M62 AR System Controls</th>
<th>10/30/13 10:57</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2014 CC 02</td>
<td></td>
</tr>
</tbody>
</table>

Screen: ___  Customer: _____________  Invoice: _______

*----- System Controls -----*

680  AR Control Record
681  Invoice Prefix Create
682  Invoice Prefixes - Last Number Used
683  Fast Due Letter Text Maintenance

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help  EHelp
Campus Allow Flag Maintenance

Campus Allow Flag Maintenance is used to control access to update functions for a campus code and fiscal year. These flags are global and override any individual security access. FAMIS Services controls entries on this screen and the setting of the values. When updates are made on this screen, they are tracked by date, time, and FAMIS User ID.

The flags are used during the transition from one fiscal year to the next. When the new fiscal year is established, the Allow flags are set to “Y” as agencies can begin working in the new year. At the end of the AFR process, the flags in the old fiscal year are set to “N,” thereby “closing” the campus to further updates.

This screen is maintained and updated by FAMIS Services. The EPA flags are global and set on the Master Campus. The other flags are campus specific.

Screen 842 - Campus Allow Flag Maintenance

| Screen Information |
|---------------------|------------------|
| **Screen Information** | Field Help Available Using PF2, ?, or * |
| Allow Attributes: | 1 character Enter “Y” to allow update access to the account attributes. |
| Allow Purchasing: | 1 character Type “Y” to allow update access to the purchasing screens. |
| Allow Transactions: | 1 character Enter “Y” to allow update access to post accounting transactions. |

The two EPA flags (right side of the screen) are set on the MASTER campus (cc00 in Production) and cannot be updated on an individual campus.
Screen 842 – Campus Allow Flag Maintenance (cont’d)

**Allow FFX Attributes:** 1 character
Type “Y” to allow update access to fixed assets account attributes.

**Allow FFX Transactions:** 1 character
Enter “Y” to allow update access to fixed assets transactions.

**Allow EPA Docs:** 1 character
“Y” allows EPA documents to be created in this fiscal year. If “N” or blank, you can view payroll data in CANOPY, provided you have the appropriate security clearance to do so.

**Allow EPA Enc Trans:** 1 character
Type “Y” to allow EPA encumbrance transactions in this fiscal year.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF keys.
Campus Control Flag Maintenance

Screen 843 is used to control budget checking for each campus.

Changes made to the flag on this screen are not effective immediately. Active users must sign off and then log back on for flag changes to take effect. Because of this, Business Offices are encouraged to make changes at the end of the business day.

---

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

**Screen Information**
- Global Budget Control Flag: 1 character
  - Type “N” to turn off budget checking. Leave blank for normal processing.

**Additional Functions**
- PF KEYS: See the Appendix for explanations of the standard PF keys.
FAMIS allows you to work in different campuses and various fiscal years, provided you have the appropriate security clearance to do so. To change either the campus and/or the current year, use Screen 882.

Screen 882 – Maintain Current Session Campus and/or Fiscal Year

<table>
<thead>
<tr>
<th>882 Maintain Current Session Campus and/or Fiscal Year</th>
<th>10/30/13 11:01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>FY 2014 CC 02</td>
</tr>
</tbody>
</table>

Active Campus: 02
Active Fiscal Year: 2014
Valid for Inquiry: ****
Valid for Updates: CCCC
Active Processing Month: 10 October
Month of Fiscal Year: 2

Basic Steps
- Enter a campus code, fiscal year, or processing month in the fields provided.
- Press <ENTER> to record the information.

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

**Screen Information**

- **Active Campus:**
  2 digits
  Enter the campus code you are currently accessing.

- **Active Fiscal Year:**
  4 digits
  Displays the current fiscal year that you are accessing. To change, type the desired year and press <Enter>.

- **Valid for Inquiry:**
  4 characters
  Identifies the data by years you may view as set in your security.
  - CCCC = Current year only
  - **** = all years
  - YYYY = a specific year, such as “2008,” will allow viewing of 2008 data only. Generally, this is not recommended.
Screen 882 – Maintain Current Session Campus or Fiscal Year (cont’d)

**Valid for Updates:**  4 characters
Identifies the data by years you may update as set in your security.

- **CCCC** = Current year only
- ********* = all years
- **YYYY** = a specific year, such as “2008,” will allow viewing of 2008 data only. Generally, this is not recommended.

**Active Processing Month:**  2 digits
Allows you to change the processing month for transactions being entered on the FAMIS screens. **If you do not have the proper security to change this date, the field will be “display only.”**

**Month of Fiscal Year:**  2 digits
Displays the current month of the fiscal year.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF keys.
Campus Access Control

Screen 883 can be set to either Inquiry (I) or Unavailable (U). The different subsystems as well as campuses can be set separately. Screen 883 can only be updated on the Master Campus.

The example below shows all subsystems as being set to “unavailable” for the FT file reorg. It also shows the FRS system set to “inquiry” during a conversion.

Screen 883 is checked by the FRS core posting programs and will block the users out if they are trying to post when the system is set to “I” or “U.” The code is in FSCPACC.

This screen is maintained and updated by FAMIS Services.

Screen 883 – Campus Access Control (Panel 1)

<table>
<thead>
<tr>
<th>Screen 883 Campus Access Control</th>
<th>10/23/12 15:32</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL PARTS</strong></td>
<td>U U U U U U 10/24/2012 06:00 PM 10/27/2012 06:00 AM</td>
</tr>
<tr>
<td>00 MASTER CAMPUS</td>
<td></td>
</tr>
<tr>
<td>01 SYSTEM &amp; GENERAL OFFICE</td>
<td></td>
</tr>
<tr>
<td>02 TEXAS A&amp;M UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>03 TAMUS HSC (DO NOT USE)</td>
<td></td>
</tr>
<tr>
<td>04 TARLETON STATE UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>05 PRAIRIE VIEW A&amp;M UNIVERSITY</td>
<td>F 09/08/2006 12:01 AM 09/11/2006 06:00 AM</td>
</tr>
<tr>
<td>06 TEXAS AGRILIFE RESEARCH</td>
<td></td>
</tr>
<tr>
<td>07 TEXAS AGRILIFE EXTENSION</td>
<td></td>
</tr>
<tr>
<td>08 TEXAS ENGINEERING EXPER</td>
<td></td>
</tr>
<tr>
<td>09 TEXAS ENGINEERING EXTENSION</td>
<td></td>
</tr>
<tr>
<td>10 TEXAS A&amp;M UNIVERSITY AT</td>
<td></td>
</tr>
<tr>
<td>11 TEXAS FOREST SERVICE</td>
<td></td>
</tr>
</tbody>
</table>

** Press <ENTER> to View more records **

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

Press PF11 to view additional display panels for the other FAMIS modules.

Screen 883 – Campus Access Control (Panel 2)

<table>
<thead>
<tr>
<th>Screen 883 Campus Access Control</th>
<th>03/10/14 15:41</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL PARTS</strong></td>
<td></td>
</tr>
<tr>
<td>00 MASTER CAMPUS</td>
<td></td>
</tr>
<tr>
<td>01 SYSTEM &amp; GENERAL OFFICE</td>
<td></td>
</tr>
<tr>
<td>02 TEXAS A&amp;M UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>03 TAMUS HSC (DO NOT USE)</td>
<td></td>
</tr>
<tr>
<td>04 TARLETON STATE UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>05 PRAIRIE VIEW A&amp;M UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td>06 TEXAS AGRILIFE RESEARCH</td>
<td></td>
</tr>
<tr>
<td>07 TEXAS AGRILIFE EXTENSION</td>
<td></td>
</tr>
<tr>
<td>08 TEXAS ENGINEERING EXPER</td>
<td></td>
</tr>
<tr>
<td>09 TEXAS ENGINEERING EXTENSION</td>
<td></td>
</tr>
<tr>
<td>10 TEXAS A&amp;M UNIVERSITY AT</td>
<td></td>
</tr>
<tr>
<td>11 TEXAS FOREST SERVICE</td>
<td></td>
</tr>
</tbody>
</table>

** Press <ENTER> to View more records **

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

Press PF11 to view additional display panels for the other FAMIS modules.
Screen 883 – Campus Access Control (cont’d)

Basic Steps
- Type “I” or “U” to make the subsystem(s) inquiry only or unavailable.
- Include the start and end date and the time.
- Press <ENTER> to record the information.

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

Screen Information

Panel 1

CC: 2 digits
Displays the campus code.

Name: 23 characters
Shows the name of the System Member.

FRS: 1 character
Indicate whether the subsystem is available for Inquiry (I) or Unavailable (U).

SPR: 1 character
Indicate whether the subsystem is available for Inquiry (I) or Unavailable (U).

FFX: 1 character
Indicate whether the subsystem is available for Inquiry (I) or Unavailable (U).

ZSS: 1 character
Indicate whether the subsystem is available for Inquiry (I) or Unavailable (U).

AFR: 1 character
Indicate whether the subsystem is available for Inquiry (I) or Unavailable (U).

GCP: 1 character
Indicate whether the subsystem is available for Inquiry (I) or Unavailable (U).

Start
Date: 8 digits
Include the date the subsystem is available/unavailable.

Time: 6 digits
Enter the time the subsystem is to become available/unavailable.

End
Date: 8 digits
Include the date the subsystem is available/unavailable.

Time: 6 digits
Enter the time the subsystem is to become available/unavailable.
Screen 883 – Campus Access Control (cont’d)

Panel 2
FRS Added
User ID: 7 characters/digits
Enter the UserID of the person adding the subsystem for the campus code.

Date: 8 digits
Type the date subsystem was added.

Panel 3
SPR Added
User ID: 7 characters/digits
Enter the UserID of the person adding the subsystem for the campus code.

Date: 8 digits
Type the date subsystem was added.

Panel 4
FFX Added
User ID: 7 characters/digits
Enter the UserID of the person adding the subsystem for the campus code.

Date: 8 digits
Type the date subsystem was added.

Panel 5
ZSS Added
User ID: 7 characters/digits
Enter the UserID of the person adding the subsystem for the campus code.

Date: 8 digits
Type the date subsystem was added.
Screen 883 – Campus Access Control (cont’d)

**ZSS Mod**
- **User ID:** 7 characters/digits
  Enter the UserID of the person modifying the subsystem for the campus code.
- **Date:** 8 digits
  Type the date subsystem was modified.

**Panel 6**
- **AFR Added**
  - **User ID:** 7 characters/digits
    Enter the UserID of the person adding the subsystem for the campus code.
  - **Date:** 8 digits
    Type the date subsystem was added.

**AFR Mod**
- **User ID:** 7 characters/digits
  Enter the UserID of the person adding the subsystem for the campus code.
- **Date:** 8 digits
  Type the date subsystem was modified.

**Panel 7**
- **GCP Added**
  - **User ID:** 7 characters/digits
    Enter the UserID of the person adding the subsystem for the campus code.
  - **Date:** 8 digits
    Type the date subsystem was added.

**GCP Mod**
- **User ID:** 7 characters/digits
  Enter the UserID of the person modifying the subsystem for the campus code.
- **Date:** 8 digits
  Type the date subsystem was modified.

**Additional Functions**
- **PF KEYS**
  See the Appendix for explanations of the standard PF keys.
FRS Person File Maintenance

The FAMIS person file is built through the following two mechanisms:

- **Manual entry on Screen 850**, as shown below.
- **Through an upload of a BPP file (ZBAU610) that contains records of persons paid through the TAMUS payroll system. Budgeted personnel are generally included, as well as anyone paid through a restricted account. This file is uploaded once a month from BPP.**

FAMIS security cannot be established for a person unless they have a record on the person file. If a person’s name does not display in the file, you may enter the record using this screen.

You may contact **BCSSupport@tamus.edu** to verify a person’s file that might not appear on this screen prior to the monthly upload.

---

**This screen is updated and maintained by each campus. The information is available to all TAMUS members and is not campus specific.**

---

### Screen 850 – FRS Person Information

<table>
<thead>
<tr>
<th>850 Person Information</th>
<th>10/30/13 11:06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ____ Person: 4uuuuuuu2 Inactive: _ Delete: _ (Y/N)</td>
<td>CC 00</td>
</tr>
<tr>
<td>Name: Last: MERTSON____ First: MARSLY____ MI: M Suffix: _____ Prefix: _____</td>
<td></td>
</tr>
<tr>
<td>SSN: 4xx-xxx-xxxx Title Code: 9929 SENIOR ANALYST</td>
<td></td>
</tr>
<tr>
<td>Phone: 979-458-1111 Date Hired: 12/25/2005 Gender: F</td>
<td></td>
</tr>
<tr>
<td>FAX: ____________ Adloc Part: 01 Acct: 271030 Suffix: _</td>
<td></td>
</tr>
<tr>
<td>BPP Phone: 979-458-5555</td>
<td></td>
</tr>
<tr>
<td>Home CC Dept S-Dept Address: FAMIS SERVICES________ Mail Cd: C1144</td>
<td></td>
</tr>
<tr>
<td>01 INRE FAMIS JOHN B. CONNALLY BLDG.________</td>
<td></td>
</tr>
<tr>
<td>______ _____ 301 TARROW, 4TH FLOOR____</td>
<td></td>
</tr>
<tr>
<td>______ ______ City: COLLEGE STATION State: TX</td>
<td></td>
</tr>
<tr>
<td>______ __________ Zip: 77840____ Country: ____ Routing Email Prefs</td>
<td></td>
</tr>
<tr>
<td>___ EPA PI/Researcher: _ Email from BPP: Y Notify Freq: D D</td>
<td></td>
</tr>
<tr>
<td>E-Mail: MERTMARS@TAMUS.EDU____ Type: A A</td>
<td></td>
</tr>
<tr>
<td>Printer Default: __________ Voids Apps: Y Y</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
</tbody>
</table>

The **SSN** field is only displayed if you have the appropriate security.

---

**Basic Steps**

- Enter a Universal Identification Number (UIN) or person’s last name in the **Person** field and press <ENTER> to locate the desired information. You may also type an asterisk (*) in **Name: Last** field and press <ENTER> to view a pop-up display of matching names from which to select.
- Enter or modify the person’s information and press <ENTER> to record the information.
- The **appropriate security rights are needed to view the Social Security Number (SSN).**
Screen 850 – FRS Person Information (cont’d)

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

**Action Line**

**◆ Person:**

*Help 9 digits
Enter the person’s Universal Identification Number (UIN). You may also type an asterisk (*) to search for a name.

**Inactive:**

1 character
Type “Y” to make the selected person inactive.
This field can only be set by security administrators.

**Delete (Y/N):**

1 character
Enter “Y” to delete the person’s record from the person file.

**Screen Information**

**OSRS:**

1 character
“Y” identifies this is an SRS employee.

**Person’s Name**

**(Last):**

20 characters
Identify the person’s last name.

**(First):**

10 characters
Enter the person’s first name.

**(MI):**

1 character
Include the person’s middle initial, if any.

**(Suffix):**

4 characters
Provide the suffix of the person, if any.

**(Prefix):**

4 characters
Enter the prefix of the person, if any.

**SSN:**

9 digits
Displays the Social Security Number if you have the appropriate security.

**Title Code:**

?Help 4 digits
Include the person’s title code as provided by TAMUS.

**Phone:**

10 digits
Enter the phone number of the person.

**Date Hired:**

8 digits
Include the date the person began working for The Texas A&M University System.

**Gender:**

?Help 1 digit
Identify the gender of the person.
Screen 850 – FRS Person Information (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAX:</td>
<td>10 digits&lt;br&gt;Provide the person’s FAX number, if desired.</td>
</tr>
<tr>
<td>Adloc Part:</td>
<td>2 digits&lt;br&gt;Help&lt;br&gt;Enter the adloc (administrative location) for the person.</td>
</tr>
<tr>
<td>Acct:</td>
<td>6 digits&lt;br&gt;Help&lt;br&gt;Identify the account number from which the person is paid.</td>
</tr>
<tr>
<td>Suffix:</td>
<td>1 character/digit&lt;br&gt;Help&lt;br&gt;Enter a code, if needed, to further separate the Adloc.</td>
</tr>
<tr>
<td>BPP phone:</td>
<td>10 digits&lt;br&gt;Help&lt;br&gt;Shows the phone number listed in BPP.</td>
</tr>
</tbody>
</table>

**Home**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC:</td>
<td>2 digits&lt;br&gt;Help&lt;br&gt;Include the home campus code of the person.</td>
</tr>
<tr>
<td>Dept:</td>
<td>5 digits&lt;br&gt;Help&lt;br&gt;Identify the department in which the person works.</td>
</tr>
<tr>
<td>S-Dept:</td>
<td>5 digits&lt;br&gt;Help&lt;br&gt;Enter the sub-department in which the person works.</td>
</tr>
<tr>
<td>Address:</td>
<td>3 lines (30 characters/digits each)&lt;br&gt;Help&lt;br&gt;Include the business address of the department in which the person works.</td>
</tr>
<tr>
<td>Mail Cd:</td>
<td>4 digits&lt;br&gt;Help&lt;br&gt;Enter the on campus mail code of the department in which the person works.</td>
</tr>
<tr>
<td>City:</td>
<td>30 characters&lt;br&gt;Help&lt;br&gt;Identify the city in which the department is located.</td>
</tr>
<tr>
<td>State:</td>
<td>2 characters&lt;br&gt;Help&lt;br&gt;Include the state in which the department is located.</td>
</tr>
<tr>
<td>Zip:</td>
<td>9 digits&lt;br&gt;Help&lt;br&gt;Provide the ZIP Code + 4 digits of the department.</td>
</tr>
<tr>
<td>Country:</td>
<td>3 characters&lt;br&gt;Help&lt;br&gt;Include the country of the person.</td>
</tr>
<tr>
<td>PI/Researcher:</td>
<td>1 character&lt;br&gt;Help&lt;br&gt;Indicate whether the person is a researcher or principal investigator.</td>
</tr>
<tr>
<td>E-mail from BPP:</td>
<td>1 character&lt;br&gt;PF2 Help&lt;br&gt;Displays “Y” if the current email address was obtained from the BPP employees file.</td>
</tr>
<tr>
<td>E-Mail:</td>
<td>30 characters&lt;br&gt;Help&lt;br&gt;Include the person’s email address.</td>
</tr>
</tbody>
</table>
Screen 850 – FRS Person Information (cont’d)

**Printer Default:**
30 characters
Enter the default printer at which the person may receive reports.

**Routing Email Prefs (*** or EPA)**

- **Notify Freq:**
  - 1 character
  - Identifies the frequency of the person’s inbox notification
  - D = Daily
  - E = Every Document
  - W = Weekly

- **Type:**
  - 1 character
  - Indicates the email notification type
  - A = Approvals Only
  - N = None (no email)
  - Y = All (include notifications)

- **Voided Apps:**
  - 1 character
  - Determines whether email notification is sent when a document is rejected after you have given your approval. You are notified that someone further down the path rejected the document.
  - Y = Send email notification
  - N = Don’t send email notification

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF keys.

**PF9 SSN**
Social Security Number
Use to enter the person’s Social Security Number, if you have the appropriate security.
FRS Person Alias Maintenance

FAMIS allows you to maintain different names for the same person using an alias. This is useful for locating a person whose name has changed – perhaps through marriage or divorce. The person’s alias is entered on Screen 852.

Screen 852 – FRS Person Alias Maintenance

<table>
<thead>
<tr>
<th>852 Person Alias Maintenance</th>
<th>10/30/13 11:17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Person: 8uuuuuuu6</td>
</tr>
<tr>
<td>Person’s Name: (Last) CARSON (First) COLLEEN (MI) C (Suffix)</td>
<td></td>
</tr>
<tr>
<td>Person Alias: CARSON, COLLY Enter-PF1—PF2—PF3—PF4—PF5—PF6—PF7—PF8—PF9—PF10—PF11—PF12—</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Enter a Universal Identification Number (UIN) in the Person field. You may type an asterisk (*) in this field and press <ENTER> to search for a person’s UIN.
- Type all aliases on the lines provided.
- Press <ENTER> to add or update the information.

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

**Action Line**

◆ Person: 9 digits

* Help

Enter the person’s Universal Identification Number (UIN). You may also do a name search on this field by typing an asterisk (*) and pressing <ENTER>.

**Screen Information**

**Person’s Name**

_Last:_

20 characters

Identifies the last name of the person.

_First:_

10 characters

Shows first name of the person.

_MI:_

1 character

Displays the middle initial of the person.
Screen 852 – FRS Person Alias Maintenance (cont’d)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(Suffix):</strong></td>
<td>3 characters&lt;br&gt;Identifies the suffix of the person, such as “Jr.,” “III,” etc.</td>
</tr>
<tr>
<td><strong>Person Alias:</strong></td>
<td>50 characters&lt;br&gt;Enter the alias(es) for the person.</td>
</tr>
<tr>
<td><strong>Drop:</strong></td>
<td>1 character&lt;br&gt;Enter “Y” to drop an alias.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**

See the Appendix for explanations of the standard PF keys.
UIN Verification

Screen 858 is used to display and verify information for a UIN (Universal Identification Number). This table is maintained by BPP. Due to the nature of the information displayed, viewing capability for this screen should be limited to only a few users.

Security administrators can use this screen for name searches before assigning a new UIN.

Screen 858 – UIN Verification

<table>
<thead>
<tr>
<th>858 UIN Verification</th>
<th>10/30/13 11:19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___  UIN: 4uuuuuuuu9</td>
<td>CC 00</td>
</tr>
<tr>
<td>Last Name: JULES</td>
<td></td>
</tr>
<tr>
<td>First Name: JOSEPH</td>
<td></td>
</tr>
<tr>
<td>Middle Init: J</td>
<td></td>
</tr>
<tr>
<td>Suffix:</td>
<td></td>
</tr>
<tr>
<td>Social Security: 4xx-xx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Verification Date: 10/04/2006</td>
<td></td>
</tr>
<tr>
<td>Student ID: 4xxxxxxx1</td>
<td></td>
</tr>
<tr>
<td>Birth Date: 12/12/1956</td>
<td></td>
</tr>
<tr>
<td>Gender: M</td>
<td></td>
</tr>
<tr>
<td>Relation: SO</td>
<td></td>
</tr>
<tr>
<td>Systems Using: DEPN</td>
<td></td>
</tr>
<tr>
<td>SIMS</td>
<td></td>
</tr>
<tr>
<td>CMPS</td>
<td></td>
</tr>
<tr>
<td>Added by INITLOAD</td>
<td></td>
</tr>
<tr>
<td>Modified SIMSET</td>
<td></td>
</tr>
<tr>
<td>Date: 03/29/2003</td>
<td></td>
</tr>
<tr>
<td>Date: 10/30/2009</td>
<td></td>
</tr>
<tr>
<td>Time: 12:00 AM</td>
<td></td>
</tr>
<tr>
<td>Time: 09:52 AM</td>
<td></td>
</tr>
<tr>
<td>System: DEPN</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
</tbody>
</table>

The information in the Social Security number, Student ID and Birth Date fields are only displayed if you have the appropriate security rights.

Basic Steps

- Enter a UIN number in the UIN field, or search for a person’s name by typing the last name in the UIN field, and press <ENTER>. You may also type an asterisk (*) in this field and press <ENTER> to view a list of matching names.

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

**Action Line**

◆ UIN: *Help* 9 digits
Enter a Universal Identification Number (UIN), or type a last name for name search.

**Screen Information**

Last Name: 25 characters
Displays the person’s last name associated with the UIN number entered on the Action Line.
### Screen 858 – UIN Verification (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name:</strong></td>
<td>25 characters&lt;br&gt;Identifies the person’s first name.</td>
</tr>
<tr>
<td><strong>Middle Init:</strong></td>
<td>1 character&lt;br&gt;Shows the middle initial of the specified person.</td>
</tr>
<tr>
<td><strong>Suffix:</strong></td>
<td>4 characters&lt;br&gt;If provided, identifies the suffix appended to a person’s name. Examples: Jr., Sr., III, IV, etc.</td>
</tr>
<tr>
<td><strong>Social Security:</strong></td>
<td>9 digits&lt;br&gt;Displays the Social Security number if you have the appropriate security.</td>
</tr>
<tr>
<td><strong>Verification Date:</strong></td>
<td>8 digits&lt;br&gt;If displayed, identifies the date the SSN/UIN was assigned and verified.</td>
</tr>
<tr>
<td><strong>Gender:</strong></td>
<td>1 character&lt;br&gt;Shows whether the person’s gender is male (M) or female (F).</td>
</tr>
<tr>
<td><strong>Student ID:</strong></td>
<td>9 digits&lt;br&gt;If the person is a student, displays their student identification number. This is only displayed if you have the appropriate security.</td>
</tr>
<tr>
<td><strong>Birth Date:</strong></td>
<td>8 digits&lt;br&gt;Shows the person’s date of birth if you have the appropriate security.</td>
</tr>
<tr>
<td><strong>Relation:</strong></td>
<td>2 characters&lt;br&gt;Identifies the person’s relation. Examples: DA = Daughter, SO = Son, SP = Spouse</td>
</tr>
<tr>
<td><strong>Systems Using:</strong></td>
<td>4 characters, (2 columns available)&lt;br&gt;Identifies the groups using the UIN system code. Examples: FAMI (FAMIS), CISD (CIS group), WARE (warehouse), DEPN (System personnel), EMPL (BPP).</td>
</tr>
</tbody>
</table>

**Added by**

- **Userid:** 8 characters/digits<br>Identifies the FAMIS Userid of the person adding the UIN information.
- **Date:** 8 digits<br>Identifies the date the UIN was added to FAMIS.
- **Time:** 4 digits<br>Displays the time the UIN information was added to FAMIS.
- **System:** 4 characters<br>Shows the system that added the UIN information.
### Screen 858 – UIN Verification (cont’d)

**Modified by**

- **Userid:** 8 characters/digits
  Identifies the FAMIS Userid of the person modifying the UIN information.

- **Date:** 8 digits
  Shows the date modifications were made.

- **Time:** 4 digits
  Indicates the time a modification was made.

- **Comments:** 30 characters
  Displays any comments entered.

### Additional Functions

**PF KEYS**

See the Appendix for explanations of the standard PF keys.

**PF9**

**Social Security Number**

Use to enter the person’s Social Security Number, if you have the appropriate security.
BPP Verification

Screen 859 is used to display employee information from the BPP Employees File. Because of the nature of the information on this screen, the viewing capability of this screen should be limited to only a few users. **Information in the Social Security field is only displayed if you have the appropriate security.**

Security administrators can use this screen as part of the verification process for establishing or reviewing a UIN.

**Screen 859 – BPP Verification**

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>UIN: Suuuuuuu</th>
<th>Privacy Flag: Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name: DAVIS</td>
<td>Middle Init: D</td>
<td>Social Security: 9891 SENIOR TRNG SPECLI</td>
</tr>
<tr>
<td>First Name: DEANNA</td>
<td>Title Code: 9891</td>
<td>Phone Number: 979-888-8888</td>
</tr>
<tr>
<td>Social Security: 9891 SENIOR TRNG SPECLI</td>
<td>Date Hired: 03/01/2011</td>
<td>Gender: F</td>
</tr>
<tr>
<td>Phone Number: 979-888-8888</td>
<td>Original Date Hired: 12/12/1983</td>
<td></td>
</tr>
<tr>
<td>Emp Adloc: 02-120010 PURS</td>
<td>Date Hired: 03/01/2011</td>
<td></td>
</tr>
<tr>
<td>Emp Location: 02-120010 PURS</td>
<td>Date Hired: 03/01/2011</td>
<td></td>
</tr>
<tr>
<td>Paid Thru Date: 01/23/2013</td>
<td>on: 02/01/2013</td>
<td></td>
</tr>
<tr>
<td>Address: STRATEGIC SOURCING PURCHASING AND STORES</td>
<td>Last Modified: 09/28/2006</td>
<td></td>
</tr>
<tr>
<td>City: COLLEGE STATION</td>
<td>State: TX</td>
<td></td>
</tr>
<tr>
<td>Zip: 77843 1477</td>
<td>Mail Stop: 1477</td>
<td></td>
</tr>
<tr>
<td>E-mail Address: <a href="mailto:dd-davis@tamu.edu">dd-davis@tamu.edu</a></td>
<td>Country:</td>
<td></td>
</tr>
</tbody>
</table>

(Home phone and cell phone numbers from B/P/P are displayed for FAMIS Security Administrators to assist with verification of a user’s identity for password changes).

**Basic Steps**

- Enter a UIN number in the **UIN** field, or search for a name by typing the person’s last name in the **UIN** field, and pressing <ENTER>. You may also type an asterisk (*) in this field and press <ENTER> to search and select a name from the pop-up window.
- You need to have the appropriate security rights to view the Social Security Number.

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

**Action Line**

◆ **UIN:**

*Help* 9 digits

Enter a Universal Identification Number (UIN), or type a last name for name search.

**Screen Information**

Privacy Flag:

1 character

“Y” indicates the employee has requested that personal information remain private and not be released to the public.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Last Name                  | 25 characters
|                            | Displays the person’s last name.                                             |
| First Name                 | 25 characters
|                            | Identifies the person’s first name.                                          |
| Middle Init                | 1 character
|                            | Shows the middle initial of the specified person.                            |
| Suffix                     | 4 characters
|                            | Identifies the suffix appended to a person’s name. Examples: Jr., Sr., III, IV, etc. |
| Social Security            | 9 digits
|                            | Displays the person’s Social Security Number. This number will only be displayed if you have the appropriate security rights. |
| Title Code                 | 4 digits/15 characters
|                            | Shows the title code and position title.                                     |
| Phone Number               | 10 digits
|                            | Identifies the employee’s office phone number.                               |
| Date Hired                 | 8 digits
|                            | Displays the date the employee was hired.                                    |
| Gender                     | 1 character
|                            | Shows whether the person’s gender is male (M) or female (F).                 |
| Orig. Date Hired           | 8 digits
|                            | If this employee has previous employment within TAMUS, the original hire date will be displayed. |
| Emp Adloc                  | 8 digits, 5 characters
|                            | Shows the address location (campus code), account number, and department code for the employee. |
| Emp Location               | 8 digits, 5 characters
|                            | Shows the associated address location (campus code), account number, and department code used for paying the salary. |
| Paid Thru Date             | 8 digits
|                            | Identifies the pay cycle end date for the most recent paycheck.              |
| on                         | 8 digits
|                            | Shows the date the paycheck was issued.                                      |
| Address                    | 30 characters/digits
|                            | Provides the business mailing address for the employee.                      |
| Last Modified              | 8 digits
|                            | Displays the date information for the employee was last modified.            |
**Screen 859 – BPP Verification (cont’d)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>30 characters Identifies the city in which the department is located.</td>
</tr>
<tr>
<td>State</td>
<td>2 characters Provides the state in which the department is located.</td>
</tr>
<tr>
<td>Zip</td>
<td>9 digits Provides the ZIP Code + 4 digits of the department’s address.</td>
</tr>
<tr>
<td>Mail Stop</td>
<td>4 digits Identifies the on-campus mail code for the person’s department.</td>
</tr>
<tr>
<td>Country</td>
<td>2 characters Includes the country in which the department is located.</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td>30 characters Identifies the person’s email address.</td>
</tr>
</tbody>
</table>

**Additional Functions**

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>See the Appendix for explanations of the standard PF keys.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF9</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>SSN</td>
<td>Use to enter the person’s Social Security Number, if you have the appropriate security.</td>
</tr>
</tbody>
</table>
Mail Code Maintenance

Mail codes are used by some TAMUS Members to assist in the distribution of the monthly statements. The statement programs (many of the FBMR290 series) can be run sorted by “mail code 1” and “mail code 2.”

FAMIS allows you to enter and update these mail codes on Screen 851. Note that there is a naming convention in assigning new codes. See a more complete list on the next page.

For example:

C = College Station based
L = Laredo TAMIU

This screen is updated and maintained by each campus.
The information is available to all TAMUS members and is not campus specific.

Screen 851 – Mail Code Maintenance

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Mail Code: M3000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: TAMU-GALVESTON MARINE SCIENCES A/C806706</td>
<td></td>
</tr>
<tr>
<td>Department: FISC_</td>
<td></td>
</tr>
<tr>
<td>Address: TEXAS A&amp;M - GALVESTON</td>
<td></td>
</tr>
<tr>
<td>P.O. BOX 1675</td>
<td></td>
</tr>
<tr>
<td>City: GALVESTON</td>
<td></td>
</tr>
<tr>
<td>State: TX</td>
<td></td>
</tr>
<tr>
<td>Zip: 77553</td>
<td></td>
</tr>
<tr>
<td>Country: _</td>
<td></td>
</tr>
<tr>
<td>Phone: __________ Ext: ___</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Enter a mail code in the **Mail Code** field and press <ENTER>. Add or modify information and press <ENTER> to record data.
- You may also type a question mark (?) in the **Mail Code** field and press <ENTER> to view available mail codes. Type an “X” in the select field next to the desired code in the pop-up window to select it and pass it back to Screen 851.
Screen 851 – Mail Code Maintenance (cont’d)

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

**Action Line**

◆ Mail Code: [Help] 5 characters/digits
  Enter a mail code. Examples:
  C = College Station based
  L = Laredo TAMIU
  F = Forest Service
  G = Galveston
  J = Kingsville TAMUK
  M = Unknown
  P = PVAMU
  R = TAES
  T = TSU
  Z = Unknown

**Screen Information**

Delete: 1 character
  Enter “Y” to delete the mail code from the system.

Description: 30 characters
  Provide a description of the department assigned to the mail code.

Department: [Help] 5 characters
  Include the FAMIS department code associated with the mail code.

Address: 2 lines (20 characters/digits each)
  Identify the physical address of the department.

City: 30 characters
  Enter the city in which the department is located.

State: [Help] 2 characters
  Provide the state where the department is located.

Zip: 9 digits
  Identify the ZIP Code + 4 digits of the department.

Country: 3 characters
  Include the country where the department is located.

Phone: 10 digits
  Include the department’s phone number.

Ext: 4 digits
  Provide the telephone number extension of the department.

**Additional Functions**

PF KEYS
  See the Appendix for explanations of the standard PF keys.
Generic Table File Maintenance

In FAMIS, tables are used to control various functions or to validate data. FAMIS allows you to maintain the Generic Tables file on Screen 853.

This screen is maintained and updated by FAMIS Services.

### Screen 853 – Generic Table

<table>
<thead>
<tr>
<th>Func Code</th>
<th>Key</th>
<th>Maint. on 853</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH-CONTROL</td>
<td>Y</td>
<td>ACH CONTROL BANK TABLES</td>
<td></td>
</tr>
<tr>
<td>ACH-FROM-EMAIL</td>
<td>Y</td>
<td>ACH HDR FROM EMAIL ADDRESS</td>
<td></td>
</tr>
<tr>
<td>ACH-MAIL-BODY</td>
<td>Y</td>
<td>ACH EMAIL BODY</td>
<td></td>
</tr>
<tr>
<td>AFR AVAILABLE</td>
<td>Y</td>
<td>FAMIS AFR AVAILABILITY</td>
<td></td>
</tr>
<tr>
<td>AFR CAMPUS CON</td>
<td>Y</td>
<td>AFR CAMPUS CONTROL (AFR SCREEN 203)</td>
<td></td>
</tr>
<tr>
<td>AFR GASB PRE</td>
<td>Y</td>
<td>AFR NEW GASB PREREQUISITES</td>
<td></td>
</tr>
<tr>
<td>AFR QUERY BLOCK</td>
<td>Y</td>
<td>AFR CAMPUS CONTROL (AFR SCREEN 203)</td>
<td></td>
</tr>
<tr>
<td>AFR REPORT PRE</td>
<td>Y</td>
<td>AFR REPORT PREREQUISITES</td>
<td></td>
</tr>
<tr>
<td>AFRCC-CONV</td>
<td>Y</td>
<td>MULTIPLE CAMPUS CONVERSION FOR AFR</td>
<td></td>
</tr>
<tr>
<td>ASSIGN CONTROL</td>
<td>Y</td>
<td>SCREEN 854</td>
<td></td>
</tr>
<tr>
<td>ATPARP-CONV</td>
<td>N</td>
<td>SPECIAL CONVERSION FOR TAES IN FALL 1991</td>
<td></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

This screen can also be used to keep users from logging on by typing “FAMIS.” The **Table Type** is “AVAILABLE.”

### Basic Steps

- Enter the campus code to be modified in the **Campus Cd** field. Type two asterisks (**) for the Master Campus.
- Enter the **Table Type** to be modified and press <ENTER>.
- You may also type a keyword or the beginning letters of a keyword in the **Start From** field to advance the displayed list.
Screen 853 – Generic Table File Maintenance (cont’d)

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

**Action Line**

- **Campus Cd:** 2 characters
  Identifies the campus code where the generic table is housed. Generally, the generic tables are recorded at the "**" campus.

- **Table Type:** 15 characters
  Shows the title of the table to be displayed or updated.

- **Start From:** 20 characters
  Allows you to enter a specific key word or a partial name to begin the display list.

**Screen Information**

- **Func Code:** 1 character
  Enter the desired function code from the following: add (A), update (U), or delete (D).

- **Key:** 20 characters
  Include a key word description of the data provided.

- **Maint. on 853:** 1 character
  Indicate whether you can maintain key word on Screen 853.

- **Data:** 30 characters
  Provide an extended description of the key word. Examples:
  - H = Heavy Construction Other than Building Contracts (01)
  - B = Building construction, Including General Contractors
  - S = Special Trade Construction Contracts (03)
  - P = Professional Services Contracts (04, 05 and 09)
  - O = Other Services Contracts (06)
  - C = Commodities Contracts (07 and 08)
  (These categories are defined in the FY 2008 Hub Report Procurement Categories with Expenditure (Object) Codes document.)

**Additional Functions**

- **PF KEYS**
  See the Appendix for explanations of the standard PF keys.
Department Table Maintenance

FAMIS provides a table of valid departments for each campus. These department codes are used extensively throughout FAMIS. Both FRS and FFX modules utilize this table.

This table is not fiscal year dependent—any changes you make will affect any open year.

Screen 860 is used to add a new department to FAMIS by authorized personnel. You can also modify information on existing departments and expire a department to make it inactive. Departments cannot be deleted. Also note the following:

- **School/College** – *This is the only screen on which you can update this.* It will not be a protected field for anyone who has update access to the screen. The *School/College* field is also protected if you are trying to modify it on a sub-department. Remove it from the department and all its sub-departments by taking the college off of the department (FISA or FISC). The change will ripple to all of the sub-departments.

- **EPA Allow Flag** – Controls the creation on EPA documents and was added for Form 500 processing. Entering “Y” allows the department to create EPA documents, which will be routed through the department. If the flag is off (“N” or blank), you will still be able to view payroll data in CANOPY, provided you have the appropriate security clearance to do so.

- **Purchasing Trn Flag** – If the flag is not set to “Y” on this screen, FAMIS does not recognize that routing of purchasing documents exists for the department.

- **Exec Level** – A code that can be used as a sort field by many of our reports to group all accounts that report to a specific level (such as a report of all accounts for a Vice President). The values are campus specific; each campus assigns its own values.

This screen is maintained and updated by each campus. The information is campus specific.

A department can't be deleted; it can only be “expired” by entering the expiration date.
Basic Steps

- Enter a department code in the Department field, along with a subdepartment, if needed. You may also type an asterisk (*) in the Department field to view a list of departments and subdepartments.
- If the department is not listed in the pop-up box, type an “i” in the Type field to search by department code. This will allow you to find what you are searching for if it is an active department - subdepartment.
- Press <ENTER> to view the information.

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

**Action Line**
◆ Department: 5 characters
Help
Enter a department code.

Sub Dept: 5 characters
Enter the sub-department, if needed.

**Screen Information**
Dept Name: 50 characters
Enter the full name of the department.

◆ Head/Director ID: 9 digits
Help
Provide the Universal Identification Number (UIN) of the department head or director. The name will be displayed when you press <Enter>.

Alt APO ID: 9 digits
Help
Enter the UIN of the alternate APO (accountable property officer). The name will be displayed when you press <Enter>.

Head/Director Phone: 10 digits
Indicate the phone number of the head/director of the department.

Alt APO Phone: 10 digits
Provide the phone number of the alternate APO.

Mail Code: 5 characters/digits
Help
Enter the mail code for the department.

Building Number: 5 digits
Help
Identify the department’s building number.

Exec Level: 2 characters
Include the executive level of the department.

Building Campus: 2 digits
Identify the campus code for the building.
Screen 860 – Department Table Maintenance (cont’d)

**Division:**
2 characters
Provide division code reflecting the structure of the campus.

**Room:**
6 digits
Include the room number or the floor of the department.

**School/College:**
Help 2 characters
Provide the level of organizational structure.
*This is the only screen on which you can update this field.*

**College Dept:**
5 characters
Indicates the department that represents the college dean.

**Group Cd:**
5 characters
Include the group code for the department. This field is related to Fixed Assets and is either left blank or user-defined. This code will be attached to the preliminary asset/asset when created. The user-defined group code takes precedence over the Department Table value. (TB.DPT.GROUP-CD)

**Off Campus Flag:**
1 character
Enter “Y” if the department is located off campus.

**Other Loc:**
20 characters
Type “Y” if the department is located in more than one location.

**Budget Sort Dept**
PF2 Help 4 characters

**Nbr:**
Used for TAES budget sort number.

**Approx. Inv. Count:**
6 characters
Used for the entry of inventory numbers.

**Allow Flags**

**FRS:**
1 character
Enter “Y” if this department is valid for accounting in FRS.

**EPA:**
PF2 Help 1 character
Enter “Y” if the department is allowed to create EPA documents.

**DBR:**
1 character
Type “Y” if the department is allowed to create Departmental Budget Requests.

**DCR:**
1 character
Enter “Y” if the department is allowed to create Departmental Correction Requests.

**SciQuest:**
1 character
Type “Y” if this department is using the SciQuest application.

**FFX:**
1 character
Enter “Y” if this department is valid for asset control in FFX.
Screen 860 – Department Table Maintenance (cont’d)

TDP: 2 digits
Enter “Y” if the department is allowed to create TDP (asset transfer) documents.

Purch Trn Flag: 1 character
Type “Y” if this department has been fully trained and is ready to use the Purchasing system.

FFX Cert Month: 2 digits
Indicate the month for inventory certification for this department.

Surplus: 1 character
Enter “Y” if this is an inventory surplus department for TDP routing.

Maestro
Org Unit: 10 digits
Identify the number of the organization unit (as determined by TEES). This is used to group departments together for reporting.

Parent Dept: 5 characters
Enter a FAMIS department. This allows FAMIS to identify the departmental hierarchy along with the current standard hierarchy levels (executive, department, division, college, etc.). By default, the department is the parent department for a department with a subdepartment and is not modifiable.

Center/Institute: 2 characters
Used to determine whether a department is a Center or Institute and to group departments together for reporting.
Blank = Regular department
CA = Center – Board Approved
CG = Center – Grandfathered
CN = Center – Not Board Approved
IA = Institute – Board Approved
IG = Institute – Grandfathered
IN = Institute – Not Board Approved

Mail to Dept Head: 1 character
Type “Y” if the department head or director wants to receive a statement.

Other Part Nbr: 2 digits
Include another campus code that owns part of the department inventory.

Other Part Dept: 5 characters
Enter the department on another campus code that owns part of the department inventory.

Other Part Sub Dept: 5 characters
Enter the other FAMIS member’s sub-department, if needed.

Dept Expiration Date: 8 characters
Provide the date the department expires. This date can be removed to allow for reuse of a Department Code.
Screen 860 – Department Table Maintenance (cont’d)

Dept Office: 10 characters
Shows the office for Routing & Approvals that governs this department.

Dept View: 10 characters
Indicates the electronic view within the electronic office for Routing & Approvals that governs this department.

Exec Office: 10 characters
Shows the executive office for Routing & Approvals that governs this department.

Exec View: 10 characters
Shows the electronic view within the executive office for Routing & Approvals that governs this department.

General Comments: 1 character
“Y” indicates general comments have been entered.

FFX Comments: 1 character
Displays “Y” if comments have been entered for Fixed Assets.

Additional Functions

PF KEYS
See the Appendix for explanations of the standard PF keys.

PF7 Audit Information
Displays the departmental table audit information.

PF9 Download
Download information from this screen using Entire Connection. See the FAMIS Entire Connection User’s Manual for more detail.

PF10 General Comments
View any general comments.

PF11 Fixed Assets Comments
Shows any fixed assets comments.
Account Audit Trail Inquiry

Screen 886 shows an audit trail for many account attributes, such as Function, Exec Level, Division, School, Department/Sub Department, SRS Flag, Freeze Flag, and Delete Flag. The PF6 View key provides additional information in a pop-up window.

Screen 886 – Account Audit Trail Inquiry (Panel 1)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>New Value</th>
<th>Old Value</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

** End of Transactions **

Screen 886 – Account Audit Trail Inquiry (Panel 2)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>New Value</th>
<th>Date</th>
<th>Userid</th>
</tr>
</thead>
<tbody>
<tr>
<td>_DESCRIPTION</td>
<td>OSRS UNDISTRIBUTE</td>
<td>11/11/2011</td>
<td>KILJ02P KILGORE, KILEY K</td>
</tr>
<tr>
<td>_DEPT/SUB-DEPT</td>
<td>OURS</td>
<td>11/11/2011</td>
<td>KILJ02P KILGORE, KILEY K</td>
</tr>
</tbody>
</table>

** End of Transactions **
Screen 886 – Account Audit Trail Entry (cont’d)

PF6 View Pop-up Window

Modified
Date: 11/11/2011     Time: 13:35:4
Screen:             Program: FNSR006
Userid: KILJ02P   KILGORE, KILEY K
Field Name: FUNCTION              IAFRS-GENERAL-SUBSIDIARY-LEDGER
FG-FS-PURP
New Value: 15
Old Value:        R

PF3 = Back to 886  PF4 = Exit

Basic Steps

• In the fields provided, enter the fiscal year, account number, and sort order. You may also provide a starting date and field name, if needed, and press <ENTER>.
• Type an “X” in the selection field to the left of the Field Name, and press PF6 to view the audit trail information. Press PF4 to exit the pop-up window.
• To view additional information, press PF11 to scroll right.

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

Action Line
◆ Fiscal Year: 4 digits
  Enter the desired fiscal year.
◆ Account: 11 digits
  Include an SL account number.
◆ Sort: 1 character
  Indicate whether the display sort should be in Descending (D) or Ascending (A) order.
Order: 1 character
  Indicate whether the display should be Ascending (A) or Descending (D).
Starting at Date: 8 digits
  Type a date to filter the display, if desired.
Field: 20 characters
  Enter a field name to display it at the top of the list.
Screen 886 – Account Audit Trail Entry (cont’d)

Screen Information

Panel 1
- **Field Name:** 20 characters
  Displays the field name with an audit trail of modifications.
- **New Value:** 20 characters
  Shows the new field value.
- **Old Value:** 20 characters
  Identifies the old field value.
- **Date:** 8 digits
  Displays the date the field name was modified.
- **Time:** 20 characters
  Shows the time the field name was modified.

Panel 2
- **Userid:** 7 characters/digits
  Displays the Userid and name of the person who modified the account information.

Additional Functions

PF KEYS
See the Appendix for explanations of the standard PF keys.

PF6  
**Audit Information**
Displays detailed audit trail information for the selected field name.
Maintain Dictionary Values

Valid values for the database dictionary are created, updated or deleted on Screen 899. Many of the edits on fields in FAMIS are governed by the valid values entered on this screen.

This screen is maintained by FAMIS Services.

### Screen 899 – Maintain Dictionary Values

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Campus Code: **</th>
<th>Field Name: IAFRS-FG-FS-ELEMENT-OF-COST</th>
<th>Field Value</th>
<th>Field Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>F Field Value</td>
<td>Field Translation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ AS_</td>
<td>ACADEMIC SUPPORT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ ATH_</td>
<td>ATHLETICS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ BLANK_</td>
<td>NONE / NOT APPLICABLE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ IN_</td>
<td>INSTRUCTION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ IS_</td>
<td>INSTITUTIONAL SUPPORT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ MGR_</td>
<td>MAJOR REPAIRS &amp; REHABILITATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ OMP_</td>
<td>OPERATION &amp; MAINT OF PLANT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ PS_</td>
<td>PUBLIC SERVICE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ RR_</td>
<td>RESTRICTED RESEARCH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ RSE_</td>
<td>RESEARCH ENHANCEMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ SB_</td>
<td>STAFF BENEFITS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ SI_</td>
<td>SPECIAL ITEMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ SS_</td>
<td>STUDENT SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**** End of Data ****

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

### IAFRS-VN-TINS-HOLD-REASON Table

This table requires manual updates. The data must be on file at the State prior to adding it to this table; otherwise, the TINS update will receive errors.

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Campus Code: **</th>
<th>Field Name: IAFRS-VN-TINS-HOLD-REASON</th>
<th>Field Value</th>
<th>Field Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ 450 751_</td>
<td>UNPAID TRAVEL ADVANCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 450 760_</td>
<td>UNPAID TRAVEL ADVANCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 451 760_</td>
<td>OVERPAYMENT OF EMPLOYEE COMPENSATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 454 760_</td>
<td>OVERPAYMENT TO VENDOR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 475 555_</td>
<td>UNPAID TRAVEL ADVANCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 475 556_</td>
<td>UNPAID TRAVEL ADVANCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 505 751_</td>
<td>NATL DEFENSE/DIRECT STUDENT LOAN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 508 732_</td>
<td>DELINQUENT REPAYMENT OF PERKINS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 516 713_</td>
<td>LOAN PAYMENT DEFAULT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 520 711_</td>
<td>LOAN PAYMENT DEFAULT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 521 715_</td>
<td>NATL DEFENSE/DIRECT STUDENT LOAN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 523 760_</td>
<td>LOAN PAYMENT DEFAULT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 538 713_</td>
<td>DELINQUENT BAD CHECKS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 600 709_</td>
<td>DELINQUENT INST PMT OF TUITION/FEE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ 600 751_</td>
<td>DELINQUENT INST PMT OF TUITION/FEE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**** No Records Found ****

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp                               CCopy Left Right
Basic Steps

- Enter a Field Name and, if desired, a Field Value in the fields provided.
- Press <ENTER> to view the information.

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

**Action Line**

◆ Campus Code: 2 digits/characters
Enter the campus code for which you will be viewing information.

◆ Field Name: 25 characters
Enter the technical name of the field.

Field Value: 20 characters
Provide the field value, if needed.

**Screen Information**

F: 1 character
Enter the desired function code
A = add a record
U = update a record
D = delete a record

Field Value: 30 characters
Enter or modify the valid values for the field.

Field Translation: 20 characters
Type or update the long description for the valid value for the field.

**Additional Functions**

PF KEYS
See the Appendix for explanations of the standard PF keys.

PF9 
Campus Code Copy
Copy information from campus code provided in pop-up window.
Error Display

Screen 995 is used to display program errors trapped by the FAMIS system when received by users. This screen is for debugging and analysis purposes. These errors are sorted by User ID.

The Action Line of this screen displays programming information that will help in the debugging process. It shows the error number, line number, level, key, date, and time.

When the error has been fixed and is to be deleted, type “Y” in the Del field.

This screen is used by FAMIS Staff Only.

Screen 995 – Error Display by User/Pgm/Err/Date Order

<table>
<thead>
<tr>
<th>Field Descriptions (◆ = Required; ➔ = Field Help Available Using PF2, ?, or *)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Line</strong></td>
</tr>
<tr>
<td><strong>User:</strong> 8 characters/digits</td>
</tr>
<tr>
<td>Displays the user id of the user who experienced the error.</td>
</tr>
<tr>
<td><strong>Pgm:</strong> 8 characters/digits</td>
</tr>
<tr>
<td>Shows the program number.</td>
</tr>
</tbody>
</table>

Basic Steps

- Press **PF5** to page through the error log.
- Press **PF6** to display the error on the entire screen.
- Press **PF8** to page through the errors or **PF7** to go backwards.
- Press **PF11** to scroll right and view additional information.
- Type “Y” in the Del field to delete an item from the error log.
Screen 995 – Error Display (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Err:</strong></td>
<td>4 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the error number.</td>
</tr>
<tr>
<td><strong>Line:</strong></td>
<td>4 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the line number of the error.</td>
</tr>
<tr>
<td><strong>Lvl:</strong></td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the level number.</td>
</tr>
<tr>
<td><strong>Key:</strong></td>
<td>4 characters</td>
</tr>
<tr>
<td></td>
<td>Provides the error keyword.</td>
</tr>
<tr>
<td><strong>Date/Time:</strong></td>
<td>15 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the date and time the error occurred.</td>
</tr>
<tr>
<td><strong>Display Order:</strong></td>
<td>[? Help] 1 character</td>
</tr>
<tr>
<td></td>
<td>Enter the desired display order. Examples:</td>
</tr>
<tr>
<td></td>
<td>D = Date/Time</td>
</tr>
<tr>
<td></td>
<td>E = Error Nbr and Date/Time</td>
</tr>
<tr>
<td></td>
<td>P = Program and Date/Time</td>
</tr>
<tr>
<td></td>
<td>U = User and Date/Time</td>
</tr>
<tr>
<td><strong>Del:</strong></td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Type “Y” to delete the error from the log when the error has been resolved.</td>
</tr>
</tbody>
</table>

**Screen Information**

The information displayed on this screen will be determined by the error experienced by the user.

**Additional Functions**

- **PF KEYS**
  - See the Appendix for explanations of the standard PF keys.
- **PF5**
  - **NxtEr**
    - Next Error
    - Advance to the next error in the log.
- **PF6**
  - **Disp**
    - Display
    - View the error the user experienced.
Section III

Chart of Accounts Control Records
General Ledger Chart of Accounts Table

The TAMUS General Ledger Chart of Accounts table defines the valid structure for the creation and usage of general ledgers in FAMIS. General ledgers are balance sheet accounts with assets, liabilities, and fund balances.

Each GL account represents a self-balancing individual balance sheet. The Subcode (Account Control) for the Fund Balance (Fund Control 3xxx) for each GL account is stored and displayed on Screen 801.

This table cannot be updated online. FAMIS Services must run a batch program to make changes.

Screen 801 – Display General Ledger Chart of Accounts Table

<table>
<thead>
<tr>
<th>Low Account</th>
<th>High Account</th>
<th>Type of Account</th>
<th>Fund Control</th>
<th>Low Account</th>
<th>High Account</th>
<th>Type of Account</th>
<th>Fund Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>000001</td>
<td>009999</td>
<td>Cur Unr</td>
<td>3000</td>
<td>085000</td>
<td>087000</td>
<td>Other Res</td>
<td>3800</td>
</tr>
<tr>
<td>010000</td>
<td>010799</td>
<td>Cur Unr</td>
<td>3100</td>
<td>087250</td>
<td>087999</td>
<td>Other Res</td>
<td>3800</td>
</tr>
<tr>
<td>011100</td>
<td>019999</td>
<td>Cur Unr</td>
<td>3100</td>
<td>088000</td>
<td>088799</td>
<td>Other Res</td>
<td>3800</td>
</tr>
<tr>
<td>020000</td>
<td>029999</td>
<td>Cur Unr</td>
<td>3200</td>
<td>089300</td>
<td>089999</td>
<td>Other Res</td>
<td>3800</td>
</tr>
<tr>
<td>030000</td>
<td>034999</td>
<td>Cur Unr</td>
<td>3300</td>
<td>094000</td>
<td>095999</td>
<td>Other Res</td>
<td>3940</td>
</tr>
<tr>
<td>040000</td>
<td>049999</td>
<td>Cur Res</td>
<td>3400</td>
<td>096010</td>
<td>096999</td>
<td>Other Res</td>
<td>3940</td>
</tr>
<tr>
<td>050000</td>
<td>059999</td>
<td>Cur Res</td>
<td>3500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>060200</td>
<td>069999</td>
<td>Cur Res</td>
<td>3600</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>070000</td>
<td>079999</td>
<td>Other Res</td>
<td>3700</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>074000</td>
<td>078999</td>
<td>Other Res</td>
<td>3740</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>079000</td>
<td>079999</td>
<td>Other Res</td>
<td>3790</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>080500</td>
<td>082999</td>
<td>Other Res</td>
<td>3800</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>083700</td>
<td>083799</td>
<td>Other Res</td>
<td>3800</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: To change this table, contact FAMIS Team at (979) 458-6464.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Tech Note: FBIU801

COALIB (COAxx)

Basic Steps

- View the existing purchasing controls.

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

Screen Information

<table>
<thead>
<tr>
<th>Low Account:</th>
<th>6 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shows the GL account that defines the low end of the range.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High Account:</th>
<th>6 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifies the higher limit of the specified account range.</td>
<td></td>
</tr>
</tbody>
</table>
Screen 801 – Display General Ledger Chart of Accounts Table (cont’d)

**Type of Account:**
10 characters
Displays the classification of the account.

**Fund Control:**
4 digits
Identifies the account control used to record the fund balance for a GL account.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF keys.
The A&M System Subsidiary Ledger Chart of Accounts table defines the valid structure for the creation and usage of subsidiary ledgers in FAMIS. Subsidiary ledgers are revenue and expense accounts that may be restricted to revenue only, expense only, or both revenue and expense.

This screen cannot be updated online. FAMIS Services must run a batch program to make any changes.

Screen 802 – Display Subsidiary Ledger Chart of Accounts Table

<table>
<thead>
<tr>
<th>Low Account</th>
<th>High Account</th>
<th>Type of Account</th>
<th>Map Codes Low</th>
<th>Map Codes High</th>
<th>Subcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000</td>
<td>102003</td>
<td>Cur Unr</td>
<td>10000</td>
<td>19999</td>
<td>REV</td>
</tr>
<tr>
<td>102004</td>
<td>102005</td>
<td>Cur Unr</td>
<td>10000</td>
<td>19999</td>
<td>BOTH</td>
</tr>
<tr>
<td>102006</td>
<td>102014</td>
<td>Cur Unr</td>
<td>10000</td>
<td>19999</td>
<td>REV</td>
</tr>
<tr>
<td>102015</td>
<td>102016</td>
<td>Cur Unr</td>
<td>10000</td>
<td>19999</td>
<td>BOTH</td>
</tr>
<tr>
<td>102017</td>
<td>102099</td>
<td>Cur Unr</td>
<td>10000</td>
<td>19999</td>
<td>REV</td>
</tr>
<tr>
<td>102100</td>
<td>102101</td>
<td>Cur Unr</td>
<td>10000</td>
<td>19999</td>
<td>BOTH</td>
</tr>
<tr>
<td>102102</td>
<td>109999</td>
<td>Cur Unr</td>
<td>10000</td>
<td>19999</td>
<td>REV</td>
</tr>
<tr>
<td>110000</td>
<td>197999</td>
<td>Cur Unr</td>
<td>10000</td>
<td>19999</td>
<td>EXP</td>
</tr>
<tr>
<td>198000</td>
<td>199999</td>
<td>Cur Unr</td>
<td>10000</td>
<td>19999</td>
<td>BOTH</td>
</tr>
<tr>
<td>200000</td>
<td>269999</td>
<td>Cur Unr</td>
<td>20000</td>
<td>26999</td>
<td>BOTH</td>
</tr>
<tr>
<td>270000</td>
<td>299999</td>
<td>Cur Unr</td>
<td>27000</td>
<td>29999</td>
<td>BOTH</td>
</tr>
<tr>
<td>300000</td>
<td>349999</td>
<td>Cur Unr</td>
<td>30000</td>
<td>34999</td>
<td>BOTH</td>
</tr>
<tr>
<td>400000</td>
<td>499999</td>
<td>Cur Res</td>
<td>40000</td>
<td>49999</td>
<td>BOTH</td>
</tr>
<tr>
<td>500000</td>
<td>599999</td>
<td>Cur Res</td>
<td>50000</td>
<td>59999</td>
<td>BOTH</td>
</tr>
<tr>
<td>600000</td>
<td>699999</td>
<td>Cur Res</td>
<td>60000</td>
<td>69999</td>
<td>BOTH</td>
</tr>
</tbody>
</table>

Note: To change this table, contact FAMIS Team at (979) 458-6464.
Enter:PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help  EHelp

Tech Note:  FBIU801
COALIB (COAxx)

Basic Steps

• Press <ENTER> to page through the existing subsidiary chart of accounts table.

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

Screen Information

Low Account: 6 digits
Displays the lower limit of the specified account range.

High Account: 6 digits
Identifies the higher limit of the specified account range.

Type of Account: 10 characters
Defines the type of money and restrictions placed on the accounts as categorized by Current Restricted, Current Unrestricted, and Other Restricted.
Screen 802 – Display Subsidiary Ledger Chart of Accounts Table (cont’d)

**Map Codes**

**Low:**
5 digits
Identifies the low end of the valid map codes for the range.

**High:**
5 digits
Shows the high end of the valid map codes for the range.

**Type of Subcode:**
4 characters
Indicates whether the account range can process revenue only, expense only, or both revenue and expense transactions.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF keys.
Maintain Global Subcode Edit Table

The Global Subcode Edit Table allows “across the board” restrictions, by subcode ranges, to be placed on accounts. Up to 120 entries may be made on this screen.

For example, alcohol purchases are not allowed on most accounts in the A&M System. By placing this restriction on Screen 803, users cannot process a transaction using subcode 6341, which is for alcohol purchases.

Exceptions on an account-by-account basis may be done on Screen 8 for an individual account.

Screen 803 – Maintain Global Subcode Edit Table

<table>
<thead>
<tr>
<th>Func Code</th>
<th>Mask of</th>
<th>Low Subcode</th>
<th>High Subcode</th>
<th>Valid Subcode Match</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>0XXXXX</td>
<td>2110</td>
<td>2110</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>0XXXXX</td>
<td>2420</td>
<td>2425</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>0XXXXX</td>
<td>4450</td>
<td>4450</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>0XXXXX</td>
<td>4994</td>
<td>4994</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>0XXXXX</td>
<td>4994</td>
<td>4994</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>09XXXX</td>
<td>5994</td>
<td>5994</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>0XXXXX</td>
<td>5994</td>
<td>5994</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>0XXXXX</td>
<td>XXXX</td>
<td>____</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1XXXXX</td>
<td>6350</td>
<td>6350</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1XXXXX</td>
<td>0002</td>
<td>0050</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>160XXX</td>
<td>1000</td>
<td>1000</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>160XXX</td>
<td>1100</td>
<td>1100</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>160XXX</td>
<td>1700</td>
<td>1700</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>160XXX</td>
<td>1900</td>
<td>1900</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

************ More Data -- Press <ENTER> to View ************

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Basic Steps

- Enter the desired action in the **Func Code** field, then enter the appropriate data in the fields provided.
- If this screen appears to be full and you need to insert data between two entries, type “A” in the **Func Code** field and type over all of the data on the line where you want the new entry to appear. The program will add the entry and move the other entries down.
- Press <ENTER> to record the information. A message will be displayed confirming the action has been recorded.
Global Subcode Edit Process

A system edit checks each 10-digit account in a transaction against the Global Subcode Table (Screen 803), which specifies valid combinations of 6-digit accounts and 4-digit subcodes. This is to prevent the use of invalid account controls and object codes in accounting transactions. Invalid combinations are rejected (online) or sent to Suspense (in batch). The entries on Screen 803 are overridden by entries on Screen 8 for individual accounts.

For example, alcohol purchases are not allowed on many accounts. By placing a restriction (XXXXXX 6341 6341 N) on Screen 803, users cannot process transactions using subcode 6341, which is for alcohol purchases. However, for account 500029 (Institutional Development – President), Screen 8 allows the use of subcode 6341.

The Global Subcode Table consists of the following 4 columns:

- **Account** or Mask of Account which is a specified 6-digit account or a mask using an X as a placeholder. For example, an entry could be account 412345 (only one account) or 4XXXXX (all accounts from 400000 through 499999).

- **Low Subcode and High Subcode or Mask of Subcodes**
  These 4-digit subcodes define the range of subcodes that are allowed or disallowed. The low and high subcodes can be the same code restricting to only one subcode. These entries can also be masks.

- **Valid Match**
  Valid entries are “Y” (allow) and “N” (not allowed)

The ORDER of entries is very important in this table. The first entry that satisfies the check will be accepted, so the exceptions must be entered first in order to gain the desired result. For example, to allow accounts in the mask 25XXXX to use the subcode 6341, the entries read the following:

```
25XXXX 6341 6341 Y
XXXXXX 6341 6341 N
```

The table is user-defined and maintained by each Member. The table allows for up to 120 entries.

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

**Screen Information**

- **Func Code:** 1 character
  Identify the desired function code from the following: add (A) new subcode edit, update (U) an existing subcode edit, or delete (D) an existing subcode edit.
Screen 803 – Maintain Global Subcode Edit Table (cont’d)

**Mask of Account:** 6 characters/digits
An “X” is a wildcard, so entering 345XXX means all accounts from 345000 to 345999 are included in the mask.

**Low Subcd:**
4 digits
Indicate the low subcode in a range.

**High Subcd:**
4 digits
Identify the high subcode in a range.

**Valid Match:**
4 digits
Enter a validation flag of “Y” or “N” to determine whether the account can process transactions using the listed subcodes.

**Message:**
50 characters
Displays the confirmation message for the action recorded.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF keys.
Automatic Budget Reallocation Rules

Monitoring budgets in FAMIS is done using budget pools or categories. The rules for Automatic Budget Reallocation (ABR) are entered on Screen 804. You may have up to 60 pools in one ABR rule.

This screen identifies the valid budget pools and the ranges of valid object codes that participate in the pool. Disjointed ranges can be used, but the low range must be in ascending order.

Establishing a revenue pool is creating a pool for “expected revenue.” When actual revenue is posted to the appropriate revenue object codes, the expected revenue is reduced by the amount posted as an actual to an income object code.

Establishing an expense pool is specifying a dollar amount that can be used for expenses. When an “actual” expense is posted, the expense pool is reduced by the actual expense dollars.

*This screen is maintained and updated by FAMIS Services.*  
*The information is campus specific.*

### Screen 804 – Maintain Automatic Budget Reallocation Rules

<table>
<thead>
<tr>
<th>F Pool Low High Act Messages</th>
<th>F Pool Low High Act Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001 0002 0999</td>
<td>—</td>
</tr>
<tr>
<td>1100 1105 1610</td>
<td>—</td>
</tr>
<tr>
<td>1100 1705 1710</td>
<td>—</td>
</tr>
<tr>
<td>1740 1740 1775</td>
<td>—</td>
</tr>
<tr>
<td>1900 1906 1990</td>
<td>—</td>
</tr>
<tr>
<td>3100 3010 3410</td>
<td>—</td>
</tr>
<tr>
<td>3000 4010 5682</td>
<td>—</td>
</tr>
<tr>
<td>5700 5710 5835</td>
<td>—</td>
</tr>
<tr>
<td>3100 5840 5840</td>
<td>—</td>
</tr>
<tr>
<td>3000 5855 9899</td>
<td>—</td>
</tr>
<tr>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

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

Enter: PF1 --- PF2 --- PF3 --- PF4 --- PF5 --- PF6 --- PF7 --- PF8 --- PF9 --- PF10 --- PF11 --- PF12 ---

Menu Help  EHelp

Type “Y” to allow expense at pool code. This feature only checks the very first time that the pool code is used. Subsequent to that, the code is not checked.

There is a limit of 15 lines for one 1 code.
Screen 804 – Maintain Automatic Budget Reallocation Rules (cont’d)

Basic Steps
- Enter the ABR rule number for the pool in the Rule field and press <ENTER>.
- Enter data in the available fields, as desired
- Press <ENTER> to record the information.

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

**Screen Information**

**Rule:** 3 digits
Enter the ABR rule to be added, deleted, or updated.

**F:** 1 character
Indicate whether the pool and valid object codes should be added (A), deleted (D), or updated (U).

**Pool:** 4 digits
Enter the object code identified as the budget pool grouping to receive budget.

**Low:** 4 digits
Identify the lower limit of the specified budget pool.

**High:** 4 digits
Include the upper limit of the specified budget pool.

**Act:** 1 character
Type “Y” to allow encumbering at the pool level, even though you normally do not expense at the pool level. Only works the first time you go to the account.

**Messages:** 20 characters
Displays a confirmation message for the action recorded.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF keys.
Maintain GL Account Control Descriptions

General Ledger Account Controls are subcodes defined by The Texas A&M System’s Office of Budgets and Accounting. These codes are for all FAMIS users within TAMUS.

Dollar records are stored at the subcode level, so for any GL, for example, the dollar amounts associated with 1100 – Claim on Cash are those dollars that represent the GL’s share in the Cash of the institution.

The A&M System-wide Master List is housed on Campus 00. A code must be on the Master Table to be added to a campus Table. Screen 805 has been updated to allow you to view the list of object codes on the Master Campus by typing “Y” in the View Master Campus field.

Screen 805 – Maintain GL Account Control Descriptions

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Account Control: ____</th>
<th>View Master Campus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100 Claim on Cash</td>
<td>______________________</td>
<td>__________</td>
</tr>
<tr>
<td>1101 Claim on Cash - Restricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1110 Assets Held by SAGO-ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1111 Assets Held By SAGO-Short Term-Rest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1115 Balance in State Appropriations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1120 Petty Cash - Cashier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1121 Petty Cash - Cashier - Restricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1125 Petty Cash - Dept Working Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1126 Petty Cash - Dept Working Fd-Rest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1129 Temporary Working Fund-Restricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1130 Temporary Working Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1131 Cash - Backlog (RF Only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1135 Cash in State Treasury</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1136 Cash in State Treasury-Restricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1140 Securities Lending Collateral</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

********** More Data -- Press <ENTER> to View **********

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

Basic Steps

- Type “Y” in the View Master Campus field to view the account controls on the Master Campus and press <ENTER>. To view your own campus, blank out the “Y” or type “N” in this field.
- Press <ENTER> to scroll through the list of Account Controls, or type a specific code in the Account Control field, and press <ENTER>. 

Send a request to FAMIS Services if you want a Pool description to be changed.
Screen 805 – Maintain GL Account Control Descriptions (cont’d)

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

**Action Line**

- **Account Control**: 4 digits
  - ? Help
  - Enter an account control number to place it at the top of the list.

- **View Master Campus**: 1 character
  - Type “Y” to view the account controls on the Master Campus.

**Screen Information**

- **Func Code**: 1 character
  - Enter the desired function code: add (A) new subcode edit, update (U) an existing subcode edit, or delete (D) an existing subcode edit.

- **Acct Cntl**: 4 digits
  - Type the account control number.

- **Description**: 30 characters
  - Include a description of the account control.

- **State Code**: 4 digits
  - Identify the State Comptroller’s code.

- **LBB Code**: 4 digits
  - Provide the code defined by the Legislative Budget Board.

- **LAR Code**: 4 digits
  - Displays the Legislative Appropriation Request Code.

- **Message**: 20 characters
  - Shows message, if available.

**Additional Functions**

- **PF KEYS**: See the Appendix for explanations of the standard PF keys.

- **PF9 Dload**: Download information from this screen using Entire Connection.
Maintain SL Subcode Descriptions

Subsidiary Ledger Object Codes are subcodes defined by The SAGO Office of Budgets and Accounting. These codes are for all FAMIS users within TAMUS. Dollar records are stored at the subcode level, so for any SL, for example, the dollar amounts associated with 4010 – Supplies are those dollars that were expended on supplies for that account.

The A&M System-wide Master List is housed on Campus 00. A code must be on the Master Table to be added to a campus Table. Screen 806 has been updated to allow you to view the list of object codes on the master campus by typing “Y” in the View Master Campus field.

Master Campus Codes

To view the Master Campus (00) codes, type “Y” in the View Master Campus field, and press <ENTER>. This will display a protected list of the Master Campus object codes. With the View Master Campus field selected, press PF9 to get a download of the Master Campus object codes.

Remove the “Y” from this field and press <ENTER> to view object codes for your campus, or use PF9 to download object codes for your specific campus.

This screen is maintained by FAMIS Services. The information is available to all TAMUS members.

Screen 806 – Maintain SL Subcode Descriptions (Panel 1)

<table>
<thead>
<tr>
<th>F Sbdc</th>
<th>Description</th>
<th>State LBB</th>
<th>LAR</th>
<th>Bud</th>
<th>Comm</th>
</tr>
</thead>
<tbody>
<tr>
<td>3415</td>
<td>Travel - Prospective Students (local)</td>
<td>7546 2009</td>
<td>2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3420</td>
<td>SOFC - Travel</td>
<td>7546 2009</td>
<td>2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000</td>
<td>Supplies and Materials Pool</td>
<td>2003 2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>Supplies - Office General</td>
<td>7300 2003</td>
<td>2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4012</td>
<td>Supplies - Education</td>
<td>7300 2003</td>
<td>2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4013</td>
<td>Supplies - Research</td>
<td>7300 2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4014</td>
<td>Supplies - Other (Incl Ammunition)</td>
<td>7300 2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4015</td>
<td>Supplies - Food Service - Exempt</td>
<td>7300 2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4017</td>
<td>SOFC - Office Supplies</td>
<td>7546 2009</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4020</td>
<td>Computer Consumables</td>
<td>7300 2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4025</td>
<td>Subscriptions, Periodicals</td>
<td>7303 2009</td>
<td>2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4030</td>
<td>Fuels and Lubricants - Other</td>
<td>7304 2002</td>
<td>2002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4035</td>
<td>Fuels and Lubricants - Aircraft</td>
<td>7307 2002</td>
<td>2002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4039</td>
<td>Gases</td>
<td>7310 2009</td>
<td>2009</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

********** More Data -- Press <ENTER> to View **********

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Users can request to have the description of a pool changed, but not the object code. If the object code is changed it will revert to match the Master when the new year tables are created.

### Flags

The **Bud Pool** flag should be used to indicate whether the object code being set up is a pool. This flag has been populated for all the current pools. If you set up a new pool on the Master Campus (00) or a specific campus, please make sure to enter “Y” for this flag. It should be left blank for all other codes.

If a System Part wants an LBB code assigned to a pool, it must be approved. **No Comptroller Codes will be allowed on pool codes.**

The **Ex Fg** field is used to identify object codes that are exempt from requiring the commodity code.

### Frozen Object Codes

Currently, we do not have a way to freeze object codes, so we add the word “FROZEN” to the description and remove the Comptroller Code and LBB code. This does not prevent use of the code. For audit purposes, a code should not be removed if it has been used in the current year or on multi-year research projects.
Screen 806 – Maintain SL Subcode Descriptions (cont’d)

Basic Steps

- Type “Y” in the View Master Campus field to view the Master Campus (00) subcodes. Use PF9 while this field is selected to download the codes.
- Press <ENTER> to scroll through the list, or enter a specific subcode to advance the display to show the number entered on the first line of the list.

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

Action Line

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcode:</td>
<td>Enter subcode to be positioned at the top of the screen when you press &lt;ENTER&gt;.</td>
</tr>
<tr>
<td>View Master Campus:</td>
<td>Type “Y” to view the Master Campus (00) object codes.</td>
</tr>
</tbody>
</table>

Screen Information

Panel 1

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F:</td>
<td>Indicate the desired function: add (A), delete (D), or update (U).</td>
</tr>
<tr>
<td>Sbcd:</td>
<td>Indicate the subcode number.</td>
</tr>
<tr>
<td>Description:</td>
<td>Provide a description of the subcode.</td>
</tr>
<tr>
<td>State Code:</td>
<td>Identify the State Comptroller’s Code for the current subcode.</td>
</tr>
<tr>
<td>LBB Code:</td>
<td>Enter code used by the Legislative Budget Board.</td>
</tr>
<tr>
<td>LAR Code:</td>
<td>Type the Legislative Appropriation Request code.</td>
</tr>
<tr>
<td>Bud Pool:</td>
<td>Enter “Y” to indicate that the subcode is designated as a budget pool.</td>
</tr>
<tr>
<td>Comm Exmpt:</td>
<td>Enter “Y” to set an object code as exempt from requiring the commodity code.</td>
</tr>
<tr>
<td>HUB:</td>
<td>Enter an asterisk (*) if the associated object code is included for HUB reporting. This is controlled by Screen 853 HUB object codes.</td>
</tr>
</tbody>
</table>

Help
Screen 806 – Maintain SL Subcode Descriptions (cont’d)

Panel 2

Ex Fg: 
1 character
Type “Y” to indicate this code is exempt from requiring the commodity code.

Message: 
20 characters
Displays message, if available.

Additional Functions

PF KEYS
See the Appendix for explanations of the standard PF keys.

PF7 Comp
Comptroller Codes
Used to sort list by selected State Comptroller Codes.

PF9 Dload
Download
Download information from this screen using Entire Connection.
Section IV

Financial Accounting Control Records
Financial Accounting Control Record

The control record for Financial Accounting is maintained by the FAMIS Services staff using Screen 821. The screen fields, as explained below, are very important to proper functioning in Financial Accounting.

You can tell if a campus has closed its books for the previous fiscal year by looking at the Last Closed Proc Month field. If it is “13,” then the campus is considered closed.

This screen is maintained by FAMIS Services.
The information is campus specific.

Screen 821 – Financial Accounting Control Record

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen</td>
<td>___</td>
</tr>
<tr>
<td>Campus Name</td>
<td>TEXAS A&amp;M UNIVERSITY</td>
</tr>
<tr>
<td>Current Fiscal Year</td>
<td>2014</td>
</tr>
<tr>
<td>Calendar Year Start of FY</td>
<td>2013</td>
</tr>
<tr>
<td>First Calendar Month of FY</td>
<td>9 September</td>
</tr>
<tr>
<td>Current Month of FY</td>
<td>2 October</td>
</tr>
<tr>
<td>Last Closed Tran Month</td>
<td>1 September</td>
</tr>
<tr>
<td>Last Closed Proc Month</td>
<td>1 September</td>
</tr>
<tr>
<td>Processing Months</td>
<td></td>
</tr>
<tr>
<td>Current Fiscal Year</td>
<td>2014</td>
</tr>
<tr>
<td>Calendar Year Start of FY</td>
<td>2013</td>
</tr>
<tr>
<td>First Calendar Month of FY</td>
<td>9 September</td>
</tr>
<tr>
<td>Current Month of FY</td>
<td>2 October</td>
</tr>
<tr>
<td>Last Closed Tran Month</td>
<td>1 September</td>
</tr>
<tr>
<td>Last Closed Proc Month</td>
<td>1 September</td>
</tr>
<tr>
<td>Prompt Pay Information</td>
<td></td>
</tr>
<tr>
<td>Exempt Campus</td>
<td>_</td>
</tr>
<tr>
<td>Reason</td>
<td>__</td>
</tr>
<tr>
<td>Interest Rate</td>
<td>4.25</td>
</tr>
</tbody>
</table>

Basic Steps

- View the Financial Accounting Control record for your specific campus.

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

Action Line

Campus Name: 50 characters
Enter the name of the TAMUS member.

Screen Information

Processing Years
Current Fiscal Year: 4 digits
Shows the current fiscal year.

Interest rate for the current Fiscal Year
### Screen 821 – Financial Accounting Control Record (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Calendar Year</strong></td>
<td>4 digits</td>
</tr>
<tr>
<td><strong>Start of FY:</strong></td>
<td>Identifies the year in which the current FY began.</td>
</tr>
<tr>
<td><strong>Processing Months</strong></td>
<td></td>
</tr>
<tr>
<td><strong>First Calendar Month of FY:</strong></td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the first calendar month of the current processing fiscal year.</td>
</tr>
<tr>
<td><strong>Current Month of FY:</strong></td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the current month figured by counting the number of months from</td>
</tr>
<tr>
<td></td>
<td>September – including September as 01.</td>
</tr>
<tr>
<td><strong>Temporary Current Month:</strong></td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the month in which you are working in that may be different from</td>
</tr>
<tr>
<td></td>
<td>the current month for the campus.</td>
</tr>
<tr>
<td><strong>Last Closed Tran Month:</strong></td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the month in which the last transaction was closed.</td>
</tr>
<tr>
<td><strong>Last Closed Proc Month:</strong></td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the last month in which the processing for the campus was closed.</td>
</tr>
<tr>
<td><strong>Prompt Pay Information</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Exempt Campus:</strong></td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>“Y” indicates the campus is exempt from prompt pay.</td>
</tr>
<tr>
<td><strong>Reason:</strong></td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Shows a code explaining the reason the campus is exempt from prompt pay.</td>
</tr>
<tr>
<td><strong>Interest Rate:</strong></td>
<td>6 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the interest rate to be used in calculating interest for late payment.</td>
</tr>
<tr>
<td><strong>Suspense Accounts</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Suspense Account:</strong></td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the general suspense account number to which rejected records will post during batch processing, typically 0001001600.</td>
</tr>
<tr>
<td><strong>Suspense Payroll:</strong></td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the number of the payroll suspense account to which rejected payroll records may post – most will post in the General Suspense account, however.</td>
</tr>
<tr>
<td><strong>Default Bank Account:</strong></td>
<td>5 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the default bank account number.</td>
</tr>
<tr>
<td><strong>Support Accounting:</strong></td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>“Y” indicates Support Accounting is allowed for the campus.</td>
</tr>
<tr>
<td><strong>Fiscal Office Campus Cd:</strong></td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the campus code of the fiscal office that is responsible for these accounting records. <strong>This is primarily used when one fiscal office does the accounting for more than one campus code.</strong></td>
</tr>
</tbody>
</table>
### Screen 821 – Financial Accounting Control Record (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Global Budget Control Flag:** | 1 character  
“N” turns off budget checking for the whole campus. “Blank” is normal processing with accounts being checked for availability of budget before expenditure will be accepted. **This can be overridden at the individual account.** |
| **Suspense Control No:** | 7 digits  
Shows the next suspense number to be assigned on transaction that goes to suspense. |

**Additional Functions**

**PF KEYS**  
See the Appendix for explanations of the standard PF keys.
Cost Reference Table Maintenance

Valid cost reference values can be maintained on Screen 811. This functionality allows the first two cost reference fields (Cost Ref 1 and Cost Ref 2) to be edited on transaction entry against the values set up on this table.

Cost Ref 3 and Cost Ref 4 are free entry and not edited against any table.

Cost References 1 and 2 can be entered on transaction screens, but are seen on detail screens, such as Screen 23, as Reference 5 and Reference 6 respectively.

This screen is maintained and updated by each campus. The information is campus specific.

<table>
<thead>
<tr>
<th>Func</th>
<th>Cost Ref</th>
<th>Cost Ref Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>0903144</td>
<td>______________________</td>
</tr>
<tr>
<td>-</td>
<td>0903145</td>
<td>______________________</td>
</tr>
<tr>
<td>-</td>
<td>0903146</td>
<td>______________________</td>
</tr>
<tr>
<td>-</td>
<td>0903147</td>
<td>______________________</td>
</tr>
<tr>
<td>-</td>
<td>0903148</td>
<td>______________________</td>
</tr>
<tr>
<td>-</td>
<td>0903149</td>
<td>______________________</td>
</tr>
<tr>
<td>-</td>
<td>0903150</td>
<td>______________________</td>
</tr>
<tr>
<td>-</td>
<td>0905209</td>
<td>______________________</td>
</tr>
<tr>
<td>-</td>
<td>1000000</td>
<td>MISCELLANEOUS</td>
</tr>
<tr>
<td>-</td>
<td>1000021</td>
<td>PHOTO - FILM</td>
</tr>
<tr>
<td>-</td>
<td>1000022</td>
<td>PHOTO - PAPER</td>
</tr>
<tr>
<td>-</td>
<td>1000023</td>
<td>PHOTO - CHEMICAL</td>
</tr>
<tr>
<td>-</td>
<td>1000024</td>
<td>PHOTO REPAIRS</td>
</tr>
<tr>
<td>-</td>
<td>1000025</td>
<td>DARK ROOM SUPPLIES</td>
</tr>
</tbody>
</table>

*** Press ENTER for More Entries ***

TECH NOTE: TTI (CC12) is hard coded to use the Dept code instead of this table.

Cost References

Cost Reference fields are provided as another tool for flexibility in reporting. By using the cost reference fields, the values can be aggregated in report FBMR261. This is used by one Member for program reporting that cuts across the department organization used in most FAMIS reports.

Valid cost reference values can be maintained on the Cost Reference Table on Screen 811. This functionality allows the first two cost reference fields (Cost Ref 1 and Cost Ref 2) to be edited on transaction entry against the values set up on this table. Cost Ref 3 and Cost Ref 4 are freeform entry and not edited against a table.
Screen 811 – Cost Reference Table Maintenance (cont’d)

Cost References 1 and 2 can be entered on transaction screens, but are seen on detail screens, such as Screen 23, as Reference 5 and Reference 6 respectively. To view cost references on Screen 23, use the Ref number on the left of the table to see the value input to the Cost Ref fields.

Ref 5 - Cost Ref1  
Ref 6 - Cost Ref2  
Ref 7 - Cost Ref3  
Ref 8 - Cost Ref4

Screen 8 in FAMIS provides good information concerning how to set the Cost Ref 1 and Cost Ref 2 fields. You can press PF2 in the Cost Ref 1: Obj Cat field to view information for the fields.

These flags are used to indicate if cost references are required for certain type of accounting transactions.

Object Category (Cost ref is required if object is type:)
- R - Revenue  
- E - Expenses  
- B - Both Revenue & Expense

Transaction Type (Cost ref is required if transaction is type:)
- 1 - Actual  
- 2 - Actual or Encumbrance  
- 3 - Actual, Encumbrance, or Budget

Select a Value with ’X’ or Press <PF4> to Quit

The FBMR261 program reports transaction data sorted by Cost Ref1, Department, and then Account. A related report, FBMR262, does the same reporting by Department, Cost Ref1, and Account.

TECH NOTE: The ZNSPCOA program determines whether a Cost Ref is required on a transaction entry screen (example: Screen 13).

Basic Steps
- Enter the desired cost reference Table Type and press <ENTER>.
- To add a valid Cost Ref value, type “A” in the Func field and enter the correct value and description. Press <ENTER> to add the new value.
- To update an existing value, type a “U” in the Func field and enter the modified value in formation. Press <ENTER> to update the value or description.
- To delete a valid value, type “D” in the Func field and press <ENTER>.
Screen 811 – Cost Reference Table Maintenance (cont’d)

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

**Action Line**

Cost Ref: 7 digits
Enter the desired cost reference number to position it at the top of the displayed list,

Table Type: 1 digit
Identify the type of cost reference table to be updated, deleted, or displayed – Cost Reference 1 or Cost Reference 2.

**Screen Information**

Func: 1 character
Enter the desired function.
A = add a cost reference valid value.
D = delete a cost reference valid value.
U = update a cost reference valid value.

Cost Ref: 7 digits
Identify the number you want to be valid for entry in the cost reference field on transaction screens.

Cost Ref Description: 50 characters
Enter a description of the cost reference value.

**Additional Functions**

PF KEYS
See the Appendix for explanations of the standard PF keys.
Maintain Interdepartmental Transfer Table

FAMIS allows you to maintain the clearing accounts for all Interdepartmental Transfers (IDTs) within the same System part and those between different System parts. This is done by using **Screen 831** and **must be completed before Screen 35 can be utilized**. Buying and selling accounts must be approved within the given ranges for each account before IDT transactions can be posted on **Screen 35**.

Run report FBXR003 to list all the valid selling accounts and the accompanying values entered on this control table.

This screen is maintained and updated by each campus. The information is campus specific.

Screen 831 - Maintain Interdepartmental Transfer Table

<table>
<thead>
<tr>
<th>Selling Account: 999999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desc: DEFAULT IDT TABLE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start</th>
<th>Stop</th>
<th>Selling</th>
<th>Buying</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Account</td>
<td>Account</td>
<td>Clearing</td>
</tr>
<tr>
<td>_</td>
<td>02140000</td>
<td>02141999</td>
<td>_</td>
</tr>
<tr>
<td>_</td>
<td>02160000</td>
<td>02160999</td>
<td>_</td>
</tr>
<tr>
<td>_</td>
<td>02011140</td>
<td>02011140</td>
<td>_</td>
</tr>
<tr>
<td>_</td>
<td>02010210</td>
<td>02010210</td>
<td>_</td>
</tr>
<tr>
<td>_</td>
<td>02100000</td>
<td>02999999</td>
<td>_</td>
</tr>
<tr>
<td>_</td>
<td>02020000</td>
<td>02059999</td>
<td>_</td>
</tr>
<tr>
<td>_</td>
<td>02001029</td>
<td>02001029</td>
<td>_</td>
</tr>
<tr>
<td>_</td>
<td>02001015</td>
<td>02001015</td>
<td>_</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp

IDT Information

Clearing Accounts
Selling Account 999999 is the default clearing account. Processing will first check to see if the selling account is set up on **Screen 831**. If it is not set up, the default (999999) will be used. If the clearing account is set up, the credit will go to it; otherwise, it will credit the selling account.

Each account can be set up on **Screen 831** for particular cases to disallow certain accounts.

Valid Selling Accounts
FAMIS report FBXR003 lists the valid selling accounts.
Screen 831 – Maintain Interdepartmental Transfer Table (cont’d)

Basic Steps
- Enter a six-digit Selling Account number and press <ENTER>.
- Type “A” in the F (Function) field to add information for a new account, type “U” to update information, or type “D” to delete.
- Include the information in the appropriate fields and press <ENTER>.

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

Action Line
◆ Selling Account: 6 digits/characters
Enter the selling account number to be checked for ranges of buying accounts. It must be a valid account within the current campus code. The first 2 digits are the campus code.

Desc: 40 characters
Enter a detailed description of the account.

Screen Information
F: 1 character
Indicate the function to perform for the entered data.
A = Add a range of buying accounts for the selling account
U = Update account range
D = Delete account range

◆ Start Buying Account: 8 digits/characters
Enter the bottom range of acceptable selling accounts for the buying account. These accounts should be prefixed by the proper campus code.

◆ Stop Buying Account: 8 digits/characters
Include the top range of acceptable selling accounts for the buying account. These should be prefixed by the proper campus code.

Clearing Account: 6 digits/characters
A clearing account is entered only if replacing the given selling account. The clearing account must be a valid account within the current campus code.

Allow Flag: 1 character
Indicate whether or not the buying account is within the current buying account range. “Y” - accepts buying account within ranges given and “N” rejects buying account within ranges given.

If the Allow Flag is checked with a “Y” and the Clearing Account field contains an account, FAMIS will replace the current selling account with that clearing account. If the Clearing Account field is blank, no replacement is made and the current selling account is maintained.
Screen 831 – Maintain Interdepartmental Transfer Table (cont’d)

◆ **Selling Bank**
  Account: 6 digits/characters
  Enter the bank account number for the given selling account. Bank account must be prefixed with the current campus code and entered in the form “BXXXXX,” with “X” representing the bank number.

◆ **Buying Bank**
  Account: 6 digits/characters
  Enter the bank account number for the given buying account. Account must be entered in the form "BXXXXX," with “X” representing the bank number.

Messages: 12 digits
Displays a message if the selling or buying accounts are not accepted on Screen 831.

### Additional Functions

**PF KEYS**
See the Appendix for explanations of the standard PF keys.
Section V
Accounts Payable Control Records
Accounts Payable Control Record

The control record for Accounts Payable is maintained by the FAMIS Services staff using Screen 822. The fields on this screen are very important to proper functioning of Accounts Payable.

The address information entered on this screen is shown in the upper left hand corner of the Accounts Receivable Past Due Notices.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

Screen 822 – Accounts Payable Control Record

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td></td>
</tr>
<tr>
<td>Campus Name: ___</td>
<td>TEXAS A&amp;M UNIVERSITY</td>
</tr>
<tr>
<td>Accounts</td>
<td>Temp/Auto Create</td>
</tr>
<tr>
<td>Single Liability:</td>
<td>10 digits</td>
</tr>
<tr>
<td>Unrestricted Liability:</td>
<td>10 digits</td>
</tr>
<tr>
<td>Discount: ___</td>
<td>10 digits</td>
</tr>
<tr>
<td>Liability: ___</td>
<td>10 digits</td>
</tr>
<tr>
<td>Currency Liability:</td>
<td>10 digits</td>
</tr>
<tr>
<td>System Flags: ___</td>
<td>Institution 1099</td>
</tr>
<tr>
<td>Accruals Use Map Code:</td>
<td>Y</td>
</tr>
<tr>
<td>Single Accrual Liability:</td>
<td>N</td>
</tr>
<tr>
<td>Discounts as Revenue:</td>
<td>N</td>
</tr>
<tr>
<td>Vendor Campus Code:</td>
<td>02</td>
</tr>
<tr>
<td>Name: ___</td>
<td>TEXAS A&amp;M UNIVERSITY</td>
</tr>
<tr>
<td>Address: ___</td>
<td>FISCAL DEPARTMENT</td>
</tr>
<tr>
<td>City: ___</td>
<td>COLLEGE STATI</td>
</tr>
<tr>
<td>St: ___</td>
<td>TX</td>
</tr>
<tr>
<td>Zip: ___</td>
<td>77843</td>
</tr>
<tr>
<td>Tax ID: ___</td>
<td>74xxxxxx</td>
</tr>
<tr>
<td>Agency: ___</td>
<td>711</td>
</tr>
<tr>
<td>Vendor ID: ___</td>
<td>37vvvvv</td>
</tr>
<tr>
<td>Comptroller Vendor ID:</td>
<td>33vvvvvv</td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- View existing control record information.

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

Action Line

Campus Name: ___ 50 characters

Identifies the name of the TAMUS campus on the accounts payable control record.

Screen Information

Accounts

Single Liability: ___ 10 digits

This field is blank and currently not used.

Unrestricted Liability: ___ 10 digits

This field is blank and currently not used.
Screen 822 – Accounts Payable Control Record (cont’d)

Discount: 10 digits
This field is blank and currently not used.

Liability: 4 digits
Identifies “2100” as the account control which is reserved for accounts payable transactions.

Currency Liability: 4 digits
This field is blank and currently not used.

Temp/Auto Create
Data Collect Temp: 4 digits
Data Collect is not used.

Auto Vendor: 8 digits
Shows the next assigned vendor number.

Auto Voucher: See Screen 835 for valid voucher prefixes.

Vendor Campus Code: 2 digits
Identify the campus code that maintains the vendor file with which you are working.

System Flags
Accruals Use Map Code: 1 character
“Y” indicates the map code will determine where accruals will post.

Single Accrual Liability: 1 character
This field is blank or “N” and currently not used.

Discounts as Revenue: 1 character
This field is “N” and currently not used.

Discount use FSA Base: 1 character
This field is “N” and currently not used.

Tax use FSA Base: 1 character
This field is “N” and currently not used.

Currency use FSA Base: 1 character
This field is “N” and currently not used.

Institution 1099
Name: 2 lines – 50 characters each
Include the name of the agency responsible for the 1099 reporting.

Address: 2 lines (50 characters/digits each)
Provide the address of the agency responsible for the 1099 reporting.

City: 20 characters
Identify the city of the agency responsible for the 1099 reporting.
### Screen 822 – Accounts Payable Control Record (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>St:</td>
<td>2 characters&lt;br&gt;Enter the state of the agency responsible for the 1099 reporting.</td>
</tr>
<tr>
<td>Zip:</td>
<td>10 digits&lt;br&gt;Include the zip code of the agency responsible for the 1099 reporting.</td>
</tr>
<tr>
<td>Tax ID:</td>
<td>9 digits&lt;br&gt;Identify the tax ID of the agency responsible for the 1099 reporting.</td>
</tr>
<tr>
<td>Agency:</td>
<td>3 digits&lt;br&gt;Enter the state agency number of the agency responsible for the 1099 reporting.</td>
</tr>
<tr>
<td>Vendor ID:</td>
<td>11 characters/digits&lt;br&gt;Identify the vendor ID number established in FAMIS for the agency responsible – used for revolving vouchers. The alternate vendor ID number is used for state paid benefit vouchers and Change Source of Funds processing.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**

See the Appendix for explanations of the standard PF keys.
Maintain Vendor Check Limits

Setting vendor check limits on Screen 807 allows you to set dollar limits on the checks that will be processed for a particular vendor. This can be used to assist with keying errors in the direction of too large a check.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

Screen 807 – Maintain Vendor Check Limits

<table>
<thead>
<tr>
<th>Screen Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Limits:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Message:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Field Descriptions (♦ = Required; Help = Field Help Available Using PF2, ? or *)

Basic Steps
• View the vendor check limits, if any.

Additional Functions
PF KEYS
See the Appendix for explanations of the standard PF keys.
Maintain Discount Table

The entries on this screen are only for vouchers created using Screen 104 and Screen 125.

Values on the discount table specify terms of frequently used discounts. Each discount table record contains a discount code, discount percent, and a number of days. This information is used to determine the discount amount if payment is made within a specific time period.

Each agency can select values to be set up in the discount table. In the sample below, discount terms are a 1.5 % discount if invoice is paid within 10 days.

Screen 808 displays the current values on the discount table and is also used to add, change or delete table values.

This screen is maintained and updated by FAMIS Services.

Screen 808 - Maintain Discount Table

<table>
<thead>
<tr>
<th>Function</th>
<th>Code</th>
<th>Discount</th>
<th>Days</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01</td>
<td>1.50</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03</td>
<td>2.50</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

Add a Discount Record

- Type “A” (Add) in the Function field.
- Type a two-digit account code in the Code field.
- Type a four-digit discount percent in the Discount field. The decimal point is entered two positions from the right. For example, 1.5% = 1.50.
- In the Days field, type the number of days from the invoice date that payment must be received by the vendor in order to take advantage of the discount.
- Press <ENTER> to record the discount table entry.
- The message “** Added **” should appear in the Message field next to the newly created discount code.
Update a Discount Record
- Tab to the **Function** field next to the discount code that requires modification.
- Type a “U” (Update) in the **Function** field.
- Make the necessary changes to the discount code and press <ENTER>.
- The message “*** Update ***” should appear in the **Message** field next to the modified discount code.

Drop a Discount Record
- Tab to the **Function** field next to the discount code being dropped.
- Type a “D” (Delete) in the **Function** field.
- Press <ENTER> to drop the discount code.
- The message “Delete performed successfully” should appear at the top of the screen above the screen number.

Discount Table

When voucher transactions (vouchers, credit memos, or checks) are entered with a discount type indicator of “V” on Screen 104 or Screen 125, FAMIS references the discount table for the correct discount percentage and the due date.

Due Date
The due date calculation is based on the invoice date and the number of days on the discount record.

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

**Screen Information**
- Function: 1 character
  Enter the desired function for maintaining the discount.
  A = add a discount code
  D = delete a discount code
  U = update a discount code

- Code: **PF2 Help** 2 digits
  Include the numeric code assigned by the user to the vendor’s discount terms.
  Values must be from 01-99.

- Discount: **PF2 Help** 4 digits
  Indicate the percentage cash discount associated with the discount code.
Screen 808 – Maintain Discount Table (cont’d)

Days:  
3 digits
Enter the number of days during which the discount terms are valid. FAMIS automatically calculates the due date by adding these days to the invoice date.

Message:  
15 lines 50 characters each
Shows the message for the function performed. “Added” should appear in Message field beside the newly created discount code. “Update” will display if the information has been changed.

Additional Functions

PF KEYS
See Appendix for explanation of standard PF keys.
Maintain Tax Code Table

FAMIS allows you to maintain a tax code table and the messages concerning these codes. This functionality is currently not used.

This screen is maintained and updated by FAMIS Services.
The information is campus specific.

Screen 809 – Maintain Tax Code Table

<table>
<thead>
<tr>
<th>Code</th>
<th>Percent</th>
<th>Account</th>
<th>Description</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>1.5000</td>
<td>2117505110</td>
<td>SIDEWALKS</td>
<td>**ADDED</td>
</tr>
</tbody>
</table>

Basic Steps

- View tax code information.

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

Screen Information

F:
1 character
Enter the desired function code.
A = add a tax code
D = delete a tax code
U = update a tax code

Code:
2 digits
Include a numeric code assigned to identify the tax code. Values must be from 01-99.

Percent:
9 digits
Indicate the percentage associated with the tax code.

Account:
10 digits
Identify the account number and the subcode associated with the code.
### Screen 809 – Maintain Tax Code Table (cont’d)

<table>
<thead>
<tr>
<th>Description:</th>
<th>50 characters</th>
<th>Enter the description of the code.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message:</td>
<td>15 lines 50 characters each</td>
<td>Displays a confirmation message: “Added” appears beside the newly created tax code; “Updated” appears beside the modified or updated tax code; “Delete performed successfully” appears in the top line of the screen.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**

See the Appendix for explanations of the standard PF keys.
Currency Code Table

FAMIS allows maintenance of a currency code table.

This screen is maintained and updated by FAMIS Services. This table is not currently used.

Screen 810 – Maintain Currency Code Table

Screen Information
- **F**: 1 character
  - Enter the desired function code.
  - A = add a currency code
  - D = delete a currency code
  - U = update a currency code

- **Code**: 3 digits
  - Provide the numeric code assigned by the user.

- **Percent**: 9 digits
  - Indicate the percentage.

- **Account**: 10 digits
  - Enter the account number.

- **Description**: 50 characters
  - Include a description of the currency code.

- **Message**: 15 lines
  - Shows confirmation message for the function recorded.

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

Additional Functions
- **PF KEYS**: See the Appendix for explanations of the standard PF keys.
Invoice Problem Text Maintenance

Screen 812 provides for entry of the messages attached to Purchasing Invoice Problems (PIPs). This function is maintained by the Accounts Payable Office and is tailored to the needs of each campus.

PIPs are created to communicate with a department concerning a purchasing document. Each PIP is created using the appropriate code and, using Routing & Approvals, the message is sent to the creator of the document.

Since many of the problems are standard, this table simplifies the entry of PIP information by using pre-determined codes and descriptions. Therefore, this table eliminates repetitive entry of the same message.

This screen is maintained and updated by each campus.
The information is campus specific.
(It is usually loaded from another campus, but is campus controlled.)

Screen 812 – Invoice Problem Text Maintenance

812 Invoice Problem Text Maintenance

Screen: ___ Problem Code: 03

Text: Purchases over $5000 that are not exempt must be processed through Procurement Services on a requisition. This document will not be paid. Please note that the original paperwork will not be returned to you.

NO RESPONSE REQUIRED.

* Please enter text in UPPER and LOWER case.

Basic Steps

- Enter a problem code in the Problem Code field and press <ENTER>.
- To add a new code, enter the desired text or update an existing code, and press <ENTER> to record the information.

Tech Note: K713FA PRODJCL
ZBAR812 download
ZBAU812 upload
Screen 812 – Invoice Problem Text Maintenance (cont’d)

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

Action Line
Problem Code: 
Help 2 characters/digits
Enter the problem code for the invoice.

Screen Information
Delete: 
1 character
Type “Y” to delete the problem code and its text.

Text: 
10 lines/50 characters each
Enter standard text (in upper and lower case) detailing the reasons for the problem with the invoice, or make revisions to existing text.

Additional Functions
PF KEYS
See the Appendix for explanations of the standard PF keys.
Maintain 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. Also, several FAMIS memo banks can be pointed to one check printing stock and bank.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

Screen 833 – Maintain Bank Information (Check)

Screen 833 – Maintain Bank Information (Voucher)

Blank out number in the ACH Bank field to remove a bank from the ACH process.
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**
- Type “check” or “voucher” in the **Cycle Type** field.
- Press <ENTER> to display the information needed.
- Make desired modifications and press <ENTER>.

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

<table>
<thead>
<tr>
<th>Action Line</th>
<th>Description</th>
</tr>
</thead>
</table>
| ◆ Cycle Type: | 15 digits
| Type a valid cycle type, either “check” or “voucher,” and press <ENTER> to make the desired modifications. |
| Total Pulled: | 14 digits
| Displays the total dollar amount pulled 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 digit
| Enter desired function code. |
| A = | add a record |
| D = | delete a record |
| U = | update a 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. |
Screen 833 – Maintain AP Bank Information (cont’d)

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

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

Check Stock: 5 characters
Enter the type of checks that are allowed for the check stock 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 positive pay.

Work File: 2 digits
Identify whether one or more accounting banks will be used. Set up a different number for different check stock. For example:
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 ACH identification number (used only by FAMIS internally).

Additional Functions
PF KEYS See the Appendix for explanations of the standard PF keys.
Voucher Type Create

FAMIS can create a number of voucher prefixes. By doing so, different types of vouchers, such as travel or student, may be grouped with the same starting number (prefix).

This screen is maintained and updated by FAMIS Services. The information is campus specific.

Screen 834 – Voucher Type Create

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Voucher Prefix: 2 (0-9)</th>
</tr>
</thead>
</table>

Next Number to be Assigned: 2900028

Description: CONSECUTIVE VOUCHERS

Basic Steps

- FAMIS Services staff enters the desired voucher prefix, and the next number for that prefix.
- Press <ENTER> to record the entry.

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

**Action Line**

- Voucher Prefix: 1 digit
  Enter the voucher prefix you wish to create. It must be between 0 and 9.

**Screen Information**

- Next Number to be Assigned: 7 digits
  Include the next voucher number to be assigned automatically by FAMIS using the prefix.
- Description: 20 characters
  Type a description of the prefix type.
Screen 834 – Voucher Type Create (cont’d)

Enter ‘Y’ to Delete: 1 character
Enter “Y” to delete the voucher prefix and numbering schema.

Additional Functions
PF KEYS See the Appendix for explanations of the standard PF keys.
Last Voucher Number Table List

For each prefix that has been created, Screen 835 shows the next voucher number that FAMIS will assign.

This screen is maintained and updated by FAMIS Services.
The information is campus specific.

Screen 835 – Last Voucher Number Used Table

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0030030</td>
<td>QATAR</td>
</tr>
<tr>
<td>2</td>
<td>2401066</td>
<td>CONSECUTIVE VOUCHERS</td>
</tr>
<tr>
<td>3</td>
<td>3402970</td>
<td>SOFC</td>
</tr>
<tr>
<td>6</td>
<td>6025366</td>
<td>REGULAR VOUCHERS</td>
</tr>
<tr>
<td>8</td>
<td>8200053</td>
<td>SIMS</td>
</tr>
</tbody>
</table>

Basic Steps

- The next voucher number to be assigned for each prefix is displayed for the campus code shown in the Fiscal Office Campus Code field.

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

**Screen Information**

- Fiscal Office Campus Code: 2 digits
  - Displays the fiscal office campus code.
- Prefix: 1 digit
  - Shows the prefix numbers for this campus code.
- Next Number: 7 digits
  - Shows the next voucher number FAMIS will assign.
- Description: 20 characters
  - Displays a description of the prefix type.

**Additional Functions**

- PF KEYS
  - See the Appendix for explanations of the standard PF keys.
AP/Invoice Contact Maintenance

Screen 838 lists the contact person for your institution regarding the two types of vouchers. This contact information is also sent to the State with the State vouchers.

This screen is maintained and updated by each campus. The information is campus specific.

Screen 838 – Contact Maintenance

| Revolving Contact Name: CALVIN COLLINS____________________ |
| Address: FISCAL DEPT. MS 6000_________________________ |
| City: COLLEGE STATION_____ State: TX Zip: 77843_____ |
| Phone: 409-845-7777 Ext: ____ |
| Voucher Contact Name: CALVIN COLLINS_______________ |
| Phone: 409-845-7777 Ext: ____ |

Basic Steps

- Type the names of the persons to be contacted for each type of voucher.
- Press <ENTER> to record information.

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

**Screen Information**

- **Receiving Contact Name:** 35 characters
  Enter name of the primary person to contact regarding revolving vouchers.
- **Address:** 2 lines (35 characters/digits each)
  Type the address of the contact person receiving the funds.
- **City:** 20 characters
  Provide the city in which the contact person resides.
- **State:** 2 characters
  Enter the state in which the contact person resides.
Screen 838 –Contact Maintenance (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zip:</td>
<td>9 digits</td>
</tr>
<tr>
<td></td>
<td>Provide the ZIP Code + 4 digits of the department.</td>
</tr>
<tr>
<td>Phone:</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Include the phone number for the contact person.</td>
</tr>
<tr>
<td>Ext:</td>
<td>4 digits</td>
</tr>
<tr>
<td></td>
<td>Identify the telephone number extension of the contact person.</td>
</tr>
<tr>
<td>Voucher Contact</td>
<td>35 characters</td>
</tr>
<tr>
<td>Name:</td>
<td>Enter the name of the person to be contacted about vouchers.</td>
</tr>
<tr>
<td>Phone:</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Provide the phone number for the voucher contact person.</td>
</tr>
<tr>
<td>Ext:</td>
<td>4 digits</td>
</tr>
<tr>
<td></td>
<td>Identify the telephone number extension number of the voucher contact person.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**

See the Appendix for explanations of the standard PF keys.
Comptroller Codes Subject to Interest

This screen displays the State Comptroller Object Codes that are subject to prompt payment interest.

If the word “Interest” appears in the Interest of Exempt field next to a Comp Code, the Member must pay interest on late payments against this Comp Code.

The word “Exempt” is displayed in the Interest of Exempt field next to a Comp Code means that a Member has been given a special interest exemption for this Comp Code by the State.

FAMIS Services must be notified whenever the State modifies the Comptroller Codes subject to interest or whenever a Member is granted a special exemption against an interest Comptroller Code.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

Screen 817 – Comp Codes Subject to Interest

<table>
<thead>
<tr>
<th>Interest Code</th>
<th>Interest Code</th>
<th>Interest Code</th>
<th>Interest Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>7202</td>
<td>Interest</td>
<td>7233</td>
<td>Interest</td>
</tr>
<tr>
<td>7203</td>
<td>Interest</td>
<td>7239</td>
<td>Interest</td>
</tr>
<tr>
<td>7204</td>
<td>Interest</td>
<td>7240</td>
<td>Interest</td>
</tr>
<tr>
<td>7205</td>
<td>Interest</td>
<td>7242</td>
<td>Interest</td>
</tr>
<tr>
<td>7206</td>
<td>Interest</td>
<td>7243</td>
<td>Interest</td>
</tr>
<tr>
<td>7210</td>
<td>Interest</td>
<td>7245</td>
<td>Interest</td>
</tr>
<tr>
<td>7211</td>
<td>Interest</td>
<td>7246</td>
<td>Interest</td>
</tr>
<tr>
<td>7213</td>
<td>Interest</td>
<td>7247</td>
<td>Interest</td>
</tr>
<tr>
<td>7216</td>
<td>Interest</td>
<td>7248</td>
<td>Interest</td>
</tr>
<tr>
<td>7218</td>
<td>Interest</td>
<td>7249</td>
<td>Interest</td>
</tr>
<tr>
<td>7219</td>
<td>Interest</td>
<td>7252</td>
<td>Interest</td>
</tr>
<tr>
<td>7223</td>
<td>Interest</td>
<td>7253</td>
<td>Interest</td>
</tr>
</tbody>
</table>

** Entire Campus is Exempt **

The message “Entire Campus is Exempt” is displayed at the top of the screen if a Member is exempt from the Prompt Payment Law.
Screen 817 – Comptroller Codes Subject to Interest (cont’d)

Basic Steps
- Press <ENTER> to scroll through the object codes listed, or enter a code number in the Comp Code field to advance forward to a specific number.

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

**Action Line**
- **Comp Code**: 4 digits
  Enter a Comptroller Object Code to advance to a specific code number.

- **Fiscal Year**: 4 digits
  Displays the current fiscal year, but may be changed to view data from a previous year. (Note: information is not available prior to 2000).

**Screen Information**
- **Code**: 4 digits
  Displays Comptroller Object Codes subject to prompt payment interest.

- **Interest or Exempt**: 9 characters
  Shows whether the code is subject to, or exempt from, prompt payment interest.

**Additional Functions**
- **PF KEYS**
  See the Appendix for explanations of the standard PF keys.
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.

When an “A” is displayed in a date field it indicates that this 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

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 _</td>
<td>2 _</td>
<td>3 _</td>
<td>4 _</td>
<td>5 _</td>
<td></td>
</tr>
<tr>
<td>6 _</td>
<td>7 _</td>
<td>8 _</td>
<td>9 _</td>
<td>10 _</td>
<td>11 _</td>
<td>12 _</td>
</tr>
<tr>
<td>13 _</td>
<td>14 _</td>
<td>15 _</td>
<td>16 _</td>
<td>17 _</td>
<td>18 _</td>
<td>19 _</td>
</tr>
<tr>
<td>20 _</td>
<td>21 _</td>
<td>22 _</td>
<td>23 _</td>
<td>24 _</td>
<td>25 _</td>
<td>26 _</td>
</tr>
<tr>
<td>27 _</td>
<td>28 _</td>
<td>29 _</td>
<td>30 _</td>
<td>31 _</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 on which ACH transactions will not be sent.
   (maintained by the System Office of Budgets and Accounting)

W = Weekend
   (maintained by FAMIS Services)

Blank = Not a holiday

Basic Steps

- View the current month’s ACH holidays, or display a specific month/year by typing a number in the Month and/or Year fields and pressing <ENTER>.
- Press PF6 to load local holidays for the month into FAMIS.
Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

**Action Line**

**Month:** 2 digits
Displays the current month. Enter the number of the desired month to view holidays.

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

**Screen Information**

-- Calendar --
Shows a monthly calendar 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 explanations of the standard PF keys.

**PF6**
LdMth
Load Month
Press this key to load holidays entered for the month.
State and Local Holiday Table

State and local holidays are added and updated on Screen 818. Local holidays may be updated on this screen by each Member.

*State holidays and ACH holidays are maintained and updated by the System Office of Budgets and Accounting.*

The “local holiday” information is used by the check cycle to determine whether a local voucher with a future due date should be pulled during the current check cycle to avoid late payment interest charges during the next scheduled check cycle (state vouchers are sent to the State each evening, regardless of their due dates. Once at the State, the State schedules these payments according to their due dates).

**ACH, State and Local Holiday Table Process**

This screen, keyed by Month and Year, displays all known State and Local holidays. The first character displays ACH holidays, the second character indicates a State holiday, and the third blank is reserved for each agency's local holidays.

- **A (ACH Bank Holiday)** *(updated by System Office of Budgets and Accounting)*
  Days on which ACH transactions will not be sent to bank.

- **L (Local Holiday)** *(updated by each Member)*
  All days that checks cannot be printed should be marked as a local holiday.

- **S (State Holiday)** *(updated by System Office of Budgets and Accounting)*
  Entered on Screen 819 of the Master Campus (CC=00)

- **W (Weekend)** *(updated by FAMIS Services)*

- **X (Extended Holiday)** *(updated by FAMIS Services)*
  The usual processing (or absence of processing) that occurs the day before a holiday that will last more than three days. This is necessary because print left in the queue for this period of time will be purged and you don’t want to risk losing the output from the check cycle.

- **Blank (Not a Holiday)**
### Screen 818 – ACH, State and Local Holiday Table

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 W</td>
<td>7 _ _ _</td>
<td>8 _ _ _</td>
<td>9 _ _ _</td>
<td>10 _ _ _</td>
<td>11 _ _ _</td>
<td>12 W</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 W</td>
<td>14 _ _ _</td>
<td>15 _ _ _</td>
<td>16 _ _ _</td>
<td>17 _ _ _</td>
<td>18 _ _ X</td>
<td>19 W</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 W</td>
<td>21 A S L</td>
<td>22 _ _ _</td>
<td>23 _ _ _</td>
<td>24 _ _ _</td>
<td>25 _ _ _</td>
<td>26 W</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- View the current month’s State and local holidays, or display a specific month/year by typing a number in the **Month** and/or **Year** fields and pressing <ENTER>.
- To add a local holiday for your System part, type “L” in the field available on the appropriate date.
- Press **PF6** to load the holidays for the month into FAMIS.

**Field Descriptions**  
(♦ = Required; Help = Field Help Available Using PF2, ?, *)

**Action Line**

- **Month:** 2 digits  
  Displays the current month. Enter a number to view holidays from a different month.

- **Year:** 4 digits  
  Shows the current fiscal year, but may be changed to view data from a previous year (Note: information is not available prior to 2000).

**Screen Information**

-- Calendar --

Shows a monthly calendar with the numbered days of the week.

Type “L” in the appropriate date field to identify a local holiday for your campus, and then press **PF6** to load into the system.
Screen 818 – ACH, State and Local Holiday Table (cont’d)

If holiday exists, the following codes will be used:
A   =   ACH holiday
L   =   Local holiday
S   =   State holiday
W   =   Weekend
X   =   Normal work day on which a check cycle will not be run
Blank   =   Not a holiday

Additional Functions

PF KEYS

See the Appendix for explanations of the standard PF keys.

PF6  Load Month
LdMth  Press this key to load holidays entered for the month.
State Holiday Table

The dates marked as holidays on Screen 819 are days that the State Comptroller will not accept vouchers for payments. This table is used to determine whether discounts can be taken for items paid with State funds.

Screen 819 is maintained on the Master Campus (CC=00) by the System Office of Budgets and Accounting.

Screen 819 – State Holiday Table

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This screen, keyed by Month and Year, displays all State holidays. The following are valid holiday indicators:

- **S** = State holiday or day in which the state will not accept vouchers for payment
- **W** = Weekend (maintained by FAMIS Services)
- **Blank** = Not a holiday

Update access to this screen is only available on the Master Campus (CC=00) and should be restricted. Care must be taken to communicate all holidays to the individual(s) maintaining this screen so that the holiday table can be updated at least one voucher cycle before the holiday. A day should be marked as a holiday if no vouchers will be accepted by the State on that day.
Screen 819 – State Holiday Table (cont’d)

Basic Steps

- View the current month/year State holidays, or view a specific month/year by typing a number in the *Month* field and/or *Year* fields and pressing <ENTER>.

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

**Action Line**

- **Month:** 2 digits
  - Displays the current month. Enter a number to view holidays from a previous month.

- **Year:** 4 digits
  - Displays the current fiscal year, but may be changed to view data from a previous year *(information is not available prior to 2000).*

**Screen Information**

- **Calendar**
  - Shows a monthly calendar with the numbered days of the week. If a holiday exists, the following codes will be used:
    - S = State holiday
    - W = Weekend
    - Blank = Not a holiday

**Additional Functions**

- **PF KEYS**
  - See the Appendix for explanations of the standard PF keys.

- **PF6**
  - LdMth
  - *Load Month*
    - Press this key to load holidays entered for the month.
Accounts Receivable Control Record

To set the controls for all processing in the Accounts Receivable module of FAMIS use Screen 680. The values entered on this screen determine the accounting methods used to post and reconcile the receivables.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

**Screen 680 - Accounts Receivable Control Record (J)**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>GL Code</th>
<th>Map Code</th>
<th>GL Entry Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables (asset)</td>
<td>1300</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Over Payments (Liability)</td>
<td>2130</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Deposits (Liability)</td>
<td>2500</td>
<td>M</td>
<td></td>
</tr>
</tbody>
</table>

3rd digit of 06X for Receivables: 5

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help  EHelp

**Screen 680 - Accounts Receivable Control Record (R)**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>GL Code</th>
<th>Map Code</th>
<th>GL Entry Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables (asset)</td>
<td>1300</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Over Payments (Liability)</td>
<td>2130</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Deposits (Liability)</td>
<td>2500</td>
<td>M</td>
<td></td>
</tr>
</tbody>
</table>

3rd digit of 06X for Receivables: 5

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help  EHelp

**Basic Steps**

- View information set by FAMIS for your campus.
AR Control Process

Accounting Methods
FAMIS uses the accrual accounting method, so the only valid option for the Cash or Accrual (C/A) field is "A." The accrual basis of accounting requires that revenue be recorded as it is earned and expenses recorded as they are incurred. When a purchase is recorded, FAMIS will debit accounts receivable and credit the revenue account. In turn, when the payment is processed for the purchase, FAMIS will credit accounts receivable and debit cash.

Payment Transactions - Journal Entries
Payments may be processed as either a Receipt or a Journal Entry. This option will determine which of the General Ledgers (GL) will be credited and debited for each of the receivables.

When the AR Control Record has been set to process payments as Journal Entries, the direct receipt must also be manually entered (using Screen 12) to the General Ledger (GL) clearing account control 1610.

<table>
<thead>
<tr>
<th>AR Payment Screen (615 or 616)</th>
<th>Screen 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>*GL Clearing Account Control 1610</td>
</tr>
<tr>
<td>Credit</td>
<td>*GL Account Control 1300</td>
</tr>
</tbody>
</table>

* System processed transactions - no manual entry required.

Payment Transactions - Receipts
When the AR Control Record has been set to process payments as Receipts, it is not necessary to enter the direct receipt to the GL clearing account. Instead, direct transactions to the GL account controls 1100 (Claim on Cash) and 1300 (Accounts Receivable) are processed by the system.

<table>
<thead>
<tr>
<th>AR Payment Screen (615 or 616)</th>
<th>Screen 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>*GL Account Control 1100</td>
</tr>
<tr>
<td>Credit</td>
<td>*GL Account Control 1300</td>
</tr>
</tbody>
</table>

* System processed transactions - no manual entry required.

Transaction Codes
The transaction codes that indicate AR payments and those which indicate the processing of a receivable are set on Screen 680. See the Appendix for a complete list of transaction codes and their associated processes.

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

Screen Information
◆ Cash or Accrual (C/A):
  1 character
  Indicate if AR transactions should be processed based on the cash or accrual accounting methods.
  FAMIS uses the accrual method, therefore the only valid value is “A.”
Screen 680 – Accounts Receivable Control Record (cont’d)

- **Payments as Receipts or JEs (R/J):** 1 character
  Determine which General Ledgers will be credited and debited for receivable transactions. Valid values are “R” (receipts) and “J” (journal entries).

- **If JEs - GL Cash Clearing Account:** 10 digits
  If Journal Entries are used instead of receipts to process payments, a clearing account (General Ledger + Account Control) must be entered to designate the location of all receipts before disbursement to individual accounts.

- **3rd digit of 06x for payments:** 1 digit
  Indicate the 3rd digit of the transaction type for receivables when payments are posted. See the Appendix for a complete list of transaction codes and their associated processes.

**Receivables/Over Payments/Deposits**

- **Asset or Liability Acct Cntl:** 4 digits
  Identify the General Ledger Account Controls used in posting accounts receivable transactions.
  - Receivables (asset)
  - Over Payments (Liability)
  - Deposits (Liability)

- **Single GL or use Map Code:** 1 character
  Indicate whether entries will be posted to a single General Ledger (GL) account (S) or whether a map code (M) will be used to determine the correct GL.
  Examples:
  - Receivables (asset)
  - Over Payments (Liability)
  - Deposits (Liability)

- **If Single GL - Enter 6 digit GL:** 6 digits
  Include the General Ledger (GL) account used for processing accounts receivable transactions with the single GL option.
  - Receivables (asset)
  - Over Payments (Liability)
  - Deposits (Liability)

- **3rd Digit of 06x for Receivables:** 1 digit
  Indicate the 3rd digit of transaction type for creating invoices. See the Appendix for a complete list of transaction codes and their associated processes.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of standard PF keys.
Create Invoice Prefixes

To create new invoice prefixes, use Screen 681. Typing a character or digit in the Invoice Prefix field and pressing <ENTER> will access the last invoice number used in the series for the specified prefix. FAMIS Services sets up the invoice prefix for each system member.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

Screen 681 - Invoice Prefix Create

| 681 Invoice Prefix Create                                      | 10/30/13 14:23 |
| Screen: ___     Invoice Prefix: A    (A-Z or 0-9)              | FY 2014 CC AM  |
|                 Last Number Used: A 999999                        |
|                 Delete Prefix: _                                 |

Note: A 'Last Number Used' of 999999 forces ALL invoices to be manually assigned by the operator

Basic Steps

- Type an invoice prefix in the Invoice Prefix field.
- Press <ENTER> to display the Last Number Used in the series for the specified prefix.
- To delete a prefix, type the invoice prefix in the Delete Prefix field and press <ENTER>.

Invoice Prefix Process

Automatic Invoice Creation
If desired, FAMIS can automatically assign the seven character invoice number. This is accomplished by entering a zero (0) or a valid invoice prefix in the Invoice field on Screen 610. Invoice prefixes may be viewed on Screen 682.
Examples of valid invoice prefixes are as follows:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>All general invoices</td>
<td>S</td>
<td>Stores</td>
</tr>
<tr>
<td>C</td>
<td>CSC</td>
<td>B</td>
<td>Transportation/etc.</td>
</tr>
<tr>
<td>P</td>
<td>Physical Plant</td>
<td>L</td>
<td>Large Animal</td>
</tr>
<tr>
<td>T</td>
<td>Centrex/Telecom</td>
<td>Q</td>
<td>From IDT/AB form</td>
</tr>
</tbody>
</table>

------------------------------- SPR BILLING RELATED -------------------------------

R Reg SPR Invoices
Z SPR Invoices that DO NOT Create a Receivable

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

**Action Line**
◆ Invoice Prefix: 1 character/digit
   Enter the first character of the invoice.

**Screen Information**
◆ Last Number Used: 7 character/digits
   Shows the last sequential invoice number assigned by FAMIS for the specified prefix.

Delete Prefix: 1 character
   Type “Y” if the invoice prefix should be deleted from the system.

**Additional Functions**
PF KEYS
   See Appendix for explanation of standard PF keys.
View the Last Used Invoice Number

Invoice prefixes and the most recent invoice numbers used in the system are displayed on Screen 682. It may be useful to view this screen before creating invoices on Screen 610.

The following prefixes are reserved for special invoices:

- I - used to indicate insurance
- R - used to indicate sponsored research

**Screen 682 – Invoice Prefixes - Last Number Used**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Last Number</th>
<th>Prefix</th>
<th>Last Number</th>
<th>Prefix</th>
<th>Last Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>999999</td>
<td>N</td>
<td>999999</td>
<td>1</td>
<td>999999</td>
</tr>
<tr>
<td>B</td>
<td>999999</td>
<td>P</td>
<td>999999</td>
<td>2</td>
<td>999999</td>
</tr>
<tr>
<td>C</td>
<td>999999</td>
<td>Q</td>
<td>999999</td>
<td>5</td>
<td>999999</td>
</tr>
<tr>
<td>D</td>
<td>999999</td>
<td>R</td>
<td>017279</td>
<td>6</td>
<td>999999</td>
</tr>
<tr>
<td>E</td>
<td>999999</td>
<td>S</td>
<td>999999</td>
<td>7</td>
<td>999999</td>
</tr>
<tr>
<td>F</td>
<td>999999</td>
<td>T</td>
<td>999999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>999999</td>
<td>U</td>
<td>999999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>999999</td>
<td>V</td>
<td>999999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>999999</td>
<td>W</td>
<td>999999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>999999</td>
<td>X</td>
<td>001394</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>999999</td>
<td>Z</td>
<td>906263</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>999999</td>
<td></td>
<td></td>
<td>0</td>
<td>999999</td>
</tr>
</tbody>
</table>

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

**Basic Steps**

- View available invoice prefixes and the last invoice number used for each.

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

**Screen Information**

- **Prefix:**
  1 character/digit
  Shows the first character/digit prefix of the invoice number.

- **Last Number:**
  6 digits
  Identifies the last sequential number assigned by FAMIS for the designated prefix.

**Additional Functions**

- **PF KEYS**
  See Appendix for explanation of standard PF keys.
Enter Past Due Letter Text

Screen 683 is used to enter text for a past due letter for a specific invoice type. Past due notices are generated by the FAMIS system based on the invoice date.

This screen is maintained and updated by each System Member.
The information is campus specific.

Screen 683 - Past Due Letter Text Maintenance

| 683 Past Due Letter Text Maintenance | 10/30/13 14:26 |
| Screen: ___ | Invoice Type: SP |
| Past Due Number: _1 | Delete: |

Text: Our records indicate that payment for the following invoice(s) is overdue. Please forward payment to Texas A&M University - Financial Management Operations, Sales & Receivables, 6000 TAMU, College Station TX 77843-6000. If your books indicate that the invoice(s) has been paid, please send copies of the cancelled checks, front and back, to TX A&M University, Research Services,1260 TAMU, College Station, TX 77843-1260. Contact TX A&M University Research Services with questions at (979) 845-0097 or for add’l info go to http://tamurs.tamu.edu/contact-us.

* Please enter text in UPPER and LOWER case.
** To leave a blank line, put an ‘*’ in the first column.

Basic Steps

- Type an Invoice Type and Past Due Number in the fields provided and press <ENTER>.
- Type the desired text for the past due letter in the Text field.
  To leave a blank line, type an asterisk (*) at the beginning and leave the line blank.
- Press <ENTER> to record the information.
- Type “Y” in the Delete field to delete a past due number entered in the Past Due Number field.

Past Due Letter Process

Invoice Types

The invoice type is used to group invoices by category. A different past due message may be entered for each invoice type. Sample invoice types include the following:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>**</td>
<td>Default text</td>
</tr>
<tr>
<td>DP</td>
<td>Departmental</td>
</tr>
<tr>
<td>IN</td>
<td>Insurance</td>
</tr>
<tr>
<td>SP</td>
<td>Sponsored Research</td>
</tr>
</tbody>
</table>
Past Due Number

The **Past Due Number** field allows the user to tailor a message for a sequence of past due letters. For example: If “1” is typed in this field, the message entered in the **Text** field would appear on all past-due letters sent for the first time. Each time a past due notice is sent, it is recorded on Screen 620 for the specified invoice.

The default text is used for Type=** and Past Due Number=99 if no specific text is supplied for past due letters.

If corrections are made to a notice or a duplicate notice needs to be sent, the **Past Dues Sent** field on Screen 620 may be used to generate the past due letter.

To reprint past due notices without incrementing the number in the **Past Dues Sent** field, set option 2=N (No Update in the JCL for IBAR080).

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

**Action Line**

◆ Invoice Type: 2 characters
Enter the type of invoice that should receive the past due text. Examples:

** = Default text
DP = Departmental
IN = Insurance
SP = Sponsored Research

**Screen Information**

Past Due Number: 2 digits
Indicate the number of past due notices that should be received before the message entered is to be sent.

99 = NO specific text

Delete: 1 character
Type “Y” if the past due letter text displayed should be deleted from the system.

Text: 10 lines (60 characters each)
Include past due text for the selected invoice type and sequence number.

Type an asterisk (*) at the beginning of the line and leave it blank to create a blank line in the letter.

**Additional Functions**

PF KEYS
See the Appendix for an explanation of the standard PF keys.
Payroll Clearing Accounts

Payroll clearing accounts are defined by each TAMUS Part in the Chart of Accounts. They must be maintained as part of the payroll interface on Screen 823.

This screen is maintained and updated by FAMIS Services.
The information is campus specific.

Screen 823 – Payroll Interface Control Record

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Account Number</th>
<th>Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Payroll:</td>
<td>0-11124-2400</td>
<td>CENTRAL PAYROLL</td>
</tr>
<tr>
<td>Accounts Payable State Paid Revolving:</td>
<td>0-11101-1150</td>
<td>REVOLVING FUND RECEIVABLE</td>
</tr>
<tr>
<td>Payroll State Paid Revolving:</td>
<td>0-11101-1105</td>
<td>REVOLVING FUND RECEIVABLE</td>
</tr>
<tr>
<td>Monthly State Employee Gross Pay:</td>
<td>0-11125-2400</td>
<td>GROSS PAY MONTHLY P/R</td>
</tr>
<tr>
<td>Biweekly State Employee Gross Pay:</td>
<td>0-11125-2400</td>
<td>GROSS PAY MONTHLY P/R</td>
</tr>
<tr>
<td>Monthly State Employer Payments:</td>
<td>0-11126-2210</td>
<td>MONTHLY EMPLOYER PAYMENTS</td>
</tr>
<tr>
<td>Biweekly State Employer Payments:</td>
<td>0-11126-2210</td>
<td>MONTHLY EMPLOYER PAYMENTS</td>
</tr>
<tr>
<td>Cancellation Clearing Account:</td>
<td>0-11129-1610</td>
<td>CANCELLATIONS - CLEARING LOCAL</td>
</tr>
<tr>
<td>Negative Payroll Check Clearing Acct:</td>
<td>0-01603-1610</td>
<td>NEGATIVE CHECK CLEARING ACCOUNT</td>
</tr>
<tr>
<td>Due from other Parts GL Account:</td>
<td>0-11100</td>
<td>PAYROLL DUE FROM OTHER PARTS</td>
</tr>
<tr>
<td>Extended Pay Plan Account:</td>
<td>0-11135-2500</td>
<td>9 MONTH OVER 12 DEPOSITS</td>
</tr>
<tr>
<td>Cash Voucher Clearing Account:</td>
<td>0-01005-1615</td>
<td>CLEARING ACCT TRANSUITE OVER/SHORT</td>
</tr>
<tr>
<td>Change Source Funds Clearing Account:</td>
<td>0-01018-1610</td>
<td>CLEARING-CHANGE SOURCE OF FUNDS</td>
</tr>
<tr>
<td>Central Payroll (BANK):</td>
<td>806003</td>
<td>TAMU - PAYROLL</td>
</tr>
<tr>
<td>Revolving (BANK):</td>
<td>806000</td>
<td>TAMU - ACCOUNTS PAYABLE</td>
</tr>
<tr>
<td>Payroll transfer to Local Bank:</td>
<td>806003</td>
<td>TAMU - PAYROLL</td>
</tr>
<tr>
<td>Primary Local (Bank):</td>
<td>806000</td>
<td>TAMU - ACCOUNTS PAYABLE</td>
</tr>
</tbody>
</table>
### Basic Steps
- Type information in the fields provided, as desired, and press <ENTER> to record the information.

### Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or *)

#### Screen Information

The following fields are entered only by the FAMIS Team

<table>
<thead>
<tr>
<th>GL Clearing Accounts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Payroll:</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Enter the GL account number and account control used for local funds payroll checks.</td>
</tr>
<tr>
<td>Accounts Payable State Paid</td>
<td>10 digits</td>
</tr>
<tr>
<td>Revolving:</td>
<td>Indicate the GL account and account control used for the “due from State Comptroller” revolving vouchers in AP.</td>
</tr>
<tr>
<td>Payroll State Paid Revolving:</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Enter the GL clearing account and account control used for gross pay amounts for the monthly payroll.</td>
</tr>
<tr>
<td>Monthly State Employee Gross</td>
<td>10 digits</td>
</tr>
<tr>
<td>Pay:</td>
<td>Indicate the account used to collect the gross pay amounts for monthly employees paid by state funds.</td>
</tr>
<tr>
<td>Biweekly State Employee Gross</td>
<td>10 digits</td>
</tr>
<tr>
<td>Pay:</td>
<td>Enter the GL clearing account and account control used for gross pay amounts for biweekly payroll.</td>
</tr>
<tr>
<td>Monthly State Employer Payments</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Type the GL clearing account for employer monthly payroll payments (benefits).</td>
</tr>
<tr>
<td>Biweekly State Employer Payments</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Enter the GL clearing account for employer biweekly payroll payments (benefits).</td>
</tr>
<tr>
<td>Cancellation Clearing Account:</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Include the account used to post transactions reflecting payroll cancellation activity entered in BPP. These usually result from BPP pay types C and E.</td>
</tr>
<tr>
<td>Negative Payroll Check Clearing Account:</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Enter the GL clearing account credited when payroll interface encounters a negative payroll check. This usually results from use of an incorrect pay type in BPP. If activity in BPP causes a “negative check,” FAMIS posts the activity to this account.</td>
</tr>
</tbody>
</table>
Screen 823 – Payroll Interface Control Record (cont’d)

**Due from other Parts GL Account:**
6 digits
Indicate the GL account used for the “Due From Other Parts.” Account controls used follow the pattern 18xx, where xx is the Part number.

**Extended Pay Plan Account:**
10 digits
Enter the account number that accumulates the dollars in reserve for payments in the extended pay plan.

**Cash Voucher Clearing Account:**
10 digits
Indicate which account number should be used in processing cash vouchers.

**Change Source Funds Clearing Account:**
10 digits
Enter the clearing account number to be used when processing a change source of funds transaction.

**Banks**

**Central Payroll:**
5 digits
Type the bank number used for processing payroll checks.

**Revolving:**
5 digits
Indicate the revolving bank number for the “due from State Comptroller” transactions. **Not used by the payroll programs.**

**Payroll transfer to Local Bank:**
5 digits
Enter the local bank number to facilitate payroll transactions involving federal funds.

**Primary Local:**
5 digits
Shows the primary disbursement bank, set on Screen 821.

**Work Station:**
1 character
Indicate the payroll work station defined by BPP.
M = Texas A&M University
N = Texas A&M University at Texarkana
O = Texas A&M University - San Antonio
P = Prairie View A&M University
R = Texas A&M University - Commerce
S = System Administrative & Gen Office
T = Tarleton State University
V = Texas Vet/Med Diagnostic Lab
W = West Texas A&M University
X = Texas Agri Extension Srvc (Tadcs)

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF keys.
Payroll Bank Accounts

Payroll bank accounts are defined by each TAMUS Part on Screen 28. However, they must be maintained as part of the payroll interface on Screen 823.

Screen 28 – Create/Maintain Bank Accounts

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Account: B03004</th>
<th>Local Bank Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2004 CC 02</td>
<td>BANK OF AMERICA REVOLVING FUND</td>
<td>Contact: CARLY CARSON</td>
</tr>
<tr>
<td>Account Title: BANK OF AMERICA REVOLVING FUND</td>
<td>Local Bank Information</td>
<td></td>
</tr>
<tr>
<td>Long Description: BANK OF AMERICA REVOLVING FUND DEMAND</td>
<td>Local Bank Information</td>
<td></td>
</tr>
<tr>
<td>Account No: 99900-0111-5</td>
<td>Local Bank Information</td>
<td></td>
</tr>
<tr>
<td>Contact Phone: 222 211 3333 Ext: ___</td>
<td>Local Bank Information</td>
<td></td>
</tr>
<tr>
<td>ABA Number: ___</td>
<td>Local Bank Information</td>
<td></td>
</tr>
<tr>
<td>Check Stock: ___</td>
<td>Local Bank Information</td>
<td></td>
</tr>
<tr>
<td>Bank Name: BANK OF AMERICA, N.A.</td>
<td>Local Bank Information</td>
<td></td>
</tr>
<tr>
<td>Old Account: B00004</td>
<td>Local Bank Information</td>
<td></td>
</tr>
<tr>
<td>Comments: USE OF B00004 WILL TERMINATE ON 07-01-92</td>
<td>Local Bank Information</td>
<td></td>
</tr>
<tr>
<td>THIS IS A CONTROLLED DISBURSEMENT ACCOUNT</td>
<td>Local Bank Information</td>
<td></td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

TAMU'S PAYROLL BANKS
(use as a guide)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B03000</td>
<td>Local Funds - Demand</td>
</tr>
<tr>
<td>B03004</td>
<td>Revolving Funds - Demand</td>
</tr>
<tr>
<td>B03003</td>
<td>Central Payroll - Demand</td>
</tr>
<tr>
<td>B00060</td>
<td>Payroll Transfer to Local Bank</td>
</tr>
</tbody>
</table>
## Employer Payment Credit Account Table

### Benefits – Local Funds

Screen 830 identifies the accounts that are credited by the payroll interface for the employer paid local funds benefits. These are the liability accounts that accumulate the local funds due to benefit vendors. **These accounts will be cleared with the Equity Transfer Process.**

This screen is maintained and updated by FAMIS Services. The information is campus specific.

---

### Screen 830 - Employer Payment Credit Account Table

<table>
<thead>
<tr>
<th>BPP</th>
<th>Benefit Type</th>
<th>Account</th>
<th>BPP</th>
<th>Benefit Type</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSRS</td>
<td>CSRS</td>
<td>000000-0000</td>
<td>LEAV</td>
<td>LEAV-LO-FA</td>
<td>271620-0691</td>
</tr>
<tr>
<td>OAH/OASI</td>
<td>FICA</td>
<td>011111-2210</td>
<td>LEAV</td>
<td>LEAV-LO-NF</td>
<td>271630-0690</td>
</tr>
<tr>
<td>OAH</td>
<td>FICA-OAH</td>
<td>011111-2210</td>
<td>LEAV</td>
<td>LEAV-ST-FA</td>
<td>179922-1952</td>
</tr>
<tr>
<td>OASI</td>
<td>FICA-OASI</td>
<td>011111-2210</td>
<td>LEAV</td>
<td>LEAV-ST-NF</td>
<td>179923-1951</td>
</tr>
<tr>
<td>FIN</td>
<td>FIN</td>
<td>000000-0000</td>
<td>ORP</td>
<td>ORP-BASE</td>
<td>011108-2210</td>
</tr>
<tr>
<td>FICA</td>
<td>FICA</td>
<td>011111-2210</td>
<td>ORP</td>
<td>ORP-SSUP</td>
<td>011108-2210</td>
</tr>
<tr>
<td>GIP-ADD</td>
<td>ADD</td>
<td>011103-2210</td>
<td>ORP</td>
<td>ORP-SUPL</td>
<td>011108-2210</td>
</tr>
<tr>
<td>GIP-DTL</td>
<td>DEN</td>
<td>011122-2210</td>
<td>SORP</td>
<td>SORP-BASE</td>
<td>011108-2210</td>
</tr>
<tr>
<td>GIP-GH</td>
<td>MED</td>
<td>011149-2210</td>
<td>SORP</td>
<td>SORP-SSUP</td>
<td>011108-2210</td>
</tr>
<tr>
<td>GIP-GLO</td>
<td>OL</td>
<td>011106-2210</td>
<td>TRS</td>
<td>TRS</td>
<td>011110-2210</td>
</tr>
<tr>
<td>GIP-GLR</td>
<td>BL</td>
<td>011106-2210</td>
<td>TRS</td>
<td>TRS-CARE</td>
<td>011148-2210</td>
</tr>
<tr>
<td>GIP-HMO</td>
<td>MED</td>
<td>011149-2210</td>
<td>TRS</td>
<td>TRS-SURC</td>
<td>011148-2210</td>
</tr>
<tr>
<td>GIP-LTD</td>
<td>LTD</td>
<td>011104-2210</td>
<td>TRS</td>
<td>TRS90</td>
<td>011148-2210</td>
</tr>
<tr>
<td>GIP-MSF</td>
<td>MSP</td>
<td>202180-0695</td>
<td>UCI</td>
<td>UCI</td>
<td>270370-0532</td>
</tr>
</tbody>
</table>

**NOTE:** Multiple benefits may be credited to a single account. For example, the GIP-GLO and GIP-GLR are both designated to account 011106. However, it is best to assign separate liability accounts (such as ORP - account 011110 and TRS - account 011119) in order to facilitate the reconciliation process.
TAMU’S LIABILITY ACCOUNTS
(example only)

<table>
<thead>
<tr>
<th>BPP Type</th>
<th>Benefit Type</th>
<th>Credit Account</th>
<th>Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSRS</td>
<td>CSRS</td>
<td>000000-0000</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>EOASI</td>
<td>011113-2210</td>
<td>EOASI - EMPLOYER’S SHARE OF OASI</td>
</tr>
<tr>
<td>OASI</td>
<td>FICA</td>
<td>011111-2210</td>
<td>FICA CONTRIBUTIONS</td>
</tr>
<tr>
<td>FIM</td>
<td>FIM</td>
<td>000000-0000</td>
<td></td>
</tr>
<tr>
<td>FIR</td>
<td>FIR</td>
<td>000000-0000</td>
<td></td>
</tr>
<tr>
<td>ADD</td>
<td>GIP-ADD</td>
<td>011103-2210</td>
<td>GROUP ADD INSURANCE PREMIUM_</td>
</tr>
<tr>
<td>DEN</td>
<td>GIP-DTL</td>
<td>011122-2210</td>
<td>GROUP DENTAL INSURANCE PAYABLE_</td>
</tr>
<tr>
<td>MED</td>
<td>GIP-GH</td>
<td>011149-2210</td>
<td>GROUP MEDICAL INSURANCE</td>
</tr>
<tr>
<td>OL</td>
<td>GIP-GLO</td>
<td>011106-2210</td>
<td>GROUP LIFE INSURANCE PREMIUM</td>
</tr>
<tr>
<td>BL</td>
<td>GIP-GLR</td>
<td>011106-2210</td>
<td>GROUP LIFE INSURANCE PREMIUM</td>
</tr>
<tr>
<td>MED</td>
<td>GIP-HMO</td>
<td>011149-2210</td>
<td>GROUP MEDICAL INSURANCE</td>
</tr>
<tr>
<td>LTD</td>
<td>GIP-LTD</td>
<td>011104-2210</td>
<td>GROUP DISABILITY INSURANCE</td>
</tr>
<tr>
<td>VIS</td>
<td>GIP-VIS</td>
<td>011145-2210</td>
<td>GIP - VISION BENEFIT</td>
</tr>
<tr>
<td>N/A</td>
<td>LUMP-SUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORP</td>
<td>ORP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORP</td>
<td>ORP-BASE</td>
<td>011108-2210</td>
<td>ORP STATE MATCHING</td>
</tr>
<tr>
<td>ORP</td>
<td>ORP-SSUP</td>
<td>011108-2210</td>
<td>ORP STATE MATCHING</td>
</tr>
<tr>
<td>ORP</td>
<td>ORP-SUPL</td>
<td>011108-2210</td>
<td>ORP STATE MATCHING</td>
</tr>
<tr>
<td>SORP</td>
<td>SORP-BASE</td>
<td>011108-2210</td>
<td>ORP STATE MATCHING</td>
</tr>
<tr>
<td>SORP</td>
<td>SORP-SSUPL</td>
<td>011108-2210</td>
<td>ORP STATE MATCHING</td>
</tr>
<tr>
<td>SORP</td>
<td>SORP-SUPL</td>
<td>011108-2210</td>
<td>ORP STATE MATCHING</td>
</tr>
<tr>
<td>TRS</td>
<td>TRS</td>
<td>011110-2210</td>
<td>TRS/ ORP CLEARING</td>
</tr>
<tr>
<td>TRS</td>
<td>TRS-CARE</td>
<td>011148-2210</td>
<td>TRS SURCHARGE CLEARING</td>
</tr>
<tr>
<td>TRS</td>
<td>TRS-SURC</td>
<td>011148-2210</td>
<td>TRS SURCHARGE CLEARING</td>
</tr>
<tr>
<td>TRS</td>
<td>TRS90</td>
<td>011148-2210</td>
<td>TRS SURCHARGE CLEARING</td>
</tr>
<tr>
<td>UCI</td>
<td>UCI</td>
<td>270370-0532</td>
<td>UCI RESERVE</td>
</tr>
<tr>
<td>WCI</td>
<td>WCI</td>
<td>011117-2210</td>
<td>WORKER’S COMPENSATION COLLECTION</td>
</tr>
</tbody>
</table>

Basic Steps
- Enter/modify credit accounts, and press <ENTER> to record information.

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

Screen Information
- **BPP Type:** 4 characters
  - Displays code used by Budgets and Payroll Processing to identify a benefit type.
- **Benefit Type:** 10 characters
  - Identifies the type of benefit to be credited by the payroll interface.
- **Credit Account:** **FAMIS Team Entry Only** 10 digits
  - Indicates the account to be credited by the payroll interface for the specified employer paid local funds benefits.

Additional Functions
- **PF KEYS:** See the Appendix for explanations of the standard PF keys.
Beginning Budget Entries Table

Budgets are entered into FAMIS, in part, from data in the Budget, Payroll Personnel system (BPP). BPP uses the codes seen in the left column in their system. Entries in the remaining two columns direct where the BPP-FAMIS interface will post the budget transactions in FAMIS.

This table is no longer used.
The Budget Module handles this functionality differently.

Screen 836 – Beginning Budget Entries Table

<table>
<thead>
<tr>
<th>BPP Code</th>
<th>Bud Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>1000</td>
<td>SALARIES BUDGET</td>
</tr>
<tr>
<td>715</td>
<td>1005</td>
<td>TEACHING FELLOW BUDGET</td>
</tr>
<tr>
<td>720</td>
<td>1005</td>
<td>GAT BUDGET</td>
</tr>
<tr>
<td>735</td>
<td>1005</td>
<td>UNALLOCATED SALARIES-TEACH BUDGET</td>
</tr>
<tr>
<td>750</td>
<td>1000</td>
<td>UNALLOCATED TEACHING MERIT LUMP SUM</td>
</tr>
<tr>
<td>770</td>
<td>1005</td>
<td>SUMMER TEACHING SALARIES BUDGET</td>
</tr>
<tr>
<td>800</td>
<td>1000</td>
<td>WAGES BUDGET</td>
</tr>
<tr>
<td>820</td>
<td>1005</td>
<td>RESEARCH ASSISTANTS BUDGET</td>
</tr>
<tr>
<td>830</td>
<td>1005</td>
<td>VISITING LECTURERS BUDGET</td>
</tr>
<tr>
<td>835</td>
<td>1005</td>
<td>UNALLOC SALARIES-NON-TEACH BUDGET</td>
</tr>
<tr>
<td>840</td>
<td>1000</td>
<td>LONGEVITY BUDGET</td>
</tr>
<tr>
<td>845</td>
<td>1000</td>
<td>HAZARDOUS DUTY PAY BUDGET</td>
</tr>
<tr>
<td>850</td>
<td>1000</td>
<td>UNALLOCATED NONTEACHING MERIT</td>
</tr>
</tbody>
</table>

** MORE RECORDS - PRESS ENTER TO VIEW **

Basic Steps

- Type an ABR rule number in the ABR Rule field and press <ENTER>.
- Enter budget object code(s) to be used to post the budget transactions, followed by a description for each code entered.
- Press <ENTER> to record the data.

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

**Action Line**

◆ ABR Rule: 3 digits
Enter an Automatic Budget Reallocation rule number. Each ABR rule number must be entered separately.

**Screen Information**

◆ BPP Code: 3 digits
Shows the code assigned by BPP.

◆ Bud Object: 4 digits
Enter the budget object code that will be used by FAMIS to post the budget transactions.
Screen 836 – Beginning Budget Entries Table (cont’d)

◆ Description: 20 characters
Type a description of the budget object code.

Additional Functions
PF KEYS See the Appendix for explanations of the standard PF keys.
Insurance and Benefits Participants

After the last payroll of each month (generally between the 20th and the 25th of the month), the BPP system provides a file of retirees who have been billed for their insurance by BPP.

The State contribution for retirees does not flow through the BPP system; however, BPP Report 7511 provides the dollar amount of the State contribution. This information is used to pay the carriers.

Screen 837 identifies the accounts that are credited by the payroll interface for the employee deductions and the insurance and benefits billing system. TAMUS Parts may then prepare vouchers from these accounts to pay the benefit carriers. These accounts may be set to the same accounts as the local funds benefit liability accounts (Screen 830) if desired.

Multiple benefits may be credited to a single account. For example, the BL and OL are both designated to account 011106.

Basic Steps

- Enter or modify the account number for Ins/Deduct Type, and press <ENTER> to record information.
Screen 837 – Employee Deduction, Ins./Benefits Liab. Accounts (cont’d)

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

Screen Information
Ins/Deduct Type: 10 characters
Identifies the type of benefit to be credited by the payroll interface.

Account: FAMIS Team Entry Only 10 digits
Enter the account number to be credited by the payroll interface for the specified insurance or benefits billings.

Additional Functions
PF KEYS See the Appendix for explanations of the standard PF keys.
InterAgency Payment Account Table

Screen 839 displays the account numbers used for the InterAgency payments.

The state reimburses FICA and ORP to each agency. If one agency paid full FICA and ORP, the other agency must send the state reimbursements to the paying agency.

FAMIS posts "Due To/Due From" accounting entries to reflect the change in equity between Parts. SOBA processes the actual transfer of equity.

The job to post the equity transfers for FICS, ORP, and SORP is PMIAP (Payroll Month-end Inter-Agency Payments). This runs the same night as your PMEND. From this process, you will see a new report, FBPR017, which shows the accounting entries (note that this is VERY similar to the FBPR009 currently in use for other such payroll accounting entries). These accounting entries have either 06x or 04x transaction codes, depending on your process. For example, for Members who use a GL account for both the debit and credit side of the entry, a 06x (JE) transaction will be posted. For those who use a GL account and a Bank account, a 04x (disbursement) entry will be posted. There are two batch headers: IAP001 for Due From entries and IAP002 for Due To entries.

FAMIS Screen 839 displays the account fields used for this process. If you choose, you may separate the FICA into STATE and LOCAL entries by using two different debit/posting accounts. This separation is reflected in the description on both the transactions and the FBPR017 report. If only one FICA account is used, the STATE and LOCAL portions are combined into one description and transaction.

You are not allowed to use the same account for FICA and FICA-LOCAL. Whenever you fill in FICA-LOCAL and FICA-STATE, the FICA entry should be left blank.

---

This screen is maintained and updated by FAMIS Services.

---

### Screen 839 – InterAgency Payment Account Table

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Posting or Offset Bank Account</th>
<th>Payment Type</th>
<th>Posting or Offset Bank Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 FICA</td>
<td>2210 034992 1206 16</td>
<td>2 FICA-LOCAL</td>
<td>2210 034992 1206 17</td>
</tr>
<tr>
<td>3 FICA-STATE</td>
<td>011119 2210 034992 1206 18</td>
<td>4 ORP</td>
<td>011108 2210 034992 1206 19</td>
</tr>
<tr>
<td>5 PAYROLL</td>
<td>011100 2210 034992 1206 20</td>
<td>6 SORP</td>
<td>011108 2210 034992 1206 21</td>
</tr>
<tr>
<td>7</td>
<td>2210 034992 1206 22</td>
<td>8</td>
<td>23</td>
</tr>
<tr>
<td>9</td>
<td>24</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>11</td>
<td>26</td>
<td>12</td>
<td>27</td>
</tr>
<tr>
<td>13</td>
<td>28</td>
<td>14</td>
<td>29</td>
</tr>
<tr>
<td>15</td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter PF1---PF2----PF3---PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11---PF12---

Hmenu Help EHelp
Screen 839 – InterAgency Payment Account Table (cont’d)

Basic Steps

- Enter/modify the table information as needed, and press <ENTER> to record the information.

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

Screen Information

Payment Type: 10 characters
Identifies the type of payment.

Posting or Due To/From Account: 10 digits
Enter the account number for the posting or due to/from account.

Offset or Bank Account: 10 digits
Include the appropriate offset or bank account number.

Additional Functions

PF KEYS
See the Appendix for explanations of the standard PF keys.
Section VIII
USAS Control Records
Maintain USAS Strategy Table

FAMIS Screen 840 is the table used for the definition of the USAS strategies. Each FAMIS agency sets up this table for each fiscal year.

If FAMIS does not find a match on Screen 840, a default PCA of “89010” is used.

This screen is maintained and updated by each campus. The information is campus specific.

Screen 840 – Maintain USAS Strategy Table

<table>
<thead>
<tr>
<th>Acct Low Acct High Acct Low Acct High Goal Obj</th>
<th>Strat</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>011176 011176 5920 5920 1701 2701 3708</td>
<td>TPEG</td>
<td>____________________________</td>
</tr>
<tr>
<td>011180 011180 5301 5301 1702 2702 3701</td>
<td>TUITION REVENUE BONDS</td>
<td></td>
</tr>
<tr>
<td>120000 120013 1000 1000 1701 2701 3701</td>
<td>OPERATIONS SUPPORT</td>
<td></td>
</tr>
<tr>
<td>120000 120013 1005 1005 1701 2701 3701</td>
<td>OPERATIONS SUPPORT</td>
<td></td>
</tr>
<tr>
<td>120000 120013 1100 1950 1701 2701 3701</td>
<td>OPERATIONS SUPPORT</td>
<td></td>
</tr>
<tr>
<td>120000 120013 1951 1952 1980 2980 3980</td>
<td>LEAVE ASSESSMENT</td>
<td></td>
</tr>
<tr>
<td>120000 120013 1953 9999 1701 2701 3701</td>
<td>OPERATIONS SUPPORT</td>
<td></td>
</tr>
<tr>
<td>120014 120015 1005 1005 1701 2701 3701</td>
<td>AFR ACCOUNT</td>
<td></td>
</tr>
<tr>
<td>120014 120015 1100 1899 1701 2701 3701</td>
<td>AFR ACCOUNT</td>
<td></td>
</tr>
<tr>
<td>120014 120015 1900 1999 1900 2990 3990</td>
<td>BENEFITS - ABEST</td>
<td></td>
</tr>
<tr>
<td>120014 120015 2000 4044 1701 2701 3701</td>
<td>AFR ACCOUNT</td>
<td></td>
</tr>
<tr>
<td>120014 120015 4045 4045 1701 2701 3721</td>
<td>VET MEDICAL SUPPLIES</td>
<td></td>
</tr>
<tr>
<td>120014 120015 4046 4999 1701 2701 3701</td>
<td>AFR ACCOUNT</td>
<td></td>
</tr>
<tr>
<td>120014 120015 5000 5035 1702 2702 3712</td>
<td>E&amp;G SPACE SUPPORT-UTILITIES</td>
<td></td>
</tr>
</tbody>
</table>

Basic Concepts

USAS is the Uniform Statewide Accounting System that requires reporting information from Texas A&M University System. FAMIS has developed interfaces with USAS in order to meet these requirements. The USAS program structures are used to track revenues and expenditures for LBB Program and LBB Activity.

USAS Program Structure

Program Code and Program Cost Account (PCA) profiles are required for higher education institutions. Once established, the PCA code infers the LBB Program and the LBB Activity structure. PCAs are used by the state to track the strategies, goals, and objectives for each agency.

In FAMIS, PCAs are built from three pieces: strategy table (Screen 840), account function attribute (Screen 6) and the conversion chart (at the end of this section) developed to translate the FAMIS function values to the NACUBO Function Values required by the state.
Screen 840 – Maintain USAS Strategy Table (cont’d)

**FAMIS Strategy Table**
PCAs in USAS for the current year expenditure activity for your agency are based on strategies that are set up on FAMIS Screen 840.

**Account Function Attribute in FAMIS**
Next, FAMIS looks at the value on the account in the Function attribute displayed on Screen 6.

### Screen 6 – SL 6 Digit Account (FSA)

<table>
<thead>
<tr>
<th>006 SL 6 Digit Account (FSA)</th>
<th>10/30/13 14:38</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2014 CC 02</td>
<td></td>
</tr>
<tr>
<td>Screen: ___ Account: 150005</td>
<td>*** ENVIRONMENTAL HEALTH &amp; SAFETY ***</td>
</tr>
<tr>
<td>Account Title: ENVIRONMENTAL HEALTH &amp; SAFETY</td>
<td>SA create enable: Y SRS: N</td>
</tr>
<tr>
<td>Resp Person: 2uuuuuuu2 ROBERTS, REGINA</td>
<td>Old Acct: 17150</td>
</tr>
<tr>
<td>ABR Rule: 001 Map Code: 15001 Reporting Group: _</td>
<td></td>
</tr>
<tr>
<td>Bottom Line Cntl: Y Deflt Cat Cntl: R Deflt Cat Tol Pct: _</td>
<td></td>
</tr>
<tr>
<td>AFR Fund Group: 10 Fund Group: FG Sub Fund Group: Sub-Sub: _</td>
<td></td>
</tr>
<tr>
<td>Year-End Process: F Year-End Acct: Function: 40 Sub-Pun: _</td>
<td></td>
</tr>
<tr>
<td>Default Bank: 74001 Override: Y Proj FYTD End No: 08 Aux Code: _</td>
<td></td>
</tr>
<tr>
<td>Alternate Banks: ***** State Funds: Y Appropriated: _ --SA Transactions--</td>
<td></td>
</tr>
<tr>
<td>OC Dept S-Dept Exec Div Coll Mail Cd Stmt Budget Actual</td>
<td></td>
</tr>
<tr>
<td>Primary: EHSD_SAFH AD SA C4472 Y Expense: N B</td>
<td></td>
</tr>
<tr>
<td>Secondary: _ _ _ _ _ _ _ _ _ _ Revenue: N B</td>
<td></td>
</tr>
<tr>
<td>Admin For: _ _ _ _ _ _ _ _ _ _</td>
<td></td>
</tr>
<tr>
<td>Center: _ _ _ _ _ _ _ _ _ _ TRS/GRP Exempt: _</td>
<td></td>
</tr>
<tr>
<td>Fund Source: 05 Account Letter: _</td>
<td></td>
</tr>
<tr>
<td>Long Title: ENVIRONMENTAL HEALTH &amp; SAFETY Setup Dt: 09/26/1973</td>
<td></td>
</tr>
<tr>
<td>Iteration Dt: 09/26/1973</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp Next CAcct CProj AResp Cmnt Left Right</td>
<td></td>
</tr>
</tbody>
</table>

Place your cursor on the **Function** field and press **PF2** to view valid values.

```
+------------------------------------------------------------------+
|                                                                  |
|              *** D I C T I O N A R Y - H E L P ***               |
|                                                                  |
|  VALUES                            MEANING                       |
|  --------------------------------  ----------------------------- |
|  40                  OPERATION & MAINT OF PLANT                    |
|  50                  MAJOR REPAIR & REHABILITATION                 |
|  60                  SCHOLARSHIPS & FELLOWSHIPS                    |
|  70                  AUXILIARY                                     |
|  90                  DEPRECIATION                                  |

Lookup Value / . Menu
Rule : IAFRS-FG-FS-PURP Default value is:
View : IAFRS-GENERAL-SUBSIDIARY-LEDGER
Field: FG-FS-PURP
PF1-Menu PF4-Exit
```

++---------------------------------------------++
PCA Calculations

PCAs are automatically calculated by FAMIS using the strategy from Screen 840 as the first 4 digits and the converted FUNCTION attribute from Screen 6 for that SL account and object defined by the expenditure.

If FAMIS does not find a match from Screen 840, a default PCA of “89010” will be used. The PCA for account 120310 and object code 1105, for example, would be 30596.

The following chart shows the FAMIS conversion values for NACUBO Function. The Statewide defined **NACUBO Function** values are as follows:

<table>
<thead>
<tr>
<th>FAMIS Function Value Screen 6</th>
<th>Converted Value</th>
<th>NACUBO Function Value</th>
<th>Function Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>0</td>
<td>1100</td>
<td>Instruction</td>
</tr>
<tr>
<td>15</td>
<td>1</td>
<td>1200</td>
<td>Research</td>
</tr>
<tr>
<td>20</td>
<td>2</td>
<td>1300</td>
<td>Public Service</td>
</tr>
<tr>
<td>25</td>
<td>4</td>
<td>1500</td>
<td>Academic Support</td>
</tr>
<tr>
<td>30</td>
<td>5</td>
<td>1600</td>
<td>Student Services</td>
</tr>
<tr>
<td>35</td>
<td>6</td>
<td>1700</td>
<td>Institutional Support</td>
</tr>
<tr>
<td>40, 50</td>
<td>7</td>
<td>1800</td>
<td>Operation &amp; Maint of Plant</td>
</tr>
<tr>
<td>60</td>
<td>8</td>
<td>1900</td>
<td>Scholarships and Fellowships</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2000</td>
<td><strong>Auxiliary Enterprise</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2100</td>
<td>Auxiliary Enterprise</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9999</td>
<td>Dummy</td>
</tr>
</tbody>
</table>

**PCA is Determined**

So the PCA for account 120035 and object code 1105 is **37016**.

This is the value that FAMIS sends to the state to indicate the expenditure.

**If FAMIS does not find a match on Screen 840, a default PCA of 89010 is used.**

**Basic Steps**

- Enter an appropriation year in the field provided, and press <ENTER> to view the table.
- Type the desired **Starting High Account** number to place it at the top of the list.
- Type “A” (Add), “U” (Update), or “D” (Delete) in the **F** (Function) field to make additions, modifications, or deletions to the table as needed.
- Press <ENTER> to record the information.
Screen 840 – Maintain USAS Strategy Table (cont’d)

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

**Action Line**

◆ Appropriation Year: 4 digits
   Indicate the year of the appropriation; the default is the current year.

Starting High Acct: 6 digits
   Include an account number to position it at the top of the screen, if desired.

**Screen Information**

◆ F: 1 character
   Enter the desired function code.
   A = Add a record
   U = Update a record
   D = Delete a record

◆ Acct Low: 6 digits
   Identify the lowest SL account number in the range.

◆ Acct High: 6 digits
   Include the highest SL account number in the range.

◆ S/C Low: 4 digits
   Indicate the lowest object code for the range.

◆ S/C High: 4 digits
   Enter the highest object code for the range.

◆ Goal: 4 digits
   Type the goal as defined in the strategic structure for USAS.

◆ Obj: 4 digits
   Include the objective as defined in the strategic structure for USAS.

◆ Strat: 4 digits
   Identify the strategy as defined in the strategic structure for USAS.

◆ Description: 30 characters
   Type a description of the grouping for USAS reporting.

**Additional Functions**

PF KEYS
   See the Appendix for explanations of the standard PF keys.

PF9 Download
   Download data using Entire Connection.
Legal/Descriptive Text Maintenance

Legal Descriptive Text is required by the State of Texas to be included on vouchers sent to the state for payment. FAMIS sends these codes to USAS as part of the voucher record.

FAMIS allows you to maintain the legal/descriptive text codes, thereby facilitating the entry of these codes while eliminating the necessity of re-keying the same text on multiple vouchers. You can create and view these LDT codes on Screen 841.

This screen is maintained and updated by FAMIS Services. This screen is a System-wide table. The values are the same for all TAMUS Parts.

Screen 841 – Legal / Descriptive Text Maintenance

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>LDT Code: FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text: Item was contracted for during previous fiscal year although the appropriation for current fiscal year should be charged for the item.</td>
<td></td>
</tr>
</tbody>
</table>

* Please enter text in UPPER and LOWER case.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp

Basic Steps

- Enter an LDT code and text.
- Press <ENTER> to create or update the information.
- Type “Y” in the Delete field to delete the LDT Code.
Screen 841 – Legal/Descriptive Text Maintenance (cont’d)

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

**Action Line**

◆ LDT Code: [Help] 2 characters

Enter a code set up to match the legal descriptive text required by the state. For example:

```
| More LDT Codes - Select or Press <ENTER> to scroll |
| Search Criteria: ___ |
| LDT Code First Line of Text: |
| _ BC Baylor College of Dentistry - exempt. Educational code |
| _ CC Examinations of current catalogues, list and price quotation |
| _ CY Cyclotron fabricates equipment. When completed the Cyclotron |
| _ FD Purchasing authority has been delegated from the Purchasing |
| _ FY Item was contracted for during previous fiscal year although |
| _ LA Advance payment necessary for operation of university librar |
| _ LE Exempt from SPGSC review under the provisions of Article Tx |
| _ MB Head of Agency has granted permission for membership |
| _ VT I hereby certify that the goods and services listed in these |
| _ WD Warrant(s) will be deposited in local bank account |
| _ 01 Auxiliary Enterprises - Tx Govt Code 2155.141 |
| _ 02 Blind-made goods or services offered for sale to state agenc |

Select an LDT Code or Press <PF4> to Quit
Press <PF5> for extended description.
```

**Screen Information**

Delete: 1 character

Type “Y” to delete the LDT code.

Text: 11 lines - 50 characters each

Enter all of the information about the LDT code (in upper and lower case).

**Additional Functions**

PF KEYS

See the Appendix for explanations of the standard PF keys.
**Purchase Order System Controls**

General purchasing controls, as set by the FAMIS Team, are entered using Screen 310.

Control information entered on this screen overrides the other purchasing document controls set on Screen 312 – Document Category Maintenance.

---

**This screen is maintained and updated by FAMIS Services.**

The information is campus specific.

---

**Screen 310 - Purchasing Controls – Part 1**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Buyer</th>
<th>Comm</th>
<th>Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC</td>
<td>CC</td>
<td>CC</td>
<td>CC</td>
</tr>
<tr>
<td>02</td>
<td>02</td>
<td>___</td>
<td>02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current FY Start</th>
<th>Current Month</th>
<th>Voucher Ap Bat Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Yr 2014</td>
<td>9</td>
<td>Month 2</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>PFP 250</td>
</tr>
</tbody>
</table>

------------- Processing Control Flags -------------

<table>
<thead>
<tr>
<th>Approvals Installed</th>
<th>Y</th>
<th>Bid Module</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verify Account Numbers</td>
<td>_</td>
<td>Check Commodity Code</td>
<td>_</td>
</tr>
<tr>
<td>Check Budget Balance</td>
<td>_</td>
<td>Check Commodity Code for Depts</td>
<td>_</td>
</tr>
<tr>
<td>Feed Encumbrances to Accounting</td>
<td>_</td>
<td>TIBH Reporting</td>
<td>_</td>
</tr>
<tr>
<td>Feed Requisitions to Accounting</td>
<td>_</td>
<td>Valid Expense Start Object Code</td>
<td>0290</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help     EHelp

---

**Basic Steps**

- Type information in fields as needed, and press <ENTER> to record the information.

---

**Purchasing Control Process**

**Purchasing Controls**

Flags entered on this screen override those set on Screen 312 - Document Category Maintenance. If you do not wish to override the flags set on Screen 312, you must leave flags here on Screen 310 blank.

---

**Setting the flag to “N” is not the same as leaving it blank.**

There must not be any text next to the flag on Screen 310 in order for those flags on Screen 312 to be used.
Commodity Code
Flags can be set on this screen to require the commodity code for Limited Purchases separately from Purchase Orders and Master Orders. This can be set on a campus by campus basis.

Although the Commodity Code requirement and the TIBH requirement can be set independently, it does not make sense to require the TIBH field without the commodity.

An object code can be set on Screen 806 as exempt from requiring the commodity code. GLs are also exempt from requiring commodity code.

Special Budget Balance Checking
The Check Budget Balance flag on Screen 310 will override the Check Budget Balance flag on Screen 312.

In addition, an “N” in the Global Budget Control Flag (seen on Screen 821 and set on Screen 842) overrides a “Y” set on the Check Budget Balance flags on both Screen 310 and Screen 312.

If the Global Budget Control Flag on Screen 842 is left blank and the Check Budget Balance flag on Screen 310 is set to “N,” no budget checking will be done, regardless of the flag on Screen 312. Only if the Check Budget Balance flag on Screen 310 is left blank will the flag on Screen 312 be used.

TIBH
The TIBH field is used to indicate the reason that TIBH Industries, Inc. was or was not used as the vendor for the bid/purchase. This field is optional and can be set to be required on a campus by campus basis. If the TIBH flag is set, the TIBH field is required on both Screen 224 and Screen 241.

It is also on Screen 236 but is not required if the TIBH required flag is set.

TIBH reporting must be done on the commodity code level.

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

Screen Information
Vendor CC: 2 digits
Identifies with which system campus code the vendor information will be associated.

Buyer CC: 2 digits
Identify with which system campus code the buyer information will be associated.

Comm CC: 2 digits
Indicate with which system campus code all commodity information will be associated.
### Screen 310 – Purchasing Controls – Part 1 (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder CC:</td>
<td>2 digits&lt;br&gt;Enter the system campus code with which the bidder information will be associated.</td>
</tr>
<tr>
<td>Current Fiscal Yr:</td>
<td>4 digits&lt;br&gt;Displays the current fiscal year.</td>
</tr>
<tr>
<td>FY Start Month:</td>
<td>2 digits&lt;br&gt;Indicates the first month of the fiscal year.</td>
</tr>
<tr>
<td>Current Month:</td>
<td>2 digits&lt;br&gt;Identifies the current month.</td>
</tr>
<tr>
<td>Voucher Ap Bat Ref:</td>
<td>6 digits&lt;br&gt;Indicate the batch reference header that will be used for vouchers fed from the purchasing system in batch.</td>
</tr>
</tbody>
</table>

**Processing Control Flags**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approvals Installed:</td>
<td>1 character&lt;br&gt;Type “Y” to indicate the Routing &amp; Approval System of FAMIS is installed and in use.</td>
</tr>
<tr>
<td>Bid Module:</td>
<td>1 character&lt;br&gt;Enter “Y” if the Bid Module of FAMIS is being used.</td>
</tr>
<tr>
<td>Verify Account:</td>
<td>1 character&lt;br&gt;Type “Y” to indicate account numbers will be checked for validity before the purchasing item may be entered.</td>
</tr>
<tr>
<td>Verify Account Numbers:</td>
<td>1 character&lt;br&gt;Type “Y” to indicate account numbers will be checked for validity before the purchasing item may be entered.</td>
</tr>
<tr>
<td>Check Commodity Code:</td>
<td>1 character&lt;br&gt;Enter “Y” if the system will require the commodity code for a purchase order or master order document line item before allowing the user to continue with the purchase document. Whenever a commodity code is entered, it will be verified.</td>
</tr>
<tr>
<td>Check Budget Balance:</td>
<td>1 character&lt;br&gt;Type “Y” to indicate the budget balance check will cause an error for the purchase document if there is not sufficient budget balance available.</td>
</tr>
<tr>
<td>Check Commodity Code for Depts:</td>
<td>1 character&lt;br&gt;Enter “Y” if the system will require the commodity code for a limited purchase document line item before allowing the user to continue with the limited purchase document. Whenever a commodity code is entered, it will be verified.</td>
</tr>
<tr>
<td>TIBH Reporting:</td>
<td>1 character/digit&lt;br&gt;Type “Y” to require this field on Screen 224 and Screen 241.</td>
</tr>
<tr>
<td>Feed Encumbrances to Accounting:</td>
<td>1 character&lt;br&gt;Enter “Y” to indicate the system should automatically feed encumbrances to accounting when a purchase order, limited purchase, or exempt document is closed.</td>
</tr>
</tbody>
</table>
Feed Requisitions to Accounting: 1 character
Enter “Y” if the system should feed encumbrances for requisitions to accounting.

Valid Expense Start Object Code: 4 digits
Identify the beginning expense object code that can be used on purchase documents.

If a revenue code is used, the purchase documents will not encumber and the D/C indicator will be opposite of those made for an expense object code.

Additional Functions
PF KEYS
See the Appendix for explanations of the standard PF keys.
Additional Purchase Order System Controls

Screen 311 is a continuation of Screen 310 with additional purchasing controls.

This screen is maintained and updated by FAMIS Services.
The information is campus specific.

Screen 311 - Purchasing System Control - Part 2

<table>
<thead>
<tr>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Document Used... Y</td>
</tr>
<tr>
<td>Buyer Code Required...</td>
</tr>
<tr>
<td>Fixed Asset Receiving Required... Y</td>
</tr>
<tr>
<td>Change Whole Vendor ID on Inv... Y</td>
</tr>
<tr>
<td>P.O. Approval Required... N</td>
</tr>
<tr>
<td>P.O. Approval Required... Y</td>
</tr>
<tr>
<td>Default Bid Open Time... 02:00 PM</td>
</tr>
<tr>
<td>Requisition Deadline... (messages maintained on 304)</td>
</tr>
<tr>
<td>DEPT Default Year...</td>
</tr>
<tr>
<td>PURCH Default Year...</td>
</tr>
</tbody>
</table>

“Y” in these fields determines whether the required GFE Solicited field is displayed on Screen 220 or Screen 240.

Basic Steps
- Enter or update existing purchasing controls, and press <ENTER> to record the information.

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

Screen Information

Bid Document Used: 1 character
Type “Y” to indicate bid documents will be used as part of the purchasing process. If this flag is set to “Y,” the Bid Lists screens will check that a bid document exists.

Buyer Code Required: 1 character
Enter “Y” if a buyer code is required for purchasing documents.

Fixed Asset Receiving Required: 1 character
Enter “Y” to indicate preliminary fixed assets are required to be set up before closing receiving.
### Change Whole Vendor ID on Inv:
Type “Y” if a vendor ID can be changed on the invoice. This must be set to “Y” for FAMIS to allow more than just a mail code (last digit of the VID) change on an invoice. It is also suggested that users document the change in an invoice note in FAMIS. These notes print on the voucher data sheet.

### P.O. Good Faith Effort Required:
1 character
Enter “Y” to display the required *GFE Solicited* field on [Screen 220](#).

### P.O. Approval Req.:
1 character
Type “Y” if approval is required for Purchase Orders.

### LP Good Faith Effort Required:
1 character
Enter “Y” to display the required *GFE Solicited* field on [Screen 240](#).

### LP/EP Approval Req.:
1 character
Type “Y” to indicate approval is required for Limited Purchase Orders or Exempt Purchase Orders.

### Default Bid Open Time:
4 digits
Indicate the default bid open time by campus. This field will be used when bid lists are created.

### Requisition Deadline:
10 characters
Include the deadline on the invoice for the payment (messages are maintained on [Screen 304](#)).

### DEPT Default Year:
4 digits
Enter the default year for the Departments.

### PURCH Default Year:
4 digits
Type the default year for Purchasing.

### Additional Functions
**PF KEYS**
See the Appendix for explanations of the standard PF keys.
Enter Purchase Document Categories

Document categories are used to define certain accounting and receiving characteristics of a purchase document. Document categories may be defined/modified using Screen 312.

If a delegation type is added on Screen 306, you must also set up a category type on Screen 312 which has that delegation code assigned to it. Each delegation type must belong to a unique document category.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

Screen 312 - Document Category Maintenance

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Doc. Cat: RO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Description: REGULAR ORDERS</td>
<td></td>
</tr>
<tr>
<td>Verify Account Numbers: Y</td>
<td>Feed Requisitions to Accounting: Y</td>
</tr>
<tr>
<td>Check Budget Balance: Y</td>
<td>Feed Encumbrances to Accounting: Y</td>
</tr>
<tr>
<td>Check Commodity Code: Y</td>
<td>Perform 3-way Match: Y</td>
</tr>
<tr>
<td>Delegation Type: _</td>
<td>Drop Flag: N</td>
</tr>
<tr>
<td>Dept: _____</td>
<td>Subdept: _____</td>
</tr>
<tr>
<td>* ------------------------ * Tolerance Checking * ------------------------ *</td>
<td></td>
</tr>
<tr>
<td>Unit Price Control (UPC): $</td>
<td>Ext. Price Control (XPC): $</td>
</tr>
<tr>
<td>Above (A): ______</td>
<td>_____</td>
</tr>
<tr>
<td>Percent</td>
<td>Cap Amount</td>
</tr>
</tbody>
</table>

Basic Steps
- Enter/modify data in the available fields as needed, and press <ENTER> to record the information.

Purchasing Control Process

Document Categories
Valid purchasing document categories include the following:

- **BE** Blanket Order Encumbered
- **BO** Ref. Blanket Order
- **BU** Blanket Unencumbered
- **EP** Exempt Purchases
- **LP** Limited Purchase
- **MD** Master Order (DISC)
- **MQ** Master Order (OTY)
- **RO** Regular Order
Summary of Tolerance Checking Calculations

Test 1  **Unit Price Percent**
(percent value is the above or below percent based on UPC test)

Invoice Unit Price <= PO Unit Price + (PO Unit Price x Unit Price %)

Test 2  **Extended Price Cap**
(amount is the above or below amount based on UPC test)

Invoice Extended Price <= PO Extended Price + Above Cap Amount

Test 3  **Extended Price Percent**
(percent value is the above or below percent based on XPC test)

Invoice Extended Price <= PO Extended Price + (PO Extended Price x Extended Price %)

Test 4  **Quantity Percent**
(quantity percent is the above or below percent based on XPC test)

Invoice Quantity <= PO Quantity + (PO Quantity x Quantity %)

Tolerance Checking
There are 4 tolerance checking tests in FAMIS. These tests are performed when an invoice is closed on Screen 346. The values used for these tests are maintained on Screen 312 in FAMIS. The four tests are as follows:

<table>
<thead>
<tr>
<th>Above (A):</th>
<th>Below (B):</th>
<th>Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent</td>
<td>Percent</td>
<td>Percent</td>
</tr>
<tr>
<td>Quantity</td>
<td>Quantity</td>
<td></td>
</tr>
<tr>
<td>Cap Amount</td>
<td>Cap Amount</td>
<td></td>
</tr>
</tbody>
</table>

Hmenu Help  EHelp
UPC (Unit Price Control) High Dollar vs. Low Dollar Determination
First, the system determines whether the item is a UPC high dollar or UPC low dollar item. This, in turn, determines whether the above or below values will be used from the table on Screen 312 for the tolerance checking tests.

The Unit Price Dollar Control (UPC) $ field determines whether an item is a “high dollar” item or a “low dollar” item. Basically, if the item unit price is greater than the Unit Price Control (UPC) $ field, it is considered a “high dollar” item. Otherwise, it is a “low dollar” item.

- PO unit price is >= the unit price control (UPC)
  - then the item is a UPC high dollar item.
- PO unit price is < the unit price control
  - then the item is a UPC low dollar item

The system runs two types of tests, one against the unit price controls and one against extended price controls.

UPC (Unit Price Control) Tests
High dollar items use Above Unit Price Percent and Ext. Price Cap Amount.
Low dollar items use Below Unit Price Percent and Ext. Price Cap Amount.

Test 1: Unit Price Percent

Invoice Unit Price <= PO Unit Price + (PO Unit Price x Unit Price %)

Test 2: Extended Price Cap

Invoice Extended Price <= PO Extended Price + Above Cap Amount

If either test fails an error is returned and no further checking is done.

If both tests pass and the item is high dollar, no further tests are done.

If both tests pass and the item is low dollar, tolerance checking continues.
**XPC (Extended Price Control) High Dollar vs. Low Dollar Determination**

If the invoice passes the above tolerance checking calculations 1 and 2, the next step is to check the XPC (extended price) control to determine whether the item is an XPC high dollar item or an XPC low dollar item.

- PO extended price is $\geq$ extending price control (XPC)
  - then item is a XPC high dollar item.

- PO extended price is $<$ extending price control (XPC)
  - then item is a XPC low dollar item.

**XPC (Extended Price Control) Tests**

XPC high dollar items use Above Extended Price Percent and Quantity Percent. XPC low dollar items use Below Extended Price Percent and Quantity Percent.

The extended price tests are run only if the item is a UPC low dollar item. (Note: this is the way IA designed the system). The assumed reason is that high dollar items will be caught in the extended price cap test (above), and the XPC tests remain for use by low dollar items.

If either test fails, an error is returned.

**Test 3: Extended Price Percent**

Invoice Extended Price $\leq$ PO Extended Price + (PO Extended Price x Extended Price %)

**Test 4: Quantity Percent**

Invoice Quantity $\leq$ PO Quantity + (PO Quantity x Quantity %)

**Field Descriptions** ($\blacktriangleright$ = Required; [Help] = Field Help Available Using PF2, ?, or *)

**Action Line**

- **Doc. Cat:** 2 characters
  Type the desired document category.

- **Document Description:** 20 characters
  Include a full description of the document category.

**Screen Information**

**Processing Control Switches**

- **Verify Account Numbers:** 1 character
  Type “Y” to indicate the account number should be verified when the document category is specified for a particular document. When this flag is set to “N,” FAMIS does not check the accounts entered to be sure they are valid, and even a blank account is allowed.
Feed Requisitions to Accounting: ? Help 1 character
Enter “Y” to indicate that encumbrances should be fed to accounting for requisitions with this particular category.

Check Budget Balance: 1 character
Type “Y” if the system should check the budget balance available for all purchase documents with this specified category.

Feed Encumbrances to Accounting: ? Help 1 character
Enter “Y” if the system should feed encumbrances to accounting for all purchase orders, limited and exempt, with this specified category.

Check Commodity Code: 1 character
Type “Y” to indicate the system should require entry of a commodity code for all purchase orders with this specified category.

Perform 3-Way Match: ? Help 1 character
Type “Y” if the system will require that the invoicing, receiving, and purchase document quantities match before posting the voucher and liquidating the encumbrance. An “N” in this field requires that only the invoicing and purchase order quantity match.

Delegation Type: ? Help 1 character
Include the delegation type.

Drop Flag: 1 character
Type “Y” to drop the category and indicate it is no longer valid.

Dept: 5 characters
Include the department code allowed to use the delegated category.

Subdept: 5 characters
You may enter all asterisks (*) to allow all subdepartments to use the category.

Class: 1 character
Identify the class type of document. Valid values are “P” (purchase order) and “E” (exempt).

Tolerance Checking
Unit Price Control (UPC): 10 digits
See the Purchasing Controls – Tolerance Checking in the previous section.

Ext. Price Control (XPC): 6 digits
See Purchasing Controls - Tolerance Checking.

UPC Control Unit Price Percent (A), (B): 6 digits
See Purchasing Controls - Tolerance Checking.
Screen 312 – Document Category Maintenance (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ext. Price Cap</td>
<td>8 digits</td>
</tr>
<tr>
<td>Amount (A), (B):</td>
<td>See Purchasing Controls - Tolerance Checking.</td>
</tr>
<tr>
<td>XPC Control</td>
<td>6 digits</td>
</tr>
<tr>
<td>Extended Price</td>
<td>See Purchasing Controls - Tolerance Checking.</td>
</tr>
<tr>
<td>Percent (A), (B):</td>
<td>See Purchasing Controls - Tolerance Checking.</td>
</tr>
<tr>
<td>Quantity Percent</td>
<td>6 digits</td>
</tr>
<tr>
<td>(A), (B):</td>
<td>See Purchasing Controls - Tolerance Checking.</td>
</tr>
</tbody>
</table>

Additional Functions

PF KEYS

See the Appendix for explanations of the standard PF keys.
Create Type/Prefix

FAMIS allows you to differentiate between purchasing documents by creating unique prefixes. This functionality facilitates the separation of documents into meaningful groupings.

There are two methods for creating the purchasing prefixes. For the initial setup of a separate unique prefix, you can use Screen 854. However, when a new Fiscal Year is opened, the program FBYU854 should be run to roll the existing prefixes forward and create them for the new year. This establishes the prefix in the new Fiscal Year.

The program FBDU258 generates the numbers for the prefixes to use. This program is run each night and no intervention is necessary unless the number generation is needed the same day that the prefixes are set up. Then, the program can be run following the FBYU854.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

### Screen 854 – Type/Prefix Create

```
 854 Type/Prefix Create  10/30/13 14:56
 FY 2014 CC 02

Screen: ___ Type: PURCHASE ORDER Prefix: P Fiscal Year: 2014

Last Number on File: 401029  Top Number for Prefix: 439999
Total Number of Records: 0001000

Prefix Class: P
Description: PURCHASE ORDERS
Fiscal Office Campus Cd: 02

Enter 'Y' to delete:

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

The type entered in the Type field must be defined on ASSIGN CONTROL on Screen 853.

### Basic Steps
- Enter a type and prefix.
- Press <ENTER> to create/modify the information.
Screen 854 – Type/Prefix Create (cont’d)

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

**Action Line**

◆ **Type:** 12 characters
  Identify the purchasing document category, i.e. “purchase order,” “requisition,” etc.

◆ **Prefix:** 1 character
  Include the purchasing document prefix that you want to create or update. Examples are P, R, etc.

**Fiscal Year:** 4 digits
  Identify the fiscal year for the prefix.

**Screen Information**

◆ **Last Number on File:** 6 digits
  Enter the last number available for use on the file; works in conjunction with the field total number of records. This is the highest number available before the next 100 or 1000 need to be available.

◆ **Top Number for Prefix:** 6 digits
  Include the top number that is available for the prefix.

◆ **Total Number of Records:** 7 digits
  Set up a limit to the number of documents (usually 100 or 1000) that can use the prefix. This helps to control the amount of processing resources.

◆ **Prefix Class:** 1 character
  Identify the prefix to be assigned to the category of purchasing document, i.e. “P” for purchase orders, “L” for limited purchase orders, etc.

◆ **Description:** 20 characters
  Include a description of the prefix type.

◆ **Fiscal Office Campus Cd:** 2 digits
  Indicate the campus code for the fiscal office.

**Enter ‘Y’ to Delete:** 1 character
  Type “Y” to delete the record.

**Additional Functions**

**PF KEYS**
  See the Appendix for explanations of the standard PF keys.
Type/Prefix Display

Screen 855 displays the Purchasing document prefixes that have been created on Screen 854. FAMIS allows you to differentiate between purchasing documents by creating unique prefixes. This functionality facilitates the separation of documents into meaningful groupings.

There may be multiple prefixes established for one class. These prefixes can either be a sequential prefix series or run concurrently. One series cannot be both for a campus code.

This is set with a code on Screen 309 in the Prefix Functionality field. Valid values are blank for sequential and “M” for use of multiple or concurrent prefixes. (Technically, the “M” allows the use of any entry on Screen 854, which displays here on Screen 855.)

<table>
<thead>
<tr>
<th>Type</th>
<th>Fy</th>
<th>Prfx</th>
<th>Next Doc.</th>
<th>Last Doc.</th>
<th>Number</th>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET TRANSFER</td>
<td>2014</td>
<td>N</td>
<td>400342</td>
<td>400831</td>
<td>500</td>
<td>TRNS DEPT PROPE</td>
<td></td>
</tr>
<tr>
<td>BID</td>
<td>2014</td>
<td>B</td>
<td>400017</td>
<td>400517</td>
<td>500</td>
<td>B</td>
<td>BIDS</td>
</tr>
<tr>
<td>BID</td>
<td>2014</td>
<td>C</td>
<td>400001</td>
<td>400501</td>
<td>500</td>
<td>B</td>
<td>CATALOGUE ORDER</td>
</tr>
<tr>
<td>DEPT BUDGET</td>
<td>2014</td>
<td>U</td>
<td>402730</td>
<td>402914</td>
<td>200</td>
<td>DEPT BUDGET REQ</td>
<td></td>
</tr>
<tr>
<td>DEPT CORRECT</td>
<td>2014</td>
<td>J</td>
<td>401657</td>
<td>401852</td>
<td>200</td>
<td>DEPT CORRECT RE</td>
<td></td>
</tr>
<tr>
<td>EXEMPT PURCH</td>
<td>2014</td>
<td>E</td>
<td>403869</td>
<td>404354</td>
<td>500</td>
<td>E</td>
<td>EXEMPT PURCHASE</td>
</tr>
<tr>
<td>INVOICE PROBLEM</td>
<td>2014</td>
<td>I</td>
<td>400018</td>
<td>400318</td>
<td>300</td>
<td>P</td>
<td>INVOICE PROB (P</td>
</tr>
<tr>
<td>LIMITED PURCH</td>
<td>2014</td>
<td>A</td>
<td>400001</td>
<td>400501</td>
<td>500</td>
<td>L</td>
<td>LIMITED PURCHAS</td>
</tr>
<tr>
<td>LIMITED PURCH</td>
<td>2014</td>
<td>L</td>
<td>400521</td>
<td>402521</td>
<td>2000</td>
<td>L</td>
<td>LIMITED PURCHAS</td>
</tr>
<tr>
<td>LIMITED PURCH</td>
<td>2014</td>
<td>Z</td>
<td>400001</td>
<td>401001</td>
<td>1000</td>
<td>L</td>
<td>LIMITED PURCHAS</td>
</tr>
<tr>
<td>MASTER ORDER</td>
<td>2014</td>
<td>M</td>
<td>400007</td>
<td>401007</td>
<td>100</td>
<td>M</td>
<td>MASTER ORDERS</td>
</tr>
<tr>
<td>PURCHASE ORDER</td>
<td>2014</td>
<td>D</td>
<td>400001</td>
<td>400101</td>
<td>100</td>
<td>P</td>
<td>PHYS PLANT ORDE</td>
</tr>
</tbody>
</table>

Basic Steps
- Enter a document type in the Type field to advance the list to a specific type, and press <ENTER> to view the information.

Field Descriptions (◆ = Required; help = Field Help Available Using PF2, ? or *)

**Action Line**
- **Fiscal Year:**
  - 4 digits
  - Enter the fiscal year you want to view; the current fiscal year is the default.
- **Type:**
  - 20 characters
  - Identify the document type to be displayed at the top of the list.
Screen 855 – Type/Prefix Display (cont’d)

**Screen Information**

- **Type:** 16 characters
  Displays the type of document.
- **Fy:** 4 digits
  Shows the fiscal year established for the prefix.
- **Prfx:** 1 character
  Identifies the prefix for the type of purchasing document.
- **Next Doc.:** 6 digits
  Displays the next document number.
- **Last Number:** 6 digits
  Identifies the last document number available for use on the file; works in conjunction with the field total number of records. This is the highest number available before the next 100 or 1000 need to be available.
- **Number of Records:** 8 digits
  Shows the number of documents (usually 100 or 1000) that can use the prefix. This helps to control the amount of processing resources.
- **Class:** 1 character
  Identifies the prefix that has been assigned to the category of purchasing document, i.e. “P” for purchase orders, “L” or limited purchase orders, etc.
- **Description:** 16 characters
  Displays the description for the type of purchasing document.

**Additional Functions**

- **PF KEYS**
  See the Appendix for explanations of the standard PF keys.
Requisition Deadlines by Fund

Screen 304 displays the deadline information set by the Fiscal Office, the State, or Purchasing Office for year-end closings.

This screen is maintained and updated by each campus. The information is campus specific.

<table>
<thead>
<tr>
<th>FY 95-96</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Fund Open Market, over $15,000</td>
<td>May 1, 1996</td>
</tr>
<tr>
<td>Research</td>
<td>May 1, 1996</td>
</tr>
<tr>
<td>Spot</td>
<td>June 3, 1996</td>
</tr>
<tr>
<td>Contract</td>
<td>July 31, 1996</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY 96-97</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisitions for equipment and supplies delivery req. 9/1/96</td>
<td>May 10, 1996</td>
</tr>
</tbody>
</table>

Basic Steps

- Enter a Fund Type and press <ENTER> to view existing deadline information. Make modifications, or enter new text if none exists.
- Press <ENTER> to record the information.

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

**Screen Information**

- **Fund Type**: 3 characters
  Enter a valid fund type from the following: (F) Federal, (L) Local, or (S) State.

- **Description**: 14 lines
  Type the requisition deadline dates and additional text for specified fund type.

**Additional Functions**

- **PF KEYS**: See the Appendix for explanations of the standard PF keys.
Exempt/Deleg. Type Object Code Controls

Some types of purchases are “exempt” from the State bidding process regardless of the dollar amount. It is possible to restrict which types of purchases may be made by an Exempt Purchase Order document (Exempt PO). Screen 306 defines the object codes which will be allowed to be entered on Exempt POs. Any attempt to enter an object code (on an exempt purchase) that is not on this table will be rejected.

To add an object code to this table, submit a Change/Enhancement request from our FAMIS website: (https://apps3.system.tamus.edu/famisrequest/chgform.aspx).

Each delegation type must belong to a unique document category. If you create a delegation (type D in the Exempt/Delg field), you must also set up a category type on Screen 312 that has this delegation code assigned to it.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

<table>
<thead>
<tr>
<th>Screen 306 - Maintain Exempt/Delegation Type Object Code Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct Type: SL</td>
</tr>
<tr>
<td>Low</td>
</tr>
<tr>
<td>Func</td>
</tr>
<tr>
<td>_</td>
</tr>
<tr>
<td>_</td>
</tr>
<tr>
<td>_</td>
</tr>
<tr>
<td>_</td>
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<td>_</td>
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<tr>
<td>_</td>
</tr>
<tr>
<td>_</td>
</tr>
<tr>
<td>_</td>
</tr>
<tr>
<td>_</td>
</tr>
</tbody>
</table>

Basic Steps

- Type the account type and delegation type in the fields provided and press <ENTER> to view existing purchasing controls.
- Type A (All), U (Update), or D (Delete) in the F (Function) field to add, modify, or delete information and press <ENTER> to record the information.

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

**Action Line**

**Acct Type:**

2 characters

Enter the account type (“SL” or “GL”) to display the desired exempt object codes.
Screen 306 – Exempt/Delegation Type Object Code Table (cont’d)

**Exempt/Deleg:** 1 character
Enter “E” (Exempt) or the desired code for your campus in this field to display the delegation types. Examples would be “C” for Construction or “L” for Library.

**Screen Information**

**Func:** 1 character
Enter the desired function code to indicate whether the range of exempt object codes should be added (A), deleted (D), or updated (U).

**Low Obj:** 4 digits
Identify the lower limit of the specified exempt object code range.

**High Obj:** 4 digits
Include the upper limit of the specified exempt object code range.

**Description:** 50 characters
Describe the types of purchases associated with the specified exempt object code range.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF keys.
Limited/Exempt/PIP Purchase Controls

Limited and Exempt purchasing document controls, as set by the FAMIS Services Team, are entered on Screen 309. These controls are used to define matching and accounting processes for limited and exempt purchase documents. Different limits can be set for limited purchase documents that use State vs. Local funds.

To input an exempt or limited purchase document and not have a number auto-assigned, this mask provides the pattern that must be used.

Documents that exceed the limits set here will get error messages and will not post.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

### Screen 309 - Purchasing Limited/Exempt/PIP Control

| Screen: ___ |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| FY 2014 CC 02   | 10/30/13 15:08  |

| Limited P.O. |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| State Limit: 5000.00 |
| Prefix Functionality: |
| Current 1st Prefix Prefix Class Cat Limit Mask Dept Addr Req Addr Req |
| L L L L LP 5000.00 AAAANNN Y Y Y |

| Exempt P.O. |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Prefix Functionality: |
| Current 1st Prefix Prefix Class Cat Limit Mask Dept Addr Req Addr Req |
| E E E E EP 9999999999999999 AAAANNN Y Y Y |

| PIP |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Current 1st Prefix Prefix Cat Mask |
| I I I ___ UNNNNNN |

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- AdPrf

If the **Prefix Functionality** field is blank, then uses the valid codes defined on Screen 854 in sequential order.

If an “M” is entered in the **Prefix Functionality** field, FAMIS ignores both table and screen, and you can use any value on Screen 854.
Screen 309 – Purchasing Limited/Exempt/PIP Control (cont’d)

In the example below, since the Prefix Functionality field is blank, FAMIS will use the prefixes in the following order: L, A, then Z. When the “L” prefix hits the highest number possible on Screen 854, then FAMIS will switch to the “A” prefix and so on.

Press **PF4** twice more to view Exempt Purchase Orders and PIP Purchase Orders prefixes.

Basic Steps

- Enter data in the available fields, as desired.
- Press <ENTER> to record the information.

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

**Screen Information**

*Limited P.O.*

◆ **State Limit:** 14 digits
Enter the State limit amount set for purchase documents.

Prefix

Functionality: 1 character
Indicate how the prefix is to function for purchase documents.
Blank = allow sequential prefixes
M = allow multiple concurrent prefixes.

◆ **Current Prefix:** 1 character
Identify the current prefix used to denote Limited Purchase Orders.

◆ **1st Prefix:** 1 character
Indicates the first limited prefix used.

◆ **Class:** ? Help 1 character
Include the class used for the document. For example:
L = Limited Purchase
E = Exempt Purchase
Screen 309 – Purchasing Limited/Exempt/PIP Control (cont’d)

◆ **Cat:** 2 characters
Defines the default accounting and receiving characteristics of the purchase document.
- BE = Blanket Encumbered
- BO = Ref. Blanket Order
- BU = Blanket Unencumbered
- EP = Exempt Purchases
- LP = Limited Purchase
- MD = Master Order (DISC)
- MQ = Master Order (QTY)
- RO = Regular Orders

◆ **Limit:** 14 digits
Indicate the maximum dollar amount that may be processed for a single limited purchase document.

◆ **Mask:** 7 characters, (AAAANNN)
Provide a mask to be used if the document is not auto-assigned. The original pattern was to accommodate “dept. code and ascending numbers” (Ex: MISP001).

◆ **Match Dept:** 1 character
Type “Y” if the first department on the document header has to match the first department on the document line item. *If FAMIS is down, a manual log can be kept following that pattern, as long as the department field matches the pattern.* (Ex.: MISP001 in the **Mask** field on Screen 309 would match the MISP in the **Dept** field on Screen 240 or Screen 235.)

◆ **Ship to Addr Req:** 1 character
Enter “Y” to indicate the **Ship To** address field is required for limited purchase documents.

◆ **Inv to Addr Req:** 1 character
Type “Y” if the **Invoice To** address field is required for limited purchase documents.

**Exempt P.O.**
- **Prefix:** 1 character
  - **Functionality:** Indicate how the prefix should function for purchase documents.
    - Blank = allow sequential prefixes
    - M = allow multiple concurrent prefixes

◆ **Current Prefix:** 1 character
  - Identify the current prefix used to denote Exempt Purchase Orders.

◆ **1st Prefix:** 1 character
  - Indicates the first exempt prefix used.
Screen 309 – Purchasing Limited/Exempt/PIP Control (cont’d)

◆ Class: 1 character
Indicate the class used to store the document. Some TAMUS members want this to be a “P” while others want it to be an “E.”

◆ Cat: 2 characters
Help
Defines the default accounting and receiving characteristics of the purchase document.
BE = Blanket Encumbered
BO = Ref. Blanket Order
BU = Blanket Unencumbered
EP = Exempt Purchases
LP = Limited Purchase
MD = Master Order (DISC)
MQ = Master Order (QTY)
RO = Regular Orders

◆ Limit: 14 digits
Indicate the maximum dollar amount that may be processed for a single exempt purchase document.

◆ Mask: 7 characters
Provide a mask to be used if the document is not auto-assigned.

◆ Match Dept: 1 character
Type “Y” to indicate the first department of the document has to match the first department. If FAMIS is down, a manual log can be kept following that pattern, as long as the department field matches the pattern (Ex.: MISP001 in the Mask field on Screen 309 would match the MISP in the Dept field on Screen 240 or Screen 235).

◆ Ship to Addr Req: 1 character
Enter “Y” if the Ship To address field is required for limited purchase documents.

◆ Inv to Addr Req: 1 character
Type “Y” to indicate the Invoice To address field is required for limited purchase documents.

PIP
◆ Current Prefix: 1 character
Identifies the current prefix used to denote Limited Purchase Orders.

◆ 1st Prefix: 1 character
Indicates the first limited prefix used.
Screen 309 – Purchasing Limited/Exempt/PIP Control (cont’d)

◆ **Cat:**

Define the default accounting and receiving characteristics of the purchase document.

- **BE** = Blanket Encumbered
- **BO** = Ref. Blanket Order
- **BU** = Blanket Unencumbered
- **EP** = Exempt Purchases
- **LP** = Limited Purchase
- **MD** = Master Order (DISC)
- **MQ** = Master Order (QTY)
- **RO** = Regular Orders

◆ **Mask:**

Provide a mask to be used if the document is not auto-assigned. The original pattern was to accommodate “dept. code and ascending numbers” (Ex: MISP001).

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF keys.

**PF11**

**AdPrf**
Add/display additional prefixes for Limited/Exempt purchase documents.
Screen 950 is used to set limits on the various types of electronic documents used in FAMIS. This screen is used to control the processing, approval, and routing of the documents listed on this screen.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

To make modifications to this screen, send a Change/Enhancement request to FAMIS Services:

https://apps3.system.tamus.edu/famisrequest/chgform.aspx

### Screen 950 – Electronic Documents Profile (Panel 1)

<table>
<thead>
<tr>
<th>Func</th>
<th>Form Description</th>
<th>Review by</th>
<th>Processing</th>
<th>Route</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>DBR DEPT BUD REQ</td>
<td>Y</td>
<td>DBR OFFICE</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>DCR DEPT CORRECT</td>
<td>Y</td>
<td>DCR OFFICE</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>DTV DEPT TRAVEL</td>
<td>N</td>
<td>SIGNER</td>
<td>AM</td>
</tr>
<tr>
<td>_</td>
<td>EBR BUDGET EPA</td>
<td>Y</td>
<td>PAYROLL</td>
<td>D</td>
</tr>
<tr>
<td>_</td>
<td>EGR GRAD EPA</td>
<td>Y</td>
<td>PAYROLL</td>
<td>D</td>
</tr>
<tr>
<td>_</td>
<td>EMR WAGE EPA</td>
<td>Y</td>
<td>PAYROLL</td>
<td>D</td>
</tr>
<tr>
<td>_</td>
<td>PBD BID</td>
<td>Y</td>
<td>PURS</td>
<td>P</td>
</tr>
<tr>
<td>_</td>
<td>PEP EXEMPT PURCH</td>
<td>N</td>
<td>SIGNER</td>
<td>D</td>
</tr>
<tr>
<td>_</td>
<td>PIP INVOICE PROB</td>
<td>N</td>
<td>SIGNER</td>
<td>D</td>
</tr>
<tr>
<td>_</td>
<td>PLP LIMITED PRCH</td>
<td>N</td>
<td>SIGNER</td>
<td>D</td>
</tr>
<tr>
<td>_</td>
<td>PPO PURCH. ORDER</td>
<td>Y</td>
<td>PURS</td>
<td>P</td>
</tr>
<tr>
<td>_</td>
<td>PRQ REQUISITION</td>
<td>Y</td>
<td>PURS</td>
<td>D</td>
</tr>
<tr>
<td>_</td>
<td>TDP ASSET TRANSF</td>
<td>Y</td>
<td>PROPERTY</td>
<td>D</td>
</tr>
</tbody>
</table>

*** End of list ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp                                     Left  Right

### Screen 950 – Electronic Documents Profile (Panel 2)

<table>
<thead>
<tr>
<th>Func</th>
<th>Form Description</th>
<th>Review by</th>
<th>Processing</th>
<th>Route</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>DBR DEPT BUD REQ</td>
<td>Y</td>
<td>DBR OFFICE</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>DCR DEPT CORRECT</td>
<td>Y</td>
<td>DCR OFFICE</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>DTV DEPT TRAVEL</td>
<td>N</td>
<td>SIGNER</td>
<td>D</td>
</tr>
<tr>
<td>_</td>
<td>EBR BUDGET EPA</td>
<td>Y</td>
<td>PAYROLL</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>_</td>
<td>EGR GRAD EPA</td>
<td>Y</td>
<td>PAYROLL</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>_</td>
<td>EMR WAGE EPA</td>
<td>Y</td>
<td>PAYROLL</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>_</td>
<td>PBD BID</td>
<td>Y</td>
<td>PURS</td>
<td>PURS</td>
</tr>
<tr>
<td>_</td>
<td>PEP EXEMPT PURCH</td>
<td>N</td>
<td>SIGNER</td>
<td>D</td>
</tr>
<tr>
<td>_</td>
<td>PIP INVOICE PROB</td>
<td>N</td>
<td>SIGNER</td>
<td>D</td>
</tr>
<tr>
<td>_</td>
<td>PLP LIMITED PRCH</td>
<td>N</td>
<td>SIGNER</td>
<td>D</td>
</tr>
<tr>
<td>_</td>
<td>PPO PURCH. ORDER</td>
<td>Y</td>
<td>PURS</td>
<td>PURS</td>
</tr>
<tr>
<td>_</td>
<td>PRQ REQUISITION</td>
<td>Y</td>
<td>PURS</td>
<td>PURS</td>
</tr>
<tr>
<td>_</td>
<td>TDP ASSET TRANSF</td>
<td>Y</td>
<td>PROPERTY</td>
<td>PROPERTY</td>
</tr>
</tbody>
</table>

*** End of list ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp                                     Left  Right

**TECH NOTE:** To reset - run program XXRDFRM
Screen 950 – Electronic Documents Profile (cont’d)

Basic Steps

- In the **Func** field, type “A” (Add), “U” (update), or “D” (delete) to add/modify/delete information on profiles of electronic documents, and press <ENTER> to record the information.

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

**Action Line**

- **Form:** 3 characters
  Enter the type of electronic document to advance the form type to the top of the display.

**Screen Information**

- **Panel 1**
- **Func:** 1 character
  Type a function code to add or modify a profile.
  - Blank = No action
  - A = Add record
  - D = Delete record
  - P = Position (not always available)
  - U = Update record

- **Form:** 3 characters
  Enter the electronic document form code.

- **Description:** PF2 Help 12 characters
  Include a brief description of form for abbreviated display.

- **Review by Proc** PF2 Help 1 character
  Type “Y” if form is to be reviewed by the Processing Department.

- **Processing Unit** PF2 Help 10 characters
  If form is to be reviewed, enter the name of the Processing Unit having final authority on the type of form.

- **Required Approvals:** PF2 Help 10 characters
  Enter the type of approval required on the form.
  - Creator = Document complete on release
  - Signer = Signer approval required
  - Signer + N = Total signatures needed
  - None = No approval required

- **Cat:** PF2 Help 2 characters
  Indicate the category for the form type.
  - Blank = No Category
  - AM = Amount Over
  - DA = Days Over (only on DCRs)
Screen 950 – Electronic Documents Profile (cont'd)

- **Route Level:** 1 character
  Type a valid code for the level of routing for the form.
  D = Department
  P = Processing

- **Exp Dt:** 8 digits
  If necessary, include an expiration date for the form type profile values.

**Panel 2**

- **Office:** 10 characters
  Shows the electronic office associated with the processing view.

- **View:** 10 characters
  Displays the view associated with the electronic office.

**Additional Functions**

- **PF KEYS**
  See the Appendix for explanations of the standard PF keys.
Document Attribute Controls

Basic Concepts

Unlike the General Document Controls (see section in this manual), Document Attribute Controls are **NOT** set by the FAMIS Services Team.

| Additions/modifications to these screens should be made by the Purchasing Department for the specific TAMUS member. |

The following is a list of document attribute control screens:

- 313 Special Text and Codes
- 314 Purchasing Office Maintenance
- 315 Buyer Code Maintenance
- 316 Maintain Exempt Object Control Table
- 317 Document Category Maintenance
- 318 Document Category Maintenance
- 319 Document Category Maintenance
- 305 Purchasing Campus Bulletin Board

Text Codes

**Standard Text Codes**

- Maintained on Screen 317
- Must begin with a **numeric** digit

**Special Text Codes**

- Maintained on Screen 313
- Must begin with an alpha character

Both Standard and Special text codes (Standard and Special) MAY be entered on a Purchase Order using Screen 221.

ALL the text code data will print either before or after the Purchase Order detail, depending on the value in the OPTION3 Parm in the JCL for the job (PBAU011). Set OPTION3=AFTER to print after the detail. The codes print in the order entered on the document.
Add/Update Special Text

Text codes are used to specify attributes of the purchase as a whole. Screen 313 may be used to add new text codes or to modify existing text codes. Ninety-nine lines of text may be entered for a particular text code.

This screen is maintained and updated by each campus. The information is campus specific.

Screen 313 - Special Text Code Maintenance

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>THIS DOCUMENT is subject to any constituti...</td>
</tr>
<tr>
<td>2</td>
<td>tional or statutory limitations upon Texas</td>
</tr>
<tr>
<td>3</td>
<td>A&amp;M University as an Agency for the State of</td>
</tr>
<tr>
<td>4</td>
<td>Texas.</td>
</tr>
<tr>
<td>5</td>
<td>___________________________________________</td>
</tr>
<tr>
<td>6</td>
<td>OSHA STATEMENT_______________________________</td>
</tr>
<tr>
<td>7</td>
<td>___________________________________________</td>
</tr>
<tr>
<td>8</td>
<td>Seller represents and warrants that all arti...</td>
</tr>
<tr>
<td>9</td>
<td>cles and services covered by this document__</td>
</tr>
<tr>
<td>10</td>
<td>meet or exceed the safety standards estab---</td>
</tr>
<tr>
<td>11</td>
<td>lished and promulgated under the Federal_____</td>
</tr>
<tr>
<td>12</td>
<td>Occupational Safety and Health Law (Public___</td>
</tr>
<tr>
<td>13</td>
<td>Law 91:596) and its regulations in effect or_</td>
</tr>
<tr>
<td>14</td>
<td>proposed as of the date of this document.____</td>
</tr>
<tr>
<td>15</td>
<td>___________________________________________</td>
</tr>
</tbody>
</table>

Print Text Codes
Both Standard and Special text code data will print either before or after the Purchase Order detail. Where it prints depends on the value in OPTION3 (JCL for the job PBAU011). Set OPTION3=AFTER to print after the detail. The codes print in the order entered on the document.

Drop a Text Code
Dropping a text code does not make that code number available for re-use. The code must remain in the file because it may be included as part of existing purchase orders.

Marking a text code as “dropped” removes the code from the available codes to be selected, but the code stays on the file.

The language of the text code can be corrected, but you should not make any changes to the overall meaning of the text, as the code may be in use on active documents.
Use of Special Text Codes for Federal Purchases
To print special text for Federal purchases, the following are necessary:

- Type of Funds (Screen 220) must be set to “F”
- Text entered (Screen 313) must be created with code “FD” (can have FD1, FD2, FD3, etc.)
- In JCL for job PBAU011, set REQUEST=FED to print ALL the “FD” text codes on file for that campus on the order
- ALL FD text codes print after the Purchase Order lines and AFTER Standard Text lines

Use of Special Text Codes for Bids
To print special text for Bids, the following are necessary:

- Text entered (Screen 313) must be created with code “BD” (can have BD1, BD2, BD3, etc.)
- ALL BD text prints:
  - AFTER the Purchase Order lines
  - AFTER Standard Text lines if OPTION3=AFTER (PBAU021) is set
  - AFTER Special Text for Federal Purchases

Basic Steps
- Type a text code in the Text Code field, and press <ENTER> to view existing information which can be modified.
- To add new code, enter text in the Text Code field and enter description.
- Press <ENTER> to record the information.
- Type “D” in the Enter ‘D’ to delete field to delete a text code.
- Type “Y” in the Drop field to drop the text code.

Purchasing Control Process
Special text codes are only printed at the end of your bids. All BDx (i.e. BD1) codes are printed at the end of the document. FDx codes are also printed at the end of the document, with “FED” as the fund type, if it is specified on both the document header and as a “parm” for the print job.

Field Descriptions (◆ = Required; [Help] = Field Help Available Using PF2, ?, or *)

Action Line
◆ Text Code: [Help] 3 characters
Identify the special text code to be viewed, added, or modified.

◆ Drop: 1 character each
Type “Y” to drop the text code.
Screen 313 – Special Text Code Maintenance (cont’d)

Screen Information

Position at line: 3 digits
Indicate which line of text should be positioned at the top of the screen.

Page [F/B]: 1 character
Type “F” or “B” to indicate whether to scroll forward (F) one page of text or to scroll backwards (B) one page of text.

Line: 2 digits
Shows line numbers of description.

Description: 50 characters each 15 lines
Type a description for the special text code.

Enter ‘D’ to delete: 1 character
Type “D” if the information should be deleted from the system.

Additional Functions

PF KEYS
See the Appendix for explanations of the standard PF keys.
Purchasing Office Maintenance

Information about the purchasing office may be entered on this screen. Updates and changes may be made at any time.

This screen is maintained and updated by each campus. The information is campus specific.

Screen 314 - Purchasing Office Maintenance

| Purchasing Office Name: DEPARTMENT OF PURCHASING SERVICES________ |
| Address: P.O. BOX 99999__________________________ |
| City: COLLEGE STATION____ State: TX Zip: 78842-0013 |
| Phone: 979-999-9999 |
| Fax: 979-999-9999 |

Basic Steps

- Type data in the available fields, as desired.
- Press <ENTER> to record the information.

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

**Action Line**

◆ Purchasing Office Name: 40 characters
  Identify the name of the Purchasing Office.

◆ Address: 2 lines (40 characters each)
  Include the Purchasing Office address.

◆ City: 20 characters
  Type the name of the city for the Purchasing Office.

◆ St: 2 characters
  Include the state abbreviation.

◆ Zip: 9 digits
  Enter the ZIP Code + 4 digits of the department.
Screen 314 – Purchasing Office Maintenance (cont’d)

♦ Phone: 10 digits
  Provide the phone number for the purchasing office.

♦ FAX: 10 digits
  Type the Fax number for the purchasing office.

Additional Functions
PF KEYS
  See the Appendix for explanations of the standard PF keys.
Add/Update Buyer Codes

Screen 315 is used to add or delete a buyer code from the table. Typically, the buyer code will be the initials of the buyer associated with a particular purchase order. Specific information about a particular buyer, including his/her purchasing restrictions, may be entered or updated on this screen.

The bottom of this screen allows you to define a print form and destination printer for each buyer.

This screen is maintained and updated by each campus. The information is campus specific.

---

**Basic Steps**

- Type a buyer code in the **Buyer Code** field and press <ENTER>.
- Type data in the available fields, as desired.
- Press <ENTER> to record the information.

---

**Purchasing Control Process**

**Buyer Forms and Destinations**

The lower portion of this screen provides the ability to define the purchasing document print form and printer destination for each buyer. These fields will be used when a document is printed using the “on-demand” print screens (Screen 215 and Screen 216). If this is blank, the default values from **Screen 308** will be used, but this overrides **Screen 308** when information is entered for a buyer.
Document Type
The *Doc. Type* field is used to indicate which printing form to use when using the “on-demand” printing screens for a document associated with a particular buyer. Currently, there are 4 different document types recognized by FAMIS:

- PO Form
- PO Report
- BID Form
- BID Report

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

**Action Line**
◆ **Buyer Code:** 3 characters
Enter a buyer code to view buyer’s information, or add new code.

**Screen Information**
◆ **Name:** 20 characters
Enter the buyer’s full name.

◆ **Phone:** 10 digits
Identify the buyer’s area code and phone number.

**SRS:** 1 character
Enter “Y” to identify the buyer as an SRS buyer.

**Enter ‘D’ to delete:** 1 character
Type “D” if the buyer information should be deleted from the system.

**Func:** 1 character
Enter a function code to add or modify buyer information.
- A = Add
- U = Update
- D = Delete

**Doc Type:** 10 characters
Indicate the document type to be printed for the buyer.

**Form:** 6 characters
Identify the form code defined for the print type.

**Destination:** 16 characters
Indicate the destination of the output. Must be a JES-defined printer.

**Copies:** 1 digit
Not used in FAMIS at this time.
Screen 315 – Buyer Code Maintenance (cont’d)

JDE: 6 characters
Include special JDE needed for Xerox printer.

EFORM: 6 characters
Provide electronic form required for Xerox printer.

Class: 1 character
Indicate the class used to store the document.
L = Limited
E = Exempt

Additional Functions
PF KEYS See the Appendix for explanations of the standard PF keys.
Maintain Ship To/Invoice To Addresses

Ship To and Invoice To addresses that are often used may be assigned a three digit code to simplify the entry process. These codes are assigned and updated using Screen 316.

This screen is maintained and updated by each campus. The information is campus specific.

Screen 316 - Ship To/Invoice To Addr

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Address Nbr: 751</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ADMISSIONS &amp; RECORDS</td>
<td></td>
</tr>
<tr>
<td>Address: ADMISSIONS PROCESSING</td>
<td>750 AGRONOMY ROAD, SUITE 1601</td>
</tr>
<tr>
<td>TAMU 0200</td>
<td></td>
</tr>
<tr>
<td>City: COLLEGE STATION</td>
<td></td>
</tr>
<tr>
<td>State: TX</td>
<td></td>
</tr>
<tr>
<td>Zip: 778430200</td>
<td></td>
</tr>
<tr>
<td>Country: ___</td>
<td></td>
</tr>
<tr>
<td>Phone: ____________</td>
<td></td>
</tr>
<tr>
<td>FAX: ____________</td>
<td></td>
</tr>
</tbody>
</table>

Address codes must be coordinated with the State.

TECH NOTE: PBAR602 unloads; PBAU603 loads

Basic Steps

- Enter an address number code in the Address Nbr field, and press <ENTER> to view any existing address information.
- Add new address number or make modification necessary.
- Press <ENTER> to record the information.

Purchasing Control Process

Ship To/Invoice To Address Codes

The address associated with a particular code will be pulled into any document that contains the code in the Ship To and/or Invoice To fields.
Screen 316 – Ship To/Invoice To Address (cont’d)

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

Action Line
◆ Address Nbr: 3 digits
Identify the address number code to be added/updated.

Screen Information
◆ Name: 30 characters
Include the name of the person to receive purchased items or billing information at the specified address.

◆ Address: 120 characters/digits
Type the mailing address to which purchased items or billing information will be sent.

◆ City: 20 characters
Indicate the city to which purchased items or billing information will be mailed.

◆ State: 2 characters
Identify the state to which purchased items or billing information will be mailed.

◆ Zip: 9 digits
Provide the ZIP Code + 4 digits of the department.

◆ Country: 3 characters
Include the country to which purchased items or billing information will be mailed.

◆ Phone: 10 digits
Provide the area code and phone number for the address specified.

◆ FAX: 10 digits
Type the area code and phone number of the FAX machine for the address specified.

◆ Enter ‘C’ to copy: 1 character
Type “C” to indicate whether the address information should be copied to another address code.

◆ Enter ‘D’ to delete: 1 character
Type “D” to identify whether the selected address is to be deleted from the system.

Additional Functions
PF KEYS
See the Appendix for explanations of the standard PF keys.
Enter Standard Text Code Information

Standard text codes are defined for phrases or terms that are used repeatedly for purchasing documents. Only the text code is stored on the PO documents. The actual (current) text is brought in when the PO document is printed or displayed on the screen.

You may view LDT codes on Screen 841; however, only FAMIS can update that screen. The LDT codes are available to all campus codes and should not be worded to be campus specific.

This screen is maintained and updated by each campus. The information is campus specific.

Screen 317 - Standard Text Code Maintenance

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TO BE INSTALLED. INSTALLATION TO INCLUDE</td>
</tr>
<tr>
<td>2</td>
<td>RECEIVING, UNPACKING, ASSEMBLY AND PLACEMENT AT POINT OF USE AND REMOVAL AND DISPOSAL OF ALL PACKING MATERIAL. UNIVERSITY DUMPSTERS MAY NOT BE USED FOR DISPOSAL.</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
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<tr>
<td>9</td>
<td></td>
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<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

 Entry in Text Code field must be numeric.

TECH NOTE: PBAR600 unloads, PBAU601 loads, PBAR230 print

Basic Steps

- Type a text code in the Text Code field, and press <ENTER> to view existing purchasing controls, or enter a new code.
- Enter data in the available fields, as desired.
- Press <ENTER> to record the information.
Purchasing Control Process

Drop a Text Code

- Dropping a text code does not make that code number available for re-use. The code must remain in the file because it may be included as part of existing purchase orders. The text code will continue to appear on all documents that already contain this code, but it will not be available for any new documents.
- Marking a text code as “dropped” removes the code from the available codes to be selected, but the code stays on the file.
- The language of the text code can be corrected, but you should not make any changes to the overall meaning of the text, as the code may be in use on active documents.
- You can “undrop” a code by changing the drop flag to “N.”

Expand Text Codes

The standard text codes defined on Screen 317 are attached to a document during the entry process. Any text codes entered on a document will be expanded when the document is printed.

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

Action Line

◆ Text Code: 3 digits
   Identify a number to be associated with the text.

Drop:
   1 character each
   Type “Y” in this field to drop the text code.

Screen Information

Position at Line: 3 digits
   Indicate which line of text should be positioned at the top of the screen.

Line: 2 digits
   Shows line numbers of description

Description: 99 lines (45 characters each)
   Include standard text code to be used.

Page (F/B/E): 1 character
   Indicate whether to scroll forward (F) one page of text, scroll backwards (B) one page of text, or scroll to the end (E).

Additional Functions

PF KEYS
   See the Appendix for explanations of the standard PF keys.
Add/Update Type Funds List

It is possible for you to add or modify the type of funds that may be used for purchasing documents online. This is accomplished using Screen 318.

This screen is maintained and updated by each campus.
The information is campus specific.

Screen 318 - Type of Funds

Basic Steps
- Type a function code to add (A), update (U), or delete (D) information in fields provided to view purchasing controls.
- Press <ENTER> to record the information.

Purchasing Control Process

The Key field is used to indicate the type of funds to be used for the purchase of selected items. These fund types must be entered for requisitions and purchase orders.

Field Descriptions (* = Required; Help = Field Help Available Using PF2, ? or *)

Screen Information
- Func Code: 1 character
  Enter the desired function code: add (A) a new type fund code, update (U) an existing fund code, or delete (D) a fund code.
- Key: 1 character
  Indicate the abbreviation for the type of funds.
### Screen 318 – Type of Funds (cont’d)

<table>
<thead>
<tr>
<th><strong>Data:</strong></th>
<th>40 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter a description of the type of funds.</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Functions**

| PF KEYS | See the Appendix for explanations of the standard PF keys. |
Add/Update Type Order List

Once a fund type has been defined, it is necessary to determine the type of orders that will be allowed for that fund type. This is accomplished using Screen 319.

This screen is maintained and updated by each campus. The information is campus specific.

Screen 319 - Type of Orders

<table>
<thead>
<tr>
<th>Func Code</th>
<th>Order Type</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>_</td>
<td>_</td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>_</td>
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<td>_</td>
<td>_</td>
<td>_</td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>_</td>
</tr>
</tbody>
</table>

*** Press enter for more entries ***

Basic Steps

- Type a fund type in the **Fund Type** field.
- Press <ENTER> to view existing order types for that fund type.
- Add/modify data in the available fields, as desired.
- Press <ENTER> to record the information.

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

**Action Line**

◆ **Fund Type:**

Enter a fund type.

| F | Federal |
| L | Local   |
| S | State   |

**Screen Information**

◆ **Func Code:**

Identify the desired function code: add (A) a new type order code, update (U) an existing order type, or delete (D) an existing order type.
Screen 319 – Type of Orders (cont’d)

◆ Order Type: 4 characters
Define the abbreviation to be used for the type of order.

◆ Data: 40 characters
Enter a short description for the type of order.

Additional Functions

PF KEYS
See the Appendix for explanations of the standard PF keys.
Document Printing Controls

Basic Concepts

The Document Printing Controls are available to direct the printing of purchasing documents to specific printers. Typically, purchasing documents are printed in an overnight batch mode. This is done to keep the computing resources directly at the online users and keep the response time at a high level. Print jobs take resources away from the online usage.

There are occasions that call for the use of the On-Demand Print feature of FAMIS. This is for Purchasing Documents only. These controls are set by the FAMIS Services Team.

To set up On-Demand Purchasing Printing, use the following screens:

- **Screen 307** Purchasing Print Default
- **Screen 308** Printer Control Maintenance
- **Screen 315** Buyer Codes and Printer Control
  - overrides **Screen 308**
- **Screen 857** Batch Table Maintenance for setting the JCL

To print On-Demand, use the following screens:

- **Screen 215** Print Purchase Document
- **Screen 216** Print Bid Document
Enter Purchasing Print Defaults

Each TAMUS member may define a set of printing defaults to be used each time a purchasing document is printed. These defaults set the parameters that the job card will use to run the print program.

**Please Note:**

The Purchase Order Default values are used when initiating on-demand print from Screen 215 (Print Purchase Document).

The Bid Print Default values are used when initiating on-demand print from Screen 216 (Print Bid Document).

---

This screen is maintained and updated by FAMIS Services. The information is campus specific.

---

If these defaults need to be changed, please submit a FAMIS Change/Enhancement Request Form, which is available on the FAMIS Services web site:


---

**Screen 307 - Purchasing Print Defaults**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailcode:</td>
<td>_</td>
</tr>
<tr>
<td>Text Codes Last:</td>
<td>Y</td>
</tr>
<tr>
<td>Output:</td>
<td>_____</td>
</tr>
<tr>
<td>Two Forms:</td>
<td>_</td>
</tr>
<tr>
<td>File5 Copies:</td>
<td>_</td>
</tr>
<tr>
<td>File6 Copies:</td>
<td>_</td>
</tr>
<tr>
<td>File7 Copies:</td>
<td>_</td>
</tr>
<tr>
<td>Fed./St Text:</td>
<td>______</td>
</tr>
<tr>
<td>Print ship to:</td>
<td>______</td>
</tr>
<tr>
<td>Limited Bid To:</td>
<td>Y</td>
</tr>
<tr>
<td>Exclude Vndr ID:</td>
<td>Y</td>
</tr>
<tr>
<td>Number Copies:</td>
<td>_</td>
</tr>
<tr>
<td>Use List:</td>
<td>Y</td>
</tr>
<tr>
<td>Use Vndr Addr:</td>
<td>Y</td>
</tr>
</tbody>
</table>

Type “Y” in the **Exclude Vndr ID** field to mask the Vendor/Bidder ID on printed documents, so that only the last 4 numbers of the Vendor ID will be printed. The preceding numbers will be all asterisks (*). Type “N” in this field if you desire to have the full Vendor ID number printed.

---

**Basic Steps**

- Add/modify data in the available fields, and press <ENTER> to record the information.
Screen 307 – Purchasing Print Defaults (cont’d)

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

Print CC: 1 character
Type “Y” to print the campus code on the document.

Purchase Order DefaultParms:
◆ Mailcode: 1 character
Type “Y” to indicate the mail code of the first department will print on the document.

◆ Fed. Text: 1 character
Enter “Y” if all Federal (FDx) special text (entered on Screen 313) will print. Also, the document must be coded with “F” (Federal) in the Type of Funds field.

◆ Fed. Print: 1 character
Not used at this time in FAMIS.

◆ Text Codes Last: 1 character
Type “Y” if all header text and header text codes should print last instead of first.

◆ Output: 5 characters
Include the override for the print destination.

◆ Two Forms: 1 character
Enter “Y” if the second page will be a different form. Only used for QMS and Xerox printers.

◆ Recv. Copies: 1 digit
Identify the number of receiving copies to be printed. If zero, leave this field blank.

◆ File5 Copies: 1 digit
Enter the number of file copies to be printed. If zero, leave this field blank.

◆ File6 Copies: 1 digit
Include the number of department copies to be printed. If zero, leave this field blank.

◆ File7 Copies: 1 digit
Type the number of GSC copies to be printed. If zero, leave this field blank.

Limited Bid To: 1 character
When set to “Y,” the Limited POs will print with the “Bid To” address.
Exclude Vndr ID: 1 character
Enter “Y” to set the default for masking of the Vendor ID/Bidder ID on printed documents on Screen 215 and Screen 216. Only the last 4 digits of the Vendor ID number will be displayed, preceded by asterisks when this is set to “Y.” Type “N” in this field if you desire to have the full Vendor ID number printed. Vendor ID numbers will still be displayed on FAMIS screens.

Bid Print DefaultParms:

- Mailcode: 1 character
  Type “Y” if the mail code of the first department will print on the document.

- Number Copies: 3 digits
  Indicate the number of copies of the bid to print. If a bid list is used, this indicates the number of blank bids to print (no vendor name).

- Two Forms: 1 character
  Enter “Y” if the second through last page of the bid will be a different format.
  Only used for QMS and Xerox printers.

- Text Codes Last: 1 character
  Type “Y” if header text and expanded text codes should print last instead of first.

- Output: 5 characters
  Identify the override for the print destination.

- Use List: 1 character
  Enter “Y” to print a copy of the bid for each vendor on the bid list.

- Use Vndr Addr: 1 character
  Type “Y” to print vendor addresses on the bid.

- Fed./St Text: 6 characters
  Enter a code of “FED” to indicate that special text (entered on Screen 313) for all documents with an “F” in the Type of Funds field on its document header will be printed.

- Print ship to: 10 characters
  Type “NOSHIP” to indicate only city, state, and zip code should be printed in the Ship To address of the bid.

Exclude Vndr Id: 1 character
Enter “Y” to set the default for masking of the Vendor ID/Bidder ID on printed documents on Screen 215 and Screen 216. Only the last 4 digits of the Vendor ID number will be displayed, preceded by asterisks when this is set to “Y.” Type “N” in this field if you desire to have the full Vendor ID number printed. Vendor ID numbers will still be displayed on FAMIS screens.

Additional Functions

PF KEYS
See the Appendix for explanations of the standard PF keys.
Maintain Printer Control Information

Printer Maintenance for Purchasing Document to print on-demand involves setting up general printer defaults for a particular FAMIS campus code. These values define the document form and the default printer destination for each form. The default values are entered and updated on Screen 308.

This screen is maintained and updated by FAMIS Services.
The information is campus specific.

Screen 308 - Printer Maintenance

<table>
<thead>
<tr>
<th>Func</th>
<th>Doc. Type</th>
<th>Form</th>
<th>Destination</th>
<th>Copies</th>
<th>JDE</th>
<th>EFORM</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>PO FORM</td>
<td>P99R</td>
<td>RF001PR3</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>BID FORM</td>
<td>B99R</td>
<td>RF001PR3</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>BID REPORT</td>
<td>SLG1</td>
<td>RF001PR1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Note that if an individual buyer has entries on the bottom of Screen 315, those entries will override the entries on this screen.

Basic Steps

- View existing purchasing controls.
- Add/modify information in the available fields; press <ENTER> to record the information.

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

**Action Line**

◆ Type: 15 characters
Identify the type of print batch to be displayed.

**Screen Information**

Func: 1 character
Indicate whether printer information should be added (A), updated (U), or deleted (D) from the system.
Screen 308 – Printer Maintenance (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Doc Type:** | 10 characters
  Identify the type of print form to use in the batch process. Currently there are four types: PO Form, PO Report, BID Form, and BID Report. |
| **Form:**    | 6 characters/digits
  Indicate the form code defined for the print type. |
| **Destination:** | 16 characters/digits
  Enter the destination of the output. [Must be a JES defined printer] |
| **Copies:**  | 1 digit
  Type the number of copies to be printed. |
| **JDE:**     | 6 characters
  Identify the special JDE needed for Xerox printers. |
| **EFORM:**   | 6 characters
  Include the electronic form required for Xerox printers. |
| **Class:**   | 1 character
  Indicate the document class used to store the document.
  L = Limited
  E = Exempt |

**Additional Functions**

**PF KEYS**

See the Appendix for explanations of the standard PF keys.
Print Purchase Document

To print or re-print purchase documents, use Screen 215. You may print an individual document or a range of documents. In addition, you can identify the type of output and printer destination.

Purchase Order Default Parms will be used on Screen 215
Bid Print Default Parms will be used on Screen 216.

When you are re-printing a purchase order, only specify a single document to be printed. In other words, you may not re-print a range of purchase order documents using this screen.

Type “Y” in the Exclude Vndr ID field to mask the Vendor/Bidder ID on printed documents, so that only the last 4 numbers will be printed. The preceding numbers will be all asterisks (*). Type “N” in this field if you desire to have the full Vendor ID printed. The Vendor/Bidder ID number will still be displayed on FAMIS screens.

Screen 215 - Print Purchase Document

<table>
<thead>
<tr>
<th>215 Print Purchase Document</th>
<th>03/10/14 16:11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Start Doc: P400003 End Doc: P400003</td>
<td></td>
</tr>
<tr>
<td>Print (Y/N): Q Printer: ________________</td>
<td></td>
</tr>
<tr>
<td>Print Dt: 03/10/14 Reprint: _</td>
<td></td>
</tr>
<tr>
<td>Text Codes Last: _ Two Forms: _</td>
<td></td>
</tr>
<tr>
<td>FED Text Codes: _ Mail Code: _</td>
<td></td>
</tr>
<tr>
<td>Limited Bid To: _ Spl Output: __________</td>
<td></td>
</tr>
<tr>
<td>Exclude Vndr ID: _ Print CC: _</td>
<td></td>
</tr>
</tbody>
</table>

------------------- Purchase Order Information -------------------------------

Vndr: HI-TECH ENGINEERING
Document Dt: 09/11/2013 Cat: RO User Ref: 000000-GC
Buyer: PAW WINSTON, WANDA Dept: QRES SubDept:
Print Doc? N 10/08/2013
Doc Summary: PARR AUTOCLAVE MINI REACTOR, 300 ML VOLUME
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp

Print Purchase Document Process

The output for the on-demand printing of purchasing documents is routed to the appropriate printer based on the buyer code entered on the document if Screen 315 is set up with printer destinations for that buyer. Documents without a buyer code or any document which does not have a code set up with a printer destination will print at the default printer set up on this screen, Screen 308.
Screen 215 – Print Purchase Document (cont’d)

Basic Steps

- Type a purchase document or range of purchase documents in the fields provided, and press <ENTER>.
- Indicate whether you would like to print or re-print the document(s).
- Specify the number of additional copies of the purchase document you would like to have printed.
- Add or modify information in the available fields, as desired.
- Press <ENTER> to send the purchase document(s) to the printer.

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

**Action Line**

◆ **Start Doc:** 7 character/digits
  Identify the first purchase order number to be printed.

◆ **End Doc:** 7 character/digits
  Enter the ending purchase order number to be printed.

**Screen Information**

◆ **Print (Y/N):** 1 character
  Type “Y” to print the purchase order document.

**Printer:** 16 characters/digits
  Include the printer destination for the printed document(s).

**Print Dt:** PF2 Help 8 digits
  The default is the current date. If needed, change to day printing is to be processed.

**Reprint:** 1 character
  Type “Y” to reprint a purchase order.

**Text Codes Last:** 1 character
  Enter “Y” if header text codes should be printed after the line items.

**Two Forms:** 1 character
  Type “Y” to print the first page of a document in one format and all the other pages in a different format.

**FED Text Codes:** 1 character
  Enter “Y” to indicate federal text codes (Screen 313) should be printed at the end of all documents with “F” type of funds.

**Mail Code:** 1 character
  Type “Y” to use departmental mail stop information from in the “ship to” address.
### Screen 215 – Print Purchase Document (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limited Bid To:</strong></td>
<td>1 character&lt;br&gt;Enter “Y” if “Bid To” address should print for the limited instead of the “Order From” address for the vendor.</td>
</tr>
<tr>
<td><strong>Spl Output:</strong></td>
<td>10 characters/digits&lt;br&gt;Include printer forms code.</td>
</tr>
<tr>
<td><strong>Exclude Vndr ID:</strong></td>
<td>1 character&lt;br&gt;Type “Y” to mask the Vendor/Bidder ID on the printed document. Only the last 4 digits of the Vendor ID number will be displayed, preceded by asterisks when this is set to “Y.” Type “N” to have the full Vendor ID number printed. Vendor ID numbers will still be displayed on FAMIS screens. Type “N” to print the full Vendor/Bidder ID. This can be set on Screen 307 as the default to mask the Vendor ID number.</td>
</tr>
<tr>
<td><strong>Print CC:</strong></td>
<td>1 character&lt;br&gt;Type “Y” to print campus code on the document.</td>
</tr>
</tbody>
</table>

### Purchase Order Information

- **Vndr:** 30 characters<br>Displays the name of the vendor on the purchase order.
- **Document Dt:** 8 digits<br>Identifies the date the document was created.
- **Cat:** 2 characters<br>Shows category on the Purchasing table and is used to set certain controls.
- **User Ref:** 14 digits<br>Displays the user reference used to indicate the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.
- **Buyer:** 3 characters<br>Identifies the initials of the buyer.
- **Dept:** 5 characters<br>Indicates the department of the primary account responsible for the document.
- **SubDept:** 5 characters<br>Shows the sub-department of the primary account responsible for the bid document.
- **Print Doc?:** 1 character<br>“Y” indicates the document was printed.
- **Doc Summary:** [PF2 Help] 50 characters<br>Displays a brief summary of the document.

### Additional Functions

**PF KEYS**<br>See the Appendix for explanations of the standard PF keys.
Print Bid Document

When it is necessary for you to print or re-print your bid document(s) using the on-demand feature (at a time other than the nightly print cycle), Screen 216 can be used. This allows you to print a bid document, or a range of bid documents, on demand.

When you are re-printing a bid document, you may only specify a single document to be printed. In other words, you may not re-print a range of bid documents.

To use Screen 216 for printing bids, FAMIS Services must first set up Screen 307 and Screen 308 (Screen 307 sets the Purchasing Default Parameters such as number of copies. Screen 308 sets the default printer destination).

If buyers choose to use different printers, then print destinations are set by the buyer on Screen 315.

Type “Y” in the Exclude Vndr ID field to mask the Vendor/Bidder ID on printed documents, so that only the last 4 numbers will be printed. The preceding numbers will be all asterisks (*). Type “N” in this field if you desire to have the full Vendor/Bidder ID printed. The Vendor/Bidder ID number will still be displayed on FAMIS screens.

You cannot print a bid document unless it contains at least one line item with a price above zero.
Screen 216 – Print Bid Document (cont’d)

Basic Steps

- Type a bid document or range of bid documents in the fields provided, and press <ENTER>.
- Indicate whether you would like to print or re-print the document(s).
- Specify the number of additional copies of the bid document you would like to have printed. (These will not be sent to a specified bidder).
- Add or modify information in the available fields, as desired.
- Press <ENTER> to send the bid document(s) to the printer.

Print Bid Document Process

Catalogue Flag

- Any time a document is transferred or copied to a document with a class of “B,” the catalogue flag must be set to “Y” or “N.” This is done on a pop-up window at the time of the transfer or copy.

- For on-demand print, when only one document is printed, the program defaults to the bid/catalogue form based on the catalog flag on the document. Because of the limitations of on-demand print, if a range of numbers is to be printed, the program will print only bids or only catalogue orders based on the catalogue flag.

- If the catalogue form is needed when printing a range, you must use the catalogue flag on this screen.

- A separate prefix is recommended for catalogue orders when using on-demand print. This prevents the need to print a range of numbers twice. The prefix is set up by FAMIS Services using Screen 854.

- For batch printing, the catalogue orders will be separated to print on a different forms code based on the catalogue flag.

Tech notes: to print test copy, use runlib#f05bidpr; to view output, see Screen 857

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

**Action Line**

- ◆ Start Doc: 7 character/digits
  
  Identify the first bid document in the range you wish to print.
Screen 216 – Print Bid Document (cont’d)

- **End Doc:** 7 character/digits
  Identify the last bid document number in the range you wish to print. *If you are only printing/re-printing a single document, this will be the same as the Start Doc.*

**Screen Information**

- **Print (Y/N):** 1 character
  Type “Y” to print the bid documents.

- **Printer:** 16 characters
  Identify the printer to which bid documents will be sent. [This information is entered by the FAMIS staff.]

- **Print Dt:** 8 digits
  Enter the print date of the bid document. This will default to the current date if not otherwise specified.

- **Reprint:** 1 character
  Type “Y” to re-print a bid document.

- **Catalogue Only:** 1 character
  Enter “Y” if the document is a catalogue order.

- **Nbr Copies:** 2 digits
  Indicate the number of copies of the bid document you would like to have printed *in addition to those copies that will be sent to bidders.*

- **Ship to:** 10 characters
  Identify the location to which copies of the bid document should be delivered.

- **Bid List:** 1 character
  Type “Y” if there is a specific list of bidders associated with the bid document. *A separate copy of the bid document will be printed and sent to each bidder on the list.*

- **Two Forms:** 1 character
  Enter “Y” if the document is to be printed on two different forms. [Only used by TAMU.]

- **Text Codes Last:** 1 character
  Type “Y” if text codes should be printed at the end of the bid document.

- **Mail Code:** 1 character
  Enter “Y” to use the mail stop code information from the department in the “ship to” address.

- **FED Text Codes:** 7 characters
  Type “Y” to indicate Federal text codes (on Screen 313) should be printed at the end of the bid document.
Screen 216 – Print Bid Document (cont’d)

**Spl Output:**
10 characters
Include printer forms code for any special output.
*Only used by TAMU*

**Exclude Vndr ID:**
1 character
Type “Y” to mask the Vendor/Bidder ID on the printed document. Only the last 4 digits of the Vendor ID number will be displayed, preceded by asterisks when this is set to “Y.” Type “N” in this field if you desire to have the full Vendor ID number printed. Vendor ID numbers will still be displayed on FAMIS screens. Type “N” to print the full Vendor/Bidder ID.
*This can be set on Screen 307 as the default to mask the Vendor ID number.*

**Print CC:**
1 character
Type “Y” to print campus code on the document.

**Bid Document Information**

**Document Dt:**
8 digits
Shows date the document was created.

**Cat:**
2 characters
Defines the category of the document.

**User Ref:**
14 digits
Indicates subsidiary ledger (SL) account number to be used for the order followed by the departmental identification number.

**Buyer:**
3 characters
Displays the buyer code and buyer’s name for the document.

**Dept:**
5 characters
Indicates the department of the primary account responsible for the bid.

**SubDept:**
5 characters
Identifies the sub-department of the primary account responsible for the bid document.

**Print Doc?:**
1 character
Type “Y” if the specified document is to be printed.

**Catalogue Order:**
1 character
Enter “Y” to identify that the document is a catalogue order.

**Doc Summary:**
50 characters
Displays a brief summary of the bid document as a whole that will be displayed on inquiry screens.

**Additional Functions**

**PF KEYS**
See the Appendix for an explanation of the standard PF keys.
Maintain Printer Batch Tables

It is possible to define information that will be used for all NATURAL RJE jobs submitted by FAMIS. This is accomplished using Screen 857. There will be one line on the screen for each FAMIS campus code using RJE.

Screen 857 - Batch Table Maintenance

Special Notes

A batch program FBAU857 is available to update the MVS and NAT passwords. Logon to the CSR ID in Wylbur to view the output.

Basic Steps

Add New Batch Information
- Type a campus code and batch type in the fields provided.
- Press <ENTER> to view existing batch information.
- Type an “A” in the Func (Function) field to add; “U” to update.
- Type information to be added in the available fields, as desired.
- Enter “Y” in the H (Hold) field to hold the print so you can view the output in Wylbur.
- Press <ENTER> to record the information.
Screen 857 – Batch Table Maintenance (cont’d)

Modify Existing Batch Information

- Type a campus code and batch type in the fields provided.
- Press <ENTER> to view existing batch information.
- Type a “U” in the **Func** (Function) field to update.
- Modify information in the available fields, as desired.
- Press <ENTER> to record the information.

Remove Batch Information

- Type a campus code and batch type in the fields provided.
- Press <ENTER> to view existing batch information.
- Type a “D” in the **Func** (Function) field to delete a line.
- Press <ENTER> to remove the information from the system.

Field Descriptions (** = Required; [Help] = Field Help Available Using PF2, ?, or *)

**Action Line**

- **Campus Cd:** 2 digits
  Identifies the campus code for which batch information should be displayed. Enter two asterisks (**) to display all available batch information.
- **Type:** 2 digits
  This will always be RJE-BATCH.

**Screen Information**

- **Func:** 1 character
  Indicate whether batch information should be added (A), updated (U), or deleted (D) from the system.
- **CC:** 2 digits
  Identify the campus code associated with the batch information.
- **Job Name:** 10 characters
  Include the name of the job as it appears on the job card.
- **CSR:** 7 characters
  Identify the CSR-ID as it will appear on the job card.
- **Nat ID:** 8 characters
  Indicate the NATURAL batch ID that will be used for NATURAL jobs.
- **Nat Pswrd** 8 characters
  Indicate the NATURAL password.
  The password may be changed on this screen, but it will not display as you change it (only asterisks).
Screen 857 – Batch Table Maintenance (cont’d)

**MVS Pswrd:** 8 characters
Indicate the password that is valid for the CSR-ID on the job card.

| The password may be changed on this screen, but it will not display as you change it (only asterisks). |

**Prty:** 1 digit
Include the priority at which the batch will be processed.

**Cls:** 1 character
Identify the class as it will appear on the ADABAS class card.

**Main:** 7 characters
Indicate the username that will go on the main card.

**H:** 1 character
Type “Y” if the RJE job should be kept on “holdout” and therefore will not print until released.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF keys.
Updating various topics, such as the FAMIS Bulletin Board, is done using Screen 832. This information is what users see when they first access FAMIS.

This screen is maintained and updated by FAMIS Services.
The information is viewed by all TAMUS Members.

Screen 832 – FRS Topic Id Maintenance

<table>
<thead>
<tr>
<th>Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Line</td>
</tr>
<tr>
<td>◆ Campus Code: 2 digits This field lists the campus codes for the campuses of TAMUS. These topics are usually kept on campus code “**.”</td>
</tr>
<tr>
<td>◆ Topic Type: 2 characters Provide the topic type code.</td>
</tr>
<tr>
<td>◆ Topic ID: 6 characters Include the topic identification for the description or name.</td>
</tr>
<tr>
<td>Page: 4 characters Identify the page number of the topic document you want to see or update.</td>
</tr>
</tbody>
</table>
Delete: 1 character
Enter “Y” to delete the topic.

Additional Functions
PF KEYS See the Appendix for explanations of the standard PF keys.
Purchasing Campus Bulletin Board

Campus-specific purchasing information, such as policy changes, training opportunities, screen updates, or important deadlines, may be viewed online using Screen B21. Information for Screen B21 is entered/updated using Screen 305. Ninety-nine lines of campus-specific information may be entered.

This screen is maintained and updated by each campus. The information is campus specific.

Screen 305 - Purchasing Campus Bulletin Board (ENTRY)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>305 Purchasing Campus Bulletin Board</td>
<td>10/30/13 15:53</td>
</tr>
<tr>
<td>Screen: ___ Page: 1___</td>
<td>FY 2014 CC 02</td>
</tr>
<tr>
<td>DEADLINES-Purchase Requisitions for FY 2012 and 2013</td>
<td></td>
</tr>
<tr>
<td>FY 2012 and FY 2013 requisitions received after the deadlines will be processed after requisitions that have met the specified dates and funding requirements. The deadlines do not guarantee that lead-time for delivery is adequate for all commodities or services. If a 9-1-12 delivery is desired on FY 2013 funded purchases, please indicate the need on the requisition and every effort will be made to accommodate the request.</td>
<td></td>
</tr>
<tr>
<td>Goods/Services Purchase Requisition Type</td>
<td>Date Purchase Requisition Required</td>
</tr>
<tr>
<td>$100,000 or more and not under A&amp;M/State Contract</td>
<td>5-18-2012*</td>
</tr>
<tr>
<td>&gt; $5,000 but &lt; $100,000 &amp; not under A&amp;M/State Contract</td>
<td>6-1-2012*</td>
</tr>
<tr>
<td>&gt; $5,000 &amp; under A&amp;M/State Contract</td>
<td>8-3-2012*</td>
</tr>
<tr>
<td>* Dates are for FY 2012 and FY 2013 funded procurements.*</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
<tr>
<td>Continued on page 2</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp</td>
<td></td>
</tr>
</tbody>
</table>

There is no word wrap feature. To prevent a word from being split between two lines, use the TAB key to advance to the next available text line.

Screen B21 - Purchasing Campus Bulletin Board (DISPLAY)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B21 Purchasing Campus Bulletin Board</td>
<td>10/30/13</td>
</tr>
<tr>
<td>Screen: ___ Page: 1___</td>
<td>PAGE: 1 OF 5</td>
</tr>
<tr>
<td>DEADLINES-Purchase Requisitions for FY 2012 and 2013</td>
<td></td>
</tr>
<tr>
<td>FY 2012 and FY 2013 requisitions received after the deadlines will be processed after requisitions that have met the specified dates and funding requirements. The deadlines do not guarantee that lead-time for delivery is adequate for all commodities or services. If a 9-1-12 delivery is desired on FY 2013 funded purchases, please indicate the need on the requisition and every effort will be made to accommodate the request.</td>
<td></td>
</tr>
<tr>
<td>Goods/Services Purchase Requisition Type</td>
<td>Date Purchase Requisition Required</td>
</tr>
<tr>
<td>$100,000 or more and not under A&amp;M/State Contract</td>
<td>5-18-2012*</td>
</tr>
<tr>
<td>&gt; $5,000 but &lt; $100,000 &amp; not under A&amp;M/State Contract</td>
<td>6-1-2012*</td>
</tr>
<tr>
<td>&gt; $5,000 &amp; under A&amp;M/State Contract</td>
<td>8-3-2012*</td>
</tr>
<tr>
<td>* Dates are for FY 2012 and FY 2013 funded procurements.*</td>
<td></td>
</tr>
<tr>
<td>Continued on page 2</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
<tr>
<td>Prev Next Exit</td>
<td></td>
</tr>
</tbody>
</table>
Basic Steps

- Advance to Screen 305 to View existing campus-specific purchasing notices.
- Type notices in the space provided.
- Press <ENTER> to record the information.
- Advance to Screen B21 to view the information entered on Screen 305.

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

Screen 305 Information
◆ Page ____: 4 digits
   Identify the page number of the bulletin board to be modified. This will default to page 1. Add/modify the information that is to appear on the Purchasing Campus Bulletin Board (Screen B21).

Delete: 1 character
   Type “Y” to delete existing purchasing notices.

Enter the text to be displayed on Screen B21.

Screen B21 Information
◆ PAGE __ OF __: 4 digits
   Shows the page number currently displayed and the number of pages available.

◆ Page __: 2 digits
   Identify the page number of the bulletin board to be displayed. This will default to page 1. The information typed on Screen 305 will be displayed.

Displays the text entered on Screen 305.

Additional Functions
 PF KEYS See the Appendix for explanations of the standard PF keys.

NEXT Exit
PF12 Pressing this key will terminate your FAMIS session.
## FAMIS Control Screens List

<table>
<thead>
<tr>
<th>Screen No.</th>
<th>Screen Name</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>215</td>
<td>Print Purchase Document</td>
<td>Used to print or reprint purchase orders.</td>
<td>IX-53</td>
</tr>
<tr>
<td>216</td>
<td>Print Bid Document</td>
<td>Used to print or reprint bid documents.</td>
<td>IX-56</td>
</tr>
<tr>
<td>304</td>
<td>Requisition Deadlines by Fund</td>
<td>Enter the deadline information for each Fund Type.</td>
<td>IX-19</td>
</tr>
<tr>
<td>305</td>
<td>Purchasing Campus Bulletin Board</td>
<td>Used by each campus to enter specific purchasing information for their users.</td>
<td>X-5</td>
</tr>
<tr>
<td>306</td>
<td>Maintain Exempt/Delegation Type Object Code Table</td>
<td>Used to define object codes which will be allowed to be entered on Exempt POs.</td>
<td>IX-20</td>
</tr>
<tr>
<td>307</td>
<td>Purchasing Print Defaults</td>
<td>Defines the printing defaults to be used each time a purchase document is printed.</td>
<td>IX-48</td>
</tr>
<tr>
<td>308</td>
<td>Printer Maintenance</td>
<td>Set general printer defaults for a particular FAMIS campus code.</td>
<td>IX-51</td>
</tr>
<tr>
<td>309</td>
<td>Purch. Limited/Exempt/PIP Control</td>
<td>Set by the FAMIS Services Staff to define matching and accounting processes for limited and exempt purchase documents.</td>
<td>IX-22</td>
</tr>
<tr>
<td>310</td>
<td>Purchasing Controls</td>
<td>Used by the FAMIS Services staff to set general purchasing controls.</td>
<td>IX-3</td>
</tr>
<tr>
<td>311</td>
<td>Purchasing System Control Part 2</td>
<td>A continuation of Screen 312, with additional Purchasing controls.</td>
<td>IX-7</td>
</tr>
<tr>
<td>312</td>
<td>Document Category Maintenance</td>
<td>Used to define certain accounting and receiving characteristics of a purchase document.</td>
<td>IX-9</td>
</tr>
<tr>
<td>313</td>
<td>Special Text Code Maintenance</td>
<td>Add or modify text codes to specify attributes of the purchase.</td>
<td>IX-31</td>
</tr>
<tr>
<td>314</td>
<td>Purchasing Office Maintenance</td>
<td>Used to enter information about the Purchasing Office.</td>
<td>IX-34</td>
</tr>
<tr>
<td>315</td>
<td>Buyer Code Maintenance</td>
<td>Maintains the buyer code, and buyer’s information and purchasing restrictions.</td>
<td>IX-36</td>
</tr>
<tr>
<td>316</td>
<td>Ship to/Invoice to Address</td>
<td>Assign the shipping information to a three-digit code to simplify entry process.</td>
<td>IX-39</td>
</tr>
<tr>
<td>317</td>
<td>Standard Text Code Maintenance</td>
<td>Defines text code for phrases or terms used in purchasing documents.</td>
<td>IX-41</td>
</tr>
<tr>
<td>318</td>
<td>Type of Funds</td>
<td>Add or modify type of funds that may be used for purchasing documents on-line.</td>
<td>IX-43</td>
</tr>
<tr>
<td>319</td>
<td>Type of Orders</td>
<td>Identifies the type of orders that will be allowed for specific fund types.</td>
<td>IX-45</td>
</tr>
</tbody>
</table>
Appendix – FAMIS Control Screens List (cont’d)

680 Accounts Receivable Control Record ................................................................. VI-3
Controls the processing of accounts receivable processing.

681 Invoice Prefix Create ......................................................................................... VI-6
Used by the FAMIS Services staff to create new invoice prefixes.

682 Invoice Prefixes - Last Number Used ............................................................. VI-8
Shows the prefixes and numbers of the most recent invoice numbers used in the FAMIS system.

683 Past Due Letter Text Maintenance ................................................................. VI-9
Used to create the text to be used for a particular past due letter for a specific invoice type.

801 Display General Ledger Chart of Accounts Table .......................................... III-3
This table defines the valid structure for the creation and usage of general ledgers in FAMIS.

802 Display Subsidiary Ledger Chart of Accounts Table ...................................... III-5
Defines the valid structure for the creation and usage of subsidiary ledgers in FAMIS.

803 Maintain Global Subcode Edit Table .............................................................. III-7
Allows “across the board” restrictions, by subcode ranges, to be placed on accounts.

804 Maintain Automatic Budget Reallocation Rules ........................................... III-10
 Identifies the valid budget pools and the ranges of valid object codes that participate in the pool.

805 Maintain GL Account Control Descriptions ................................................ III-12
Identifies the subcodes that represent the GLs share in the Cash of the institution.

806 Maintain SL Subcode Descriptions ............................................................... III-14
Maintain the list of Subsidiary Ledger subcodes.

807 Maintain Vendor Check Limits ................................................................. V-6
Set dollar limits on the checks that will be processed for a particular vendor.

808 Maintain Discount Table ............................................................................. V-7
Specify terms of frequently used discounts.

809 Maintain Tax Code Table ........................................................................... V-10
Maintain a tax code table and messages concerning these codes.

810 Maintain Currency Code Table .................................................................. V-12
Maintain the currency code table – not currently used.

811 Cost Reference Table Maintenance ........................................................... IV-6
Maintain valid cost reference values.

812 Invoice Problem Text Maintenance ........................................................... V-13
Simplifies entry of PIP information by using pre-determined codes and descriptions.

816 ACH Holiday Table ..................................................................................... V-25
Used to enter ACH Bank holidays. These holidays are used by the check cycle to schedule payments to avoid prompt pay interest.

817 Comp Codes Subject to Interest ............................................................... V-23
Displays the State Comptroller Object Codes subject to prompt payment interest.
## Appendix – FAMIS Control Screens List (cont’d)

<table>
<thead>
<tr>
<th>PAGE</th>
<th>Description</th>
</tr>
</thead>
</table>
| V-27 | ACH, State and Local Holiday Table  
Shows all known State and Local holidays. |
| V-30 | State Holiday Table  
Displays State holidays. |
| IV-3 | Financial Accounting Control Record  
Maintained by the FAMIS Services staff. |
| V-3 | Accounts Payable Control Record  
Maintained by the FAMIS Services staff. |
| VII-3 | Payroll Interface Control Record  
Maintained by the FAMIS Services staff to ensure proper posting of the payroll data. |
| VII-7 | Employer Payment Credit Account Table  
Identifies the accounts that are credited by the payroll interface for the employer paid local funds benefits. |
| IV-9 | Maintain Interdepartmental Transfer Table  
Used to maintain the clearing accounts for all interdepartmental transfers. |
| X-3 | FRS Topic Id Maintenance  
Maintain topics, such as the FAMIS Bulletin Board. |
| V-15 | Maintain Bank Information  
Defines the check and voucher information for local banks which must be created for the voucher cycle to process. |
| V-18 | Voucher Type Create  
Create voucher prefixes to allow grouping different types of vouchers with the same starting number (prefix). |
| V-20 | Last Voucher Number Used Table  
Shows the next voucher number to be assigned. |
| VII-9 | Beginning Budget Entries Table  
This function is now handled by the Budget Module. |
| VII-11 | Employee Deduction, Insurance/Benefits Liability Accounts  
Shows the accounts that are credited by the payroll interface for the insurance and benefits billing system. |
| V-21 | Contact Maintenance  
Lists the name of the person at each institution to contact regarding vouchers. |
| VII-13 | InterAgency Payment Account Table  
Displays InterAgency Due To/Due From accounts for payroll related items. |
| VIII-3 | Maintain USAS Strategy Table  
View and update the USAS Strategy Table. |
| VIII-7 | Legal/Descriptive Text Maintenance  
Maintain the legal/descriptive text codes sent to USAS. |
| II-3 | Campus Allow Flag Maintenance  
Used to control access to update functions for a campus code. |
<table>
<thead>
<tr>
<th>PAGE</th>
<th>SCREEN NUMBER</th>
<th>SCREEN NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>II-5</td>
<td>843</td>
<td>Campus Control Flag Maintenance</td>
<td>Maintains the global budget control flag for a campus. Element security #6 is required to update this screen.</td>
</tr>
<tr>
<td>II-12</td>
<td>850</td>
<td>Person Information</td>
<td>Add or maintain information for budgeted personnel.</td>
</tr>
<tr>
<td>II-24</td>
<td>851</td>
<td>Mail Code Maintenance</td>
<td>Enter and update mail codes for TAMUS members to assist in distributing monthly statements.</td>
</tr>
<tr>
<td>II-16</td>
<td>852</td>
<td>Person Alias Maintenance</td>
<td>Maintain different names for the same person using an alias.</td>
</tr>
<tr>
<td>II-26</td>
<td>853</td>
<td>Generic Table</td>
<td>Maintain the generic file tables to control various functions or to validate data.</td>
</tr>
<tr>
<td>IX-15</td>
<td>854</td>
<td>Type/Prefix Create</td>
<td>Create unique prefixes to differentiate different purchasing documents.</td>
</tr>
<tr>
<td>IX-17</td>
<td>855</td>
<td>Type/Prefix Display</td>
<td>Displays the Purchasing document prefixes created on Screen 854.</td>
</tr>
<tr>
<td>IX-60</td>
<td>857</td>
<td>Batch Table Maintenance</td>
<td>Define information used for all NATURAL RJE jobs submitted by FAMIS.</td>
</tr>
<tr>
<td>II-18</td>
<td>858</td>
<td>UIN Verification</td>
<td>Used to display entries in the UIN Table.</td>
</tr>
<tr>
<td>II-21</td>
<td>859</td>
<td>BPP Verification</td>
<td>Used to display employee information from the BPP Employees File.</td>
</tr>
<tr>
<td>II-28</td>
<td>860</td>
<td>Department Table Maintenance</td>
<td>Used in FRS and FFX to maintain a table of valid departments for each TAMUS campus.</td>
</tr>
<tr>
<td>II-6</td>
<td>882</td>
<td>Maintain Current Session Campus and/or Fiscal Year</td>
<td>Screen to be used to change the current session, campus, and/or fiscal year.</td>
</tr>
<tr>
<td>II-8</td>
<td>883</td>
<td>Campus Access Control</td>
<td>Used to restrict update access to all or specific campuses for specified time periods. See Screen 853 Available table.</td>
</tr>
<tr>
<td>II-33</td>
<td>886</td>
<td>Account Audit Trail Inquiry</td>
<td>Used for an audit trail for certain account attributes.</td>
</tr>
<tr>
<td>II-36</td>
<td>899</td>
<td>Maintain Dictionary Values</td>
<td>Create, update or delete valid values for the database dictionary.</td>
</tr>
<tr>
<td>IX-27</td>
<td>950</td>
<td>Electronic Documents Profile</td>
<td>Used to set limits on the various types of electronic documents used in FAMIS.</td>
</tr>
<tr>
<td>II-38</td>
<td>995</td>
<td>Error Display by User/Pgm/Err/Date Order (FAMIS Staff Only)</td>
<td>Used to display program errors trapped by the system when received by users. This screen is for debugging and analysis purposes.</td>
</tr>
<tr>
<td>X-5</td>
<td>B21</td>
<td>Purchasing Campus Bulletin Board</td>
<td>Displays purchasing notices specific to a particular FAMIS campus code.</td>
</tr>
</tbody>
</table>
Appendix – FAMIS Control Screens List (cont’d)

<table>
<thead>
<tr>
<th>PAGE</th>
<th>M45</th>
<th>Purchasing Technical Menu</th>
<th>Provides a list of all the purchasing control screens.</th>
<th>I-9</th>
</tr>
</thead>
<tbody>
<tr>
<td>M62</td>
<td>Accounts Receivable System Controls</td>
<td>System control screens for Accounts Receivable.</td>
<td>I-10</td>
<td></td>
</tr>
<tr>
<td>S01</td>
<td>FA/AP System Tables Menu</td>
<td>Shows the processing tables and system control records.</td>
<td>I-8</td>
<td></td>
</tr>
<tr>
<td>S02</td>
<td>FRS Miscellaneous Tables</td>
<td>Lists miscellaneous available tables in FAMIS.</td>
<td>I-8</td>
<td></td>
</tr>
<tr>
<td>S03</td>
<td>FRS Miscellaneous Tables Continued</td>
<td>Cost reference, voucher types, insurance liability accounts, department tables, etc.</td>
<td>I-9</td>
<td></td>
</tr>
</tbody>
</table>
Document Inquiry Pop-Up Windows

The purchasing document inquiry screens have extended information windows assigned to various function keys that are designated at the bottom of each screen. 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.

Exit a pop-up window by pressing **PF4** to return to the previous window or inquiry screen. If multiple windows have been opened, pressing **PF3** will return you directly to the inquiry screen from which you started.

From within many of the pop-up windows, an additional set of extended function keys may appear to further inquire on the document or item. See Additional Inquiry Pop-up Windows section for explanation of the function assigned to the key.

**Inquiry Screen Extended Function Keys**

**Accts**

**Accounts**
Displays a window of all responsible accounts and their portion of the total order.

<table>
<thead>
<tr>
<th>CC</th>
<th>FY</th>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>1996</td>
<td>330001-00000-4050</td>
<td>GIGI'S TEST ACCOUNT</td>
<td>48.64</td>
</tr>
<tr>
<td>AM</td>
<td>1996</td>
<td>330001-00000-4010</td>
<td>GIGI'S TEST ACCOUNT</td>
<td>11.23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total all Accounts *</td>
<td>59.87</td>
</tr>
</tbody>
</table>
Appendix – Document Inquiry Pop-Up Windows (cont’d)

**Audit**  
Displays a window summarizing document activity.

```
**** Audit Information ****

Document: P600027
Item: 
Date Created: 10/09/95  Time Created: 10.45.43
Added By: Cxxxx6  COOK, COLLIN C
Last Modify Date: 10/19/95  Last Modify Time: 11.31.37
Last Modify By: Cxxxx6  COOK, COLLIN C
```  

**Headr**  
Documents Header  
Accesses a window of document header information. From within this window, multiple windows of document information can be viewed.

```
**** Document Header Extended Information ****

Document: P600026 *  Doc Year: 1996  Total: 15.23
Summary: OFFICE AND LAB SUPPLIES FOR FALL SEMESTER
Vendor: Avvvvvvvvvv1  DENTON’S LAB AND RESEARCH SUPPLIES
Document: 10/05/95  Cat: RO User Ref: 333333-09988A  Req: 
Required: Contact: Ph: 
Start: Buyer: Ph: 
End: Research: N  Type Funds: L  Type Order: CATL 
Change: No:  Print Doc: Y 
Dept: MISP  SubDept:  Route Status: 
PF3= Back to 280  PF4=Exit  PF5=AdDept  PF6=Ship 
PF7=Sug. Vndr  PF8=Accts  PF9=Notes  PF10=Sole/Emer.  PF11=Items
```  

**Inv**  
Invoking  
Displays a window summarizing document invoicing entries.

```
*** Invoices for Document P600107 ***

No.  M  Vchr
---  ---  ---
AMC999G1G1  8  10/17/95  CL MS 1996 0000025  N  201.89
```

**End of Invoices**
Appendix – Document Inquiry Pop-Up Windows (cont’d)

**Items**

**Document Items**

Shows detail information for items on the document. From within this window, multiple windows of item information can be viewed.

<table>
<thead>
<tr>
<th>F2999 End of line items on file</th>
</tr>
</thead>
<tbody>
<tr>
<td>P P600026 **** Document Item Inquiry ****</td>
</tr>
<tr>
<td>PANEL: SIMORE&gt;&gt;</td>
</tr>
<tr>
<td>Nr Item Description Quantity PCd UOM Extended</td>
</tr>
<tr>
<td>* 1.0 standard staples 12.00 BOX 14.88</td>
</tr>
<tr>
<td>2.0 standard staplers - hand held 16.00 EA 33.76</td>
</tr>
<tr>
<td>3.0 Assorted Screws, Nuts, and Bol 1.00 CS 11.23</td>
</tr>
<tr>
<td>4.0 microscope glass slides - 250 10.00 BOX 90.00</td>
</tr>
</tbody>
</table>

PF3= Back to 280 PF4=Exit PF5=More Desc PF6=Itm Ext PF7=Audit |
PF8=Itm Accts PF9=Itm Notes PF10=Left PF11=Right

**Print**

**Print**

Used to print document information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for greater detail.

You must be running Entire Connection in order to take advantage of this print function.

Press <Enter> to Proceed with Print

Press PF12 to Cancel this print request

**Recv**

**Receiving**

Displays a window summarizing document receiving entries.

<table>
<thead>
<tr>
<th>*** Shipments for Document P600107 ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Date Ship Items Received St Doc Summary Rec by Dept Carrier</td>
</tr>
<tr>
<td>001 8 10/20/95 CL LAB/OFFICE SUPPLIES, FALL 1996 MISP UPS</td>
</tr>
</tbody>
</table>

**End of Shipments **
**Document Tracking**

Identifies all types of action that have gone against this document. From within this window you may track any of the related documents by placing the cursor on any of the windows lines and pressing **PF12**.

<table>
<thead>
<tr>
<th>P P600026</th>
<th>Document Tracking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td></td>
<td>-----</td>
</tr>
<tr>
<td></td>
<td>To</td>
</tr>
<tr>
<td></td>
<td>To</td>
</tr>
<tr>
<td></td>
<td>To</td>
</tr>
<tr>
<td></td>
<td>To</td>
</tr>
<tr>
<td></td>
<td>To</td>
</tr>
<tr>
<td></td>
<td>To</td>
</tr>
<tr>
<td></td>
<td>To</td>
</tr>
<tr>
<td></td>
<td>To</td>
</tr>
</tbody>
</table>

PF3= Back To 280  PF4=Exit  PF12=Track
Standard PF Keys

PF Keys are used in the purchasing module of FAMIS 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 System Control screens.

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.

Exiting a pop-up window is done by pressing **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 from which you started.

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

Extended Function Keys

**Accts**

Displays a window of all responsible **accounts** and their portion of the total order.

```plaintext
+---------------------------------+---------------------------------+------------------+
| F5628 End of accounts on document | P P600026 *** Account Distribution *** |
| CC FY Account Description Amount |
| AM 1996 330001-00000-4050 GIGI'S TEST ACCOUNT 48.64 |
| AM 1996 330001-00000-4010 GIGI'S TEST ACCOUNT 11.23 |
| Total all Accounts * 59.87 |
+---------------------------------+---------------------------------+------------------+
```

**PF3**= Back to 280  **PF4**=Exit  **PF5**=BBA
Appendix – Standard PF Keys (cont’d)

**AdDept**

Additional Departments
Displays all departments that have approval and accounts on this document.

![Additional Departments/SubDepartments Table]

**Addr**

Address
Used to include more lines of address information.

![Address Information]

**AdFFX**

Additional Fixed Asset Information
Provides additional information for a particular fixed asset record.

![Additional Fixed Asset Information Table]
Appendix – Standard PF Keys (cont’d)

BBA  
**Budget Balance Available**
Show any over budget messages that may pertain to a particular account on the document.

| +-------------------------------------------------------------+ |
| | 5628 End of accounts on document                            | |
| | P P4000013 *** Budget Balance Available ***                | |
| | CC FY Account Over Budget Message                           | |
| | -- ---- ----------------- ------------------------------  | |
| | 02 1994 133502-00000-8435                                 | |
| |                                                             | |
| |                                                   PF4=exit  | |
| +-------------------------------------------------------------+ |

Bkwd  
**Backwards**
Returns to the previous screen or scrolls one page back for a particular item.

Ddesc  
**Damage Description**
Used to provide information about any goods that were **damaged**.

| +-------------------------------------------------------------------+ |
| | Dmg Description: 10 OF THE 12 DRUMS OF CONTAINING POLY-          | |
| | ACRILAMIDE GEL FOR P.A.G.E. ANALYSIS ________                    | |
| | HAD BEEN CRUSHED BY HEAVIER SUPPLIES AND__                     | |
| | WERE LEAKING UPON ARRIVAL.__________                             | |
| | NEW DRUMS HAVE BEEN REQUESTED FROM THE ________                 | |
| | VENDOR AND SHOULD ARRIVE W/IN 10 DAYS__________                | |
| | _____________________________________________________________  | |
| +-------------------------------------------------------------------+ |

Frwd  
**Forward**
Advances to the next screen or scrolls one page forward for a particular item.
Appendix – Standard PF Keys (cont’d)

**Header**

**Document Header**
Accesses a window of document header information. From within this window, multiple windows of document information can be viewed.

---

**** Document Header Extended Information ****

Document: P400013  Doc Year: 1995  Total: 1,945.66

<< Dates >>

Document: 10/04/93  Cat: RO  User Ref: 133502-4048  Req:

Required:  Contact: ROGER R. REYNOLDS  Ph: 979-845-3333

Start:  Buyer: BAL BERTHA BROOM  Ph: 979-845-4444

End:  Research: N  Type Funds: S  Type Order: SPOT

Change:  Print Doc: N  10/15/93

Dept: CHEM  SubDept:  

PF4=Exit  PF5=AdDept  PF6=Ship  PF7=Vndr  PF8=Sole  PF9=Notes  PF11=Items

---

**Idesc**

**Item Description**

More detailed item descriptions can be entered by pressing **PF11**.

---

Item Description: MACINTOSH QUADRA 650 WITH 500 MB HARD DISK__

8 MB RAM, 1 MB VRAM, INTERNAL CD ROOM 300I__

PART NO: M2104LL/B_________________________

---

**Items**

**Document Items**

Provides a window showing all document **items**. From within this window, multiple windows of item information can be viewed.

---

F2999 End of line items on file  

R R400007  **** Document Item Inquiry ****

PANEL: 01MORE>

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>1.6 GB FORMATTED (USEABLE) FAS</td>
<td>1.00</td>
<td>EA</td>
<td>1,515.00</td>
</tr>
</tbody>
</table>

PF3= Back to 280  PF4=Exit  PF5=More Desc  PF6=Item Ext  PF8=Item Accts  PF9=Item Notes  PF10=Left  PF11=Right
Appendix – Standard PF Keys (cont’d)

**Itm Accts** Accounts on a Document
Displays the responsible accounts for the particular document item and their portion of the item total.

<table>
<thead>
<tr>
<th>5628 End of accounts on document</th>
</tr>
</thead>
<tbody>
<tr>
<td>R R400007 *** Account Distribution ***</td>
</tr>
<tr>
<td>CC FY Account Amount</td>
</tr>
<tr>
<td>02 1994 511060-00000-8435 1,515.00</td>
</tr>
</tbody>
</table>

**Itm Ext** Item Extended Information
Show detail information about the specific item ordered (i.e., quantity, unit of measure, unit price, and commodity code).

| Document: R400007 1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK |
| Item: 1.0 |
| Quantity: 1.00 Date Created: 09/22/93 Last Modified: 10/06/93 |
| UOM: EA |
| Unit Price: 1,515.0000 Commodity: 20534 |
| Extended Price: 1,515.00 Tax: |
| Prc Cd: X Print: |

**Itm Notes** Item Notes
Displays notes that have been added to a particular document item. Use the Position at Line field to start the text at a particular line. The Page (F/B/E) field scrolls Forward (F) and Backward (B) through the text, and End (E) exits the window.

<table>
<thead>
<tr>
<th>7468 Note not found on file</th>
</tr>
</thead>
<tbody>
<tr>
<td>R400007 1.0 Position at line: ___</td>
</tr>
<tr>
<td>Line</td>
</tr>
<tr>
<td>PROGRAM DIRECTOR, MARSHA M MALLOY REQUESTS ___</td>
</tr>
<tr>
<td>TO REVIEW ALL MATERIAL ORDER UPON ARRIVAL ___</td>
</tr>
<tr>
<td>MS MALLOY WILL BE RESPONSIBLE FOR DISPERSAL ___</td>
</tr>
<tr>
<td>AMONG CONFERENCE ATTENDEES ___</td>
</tr>
</tbody>
</table>

**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 left.
More Desc

Displays complete description text for a document or an item.

```
+--------------------------------------------------------------+
|  R R400007      **Document Item Inquiry **                   |
| Item:   1.0                                                  |
|                                                              |
| Line                   Descriptions                          |
| ----   ---------------------------------------------         |
|    1   1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK           |
|    2   DRIVE FOR SGI INDIGO WITH INTERNAL MOUNTING           |
|    3   BRACKET, 10 MS ACCESS TIME, FORMATTED AND             |
|    4   TESTED PRIOR TO SHIPPING, MODEL SEAGATE               |
|    5   OR EQUIVALENT.  5 YEAR OR GREATER.                    |
|                                                              |
|              ** End of description List **                   |
|                                                              |
|                                 Press <PF4> to Exit          |
+--------------------------------------------------------------+
```

Next

Advances to the next screen required.

Notes

Displays any notes attached to the document header. Use the Position at Line field to start the text at a particular line. The Page (F/B/E) field scrolls Forward (F) and Backward (B) through the text, and End (E) exits the window.

```
+------------------------------------------------------------------+
|   F0013 Please enter desired modifications                       |
|  P600026   1.0                           Position at Line: ___   |
|     Line             ******** Note Text ********                 |
|     1       >>Notes Entered 10/12/95 BY CARR, CATE C_____        |
|     2       THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS___        |
|     3       PRIOR TO THE AWARD.__________________________        |
|     4       _____________________________________________        |
|     5       CONTACT DR. JULIAN J JONES FOR FURTHER______         |
|     6       DETAILS/CLARIFICATION ABOUT THE REQUESTED____        |
|     7       ITEMS._______________________________________        |
|     8       _____________________________________________        |
|     9       _____________________________________________        |
|     10      _____________________________________________        |
|     11      _____________________________________________        |
|     12      _____________________________________________        |
|              PF4=Exit  PF7=PItem  PF8=NItem    Page (F/B/E): _   |
+------------------------------------------------------------------+
Appendix – Standard PF Keys (cont’d)

Pdesc  Purchasing Document Description
Additional description for purchasing document items may be viewed by pressing this PF key.

+-------------------------------------------------------------------+
|                                                                   |
|  ITEM Description: yellow sticky note pads______________________  |
|                    assorted sizes, including:___________________  |
|                    15 2 1/2 in X 2 1/2 in pads__________________  |
|                    9  2 1/2 in X 1 in pads______________________  |
|                    9  3 1/2 in X 4 in pads______________________  |
+-------------------------------------------------------------------+

Rdesc  Receiving Item Description
Displays a window in which additional receiving item descriptions may be added/modified.

+-------------------------------------------------------------------+
|                                                                   |
|  ITEM Description: ONLY 1/2 OF EXPECTED ORDER ARRIVED WITH THIS_ |
|                    SHIPMENT.____________________________________  |
|                    PLEASE NOTIFY MS. MARTHA MALLARD AS SOON_____  |
|                    AS REMAINING SUPPLIES ARE RECEIVED SO THAT___  |
|                    THEY MAY BE DISTRIBUTED TO DEPARTMENT HEADS._  |
+-------------------------------------------------------------------+

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.

Ship  Shipping Address
Displays the Ship To and Invoice To addresses for the document.

+-----------------------------------------------------------------------------+
|               **** Required Shipping and Text Information ****              |
|                                                                             |
|  Document  P400013                                                         |
|  Ship To       Address Nbr:             Invoice To      Address Nbr:         |
|  Name:       DEPARTMENT OF CHEMISTRY         Name:       DEPARTMENT OF CHEMISTRY |
|  Addr:        ATTN:  RAY ROGERS               Addr:        ATTN:  RAY ROGERS              |
|  City:        COLLEGE STATION      State: TX     City:        COLLEGE STATION      State: TX |
|  Zip:         778433255    Country:       Zip:         778433255    Country:       |
|  PH:          FAX:                 PH:          FAX:                 |
|                                                                             |
|                                                  Press <PF4> to Exit        |
|                                                                             |
+-----------------------------------------------------------------------------+
Appendix – Standard PF Keys (cont’d)

Sole Source
Displays Sole Source and Emergency purchase reasons.

```
+-----------------------------------------------------------------------------+
|             **** Sole Source and Emergency Information ****                 |
|                                                                             |
|   Document:   R400007                                                       |
|                                                                             |
|   Sole Source (Y/N): N  Reason:                                             |
|                                                                             |
|   Emergency (Y/N): N  Reason:                                             |
|                                                                             |
|                                                 Press <PF4> to Exit         |
+-----------------------------------------------------------------------------+
```

Track Document Tracking
Displays a document tracking window identifying all types of action that have gone against this document. From within this window, any of the related documents may be tracked by placing the cursor on any of the window lines and pressing PF12 again.

```
+----------------------------------------------------------+
|  P P600026           Document Tracking                   |
|                                                          |
|        Class  Document  Item   Action    Date     Time   |
|        -----  -------- ------ -------- --------- ------  |
|   To                           CREATE   10/05/95  16:15  |
|   To                           CLOSED   10/12/95  10:30  |
|   To                           REOPEN   10/13/95  14:33  |
|   To                           CLOSED   10/13/95  14:35  |
|   To                           REOPEN   10/13/95  14:42  |
|   To                           CLOSED   10/13/95  14:49  |
|   To                           REOPEN   10/13/95  14:49  |
|   To                           CLOSED   10/13/95  14:51  |
|                                                          |
|                  PF3= Back To 280  PF4=Exit  PF12=Track  |
+----------------------------------------------------------+
```

Vndr Suggested Vendors
Displays all suggested vendor sources for a particular document.

```
+-----------------------------------------------+
| **** Suggested Vendors Information ****      |
|                                             |
| Document:   R400007                         |
|                                             |
|   VID:  or FEI: 6xxxxxxx8     VID:  or FEI: 8xxxxxxx8 |
| FALCON SYSTEMS INC                   LEGACY SYSTEMS |
| Addr: 5816 ROSEVILLE ROAD            Addr: 1006 DEPO HILL RD SUITE G |
|       SACRAMENTO CA 95842                  BROOMFIELD CO 80020   |
| PH: 800-333-1000 FAX: 916-344-1111 PH:  FAX: |
|                                             |
|                                             |
| Press <PF4> to Exit                      |
+-----------------------------------------------+```
FAMIS Transaction Codes

FAMIS uses a 3-digit transaction code to determine how transactions are processed. The last digit is often used as a reference to further describe the transaction.

The exception is a full 3-digit code to indicate special processing. Many of these codes are used for budget transactions, encumbrances, and beginning balances.

### Financial Accounting

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>020</td>
<td>Original Budgets and Original Budget Corrections</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>021</td>
<td>Revised Budgets (General)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>022</td>
<td>Budget Transfers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>023</td>
<td>Base SL to SA (Original)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>024</td>
<td>Base SL to SA (Revised)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>025</td>
<td>SA to SA (Within SL Only)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>027</td>
<td>Begin Year Budget Forward</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>030</td>
<td>Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)</td>
<td>User Defined</td>
</tr>
<tr>
<td>031</td>
<td>Investment Earnings</td>
<td>User Defined</td>
</tr>
<tr>
<td>032</td>
<td>Gifts</td>
<td>User Defined</td>
</tr>
<tr>
<td>033</td>
<td>Miscellaneous Receipts</td>
<td>User Defined</td>
</tr>
<tr>
<td>034</td>
<td>Cashiers – Vault Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>038</td>
<td>Payroll Interpart Transfers</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>039</td>
<td>Equity Transfer Receipts - Interpart IDTs – Credit to One Part, Disbursement to Other. Receipt of funds via equity transfer from Members to System for share of benefits paid by System</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>043</td>
<td>Miscellaneous Disbursements</td>
<td>User Defined</td>
</tr>
<tr>
<td>044</td>
<td>Cashiers – Vault Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>045</td>
<td>Miscellaneous Cash Disbursements (Travel Advance, Work Funds)</td>
<td>User Defined</td>
</tr>
<tr>
<td>046</td>
<td>Change of Source of Funds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>047</td>
<td>AP Check Voids</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>048</td>
<td>AP Disbursements</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>049</td>
<td>Payroll Disbursements, Equity Transfer Disbursements</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>

### Encumbrances (Screen 11)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>050</td>
<td>Previous Year(s) Encumbrances</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>051</td>
<td>Salary Encumbrances</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>054</td>
<td>Requisition</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>055</td>
<td>Purchase Order</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>057</td>
<td>Encumbrance Begin Year Carry Forward</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>058</td>
<td>Regular Encumbrance</td>
<td>User Defined</td>
</tr>
<tr>
<td>059</td>
<td>Current Year Encumbrances (budget check, regardless of flags)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>E5x</td>
<td>Blanket Wage Encumbrances</td>
<td>Assigned by FAMIS</td>
</tr>
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</table>
### Financial Accounting Transaction Codes (cont’d)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>060</td>
<td>Real Journal Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>061</td>
<td>JE for IDTs</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>062</td>
<td>JE for Cash Sales/Payments on Receivables (overrides freeze)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>063</td>
<td>JE from Student Feeds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>064</td>
<td>JE from Payroll Feeds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>065</td>
<td>JE from Accounts Receivable (create receivable)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>066</td>
<td>JE from Fixed Assets (capitalization, etc)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>067</td>
<td>JE from LMS (Loan Management System)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>068</td>
<td>JE from Accounts Payable (setting up liabilities)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>069</td>
<td>Compound Journal Entries (system controlled)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>06A</td>
<td>JE for Procurement Card Entries</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>06C</td>
<td>JE for Concur (eTravel) Entries</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>090</td>
<td>Bank Transfers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>098</td>
<td>Beginning Balances</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

### A/P Voucher

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>140</td>
<td>Regular Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>141</td>
<td>Regular Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>142</td>
<td>Produce Separate Checks for Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>143</td>
<td>State Travel Vouchers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>147</td>
<td>Revolving Vouchers</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>148</td>
<td>Change Source of Funds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>149</td>
<td>Force Separate Check</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>Regular Credit Memo</td>
<td>User Defined</td>
</tr>
<tr>
<td>152</td>
<td>Regular Credit Memo</td>
<td>User Defined</td>
</tr>
<tr>
<td>159</td>
<td>Forces Separate Credit Memo (only matches when used on same voucher as charges)</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>160</td>
<td>Prepaid Voucher (Regular) with reconciliation</td>
<td>User Defined</td>
</tr>
<tr>
<td>165</td>
<td>Prepaid Voucher with NO reconciliation (does a JE to cash voucher clearing and does not affect the bank)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>166</td>
<td>Prepaid Voucher with NO reconciliation (offset to the bank)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>167</td>
<td>Prepaid Revolving Voucher</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>169</td>
<td>Prepaid Cash Voucher</td>
<td>User Defined</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>170</td>
<td>Prepaid Credit Memo with reconciliation</td>
<td>User Defined</td>
</tr>
<tr>
<td>176</td>
<td>Prepaid Credit Memo with NO reconciliation (no offset to the bank)</td>
<td>User Defined</td>
</tr>
<tr>
<td>175</td>
<td>NOT USED</td>
<td>User Defined</td>
</tr>
<tr>
<td>177-179</td>
<td>Prepaid vouchers with reconciliation</td>
<td>User Defined</td>
</tr>
</tbody>
</table>
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 number identification number for an account.

Account Number
A 10-position ID within the master file of the Financial Accounting 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

Action/Context Line
The screen line (usually fourth from the top) or lines into which 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 customer, 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.
Appendix – Glossary (cont’d)

Batch/Session
A collection of related transactions input to 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.

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

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

Cash Disbursement
A non-voucherized 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 the Financial Accounting System.

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 Moines.

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.

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.
Appendix – Glossary (cont’d)

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

**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 online feature which 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.

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

**Diagnostic Message HELP**
An on-line feature which 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.

**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 data base immediately.
Appendix – Glossary (cont’d)

**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, may be predefined by the system. It is also known as the Transaction Code.

**F**

**FA**
See Financial Accounting.

**FA**
See Financial Accounting.

**Feed**
Transactions from other systems that are transferred to the Financial Records System.

**Field**
That part of a database in which one unique piece of information is stored; OR an area on a screen that allows data entry.

**File**
A storage area established within a computer system or data base for the purpose of organizing similar kinds of 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.

**Financial Transaction**
An entry made to the system to record information.

**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.

**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.
Appendix – Glossary (cont’d)

**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 number representing the fund group with which an account is associated.

**Fund Transfer**
A movement of dollars from one fund balance to another.

**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 which checks each new 10-digit account against a table which specifies valid combinations of 6-digit accounts and subcodes.

**GSE**
See Global Subcode Edit.

**Header**
That portion of a Purchasing document containing basic information such as document number, date, and amount.

**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.
Appendix – Glossary (cont’d)

J

JCL
See Job Control Language.

Job Control Language
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.

M

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

Memo Bank Account
An account that represents the balances of 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.

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.

R

Regular Order
A type or 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.
Appendix – Glossary (cont’d)

S

6-Digit Account
For GL: An entity which consists of a self-balancing accounts.
For SL: An entity of revenues and/or expenses.

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

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

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 reoccurring 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.

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.
Appendix – Glossary (cont’d)

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 which 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.

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

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

Vendor
A provider of goods and/or services.

Vendor Addresses
See Order-From Addresses and Remit-To Addresses.

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