Approvers User Manual

Version 2.6
March 2014

FAMIS Services
The Texas A&M University System

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Introduction

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

The materials are grouped according to Approval function. 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.

By utilizing the information and guidelines contained in this manual, a user should be able to access vendor information, create and modify vouchers, vendors, and credit memos, and handle the reconciliation process from beginning to end.

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** **PAGE**

M90, M22 Approval Menus I-5
FAMIS Bulletin Board I-6

II **Basic Concepts**

Basic Approver's Process II-3
  Helpful Information II-8
    Document Form II-8
    Route Status II-8
    Actions II-9
Purchasing Invoice Problem (PIP) II-10

III **Document Boxes**

Screen 910 Document In-Box III-3
  Approve or Reject Documents III-6
  Cover Sheet Pop-Up Window III-8
Screen 911 Document In-Box by Name III-11
Screen 912 Document Out-Box III-16
Screen 913 Document Out-Box by Name III-20

IV **Document History**

Screen 918 Documents by Department IV-3
Screen 914 Document Routing History IV-6

V **Approval Profiles**

Screen 915 Approval Profile by Name V-3

VI **Purchasing Inquiry Information**

Screen 280 Document Browse VI-3
Screen 281 Document Inquiry by Department/SubDepartment VI-6
Screen 282 Document Inquiry by Account VI-9
Screen 284 Document Inquiry by User Reference VI-12
Screen 285 Document Inquiry by Vendor VI-15
Screen 286 Document Browse by State Requisition Number VI-18
Screen 287 Document Inquiry by State Order Number VI-21
Screen 288 Document Summary VI-24
Screen 278 Document Inquiry VI-29
Screen 279 Document Line Item Inquiry VI-34
Screen 290 Document Tracking Inquiry VI-37
Screen 291 Document Tracking Cross Reference VI-39
Screen 295 SciQuest/FAMIS Document Cross Reference VI-41

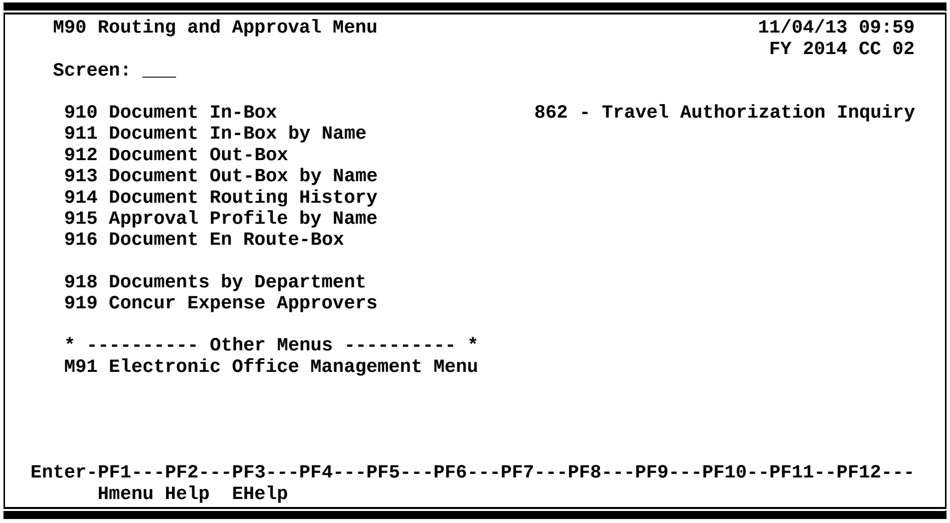
VII **Appendix**

Instructions VII-3
Approvers Screens List VII-9
Standard PF Keys VII-11
Glossary VII-19

Routing and Approval Menus

The Routing and Approval Menu, M90, will help you identify which screens to see when working with documents that are being routed. M90 provides a list of the screen numbers to use for accessing the approver functions in the Routing and Approval System. M22 provides the list for inquiry screens.

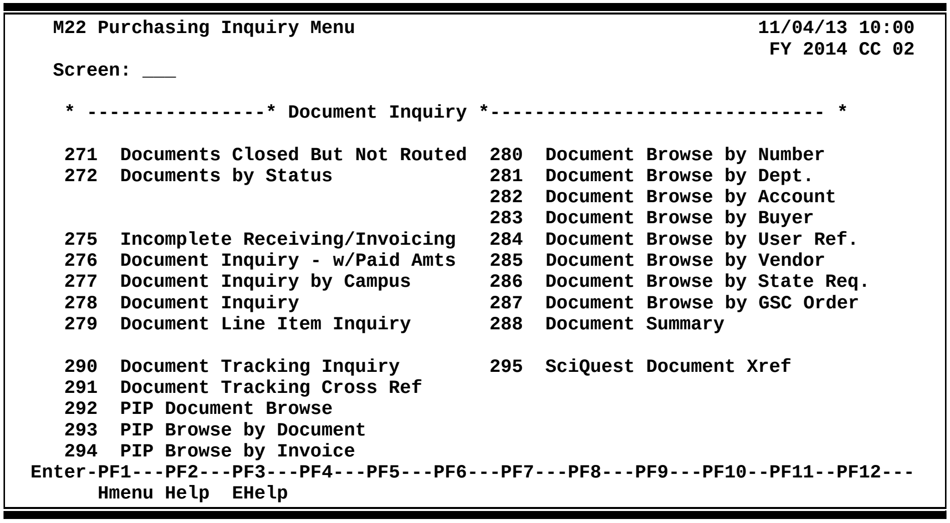
Menu M90 - Routing and Approval Menu



```
  M90 Routing and Approval Menu                                  11/04/13 09:59
                                                                  FY 2014 CC 02
  Screen: ___

   910 Document In-Box                       862 - Travel Authorization Inquiry
   911 Document In-Box by Name
   912 Document Out-Box
   913 Document Out-Box by Name
   914 Document Routing History
   915 Approval Profile by Name
   916 Document En Route-Box

   918 Documents by Department
   919 Concur Expense Approvers

   * ---------- Other Menus ---------- *
   M91 Electronic Office Management Menu




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

Inquiry Screens

Menu M22 - Purchasing Inquiry Menu

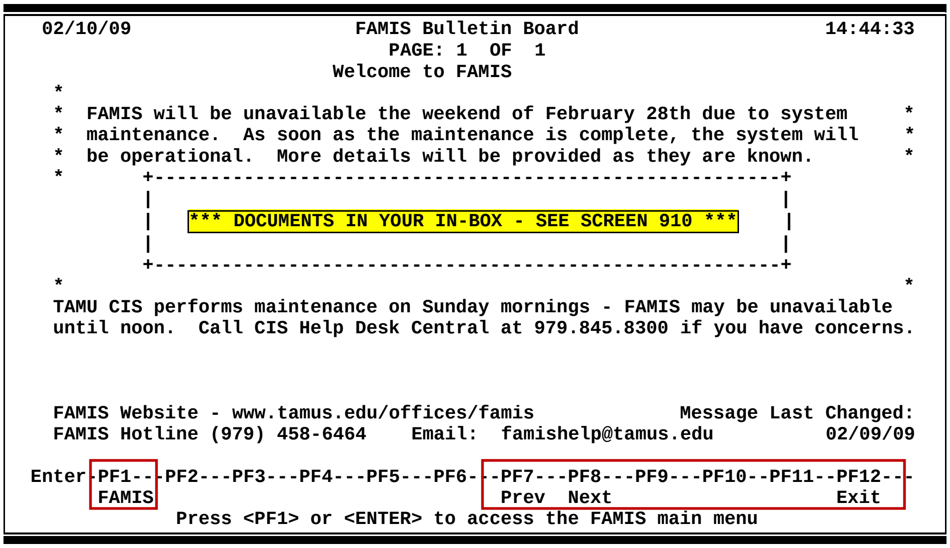


```
  M22 Purchasing Inquiry Menu                                    11/04/13 10:00
                                                                  FY 2014 CC 02
  Screen: ___

   * ----------------* Document Inquiry *----------------------------- *

   271  Documents Closed But Not Routed  280  Document Browse by Number
   272  Documents by Status              281  Document Browse by Dept.
                                         282  Document Browse by Account
                                         283  Document Browse by Buyer
   275  Incomplete Receiving/Invoicing   284  Document Browse by User Ref.
   276  Document Inquiry - w/Paid Amts   285  Document Browse by Vendor
   277  Document Inquiry by Campus       286  Document Browse by State Req.
   278  Document Inquiry                 287  Document Browse by GSC Order
   279  Document Line Item Inquiry       288  Document Summary

   290  Document Tracking Inquiry        295  SciQuest Document Xref
   291  Document Tracking Cross Ref
   292  PIP Document Browse
   293  PIP Browse by Document
   294  PIP Browse by Invoice
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

FAMIS Bulletin Board

When you logon to FAMIS, the first screen you see is the FAMIS Bulletin Board. If there are documents to be signed, a pop-up window will display across the Bulletin Board to let you know. Proceed to Screen 910, your document In-Box, to view the documents that await approval.

FAMIS Bulletin Board



```
 02/10/09                    FAMIS Bulletin Board                    14:44:33
                                PAGE: 1  OF  1
                              Welcome to FAMIS
   *
   *  FAMIS will be unavailable the weekend of February 28th due to system     *
   *  maintenance.  As soon as the maintenance is complete, the system will    *
   *  be operational.  More details will be provided as they are known.       *
   *       +--------------------------------------------------------+
           |                                                        |
           |   *** DOCUMENTS IN YOUR IN-BOX - SEE SCREEN 910 ***    |
           |                                                        |
           +--------------------------------------------------------+
   *                                                                          *
   TAMU CIS performs maintenance on Sunday mornings - FAMIS may be unavailable
   until noon.  Call CIS Help Desk Central at 979.845.8300 if you have concerns.



   FAMIS Website - www.tamus.edu/offices/famis             Message Last Changed:
   FAMIS Hotline (979) 458-6464    Email:  famishelp@tamus.edu          02/09/09

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       FAMIS                                Prev  Next                    Exit
                Press <PF1> or <ENTER> to access the FAMIS main menu
```

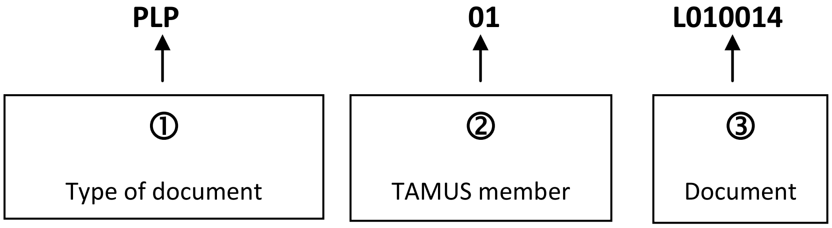
Section II

Basic Concepts

Basic Approver's Process

The basic process of approving (or rejecting) documents is fairly simple. When a purchase document (EP, LP, and REQ) is closed and routed, FAMIS creates a routing document. This is the document that is routed and displayed in the Document In-Box for the approvers and signers.

The document identification number consists of the following three parts:

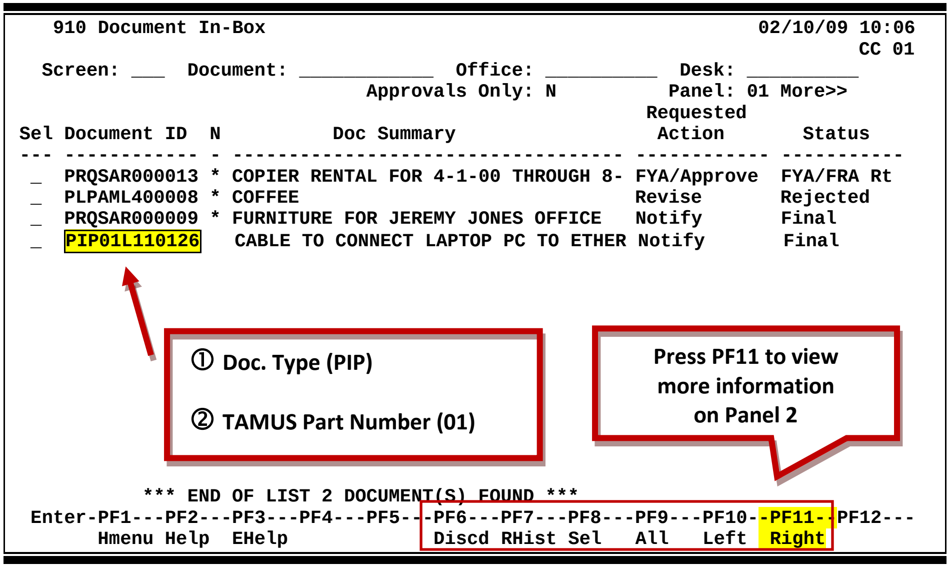


Each FAMIS user has a Document In-Box that can be seen online using Screen 910.

I. Real Basic Steps to "working" with a routing document:

➊ Look at the routing documents awaiting your approval (Screen 910 or Screen 916).

Screen 910 - Document In-Box (Panel 1)



```
   910 Document In-Box                                              02/10/09 10:06
                                                                             CC 01
  Screen: ___   Document: ____________  Office: __________   Desk: __________
                                  Approvals Only: N            Panel: 01 More>>
                                                            Requested
Sel Document ID  N           Doc Summary                     Action        Status
--- ------------ - ----------------------------------- ------------ -----------
 _  PRQSAR000013 * COPIER RENTAL FOR 4-1-00 THROUGH 8- FYA/Approve  FYA/FRA Rt
 _  PLPAML400008 * COFFEE                              Revise       Rejected
 _  PRQSAR000009 * FURNITURE FOR JEREMY JONES OFFICE   Notify       Final
 _  PIP01L110126   CABLE TO CONNECT LAPTOP PC TO ETHER Notify       Final




           *** END OF LIST 2 DOCUMENT(S) FOUND ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp             Discd RHist Sel   All   Left  Right
```

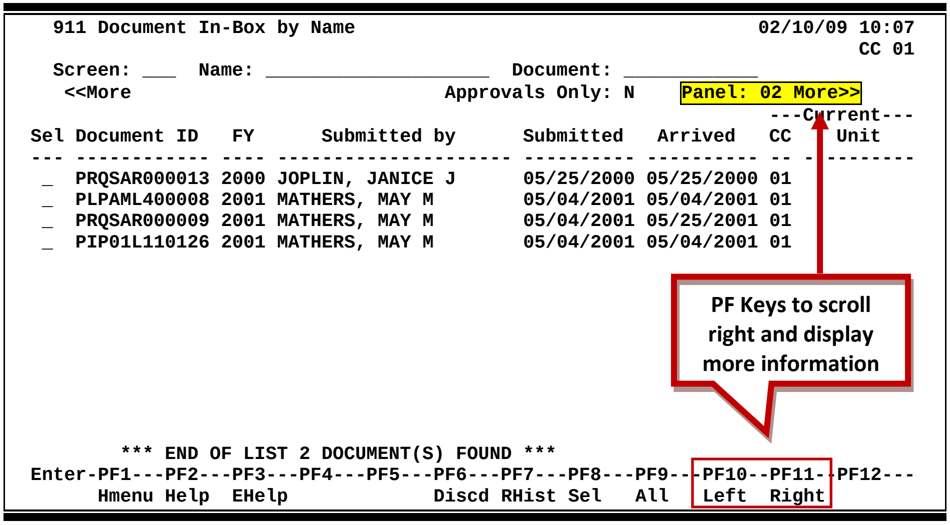
① Doc. Type (PIP)

② TAMUS Part Number (01)

Press PF11 to view more information on Panel 2

Press ***PF11*** to Scroll right and view additional information on Panel 2 and Panel 3.

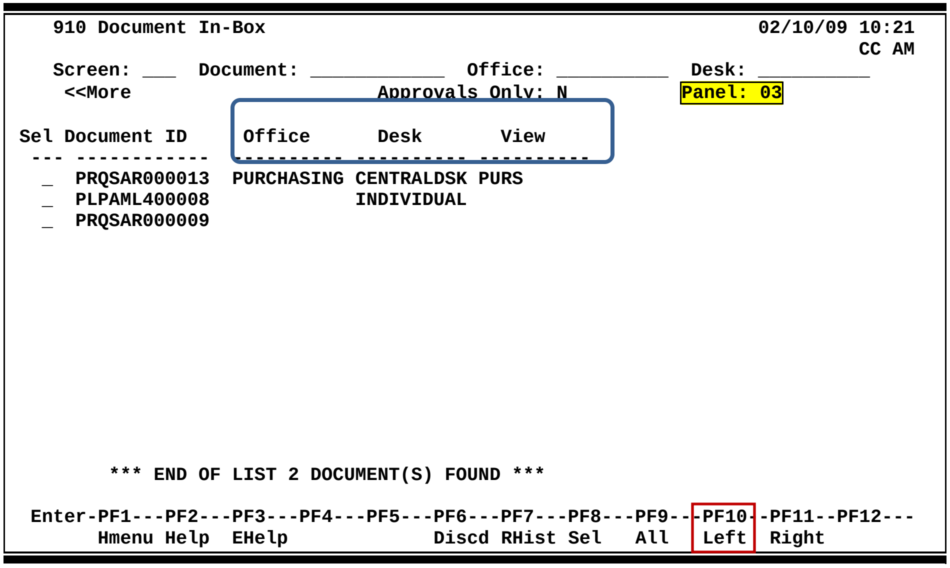
Screen 910 - Document In-Box (Panel 2)



```
    911 Document In-Box by Name                                    02/10/09 10:07
                                                                            CC 01
    Screen: ___  Name: ____________________  Document: ____________
     <<More                               Approvals Only: N    Panel: 02 More>>
                                                                    ---Current---
  Sel Document ID   FY      Submitted by       Submitted   Arrived    CC    Unit
  --- ------------ ---- -------------------- ---------- ---------- -- --------
   _  PRQSAR000013 2000 JOPLIN, JANICE J      05/25/2000 05/25/2000 01
   _  PLPAML400008 2001 MATHERS, MAY M        05/04/2001 05/04/2001 01
   _  PRQSAR000009 2001 MATHERS, MAY M        05/04/2001 05/25/2001 01
   _  PIP01L110126 2001 MATHERS, MAY M        05/04/2001 05/04/2001 01








         *** END OF LIST 2 DOCUMENT(S) FOUND ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp              Discd RHist Sel   All   Left  Right
```

PF Keys to scroll right and display more information

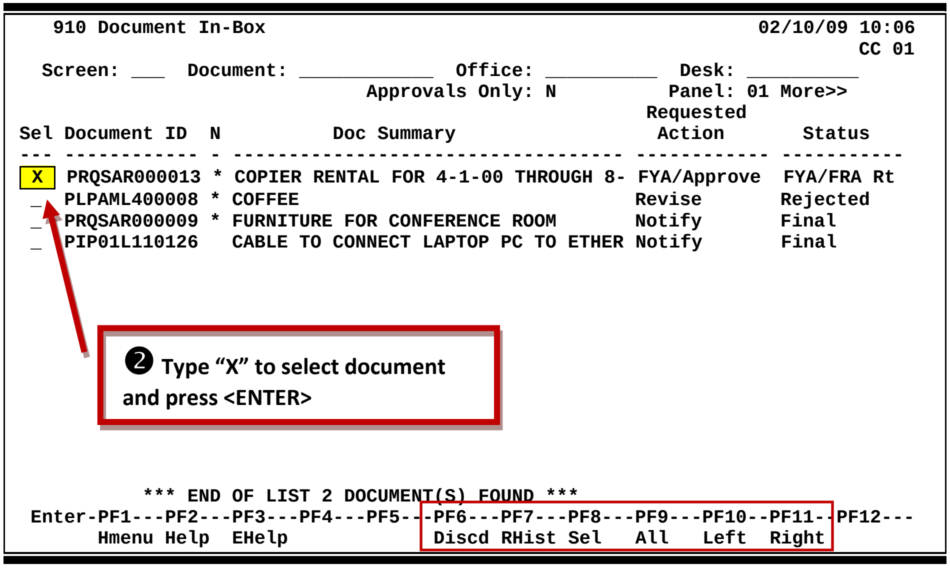
Screen 910 - Document In-Box (Panel 3)



```
    910 Document In-Box                                            02/10/09 10:21
                                                                            CC AM
    Screen: ___  Document: ____________  Office: __________  Desk: __________
     <<More                     Approvals Only: N           Panel: 03

 Sel Document ID    Office      Desk        View
  --- ------------ ---------- ---------- ----------
   _  PRQSAR000013 PURCHASING CENTRALDSK PURS
   _  PLPAML400008            INDIVIDUAL
   _  PRQSAR000009










         *** END OF LIST 2 DOCUMENT(S) FOUND ***

  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp              Discd RHist Sel   All   Left  Right
```

❷ Select the document you want to review by typing an "X" in the *Sel* field.

Screen 910 - Document In-Box (Panel 1)

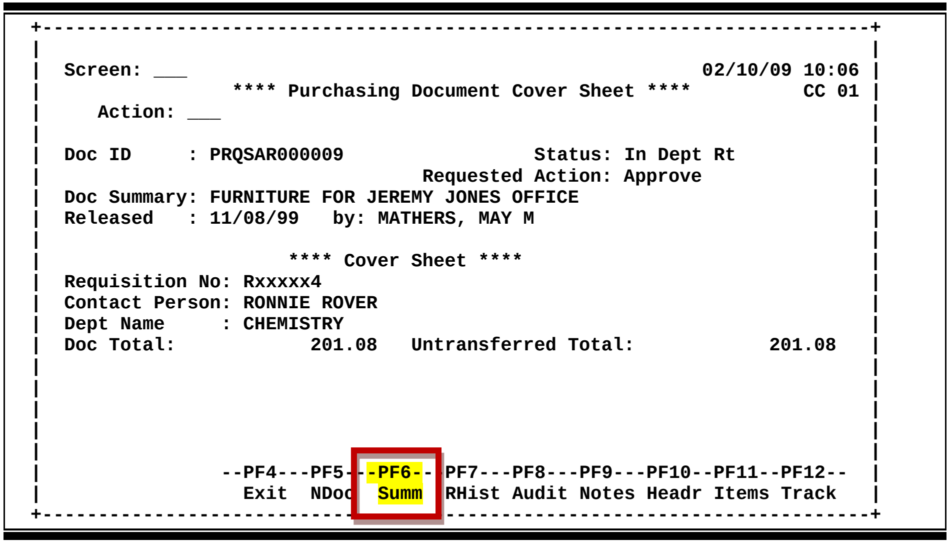


```
   910 Document In-Box                                          02/10/09 10:06
                                                                         CC 01
  Screen: ___  Document: ____________  Office: __________  Desk: __________
                         Approvals Only: N          Panel: 01 More>>
                                                  Requested
 Sel Document ID  N          Doc Summary             Action       Status
 --- ------------ - ---------------------------------- ----------- ----------
  X  PRQSAR000013 * COPIER RENTAL FOR 4-1-00 THROUGH 8- FYA/Approve  FYA/FRA Rt
  _  PLPAML400008 * COFFEE                             Revise       Rejected
  _  PRQSAR000009 * FURNITURE FOR CONFERENCE ROOM      Notify       Final
  _  PIP01L110126   CABLE TO CONNECT LAPTOP PC TO ETHER Notify       Final



           *** END OF LIST 2 DOCUMENT(S) FOUND ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp              Discd RHist Sel   All   Left  Right
```

❷ Type "X" to select document and press <ENTER>

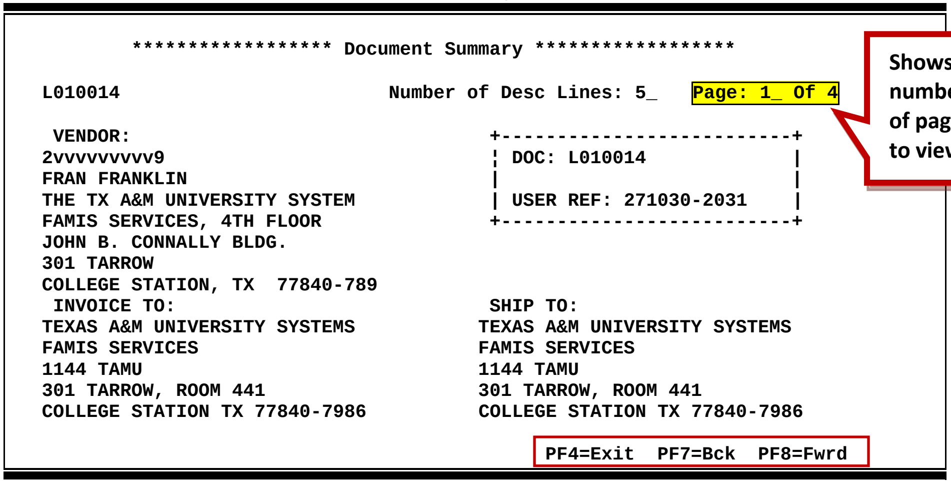
❸ Review the document in the pop-up window. Press *PF6* to view the document summary.

Screen 910 – Pop-Up Window



```
 +-------------------------------------------------------------------------+
 |                                                                         |
 |  Screen: ___                                         02/10/09 10:06     |
 |               **** Purchasing Document Cover Sheet ****          CC 01  |
 |     Action: ___                                                         |
 |                                                                         |
 |  Doc ID      : PRQSAR000009                  Status: In Dept Rt          |
 |                                    Requested Action: Approve             |
 |  Doc Summary: FURNITURE FOR JEREMY JONES OFFICE                          |
 |  Released    : 11/08/99    by: MATHERS, MAY M                            |
 |                                                                         |
 |                    **** Cover Sheet ****                                |
 |  Requisition No: Rxxxxx4                                                |
 |  Contact Person: RONNIE ROVER                                           |
 |  Dept Name     : CHEMISTRY                                              |
 |  Doc Total:            201.08   Untransferred Total:           201.08   |
 |                                                                         |
 |                                                                         |
 |                                                                         |
 |                                                                         |
 |              --PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--   |
 |                Exit  NDoc  Summ  RHist Audit Notes Headr Items Track    |
 +-------------------------------------------------------------------------+
```

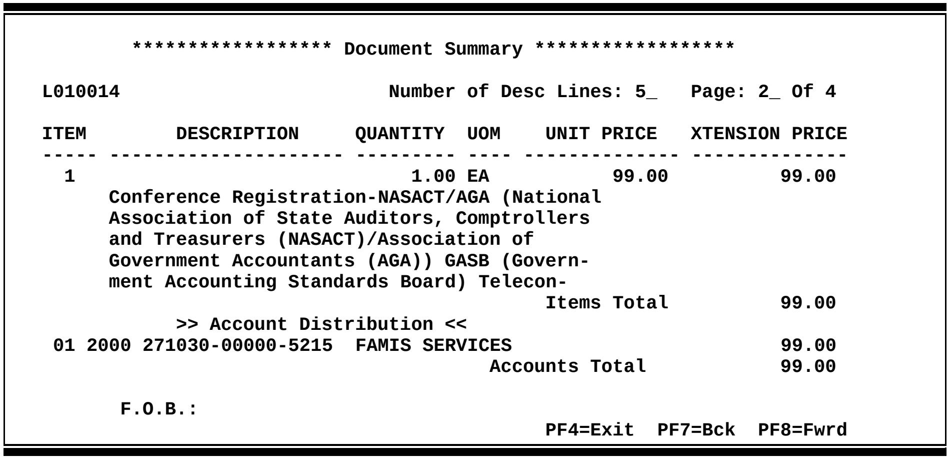
Screen 910 - PF6 Document Summary



```
        ****************** Document Summary ******************

L010014                        Number of Desc Lines: 5_   Page: 1_ Of 4

 VENDOR:                                +---------------------------+
2vvvvvvvvv9                             ¦ DOC: L010014              |
FRAN FRANKLIN                           |                           |
THE TX A&M UNIVERSITY SYSTEM            | USER REF: 271030-2031     |
FAMIS SERVICES, 4TH FLOOR               +---------------------------+
JOHN B. CONNALLY BLDG.
301 TARROW
COLLEGE STATION, TX  77840-789
 INVOICE TO:                             SHIP TO:
TEXAS A&M UNIVERSITY SYSTEMS            TEXAS A&M UNIVERSITY SYSTEMS
FAMIS SERVICES                          FAMIS SERVICES
1144 TAMU                               1144 TAMU
301 TARROW, ROOM 441                    301 TARROW, ROOM 441
COLLEGE STATION TX 77840-7986           COLLEGE STATION TX 77840-7986

                                             PF4=Exit  PF7=Bck  PF8=Fwrd
```

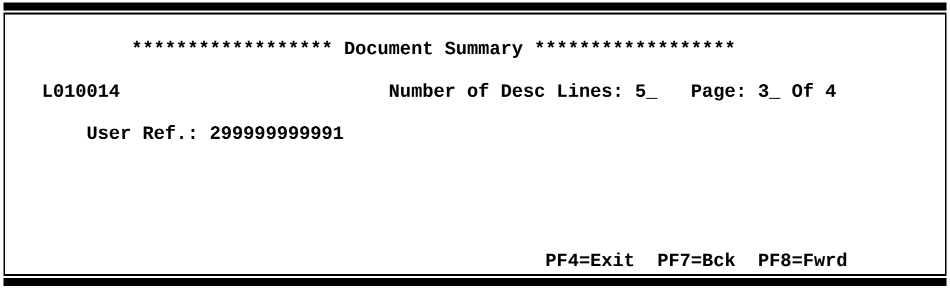
Shows number of pages to view

Screen 910 - PF6 Document Summary (cont'd)



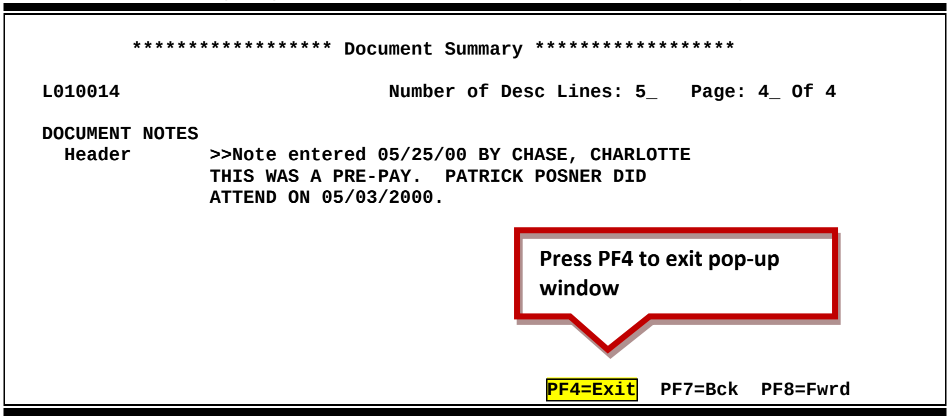
```
        ****************** Document Summary ******************

L010014                        Number of Desc Lines: 5_   Page: 2_ Of 4

ITEM        DESCRIPTION      QUANTITY  UOM    UNIT PRICE   XTENSION PRICE
----- -------------------- --------- ---- ------------- -------------
  1                            1.00 EA          99.00          99.00
      Conference Registration-NASACT/AGA (National
      Association of State Auditors, Comptrollers
      and Treasurers (NASACT)/Association of
      Government Accountants (AGA)) GASB (Govern-
      ment Accounting Standards Board) Telecon-
                                             Items Total          99.00
            >> Account Distribution <<
 01 2000 271030-00000-5215  FAMIS SERVICES                        99.00
                                        Accounts Total            99.00

       F.O.B.:
                                             PF4=Exit  PF7=Bck  PF8=Fwrd
```

Screen 910 - PF6 Document Summary (cont'd)



```
        ****************** Document Summary ******************

L010014                        Number of Desc Lines: 5_   Page: 3_ Of 4

    User Ref.: 299999999991





                                             PF4=Exit  PF7=Bck  PF8=Fwrd
```

Screen 910 - Pop-Up Window, PF6 Document Summary (cont'd)

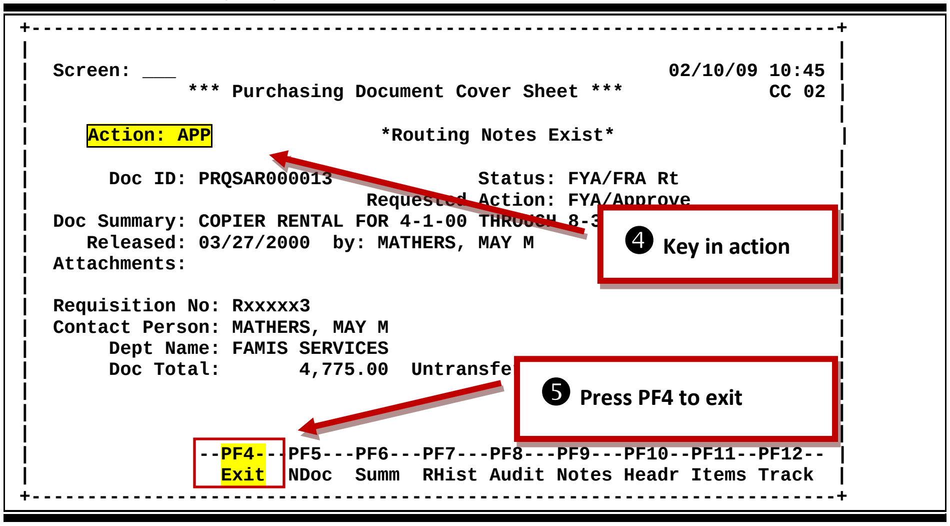


```
         ****************** Document Summary ******************

 L010014                       Number of Desc Lines: 5_    Page: 4_ Of 4

 DOCUMENT NOTES
   Header       >>Note entered 05/25/00 BY CHASE, CHARLOTTE
                THIS WAS A PRE-PAY.  PATRICK POSNER DID
                ATTEND ON 05/03/2000.




                                                 PF4=Exit  PF7=Bck  PF8=Fwrd
```

Press PF4 to exit pop-up window

❹ Key in your desired action – “APP” or “REJ”

Screen 910 - Pop-Up Window



```
+--------------------------------------------------------------------------+
|                                                                          |
|  Screen: ___                                          02/10/09 10:45     |
|             *** Purchasing Document Cover Sheet ***           CC 02     |
|                                                                          |
|    Action: APP                  *Routing Notes Exist*                    |
|                                                                          |
|       Doc ID: PRQSAR000013             Status: FYA/FRA Rt               |
|                              Requested Action: FYA/Approve              |
|  Doc Summary: COPIER RENTAL FOR 4-1-00 THROUGH 8-3                       |
|     Released: 03/27/2000   by: MATHERS, MAY M                            |
|  Attachments:                                                            |
|                                                                          |
|  Requisition No: Rxxxxx3                                                 |
|  Contact Person: MATHERS, MAY M                                          |
|       Dept Name: FAMIS SERVICES                                          |
|       Doc Total:       4,775.00   Untransfe                              |
|                                                                          |
|                                                                          |
|                --PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--  |
|                  Exit  NDoc  Summ  RHist Audit Notes Headr Items Track   |
+--------------------------------------------------------------------------+
```

❹ Key in action

❺ Press PF4 to exit

❺ Repeat steps 1 - 4 for additional documents, or press *PF4* to exit and return to Screen 910.

II. More Helpful Information

Is there a way to only see certain documents?

The ***Office***, ***Desk*** and ***Form*** fields may be used to filter the display of documents shown on the screen. For example, if you type "PRQ" in the ***Form*** field, the screen will display all the requisition documents in your In-Box. This is helpful if you approve documents from a variety of Offices/Desks.

Document Form

The ***Form*** field is used to identify documents of a particular origin. Valid forms include the following:

FORM	DESCRIPTION
DBR	DEPT BUDGET REQUEST
DCR	DEPT CORRECTION
EBR	BUDGET EPA
EGR	GRAD EPA
EWR	WAGE EPA
PBD	BID
PEP	EXEMPT PURCHASE
PIP	INVOICE PROBLEM
PLP	LIMITED PURCHASE
PPO	PURCH. ORDER
PRQ	REQUISITION

What does the Route Status mean?

The route status of a document indicates that document's progress through the routing and approval system. For example:

STATUS	MEANING
In Dept Rt	In department routing (not FYA/FRA)
FYA/FRA Rt	For Your Approval routing (in department routing but not through path
Rejected	Document rejected
Recalled	Document recalled
In Proc Rt	In Processing routing
In Exec Rt	In Executive routing
Held User	Routing placed on HOLD by a user
Final	Finished routing

What actions can I take?

The ***Action*** field is used to take action on documents. You may type in the code you want or type a question mark (?) in the field to select an action code. Typing a question mark (?) in the ***Action*** field and pressing <ENTER> will access a pop-up window with a list of valid approval actions. Type an "X" next to the desired action, and press <ENTER> to select it and return to the Routing Document Information pop-up window. Press ***PF4*** to return to the Routing Document Information pop-up window without selecting an action. Valid actions include the following:

ACTION	**DESCRIPTION**
APP	Approve this document and route forward
FYI	Send informational copy of this document to another
FYA	Approve and route to another for approval
FRA	Route for Approval and Return
HLD	Mark the document as HELD by me to take action
REC	Recall Document back to me
REJ	Reject this document back to the creator for revision
DIS	Discard information/notification copy from my IN-BOX
FYP	Forward for processing (Processing Dept ONLY)
SUB	Submit the document for approval

Purchasing Invoice Problem (PIP)

What is a PIP?

A PIP is another name for a **Purchasing Invoice Problem** document created by your Fiscal Department/Business Office in order to tell you about problems they have noticed with your purchase order, limited purchase order, exempt purchase order, or requisition. Typical problems reported using the PIP document include the following:

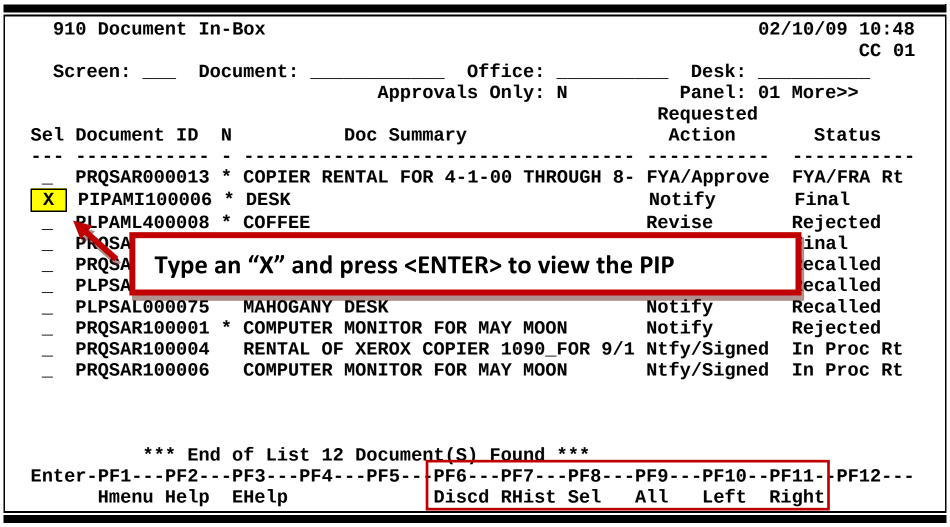
(A) the invoice line item amount is different from the amount on your document
OR
(B) the wrong subcode was used on your document.

Why is this PIP in my In-Box?

PIPs are sent from the Fiscal Office back to the creator's In-Box (Screen 910) in order to let you know about a problem that must be resolved before your purchase can be made or paid for. The PIP will contain a description of the problem and suggestions on how to resolve it.

The first thing you should do is find out what problem the Fiscal Office has discovered. To do this, type an "X" next to the PIP document in your In-Box. Next, press <ENTER> to open the Routing Document Information window.

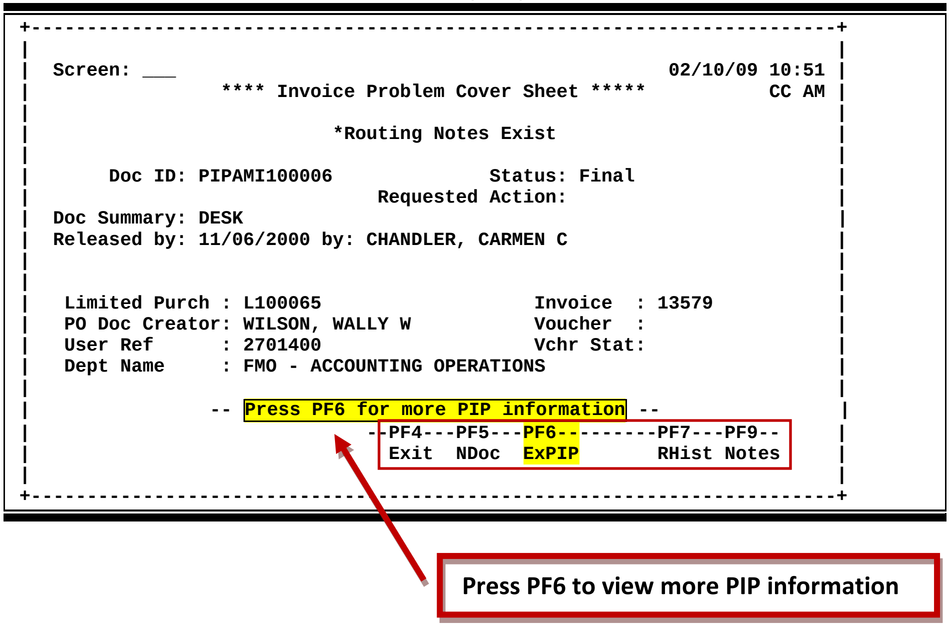
Screen 910 - Document In-Box



```
   910 Document In-Box                                          02/10/09 10:48
                                                                         CC 01
   Screen: ___   Document: ____________  Office: __________   Desk: __________
                                  Approvals Only: N             Panel: 01 More>>
                                                              Requested
 Sel Document ID  N          Doc Summary                        Action      Status
 --- ------------ - ----------------------------------- -----------  -----------
  _  PRQSAR000013 * COPIER RENTAL FOR 4-1-00 THROUGH 8- FYA/Approve  FYA/FRA Rt
  X  PIPAMI100006 * DESK                                Notify       Final
  _  PLPAML400008 * COFFEE                              Revise       Rejected
  _  PRQSA                                                            inal
  _  PRQSA                                                           ecalled
  _  PLPSA                                                           ecalled
  _  PLPSAL000075   MAHOGANY DESK                       Notify       Recalled
  _  PRQSAR100001 * COMPUTER MONITOR FOR MAY MOON       Notify       Rejected
  _  PRQSAR100004   RENTAL OF XEROX COPIER 1090_FOR 9/1 Ntfy/Signed  In Proc Rt
  _  PRQSAR100006   COMPUTER MONITOR FOR MAY MOON       Ntfy/Signed  In Proc Rt



         *** End of List 12 Document(S) Found ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp             Discd RHist Sel   All   Left  Right
```

Type an "X" and press <ENTER> to view the PIP

Screen 910 - Document In-Box, Pop-Up Window (Cover Sheet)

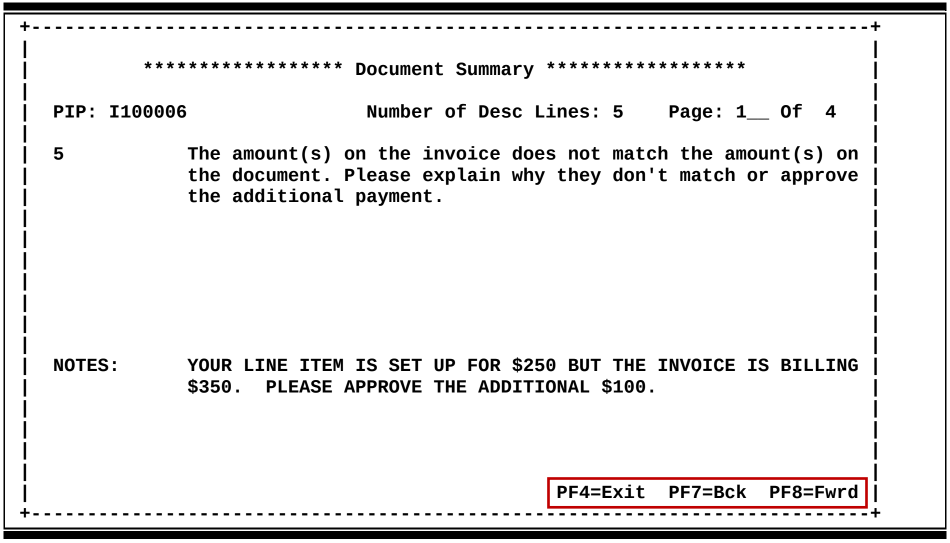


```
+-------------------------------------------------------------------------+
|                                                                         |
|  Screen: ___                                           02/10/09 10:51 |
|                **** Invoice Problem Cover Sheet *****           CC AM |
|                                                                         |
|                          *Routing Notes Exist                          |
|                                                                         |
|       Doc ID: PIPAMI100006              Status: Final                  |
|                             Requested Action:                          |
|  Doc Summary: DESK                                                      |
|  Released by: 11/06/2000 by: CHANDLER, CARMEN C                         |
|                                                                         |
|                                                                         |
|   Limited Purch : L100065                   Invoice  : 13579            |
|   PO Doc Creator: WILSON, WALLY W           Voucher  :                  |
|   User Ref      : 2701400                   Vchr Stat:                  |
|   Dept Name     : FMO - ACCOUNTING OPERATIONS                           |
|                                                                         |
|               -- Press PF6 for more PIP information --                  |
|                              --PF4---PF5---PF6---------PF7---PF9--      |
|                                Exit  NDoc  ExPIP       RHist Notes      |
|                                                                         |
+-------------------------------------------------------------------------+
```

Press PF6 to view more PIP information

From here you should press ***PF6*** to view the document summary. The summary will contain the description of the problem and a list of suggestion from the Fiscal Department. To view additional pages from the pop-up window document summary, press ***PF8***. To return to the Routing Document Information window, press ***PF4***.

Screen 910 - Document In-Box, Document Summary and PIP Info

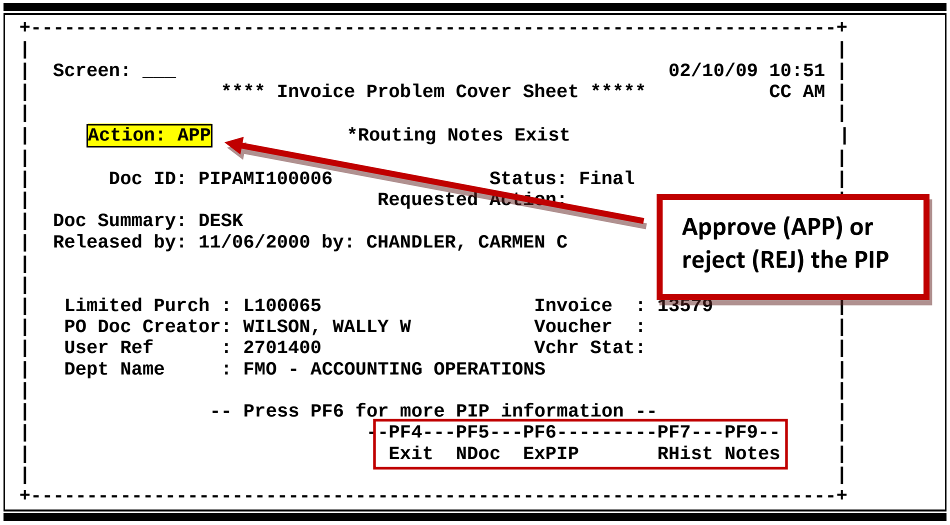


```
+----------------------------------------------------------------------------+
|                                                                            |
|          ****************** Document Summary ******************           |
|                                                                            |
|  PIP: I100006                Number of Desc Lines: 5    Page: 1__ Of  4   |
|                                                                            |
|  5           The amount(s) on the invoice does not match the amount(s) on |
|              the document. Please explain why they don't match or approve |
|              the additional payment.                                      |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|  NOTES:      YOUR LINE ITEM IS SET UP FOR $250 BUT THE INVOICE IS BILLING |
|              $350.  PLEASE APPROVE THE ADDITIONAL $100.                    |
|                                                                            |
|                                                                            |
|                                                                            |
|                                           PF4=Exit  PF7=Bck  PF8=Fwrd     |
+----------------------------------------------------------------------------+
```

Finally, you have to decide what to do about the problem. If you accept the suggestions from the Fiscal Office, you should type **APP** (approve) in the ***Action*** field and press <ENTER>. This will send the PIP to the next person on the normal routing path (i.e. If you are the creator, it will now be sent to your approver; if you are the approver, it will now be sent to the signer, etc.). Once the PIP has finished routing through your department, it will be sent back to the Fiscal Department, where they can complete the invoicing process.

If you decide you do not want to accept the suggestions of the Fiscal Department, you should type **REJ** (short for reject) in the ***Action*** field and press <ENTER>. You will then be asked why you want to reject the PIP document and the suggestions of the Fiscal Department. Use the space provided to type a short reason for rejecting the PIP. Press <ENTER> to send the PIP document back to the Fiscal Department.

Screen 910 - Document In-Box, Pop-Up Window (Cover Sheet)



```
+-------------------------------------------------------------------------+
|                                                                         |
|  Screen: ___                                           02/10/09 10:51   |
|               **** Invoice Problem Cover Sheet *****           CC AM   |
|                                                                         |
|     Action: APP           *Routing Notes Exist                         |
|                                                                         |
|       Doc ID: PIPAMI100006              Status: Final                   |
|                                Requested Action:                        |
|  Doc Summary: DESK                                                      |
|  Released by: 11/06/2000 by: CHANDLER, CARMEN C                         |
|                                                                         |
|                                                                         |
|   Limited Purch : L100065                   Invoice  : 13579            |
|   PO Doc Creator: WILSON, WALLY W           Voucher  :                  |
|   User Ref      : 2701400                   Vchr Stat:                  |
|   Dept Name     : FMO - ACCOUNTING OPERATIONS                           |
|                                                                         |
|              -- Press PF6 for more PIP information --                   |
|                            --PF4---PF5---PF6---------PF7---PF9--        |
|                              Exit  NDoc  ExPIP       RHist Notes        |
|                                                                         |
+-------------------------------------------------------------------------+
```

Approve (APP) or reject (REJ) the PIP

For Your Information (FYI)

There is another type of PIP that can be sent to your In-Box. These are FYI (For Your Information) documents. The purpose of these PIPs is to tell you about a problem that the Fiscal Office has already corrected.

Once you have reviewed these documents, they may be removed from your In-Box by typing **DIS** to discard the information copy of the document.

Section III
Document Boxes

Document In-Box

The document In-Box displays all the documents awaiting your action. Documents listed on this screen may be there for one of the following reasons:

- they are on a routing desk on which you serve as a primary assignee
- they have been forwarded to you specifically for approval or review
- they have been referenced back to you as the creator

When someone routes or re-routes a document, they have the ability to send the document as an "FYI" or "FYA" to an additional person or desk. This allows the submitter to route the document for additional approval before the document goes to the next desk or signer desk.

Documents will appear in the following order:

1. FRA/FYA documents. This will include any documents (including "rejects" and "recalls") routed to an individual.
2. All Desk routed documents
3. Information/Notification copies of documents.

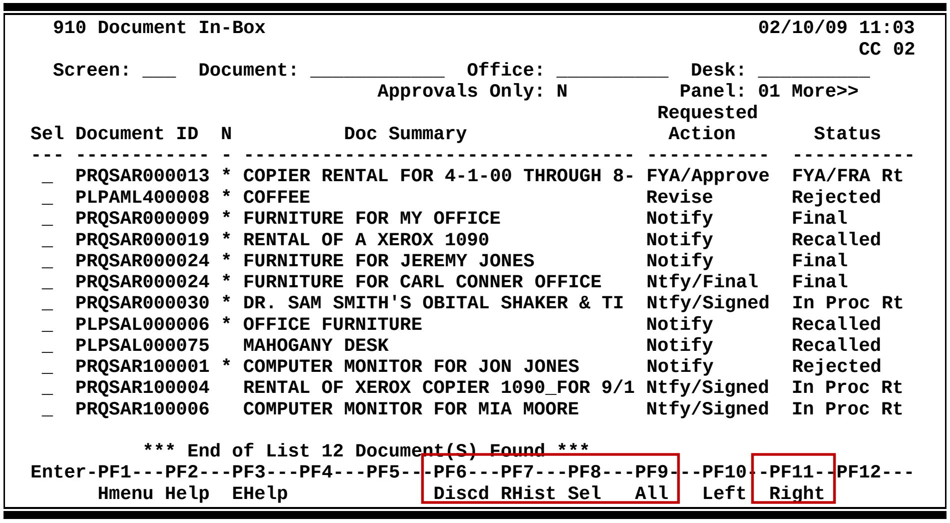
Within each of these groups, the documents are displayed in document ID order.

The PF keys and some of the fields displayed on Routing and Approvals screens **WILL BE DIFFERENT DEPENDING ON THE TYPE OF DOCUMENT YOU ARE VIEWING**. For example, a PIP document will display differently than a BID document.

Also, if you don't have approval authority for a document, you **WILL NOT see the *Action* field on the Cover Sheet**.

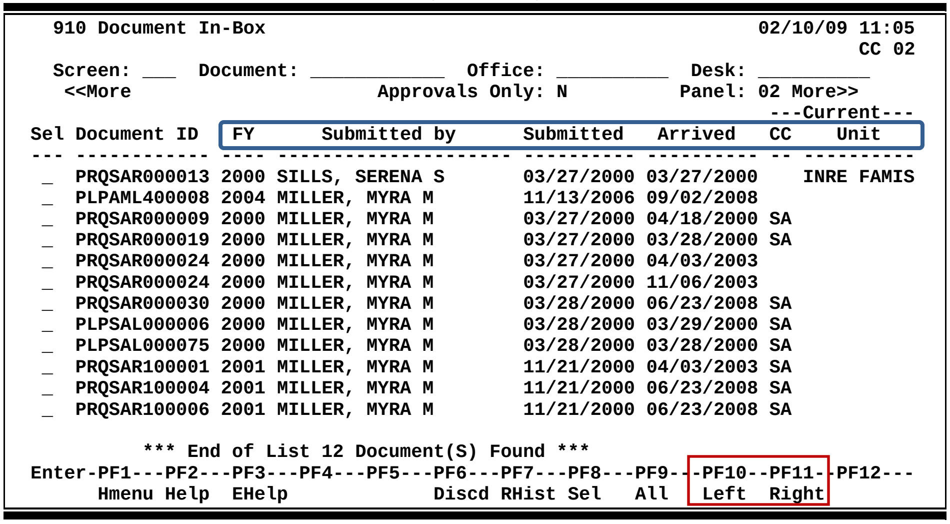
Section I – Main Screen

Screen 910 - Document In-Box (Panel 1)



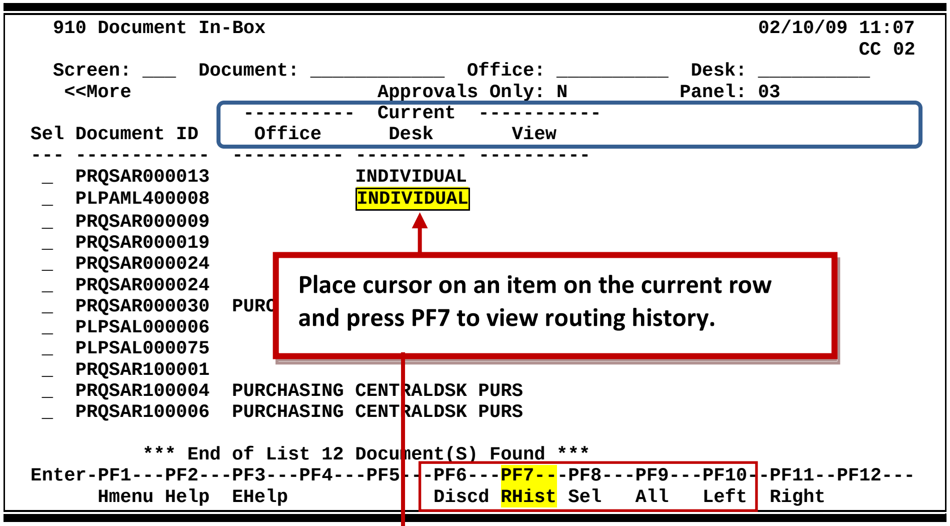
```
  910 Document In-Box                                            02/10/09 11:03
                                                                          CC 02
  Screen: ___  Document: ____________  Office: __________  Desk: __________
                               Approvals Only: N          Panel: 01 More>>
                                                        Requested
Sel Document ID  N          Doc Summary                  Action        Status
--- ------------ - -----------------------------------  -----------  -----------
 _  PRQSAR000013 * COPIER RENTAL FOR 4-1-00 THROUGH 8- FYA/Approve  FYA/FRA Rt
 _  PLPAML400008 * COFFEE                              Revise       Rejected
 _  PRQSAR000009 * FURNITURE FOR MY OFFICE             Notify       Final
 _  PRQSAR000019 * RENTAL OF A XEROX 1090              Notify       Recalled
 _  PRQSAR000024 * FURNITURE FOR JEREMY JONES          Notify       Final
 _  PRQSAR000024 * FURNITURE FOR CARL CONNER OFFICE    Ntfy/Final   Final
 _  PRQSAR000030 * DR. SAM SMITH'S OBITAL SHAKER & TI  Ntfy/Signed  In Proc Rt
 _  PLPSAL000006 * OFFICE FURNITURE                    Notify       Recalled
 _  PLPSAL000075   MAHOGANY DESK                       Notify       Recalled
 _  PRQSAR100001 * COMPUTER MONITOR FOR JON JONES      Notify       Rejected
 _  PRQSAR100004   RENTAL OF XEROX COPIER 1090_FOR 9/1 Ntfy/Signed  In Proc Rt
 _  PRQSAR100006   COMPUTER MONITOR FOR MIA MOORE      Ntfy/Signed  In Proc Rt

          *** End of List 12 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             Discd RHist Sel   All   Left  Right
```

Screen 910 - Document In-Box (Panel 2)



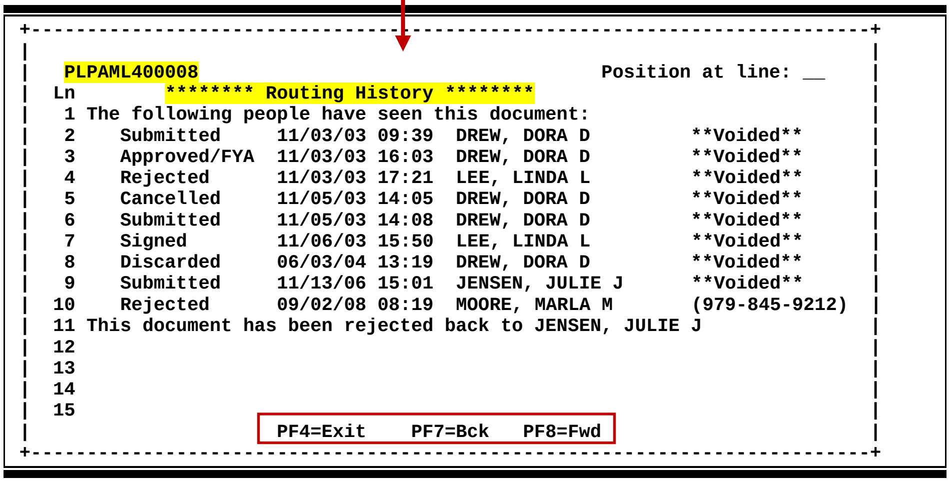
```
  910 Document In-Box                                            02/10/09 11:05
                                                                          CC 02
  Screen: ___  Document: ____________  Office: __________  Desk: __________
   <<More                      Approvals Only: N          Panel: 02 More>>
                                                                  ---Current---
Sel Document ID   FY      Submitted by      Submitted   Arrived   CC    Unit
--- ------------ ---- --------------------  ---------- ---------- -- ----------
 _  PRQSAR000013 2000 SILLS, SERENA S       03/27/2000 03/27/2000    INRE FAMIS
 _  PLPAML400008 2004 MILLER, MYRA M        11/13/2006 09/02/2008
 _  PRQSAR000009 2000 MILLER, MYRA M        03/27/2000 04/18/2000 SA
 _  PRQSAR000019 2000 MILLER, MYRA M        03/27/2000 03/28/2000 SA
 _  PRQSAR000024 2000 MILLER, MYRA M        03/27/2000 04/03/2003
 _  PRQSAR000024 2000 MILLER, MYRA M        03/27/2000 11/06/2003
 _  PRQSAR000030 2000 MILLER, MYRA M        03/28/2000 06/23/2008 SA
 _  PLPSAL000006 2000 MILLER, MYRA M        03/28/2000 03/29/2000 SA
 _  PLPSAL000075 2000 MILLER, MYRA M        03/28/2000 03/28/2000 SA
 _  PRQSAR100001 2001 MILLER, MYRA M        11/21/2000 04/03/2003 SA
 _  PRQSAR100004 2001 MILLER, MYRA M        11/21/2000 06/23/2008 SA
 _  PRQSAR100006 2001 MILLER, MYRA M        11/21/2000 06/23/2008 SA

          *** End of List 12 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             Discd RHist Sel   All   Left  Right
```

Screen 910 - Document In-Box (Panel 3)



```
   910 Document In-Box                                          02/10/09 11:07
                                                                         CC 02
   Screen: ___  Document: ____________  Office: __________  Desk: __________
    <<More                   Approvals Only: N             Panel: 03
                          ---------- Current  -----------
 Sel Document ID           Office      Desk        View
 --- ------------       ---------- ---------- ----------
  _  PRQSAR000013                   INDIVIDUAL
  _  PLPAML400008                   INDIVIDUAL
  _  PRQSAR000009
  _  PRQSAR000019
  _  PRQSAR000024
  _  PRQSAR000024
  _  PRQSAR000030  PURC
  _  PLPSAL000006
  _  PLPSAL000075
  _  PRQSAR100001
  _  PRQSAR100004  PURCHASING CENTRALDSK PURS
  _  PRQSAR100006  PURCHASING CENTRALDSK PURS

          *** End of List 12 Document(S) Found ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp               Discd RHist Sel   All   Left  Right
```

Place cursor on an item on the current row and press PF7 to view routing history.



```
+--------------------------------------------------------------------------+
|                                                                          |
|  PLPAML400008                                     Position at line: __   |
| Ln          ******** Routing History ********                            |
|  1 The following people have seen this document:                         |
|  2    Submitted      11/03/03 09:39  DREW, DORA D         **Voided**     |
|  3    Approved/FYA   11/03/03 16:03  DREW, DORA D         **Voided**     |
|  4    Rejected       11/03/03 17:21  LEE, LINDA L         **Voided**     |
|  5    Cancelled      11/05/03 14:05  DREW, DORA D         **Voided**     |
|  6    Submitted      11/05/03 14:08  DREW, DORA D         **Voided**     |
|  7    Signed         11/06/03 15:50  LEE, LINDA L         **Voided**     |
|  8    Discarded      06/03/04 13:19  DREW, DORA D         **Voided**     |
|  9    Submitted      11/13/06 15:01  JENSEN, JULIE J      **Voided**     |
| 10    Rejected       09/02/08 08:19  MOORE, MARLA M       (979-845-9212) |
| 11 This document has been rejected back to JENSEN, JULIE J               |
| 12                                                                       |
| 13                                                                       |
| 14                                                                       |
| 15                                                                       |
|                  PF4=Exit     PF7=Bck    PF8=Fwd                         |
+--------------------------------------------------------------------------+
```

Document-Box Process

Positioning the Display

The ***Document***, ***Office***, and ***Desk*** fields can be used to filter the display of documents shown on the screen. For example, if you type "PRQ*" in the ***Document*** field, the screen will display all the requisition documents in your In-Box. Press ***PF11*** to scroll to the right and view additional information.

If you wish to view documents on desks where you serve as a substitute, go to Screen 911, key in the name for a primary approver on the desk, and press <ENTER>.

Basic Steps

Approve or Reject Documents

- Press <ENTER> to scroll through documents in your In-Box.
- Type an "X" next to all documents you would like to approve and press ***PF8***.

OR

- Press ***PF9*** to select all of the documents in your In-Box.
- This will bring up the Routing Document Information Pop-Up Window.
- Type **APP** in the ***Action*** field, type "Y" in the pop-up box to confirm that you would like to **approve** the document, and press <ENTER>.
- If you are **rejecting** a document, type **REJ** in the ***Action*** field, enter the reason that you are rejecting the document in the pop-up window provided, and press <ENTER> to return the document to its creator.
- This will return you to the Routing Document Information window. Press ***PF5*** to move to the next document requiring action, or press ***PF4*** to return to Screen 910.

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

Action Line

Document:	12 characters/digits Enter the document number, if known, or leave blank to display all documents. You can also use wildcards to search for types of documents (for example: PP*).
Office:	10 characters Enter the title of the electronic office for the documents awaiting action. Must be used in conjunction with the ***Desk*** field.
Desk:	10 characters Type the name of the desk where the documents are awaiting action. Must be used in conjunction with the ***Office*** field.
Approvals Only:	1 character Indicate whether or not ("Y" or "N") to display only items that need to be approved.

Screen Information

→ Panel 1

Sel:	1 character Type an "X" in this field and press ***PF8*** to select a document for further review.
Document ID:	12 characters/digits Displays the document identification number used in routing and approval; consists of the form (3 characters) + the campus code (2 digits) + the document number (7 character/digits).

N:	1 character An asterisk (*) indicates that routing notes are attached to the document.
Doc Summary:	40 characters/digits Displays a summary description of the document.
Requested Action:	11 characters Shows the requested action that needs to be taken on the document.
Status:	14 characters Identifies status of the document's progress through the Routing and Approval system with one of the following: Blank = In Process CN = Cancelled CO = Completed DR = In Dept routing ER = In Exec routing FN = Final FY = FYA/FRA routing PR = In Proc routing RC = Recalled RJ = Rejected

Panel 2

FY:	4 digits Indicates the fiscal year that the document was created.
Submitted by:	21 characters Displays name of person who submitted document for routing and approval.
Submitted:	8 digits Identifies the date the document was submitted for routing and approval.
Arrived:	8 digits Shows the date the document arrived at the In-Box.

Current:

CC:	2 digits Identifies the current location of the document by TAMUS member campus code.
Unit:	10 characters Shows the current department/sub-department in which the document is being routed.

Panel 3

Current:

Office:	10 characters Displays the current office through which the document is being routed.

Desk:	10 characters Indicates the current desk/PID at which the document is awaiting action.
View:	10 characters Displays the name of the view where a person has approval authority on a signer or creator desk. This is only applicable to signer/creator desks.

Additional Functions

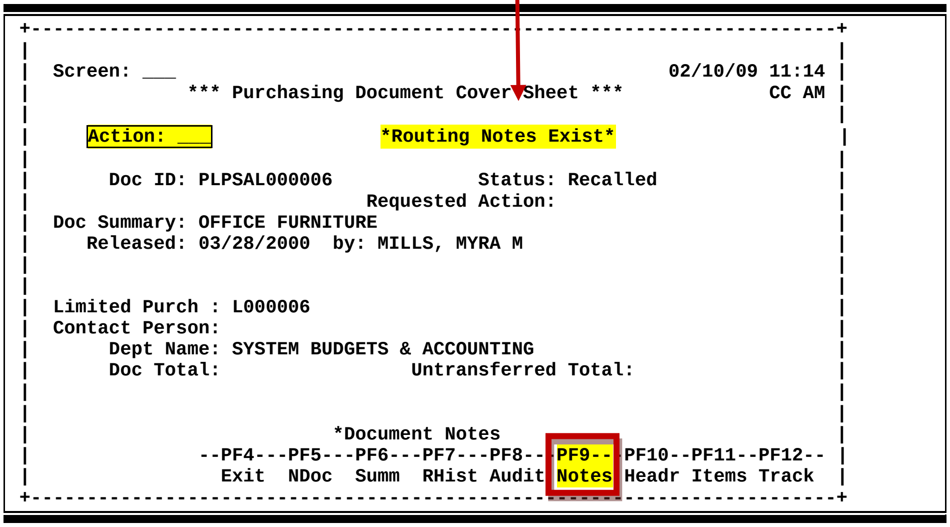
PF KEYS	See the Appendix for a detailed description of the standard PF keys.
PF6 **Discd**	**Discard** Discards selected document(s) from the In-Box.
PF7 **RHist**	**Routing History** Displays the routing history of the document and shows who has seen it.
PF8 **Sel**	**Select** Displays the Routing Document Information pop-up window for the document(s) you have selected.
PF9 **All**	**Select All Documents** Selects all the documents in your In-Box and displays the routing document information pop-up window. The documents are displayed sequentially.

Section II – Cover Sheet Pop-Up Window

This is the cover sheet of the document. From this screen you can view all the information about and take action on the document.

If routing notes exist, a message **'*ROUTING NOTES*'** will be displayed near the top of the screen. If not, there will be no message.

Screen 910 – Cover Sheet Window



```
 Screen: ___                                         02/10/09 11:14
                *** Purchasing Document Cover Sheet ***          CC AM

    Action: ___                    *Routing Notes Exist*

       Doc ID: PLPSAL000006              Status: Recalled
                                Requested Action:
 Doc Summary: OFFICE FURNITURE
    Released: 03/28/2000   by: MILLS, MYRA M


 Limited Purch : L000006
 Contact Person:
      Dept Name: SYSTEM BUDGETS & ACCOUNTING
      Doc Total:                  Untransferred Total:


                          *Document Notes
              --PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
                Exit  NDoc  Summ  RHist Audit Notes Headr Items Track
```

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

Action Line

Action: 3 characters
Enter the action you wish to take on the document.
If you don't have approval authority, you will not see this field displayed.

If routing notes exist, a message ***'*ROUTING NOTES*'*** *will be displayed near the top of the screen. If not, there will be no message.*

Screen Information

Doc ID: 12 characters/digits
Displays the document identification number used in Routing and Approval; consists of Form (3 characters), Campus Code (2 digits), Document Number (7 character/digits).

Status: 14 characters
Indicates the status of the document's progress through the Routing and Approval system.
Blank = In Process
CN = Cancelled
CO = Completed
DR = In Dept routing
ER = In Exec routing
FN = Final
FY = FYA/FRA routing
PR = In Proc routing
RC = Recalled
RJ = Rejected

Requested Action: 12 characters
Displays the requested action that needs to be taken on the document.

Doc Summary: 40 characters
Shows a summary description taken from the original document.

Released: 8 digits
Identifies date the document was released to Routing and Approval system.

by: 25 characters
Shows the name of the person routing the document.

(Type of Document): 7 character/digits
Displays the type of document and indicates the identification number (i.e., "Limited Purch" and document number).

Contact Person: 25 characters
Identifies the name of the person to contact about the document.

Dept Name:	25 characters Name of first department listed on the purchasing document header.
Doc Total:	15 digits Shows total dollar amount on the purchasing document before any transfers are processed.
Untransferred Total:	15 digits Identifies the total dollar amount on the purchasing document that has not been transferred to another document.

Additional Functions

PF KEYS	See the Appendix for a detailed description of the standard PF keys.
PF4 **Exit**	**Exit Cover Sheet Pop-Up Window** Used to exit current Cover Sheet pop-up window and return to Screen 910.
PF5 **NDoc**	**Next Document** Used to view the next document selected.
PF6 **Summ**	**Document Summary** View the document summary information.
PF7 **RHist**	**Routing History** Displays the routing history of the document to track where a document is in the routing process.
PF8 **Audit**	**Audit Information** Shows the audit trail of who created or modified the document.
PF9 **Notes**	**Notes** Displays a pop-up window to select the type of notes to view: Document Notes or Routing Notes. Select type of notes to view by typing "X" and press <ENTER>.
PF10 **Headr**	**Document Header Extended Information** Displays the document header extended information for the document.
PF11 **Items**	**Line Items** Shows information about the line items on the document.
PF12 **Track**	**Document Tracking** Identifies the actions taken on the document.

Document In-Box by Name

If you are a substitute on an approval desk, you will not receive documents directly to your document In-Box (displayed on Screen 910).

To see the documents at a desk where you are a substitute, advance to Screen 911, enter the name of the desk's **primary assignee,** and press <ENTER>. The name search will allow you to choose the correct person and display this person's In-Box.

> *The In-Box documents on desks to which you are assigned will be accessible. Others will be protected, and you may not select them.*

Security element "10" allows security administrators and certain members of the Purchasing Office/Fiscal Office to have viewing access to the cover sheet and all routing documents on Screen 911 and Screen 913 in order to assist with resolving routing and approval problems.

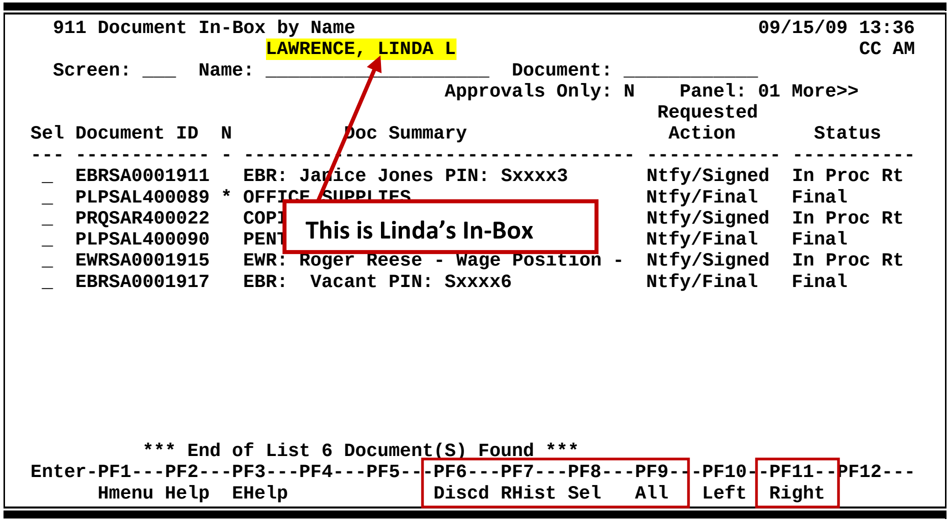
Section I – Main Screen

Documents will appear in the following order:

1. FRA/FYA documents. This will include any documents routed to an individual. Rejects and Recalls fall into this category.
2. All Desk routed documents
3. Information/Notification copies of documents

Within each of these groups, the documents are displayed in document-ID order.

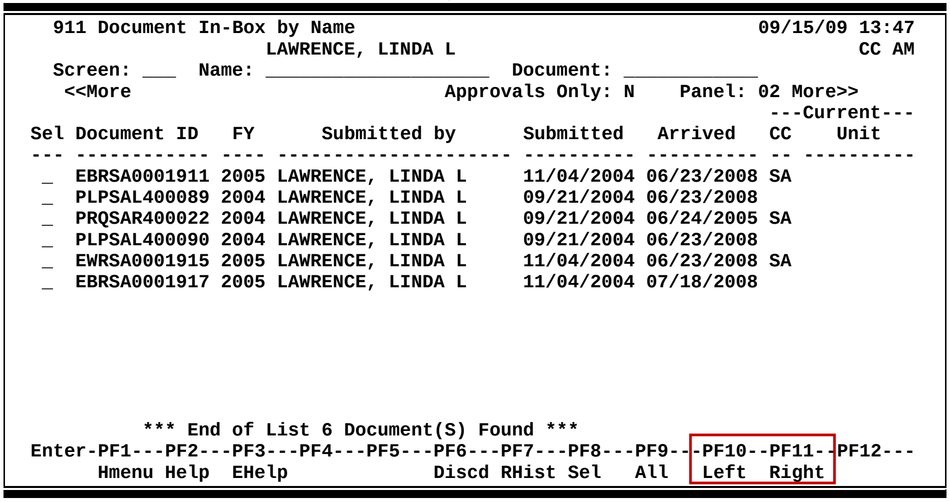
Screen 911 - Document In-Box by Name (Panel 1)



```
    911 Document In-Box by Name                                 09/15/09 13:36
                       LAWRENCE, LINDA L                                 CC AM
    Screen: ___   Name: ____________________   Document: ____________
                                       Approvals Only: N    Panel: 01 More>>
                                                          Requested
  Sel Document ID  N          Doc Summary                  Action       Status
  --- ------------ - ------------------------------------ ------------ -----------
   _  EBRSA0001911   EBR: Janice Jones PIN: Sxxxx3         Ntfy/Signed  In Proc Rt
   _  PLPSAL400089 * OFFICE SUPPLIES                       Ntfy/Final   Final
   _  PRQSAR400022   COPI                                  Ntfy/Signed  In Proc Rt
   _  PLPSAL400090   PENT                                  Ntfy/Final   Final
   _  EWRSA0001915   EWR: Roger Reese - Wage Position -    Ntfy/Signed  In Proc Rt
   _  EBRSA0001917   EBR:  Vacant PIN: Sxxxx6              Ntfy/Final   Final




            *** End of List 6 Document(S) Found ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp              Discd RHist Sel   All   Left  Right
```

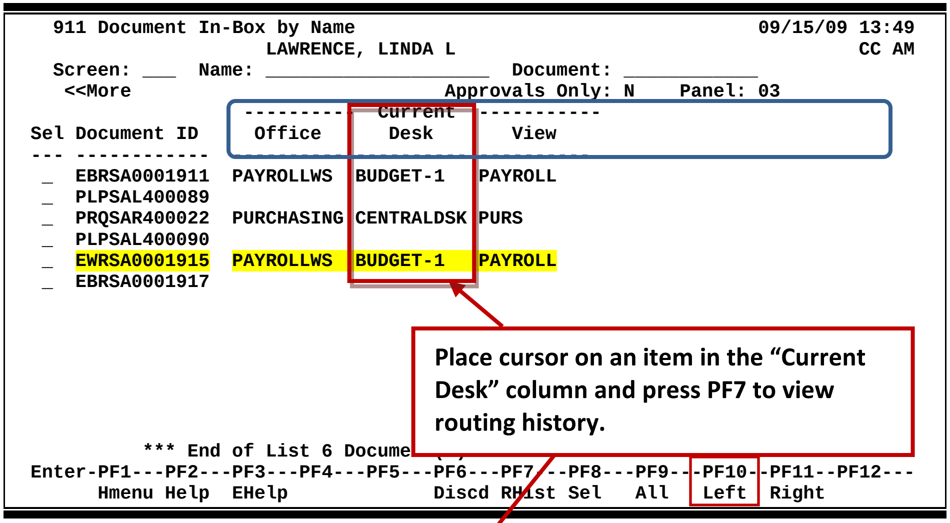
This is Linda's In-Box

Screen 911 - Document In-Box by Name (Panel 2)



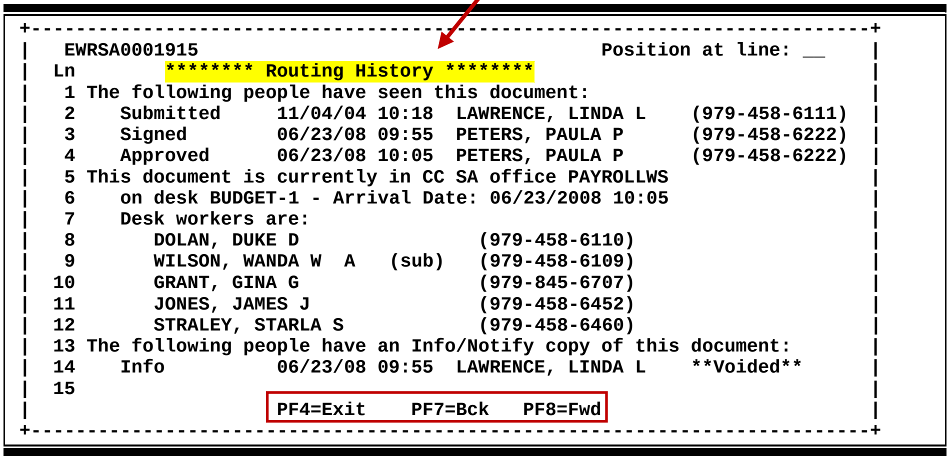
```
   911 Document In-Box by Name                                   09/15/09 13:47
                     LAWRENCE, LINDA L                                    CC AM
   Screen: ___  Name: ____________________  Document: ____________
    <<More                          Approvals Only: N    Panel: 02 More>>
                                                                ---Current---
 Sel Document ID   FY      Submitted by      Submitted   Arrived    CC    Unit
 --- ------------ ---- -------------------- ---------- ---------- -- ----------
  _  EBRSA0001911 2005 LAWRENCE, LINDA L     11/04/2004 06/23/2008 SA
  _  PLPSAL400089 2004 LAWRENCE, LINDA L     09/21/2004 06/23/2008
  _  PRQSAR400022 2004 LAWRENCE, LINDA L     09/21/2004 06/24/2005 SA
  _  PLPSAL400090 2004 LAWRENCE, LINDA L     09/21/2004 06/23/2008
  _  EWRSA0001915 2005 LAWRENCE, LINDA L     11/04/2004 06/23/2008 SA
  _  EBRSA0001917 2005 LAWRENCE, LINDA L     11/04/2004 07/18/2008







           *** End of List 6 Document(S) Found ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp             Discd RHist Sel   All   Left  Right
```

Screen 911 - Document In-Box by Name (Panel 3)



```
   911 Document In-Box by Name                                   09/15/09 13:49
                     LAWRENCE, LINDA L                                    CC AM
   Screen: ___  Name: ____________________  Document: ____________
    <<More                          Approvals Only: N    Panel: 03
                  ---------Current-----------
 Sel Document ID   Office      Desk        View
 --- ------------ ---------- ---------- ----------
  _  EBRSA0001911 PAYROLLWS  BUDGET-1   PAYROLL
  _  PLPSAL400089
  _  PRQSAR400022 PURCHASING CENTRALDSK PURS
  _  PLPSAL400090
  _  EWRSA0001915 PAYROLLWS  BUDGET-1   PAYROLL
  _  EBRSA0001917







           *** End of List 6 Docume
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp             Discd RHist Sel   All   Left  Right
```

Place cursor on an item in the "Current Desk" column and press PF7 to view routing history.



```
+-----------------------------------------------------------------------------+
|   EWRSA0001915                                      Position at line: __    |
|  Ln         ******** Routing History ********                               |
|   1 The following people have seen this document:                           |
|   2    Submitted      11/04/04 10:18  LAWRENCE, LINDA L    (979-458-6111)   |
|   3    Signed         06/23/08 09:55  PETERS, PAULA P      (979-458-6222)   |
|   4    Approved       06/23/08 10:05  PETERS, PAULA P      (979-458-6222)   |
|   5 This document is currently in CC SA office PAYROLLWS                    |
|   6    on desk BUDGET-1 - Arrival Date: 06/23/2008 10:05                    |
|   7    Desk workers are:                                                    |
|   8       DOLAN, DUKE D                  (979-458-6110)                     |
|   9       WILSON, WANDA W  A   (sub)     (979-458-6109)                     |
|  10       GRANT, GINA G                  (979-845-6707)                     |
|  11       JONES, JAMES J                 (979-458-6452)                     |
|  12       STRALEY, STARLA S              (979-458-6460)                     |
|  13 The following people have an Info/Notify copy of this document:        |
|  14    Info           06/23/08 09:55  LAWRENCE, LINDA L    **Voided**       |
|  15                                                                         |
|                    PF4=Exit    PF7=Bck   PF8=Fwd                            |
+-----------------------------------------------------------------------------+
```

Basic Steps

Approve or Reject Documents

- Press <ENTER> to scroll through documents in the In-Box.
- Type an "X" next to all documents you would like to approve, and press ***PF8***.
  OR
- Press ***PF9*** to select all of the documents in your In-Box.
- This will bring up the Routing Document Information Pop-Up Window.
- Type **APP** in the ***Action*** field, type "Y" in the pop-up box to confirm that you would like to **approve** the document, and press <ENTER>.
- If you are **rejecting** a document, type **REJ** in the ***Action*** field, enter the reason that you are rejecting the document in the pop-up window provided, and press <ENTER> to return the document to its creator.
- This will return you to the Routing Document Information window. Press ***PF5*** to move to the next document that requires action, or press ***PF4*** to return to Screen 911.

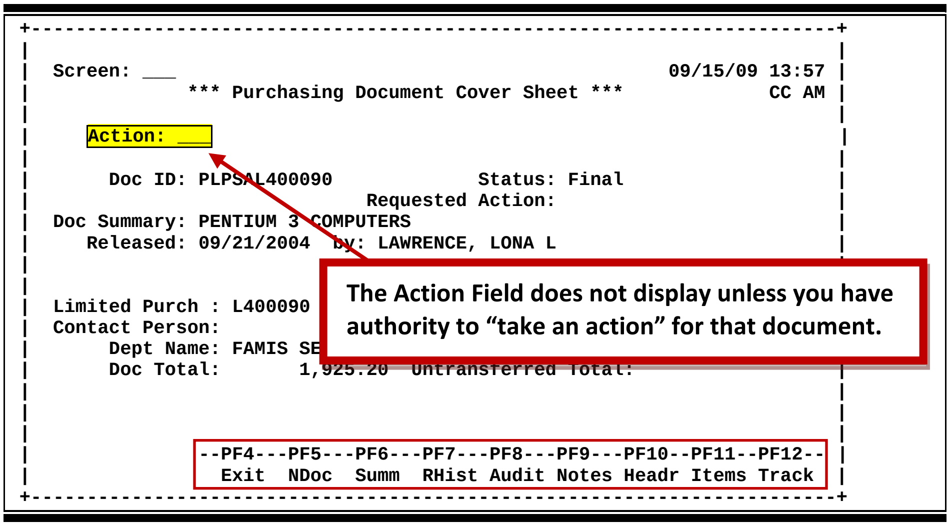
Field Descriptions **(◆ = Required; Help = Field Help Available Using PF2, ?, or *)**

See Screen 910 for Field Descriptions and PF keys.

Section II – Cover Sheet Pop-Up Window

This is the cover sheet for the document. From this screen you can view all the information about and take action on the document.

Screen 911 – Cover Sheet Window



```
+---------------------------------------------------------------------------+
|                                                                           |
|  Screen: ___                                            09/15/09 13:57 |
|              *** Purchasing Document Cover Sheet ***             CC AM |
|                                                                           |
|     Action: ___                                                          |
|                                                                           |
|       Doc ID: PLPSAL400090                    Status: Final             |
|                                     Requested Action:                   |
|  Doc Summary: PENTIUM 3 COMPUTERS                                      |
|     Released: 09/21/2004   by: LAWRENCE, LONA L                        |
|                                                                           |
|                                                                           |
|  Limited Purch : L400090                                               |
|  Contact Person:                                                        |
|       Dept Name: FAMIS SE                                               |
|       Doc Total:       1,925.20  Untransferred Total:                  |
|                                                                           |
|                                                                           |
|                                                                           |
|                    --PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-- |
|                      Exit  NDoc  Summ  RHist Audit Notes Headr Items Track |
+---------------------------------------------------------------------------+
```

The Action Field does not display unless you have authority to "take an action" for that document.

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

Action Line

Action:	3 characters Enter the action you wish to take on the document. **If you don't have approval authority, you will not see this field displayed.**

If routing notes exist, a message **"*ROUTING NOTES*"** will be displayed near the top of the screen. If not, there will be no message.

Screen Information

Doc ID: 12 characters/digits
Displays the document identification number used in Routing and Approval; consists of Form (3 characters), Campus Code (2 digits), and Document Number (7 character/digits).

Status: 14 characters
Indicates status of the document's progress through the routing and approval system.

Blank = In Process
CN = Cancelled
CO = Completed
DR = In Dept routing
ER = In Exec routing
FN = Final
FY = FYA/FRA routing
PR = In Proc routing
RC = Recalled
RJ = Rejected

Requested Action: 12 characters
Shows action to be taken with the routed document.

Doc Summary: 40 characters
Displays a summary description taken from the original document.

Released: 8 digits
Identifies date the document was released to routing.

by: 25 characters
Shows name of the person routing the document.

Attachments: 1 character
"Y" indicates attachments are included. This is only displayed on requisitions.

(Type of Document): 7 character/digits
Displays the type of document and indicates the identification number (i.e., "Limited Purch" and document number.)

Screen 911 – Document In-Box by Name (cont’d)

Contact Person:	25 characters Identifies the name of the person to contact about the document.
Dept Name:	25 characters Name of first department listed on the purchasing document header.
Doc Total:	15 digits Indicates the total dollar amount on the purchasing document before any transfers are processed.
Untransferred Total:	15 digits Identifies the total dollar amount on purchasing document that has not been transferred to another document.

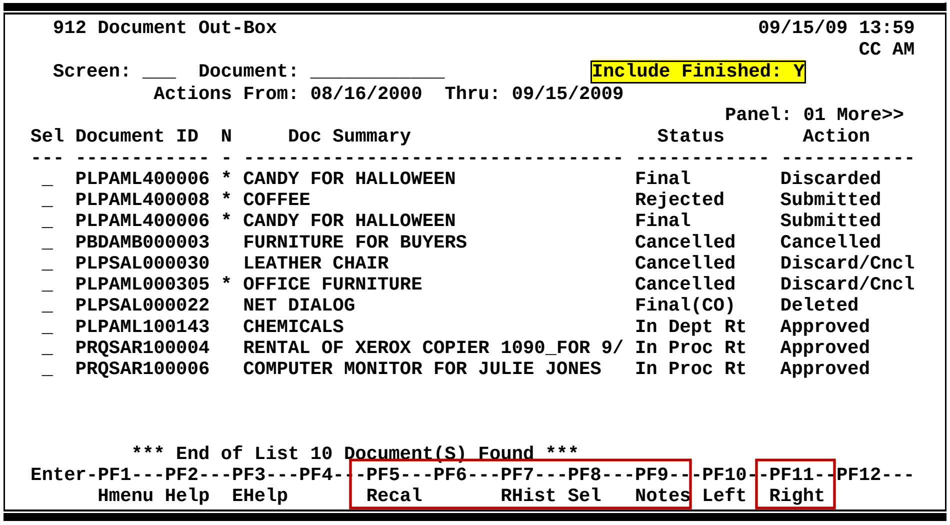
Additional Functions

PF KEYS	See the Appendix for a detailed description of the standard PF keys.
PF4 **Exit**	**Exit Cover Sheet Pop-Up Window** Used to exit the Cover Sheet pop-up window and return to Screen 910.
PF5 **NDoc**	**Next Document** Used to view the next document selected.
PF6 **Summ**	**Document Summary** View the document summary information.
PF7 **RHist**	**Routing History** Displays the routing history of the document to track a document in the routing process.
PF8 **Audit**	**Audit Information** Shows the audit trail of who created and modified the document.
PF9 **Notes**	**Notes** Displays a pop-up window to select the type of notes to view: Document Notes or Routing Notes. Type “X” to select, and press <ENTER> to view notes.
PF10 **Header**	**Document Header Extended Information** Displays the document header extended information for the document.
PF11 **Items**	**Line Items** Shows information about the line items on the document.
PF12 **Track**	**Document Tracking** Identifies the actions taken on the document.

Document Out-Box

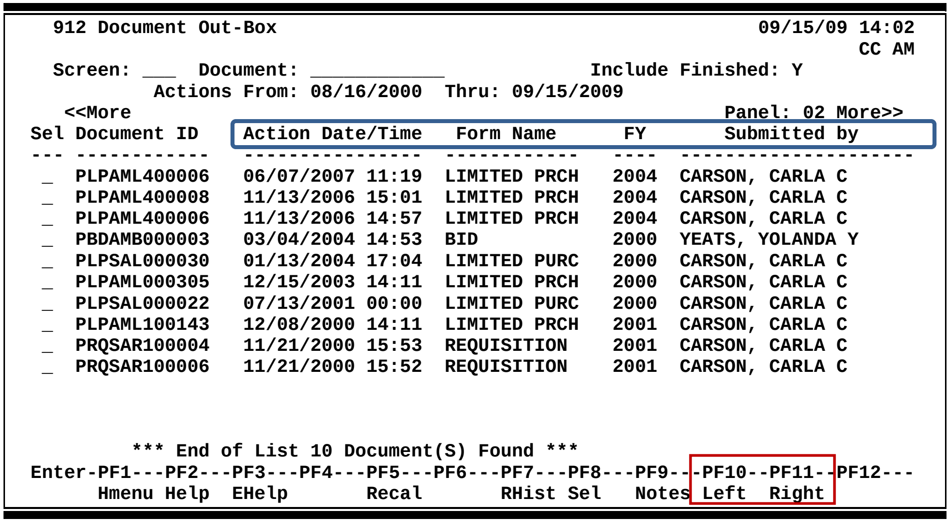
The document Out-Box displays all the documents on which you have taken action and lists them in order of the date the action was taken. You can filter the data by entering dates in the ***From*** and ***Thru*** fields. Use the ***Include Finished*** field to determine the documents to be displayed: type "Y" to **include** finished documents; type "N" to **exclude** them.

Screen 912 - Document Out-Box (Panel 1)



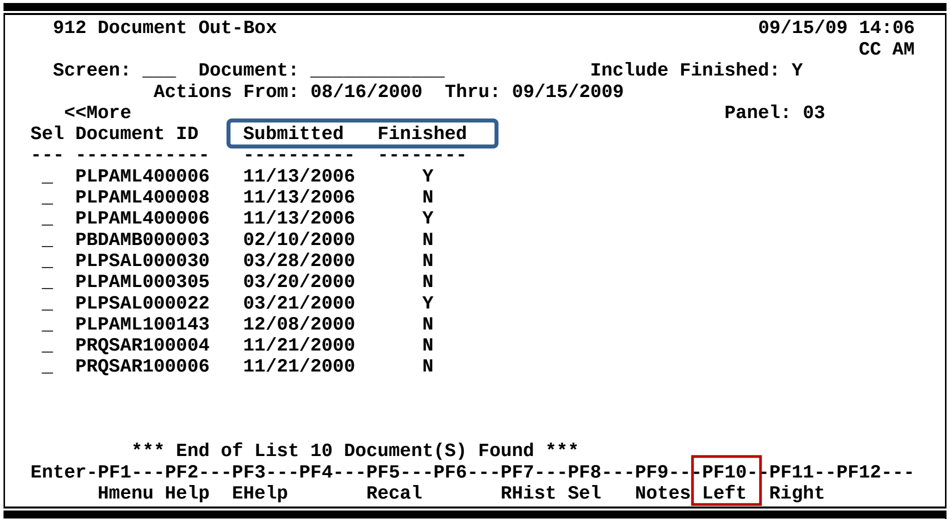
```
  912 Document Out-Box                                           09/15/09 13:59
                                                                          CC AM
  Screen: ___  Document: ____________             Include Finished: Y
           Actions From: 08/16/2000  Thru: 09/15/2009
                                                              Panel: 01 More>>
Sel Document ID  N     Doc Summary                      Status       Action
--- ------------ - ---------------------------------- ----------- ------------
 _  PLPAML400006 * CANDY FOR HALLOWEEN                Final        Discarded
 _  PLPAML400008 * COFFEE                             Rejected     Submitted
 _  PLPAML400006 * CANDY FOR HALLOWEEN                Final        Submitted
 _  PBDAMB000003   FURNITURE FOR BUYERS               Cancelled    Cancelled
 _  PLPSAL000030   LEATHER CHAIR                      Cancelled    Discard/Cncl
 _  PLPAML000305 * OFFICE FURNITURE                   Cancelled    Discard/Cncl
 _  PLPSAL000022   NET DIALOG                         Final(CO)    Deleted
 _  PLPAML100143   CHEMICALS                          In Dept Rt   Approved
 _  PRQSAR100004   RENTAL OF XEROX COPIER 1090_FOR 9/ In Proc Rt   Approved
 _  PRQSAR100006   COMPUTER MONITOR FOR JULIE JONES   In Proc Rt   Approved



         *** End of List 10 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Recal       RHist Sel   Notes Left  Right
```

Screen 912 - Document Out-Box (Panel 2)



```
  912 Document Out-Box                                           09/15/09 14:02
                                                                          CC AM
  Screen: ___  Document: ____________             Include Finished: Y
           Actions From: 08/16/2000  Thru: 09/15/2009
   <<More                                                     Panel: 02 More>>
Sel Document ID    Action Date/Time   Form Name      FY       Submitted by
--- ------------   ----------------  ------------   ----  ---------------------
 _  PLPAML400006   06/07/2007 11:19  LIMITED PRCH   2004  CARSON, CARLA C
 _  PLPAML400008   11/13/2006 15:01  LIMITED PRCH   2004  CARSON, CARLA C
 _  PLPAML400006   11/13/2006 14:57  LIMITED PRCH   2004  CARSON, CARLA C
 _  PBDAMB000003   03/04/2004 14:53  BID            2000  YEATS, YOLANDA Y
 _  PLPSAL000030   01/13/2004 17:04  LIMITED PURC   2000  CARSON, CARLA C
 _  PLPAML000305   12/15/2003 14:11  LIMITED PRCH   2000  CARSON, CARLA C
 _  PLPSAL000022   07/13/2001 00:00  LIMITED PURC   2000  CARSON, CARLA C
 _  PLPAML100143   12/08/2000 14:11  LIMITED PRCH   2001  CARSON, CARLA C
 _  PRQSAR100004   11/21/2000 15:53  REQUISITION    2001  CARSON, CARLA C
 _  PRQSAR100006   11/21/2000 15:52  REQUISITION    2001  CARSON, CARLA C



         *** End of List 10 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Recal       RHist Sel   Notes Left  Right
```

Screen 912 - Document Out-Box (Panel 3)



```
  912 Document Out-Box                                           09/15/09 14:06
                                                                          CC AM
  Screen: ___  Document: ____________             Include Finished: Y
           Actions From: 08/16/2000  Thru: 09/15/2009
   <<More                                                     Panel: 03
Sel Document ID    Submitted   Finished
--- ------------   ----------  --------
 _  PLPAML400006   11/13/2006      Y
 _  PLPAML400008   11/13/2006      N
 _  PLPAML400006   11/13/2006      Y
 _  PBDAMB000003   02/10/2000      N
 _  PLPSAL000030   03/28/2000      N
 _  PLPAML000305   03/20/2000      N
 _  PLPSAL000022   03/21/2000      Y
 _  PLPAML100143   12/08/2000      N
 _  PRQSAR100004   11/21/2000      N
 _  PRQSAR100006   11/21/2000      N



         *** End of List 10 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Recal       RHist Sel   Notes Left  Right
```

Basic Steps

- Optionally, fill out the fields provided to limit the display to a specific type of document, and press <ENTER> to display all of the documents on which you have take action.

Routing Process

Browsing Your Out-Box

The current status and location of a document as well as its arrival time can be checked using your Out-Box.

Various pop-up screens are available using the PF keys at the bottom of the screen. To access this information, type an “X” in the ***Sel*** (Select) field or position the cursor anywhere on the line of the desired document, and press the PF key that indicates the information/action you want. For example, pressing ***PF8*** will display a pop-up window with document routing information about the document, whereas ***PF7*** will display routing history information.

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

Action Line

Document:	12 characters/digits Enter the routing document number to be positioned on the first line of the display.
Include Finished:	1 character Type “Y” to include finished documents that have completed routing.

Screen 912 – Document Out-Box (cont'd)

Actions From: 8 digits
The default is one month back, but this can be changed in order to view documents within a specified date range.

Thru: 8 digits
The default is one month back, but this can be changed in order to limit the date range when displaying documents.

Screen Information

→ Panel 1

◆ **Sel:** 1 character
Type "X" to select documents one at a time.

Document ID: **PF2 Help** 12 characters/digits
Displays the document identification number used in Routing and Approval which consists of the Form (3 characters), the Campus Code (2 digits), and the Document Number (7 character/digits).

N: 1 character
An asterisk (*) indicates routing notes are attached to the document.

Doc Summary: **PF2 Help** 34 characters
Displays a summary description taken from entry of the original document.

Status: 14 characters
Identifies the status of the document as it relates to the user. For example:

Blank = In Process
CN = Cancelled
CO = Completed
DR = In Dept routing
ER = In Exec routing
FN = Final
FY = FYA/FRA routing
PR = In Proc routing
RC = Recalled
RJ = Rejected

Action: 14 characters
Shows the last action taken on the document in the routing process.

→ Panel 2

Action Date/Time: 12 digits
Identifies the date and time document was sent to the Out-Box.

Form Name **PF2 Help** 12 characters
Indicates the document form name: requisition, purchase order, limited purchase order, bid, or exempt purchase order.

FY: 4 digits
Shows the fiscal year for the document.

Submitted by: 21 characters
Displays the name of the person who submitted the document for approval.

→ Panel 3

Submitted: 8 digits
Identifies the date the document was submitted for approval.

Finished: 1 character
“Y” indicates the document has finished the routing process.

Additional Functions

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

PF5
Recal
Recall Document
Recall the document to your In-Box.

This is valid for only the creator of the document and the last person who approved the document.

A recall reason (note) is required. If the user is the creator, all approvals and other actions are erased. However, routing notes will be retained. If resubmitted to routing, the approvals must start over.

PF7
RHist
Routing History
Used to display the routing history of the document. See Screen 914. Auto approves are designated by “(A).”

PF8
Sel
Select
After selecting document(s), displays the Purchasing Document Cover Sheet.

PF9
Notes
Routing Notes
Displays routing notes on the document.

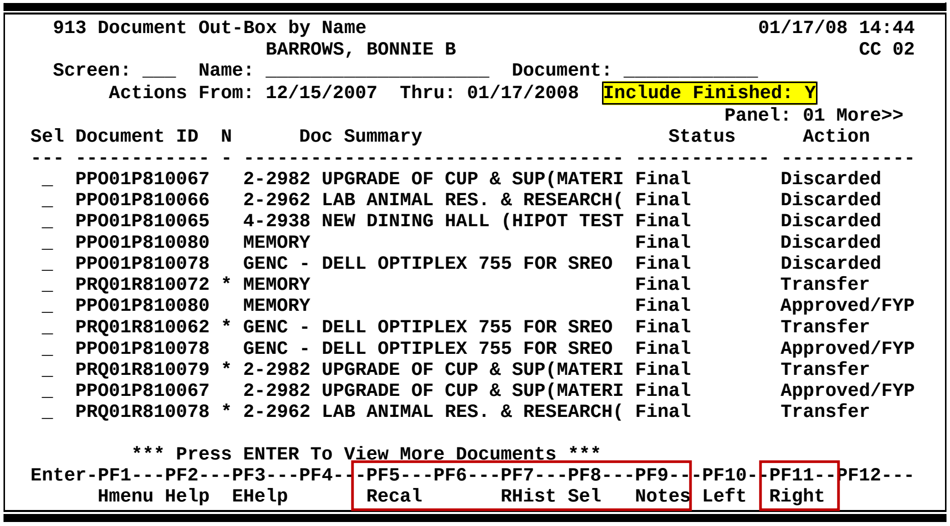
Document Out-Box by Name

Screen 913 displays all the documents on which another user has taken action and lists them in order of the date the action was taken. The current status and location of a document may be checked using this screen. Use the ***Include Finished*** field to determine the documents to be displayed: type “Y” to **include** finished documents; type “N” to **exclude** them.

This screen will be helpful for security administrators and Purchasing Office/Fiscal Office personnel who may need special access for troubleshooting and help desk functions.

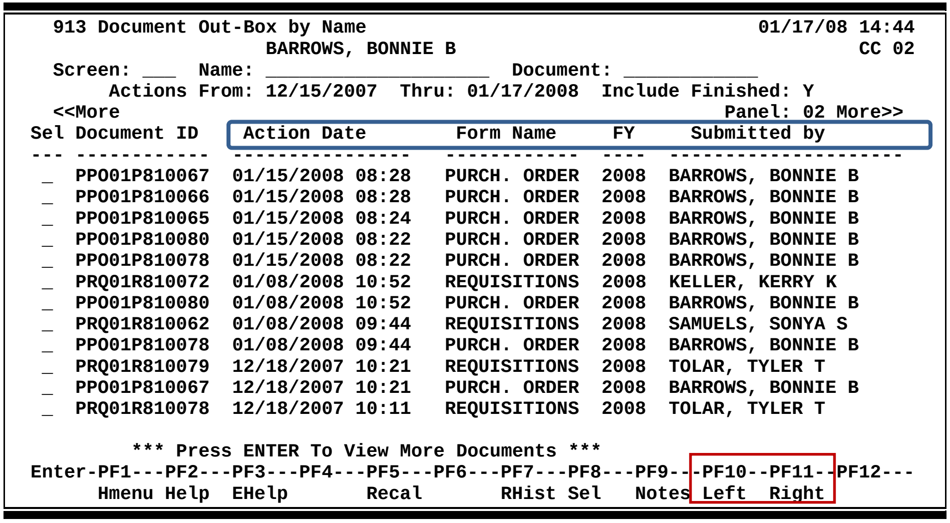
Security element “10” allows viewing access to the Cover Sheet and all routing documents on Screen 911 and Screen 913 in order to provide assistance in resolving routing and approval problems.

Screen 913 – Document Out-Box by Name (Panel 1)



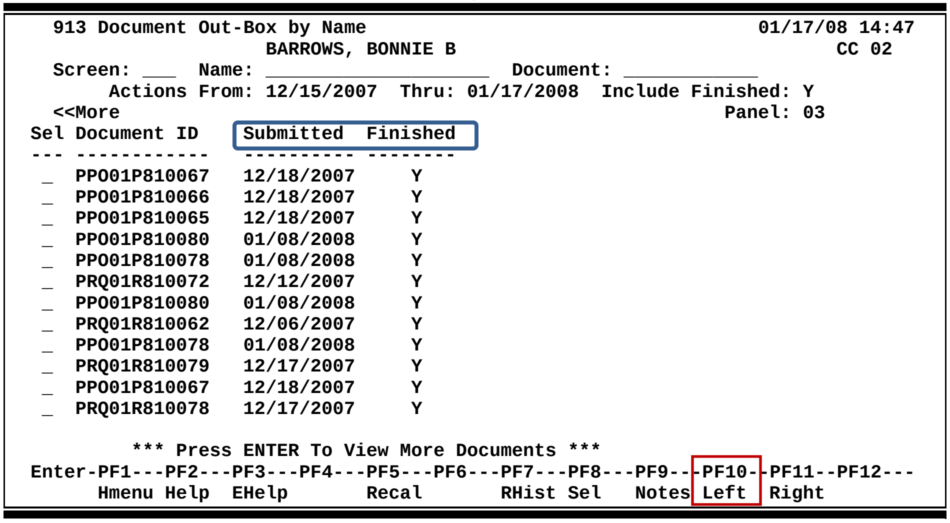
```
  913 Document Out-Box by Name                                   01/17/08 14:44
                     BARROWS, BONNIE B                                    CC 02
  Screen: ___  Name: ____________________  Document: ____________
       Actions From: 12/15/2007  Thru: 01/17/2008  Include Finished: Y
                                                              Panel: 01 More>>
Sel Document ID  N      Doc Summary                      Status      Action
--- ------------ - ---------------------------------- ------------ ------------
 _  PPO01P810067   2-2982 UPGRADE OF CUP & SUP(MATERI Final        Discarded
 _  PPO01P810066   2-2962 LAB ANIMAL RES. & RESEARCH( Final        Discarded
 _  PPO01P810065   4-2938 NEW DINING HALL (HIPOT TEST Final        Discarded
 _  PPO01P810080   MEMORY                             Final        Discarded
 _  PPO01P810078   GENC - DELL OPTIPLEX 755 FOR SREO  Final        Discarded
 _  PRQ01R810072 * MEMORY                             Final        Transfer
 _  PPO01P810080   MEMORY                             Final        Approved/FYP
 _  PRQ01R810062 * GENC - DELL OPTIPLEX 755 FOR SREO  Final        Transfer
 _  PPO01P810078   GENC - DELL OPTIPLEX 755 FOR SREO  Final        Approved/FYP
 _  PRQ01R810079 * 2-2982 UPGRADE OF CUP & SUP(MATERI Final        Transfer
 _  PPO01P810067   2-2982 UPGRADE OF CUP & SUP(MATERI Final        Approved/FYP
 _  PRQ01R810078 * 2-2962 LAB ANIMAL RES. & RESEARCH( Final        Transfer

         *** Press ENTER To View More Documents ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Recal       RHist Sel   Notes Left  Right
```

Screen 913 - Document Out-Box by Name (Panel 2)



```
  913 Document Out-Box by Name                                   01/17/08 14:44
                     BARROWS, BONNIE B                                    CC 02
  Screen: ___  Name: ____________________  Document: ____________
       Actions From: 12/15/2007  Thru: 01/17/2008  Include Finished: Y
  <<More                                                      Panel: 02 More>>
Sel Document ID    Action Date        Form Name     FY     Submitted by
--- ------------  ----------------   ------------  ----  ----------------------
 _  PPO01P810067  01/15/2008 08:28   PURCH. ORDER  2008  BARROWS, BONNIE B
 _  PPO01P810066  01/15/2008 08:28   PURCH. ORDER  2008  BARROWS, BONNIE B
 _  PPO01P810065  01/15/2008 08:24   PURCH. ORDER  2008  BARROWS, BONNIE B
 _  PPO01P810080  01/15/2008 08:22   PURCH. ORDER  2008  BARROWS, BONNIE B
 _  PPO01P810078  01/15/2008 08:22   PURCH. ORDER  2008  BARROWS, BONNIE B
 _  PRQ01R810072  01/08/2008 10:52   REQUISITIONS  2008  KELLER, KERRY K
 _  PPO01P810080  01/08/2008 10:52   PURCH. ORDER  2008  BARROWS, BONNIE B
 _  PRQ01R810062  01/08/2008 09:44   REQUISITIONS  2008  SAMUELS, SONYA S
 _  PPO01P810078  01/08/2008 09:44   PURCH. ORDER  2008  BARROWS, BONNIE B
 _  PRQ01R810079  12/18/2007 10:21   REQUISITIONS  2008  TOLAR, TYLER T
 _  PPO01P810067  12/18/2007 10:21   PURCH. ORDER  2008  BARROWS, BONNIE B
 _  PRQ01R810078  12/18/2007 10:11   REQUISITIONS  2008  TOLAR, TYLER T

         *** Press ENTER To View More Documents ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Recal       RHist Sel   Notes Left  Right
```

Screen 913 - Document Out-Box by Name (Panel 3)



```
   913 Document Out-Box by Name                                   01/17/08 14:47
                      BARROWS, BONNIE B                                  CC 02
   Screen: ___  Name: ____________________  Document: ____________
        Actions From: 12/15/2007  Thru: 01/17/2008  Include Finished: Y
   <<More                                                      Panel: 03
 Sel Document ID    Submitted  Finished
 --- ------------   ---------- --------
  _  PPO01P810067   12/18/2007     Y
  _  PPO01P810066   12/18/2007     Y
  _  PPO01P810065   12/18/2007     Y
  _  PPO01P810080   01/08/2008     Y
  _  PPO01P810078   01/08/2008     Y
  _  PRQ01R810072   12/12/2007     Y
  _  PPO01P810080   01/08/2008     Y
  _  PRQ01R810062   12/06/2007     Y
  _  PPO01P810078   01/08/2008     Y
  _  PRQ01R810079   12/17/2007     Y
  _  PPO01P810067   12/18/2007     Y
  _  PRQ01R810078   12/17/2007     Y

          *** Press ENTER To View More Documents ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Recal       RHist Sel   Notes Left  Right
```

Basic Steps

- Type the name, along with any additional criteria, of the user whose Out-Box is to be displayed.
- Press <ENTER> to display the contents of the selected person's Out-Box.
- Type "X" in the ***Sel*** (Select) field and press <ENTER> to view the document cover sheet, or press one of the PF keys at the bottom of the screen. For example, to view details of the document routing history, press ***PF7***.

Out-Box Process

PF Keys

Various pop-up screens are available using the PF keys at the bottom on the screen. To access this information, type an "X" in the ***Sel*** (Select) field or position the cursor anywhere on the line of the desired document, and press the PF key that indicates the information/action you want. For example, pressing ***PF9*** will display a pop-up window with any notes on the document, while ***PF7*** will display the routing history of the document. **See the Appendix for a more detailed description of the PF keys and their functions.**

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

Action Line

◆ **Name:** 20 characters
Enter the name of person whose Out-Box is to be displayed.

Document: PF2 Help 12 characters/digits
Enter the routing document number to be positioned on the first line of the display.

Screen 913 – Document Out-Box by Name (cont'd)

Actions From: 8 digits
The default is one month prior to the current date. You may change this date to view documents within a specified date range.

Thru: 8 digits
Displays the current date, but you may change it to limit the date range for displaying documents.

Include Finished: 1 character
Type "Y" in this field to include documents that have successfully completed the routing process; type "N" to exclude finished documents.

Screen Information

→ Panel 1

Sel: 1 character
Type an "X" to select and press <ENTER> to view the Document Cover Sheet.

Document ID: 12 characters/digits
Displays the document identification number used in routing and approval, which consists of the form (3 characters) + campus code (2 digits) + document number (7 character/digits).

N: 1 character
An asterisk (*) indicates that there are routing notes attached to the document.

Doc Summary: 40 characters
Displays a summary description taken from the original document.

Status: 14 characters
Indicates a document's status in the Routing and Approval system with one of the following:
Blank = In Process
CN = Cancelled
CO = Completed
DR = In Dept routing
ER = In Exec routing
FN = Final
FY = FYA/FRA routing
PR = In Proc routing
RC = Recalled
RJ = Rejected

Action: 14 characters
Shows the last action taken on the document in the routing process.

→ Panel 2

Action Date: 12 digits
Identifies the date and time action was taken on the document.

Screen 913 – Document Out-Box by Name (cont’d)

Form Name:	**PF2 Help** 12 characters Shows the type of purchasing document displayed.
FY:	4 digits Indicates the fiscal year of the document.
Submitted by:	21 characters Identifies the name of the person who submitted the document to the Routing and Approval system.

→ Panel 3

Submitted:	8 digits Shows date the document was submitted for approval.
Finished:	1 character Indicates whether the document has finished the routing process.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF keys.
PF5 **Recal**	**Recall** Recalls the document to your In-Box.

This is valid only for the creator of the document and the last person who approved the document.

A recall reason (note) is required. If the user is the creator, all approvals and other actions are erased; however, routing notes will be retained. If resubmitted to routing, the approvals must start over.

PF7 **RHist**	**Routing History** Used to display the routing history of the document. This is also available on Screen 914. Auto approves are designated by “(A).”
PF8 **Sel**	**Select** After selecting document(s), displays the Purchasing Document Cover Sheet.
PF9 **Notes**	**Notes** Used to display routing notes for the selected document.

Section IV

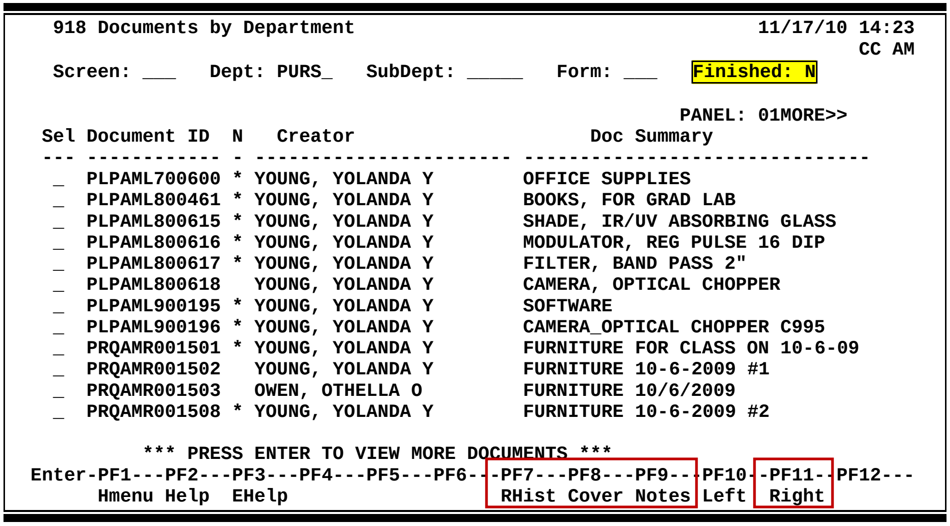
Document History

Documents by Department

You may use Screen 918 to access routing documents by department. If you wish to include finished documents in the list displayed, type “Y” in the ***Finished*** field.

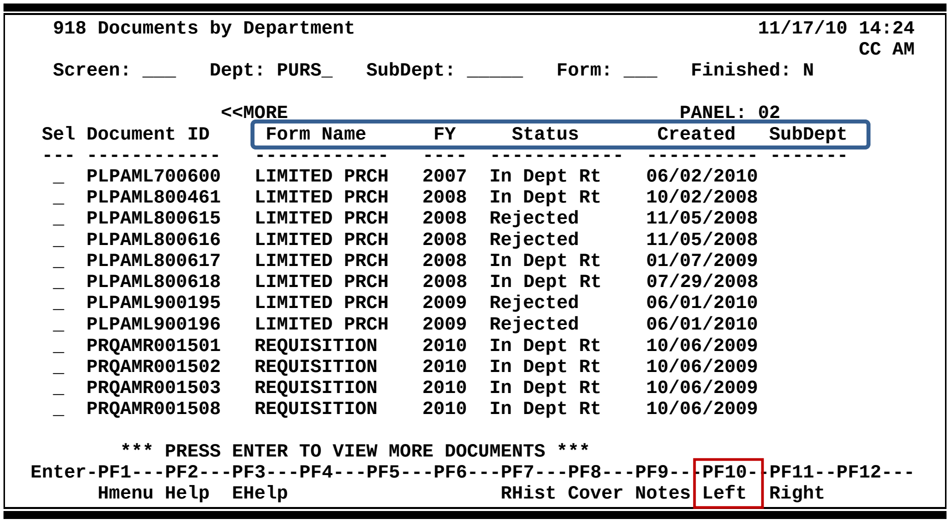
There are two panels to this screen. Press ***PF11*** to scroll right and view additional information for the documents displayed. Use the PF keys at the bottom of the screen to review routing history, cover sheet information, and notes.

Screen 918 – Documents by Department (Panel 1)



```
    918 Documents by Department                                      11/17/10 14:23
                                                                              CC AM
    Screen: ___    Dept: PURS_    SubDept: _____    Form: ___    Finished: N

                                                             PANEL: 01MORE>>
   Sel Document ID  N   Creator                    Doc Summary
   --- ------------ - ---------------------- ------------------------------
    _  PLPAML700600 * YOUNG, YOLANDA Y       OFFICE SUPPLIES
    _  PLPAML800461 * YOUNG, YOLANDA Y       BOOKS, FOR GRAD LAB
    _  PLPAML800615 * YOUNG, YOLANDA Y       SHADE, IR/UV ABSORBING GLASS
    _  PLPAML800616 * YOUNG, YOLANDA Y       MODULATOR, REG PULSE 16 DIP
    _  PLPAML800617 * YOUNG, YOLANDA Y       FILTER, BAND PASS 2"
    _  PLPAML800618   YOUNG, YOLANDA Y       CAMERA, OPTICAL CHOPPER
    _  PLPAML900195 * YOUNG, YOLANDA Y       SOFTWARE
    _  PLPAML900196 * YOUNG, YOLANDA Y       CAMERA_OPTICAL CHOPPER C995
    _  PRQAMR001501 * YOUNG, YOLANDA Y       FURNITURE FOR CLASS ON 10-6-09
    _  PRQAMR001502   YOUNG, YOLANDA Y       FURNITURE 10-6-2009 #1
    _  PRQAMR001503   OWEN, OTHELLA O        FURNITURE 10/6/2009
    _  PRQAMR001508 * YOUNG, YOLANDA Y       FURNITURE 10-6-2009 #2

            *** PRESS ENTER TO VIEW MORE DOCUMENTS ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                   RHist Cover Notes Left  Right
```

Screen 918 – Documents by Department (Panel 2)



```
    918 Documents by Department                                      11/17/10 14:24
                                                                              CC AM
    Screen: ___    Dept: PURS_    SubDept: _____    Form: ___    Finished: N

                   <<MORE                                    PANEL: 02
   Sel Document ID  Form Name      FY     Status        Created    SubDept
   --- ------------ ------------ ---- ------------ ---------- -------
    _  PLPAML700600 LIMITED PRCH 2007 In Dept Rt   06/02/2010
    _  PLPAML800461 LIMITED PRCH 2008 In Dept Rt   10/02/2008
    _  PLPAML800615 LIMITED PRCH 2008 Rejected     11/05/2008
    _  PLPAML800616 LIMITED PRCH 2008 Rejected     11/05/2008
    _  PLPAML800617 LIMITED PRCH 2008 In Dept Rt   01/07/2009
    _  PLPAML800618 LIMITED PRCH 2008 In Dept Rt   07/29/2008
    _  PLPAML900195 LIMITED PRCH 2009 Rejected     06/01/2010
    _  PLPAML900196 LIMITED PRCH 2009 Rejected     06/01/2010
    _  PRQAMR001501 REQUISITION  2010 In Dept Rt   10/06/2009
    _  PRQAMR001502 REQUISITION  2010 In Dept Rt   10/06/2009
    _  PRQAMR001503 REQUISITION  2010 In Dept Rt   10/06/2009
    _  PRQAMR001508 REQUISITION  2010 In Dept Rt   10/06/2009

          *** PRESS ENTER TO VIEW MORE DOCUMENTS ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                   RHist Cover Notes Left  Right
```

Basic Steps

- Type a department in the ***Dept*** field.
- Include subdepartment and form type to narrow the search and display list.
- Enter "Y" in the ***Finished*** field if you wish to include finished documents in the list displayed.
- Press <ENTER> to display a list of documents for the specified department.
- Type an "X" next to the document you wish to select.
- Press the PF keys as desired to obtain detailed information about the documents.

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

Action Line

◆	**Dept:**	5 characters Indicate the department code to view deleted documents.
	SubDept:	5 characters Identify a sub-department code, if needed.
	Form:	**? Help** 3 characters Specify the type of document to be displayed, if desired.
	Finished:	1 character Type "Y" to include documents that have successfully completed the routing process.

Screen Information

→ Panel 1

Sel:	1 character Type an "X" to select a document.
Document ID:	**PF2 Help** 12 characters/digits Displays the document identification number used in routing and approval, which consists of the form (3 characters) + campus code (2 digits) + document number (7 character/digits).
N:	1 character An asterisk (*) indicates routing notes are attached to the document.
Creator:	14 characters Displays the name of the person who submitted the document for Routing and Approval.
Doc Summary:	**PF2 Help** 30 characters Displays a summary description taken from the original document.

Screen 918 - Documents by Department (cont'd)

→ Panel 2

Form Name: PF2 Help 12 characters
Shows the type of purchasing document displayed.

FY: 4 digits
Indicates the fiscal year in which the document was processed.

Status: 15 characters
Identifies the status of the document with one of the following:
Blank = In Process
CN = Cancelled
CO = Completed
DR = In Dept routing
ER = In Exec routing
FN = Final
FY = FYA/FRA routing
PR = In Proc routing
RC = Recalled
RJ = Rejected

Created: PF2 Help 8 digits
Displays the date the document was created and submitted to Routing and Approval.

Sub Dept: 5 characters
Indicates the sub-department code of the unit on the document.

Additional Functions

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

PF7
RHist
Routing History
Displays routing history of the document. See Screen 914.

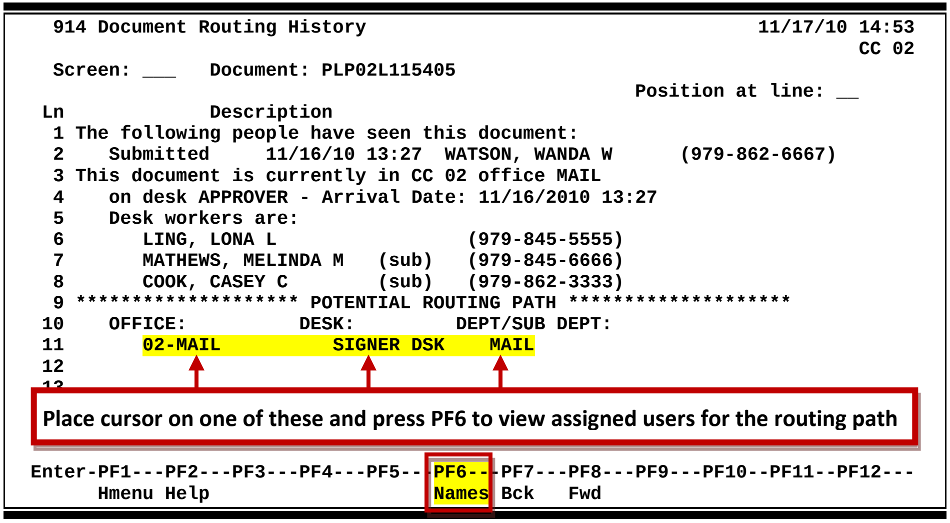
PF8
Cover
Cover Sheet
Displays cover sheet information and gives access to document browse pop-ups.

PF9
Notes
Notes
Used to display routing notes for the selected document.

Document Routing History

The history of a document’s routing is available on Screen 914. Each line is numbered and displays a description of the action taken on the document.

Screen 914 - Document Routing History



```
   914 Document Routing History                                 11/17/10 14:53
                                                                         CC 02
   Screen: ___    Document: PLP02L115405
                                                     Position at line: __
  Ln            Description
   1 The following people have seen this document:
   2    Submitted     11/16/10 13:27  WATSON, WANDA W      (979-862-6667)
   3 This document is currently in CC 02 office MAIL
   4    on desk APPROVER - Arrival Date: 11/16/2010 13:27
   5    Desk workers are:
   6       LING, LONA L                 (979-845-5555)
   7       MATHEWS, MELINDA M   (sub)   (979-845-6666)
   8       COOK, CASEY C        (sub)   (979-862-3333)
   9 ******************** POTENTIAL ROUTING PATH ********************
  10    OFFICE:          DESK:          DEPT/SUB DEPT:
  11       02-MAIL          SIGNER DSK     MAIL
  12

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

Place cursor on one of these and press PF6 to view assigned users for the routing path

Basic Steps

- Type a document number in the ***Document*** field, and press <ENTER> to display the routing history.
- Press <ENTER> to scroll through the display, if necessary.

Routing Process

Position the Display

The ***Position at line*** field can be used to position the screen at a specific line number. This will aid in bringing certain history items into view on the same screen.

The ***PF7*** and ***PF8*** keys allow you to page forward and backwards through the displayed list.

Information Displayed on Screen 914

Actions cancelled by a later “reject” or “recall” of the document are shown with “voided” in the phone number area of the display.

The date and time of the action taken on the specified document have been added to this screen.

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

Action Line

Document:	12 characters/digits Identify the document number to be displayed. The document ID consists of Form + Campus Code+ Document Number.
Position at Line:	2 digits Indicate the line number to be displayed at the top of the screen.

Screen Information

Ln:	2 digits Displays sequential line numbers to identify historical actions.
Description:	70 characters/digits Describes the routing history of the document, including actions taken, date and time, person involved, and this person's phone number.

Additional Functions

PF KEYS	See the Appendix for a detailed description of the standard PF keys.
PF6 **Names**	**Names** Place the cursor on the Office, Desk, or Dept/Sub Dept displayed in the Potential Routing Path area of the screen, and press this key to view names of assigned users.

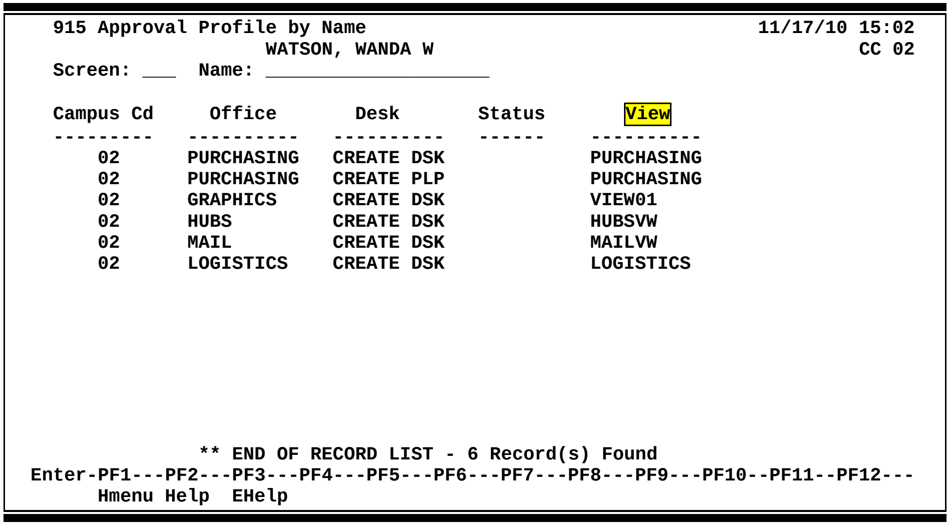
Screen 914 – Document Routing History (cont’d)

Section V
Approval Profiles

Approval Profile by Name

Screen 915 displays all of the approval structures to which that a person is attached within each campus code. Each office, desk, and view is displayed along with the status of the person for that approval structure.

Screen 915 - Approval Profile by Name



```
  915 Approval Profile by Name                                   11/17/10 15:02
                     WATSON, WANDA W                                      CC 02
  Screen: ___  Name: ____________________

  Campus Cd     Office       Desk       Status      View
  ---------   ----------   ----------   ------    ----------
      02      PURCHASING   CREATE DSK             PURCHASING
      02      PURCHASING   CREATE PLP             PURCHASING
      02      GRAPHICS     CREATE DSK             VIEW01
      02      HUBS         CREATE DSK             HUBSVW
      02      MAIL         CREATE DSK             MAILVW
      02      LOGISTICS    CREATE DSK             LOGISTICS









               ** END OF RECORD LIST - 6 Record(s) Found
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

The *View* field is only applicable to signer/creator desks.

Basic Steps

- Type the name of the person whose approval structure you wish to display in the ***Name*** field, and press <ENTER> to view all of the approval structures to which the person is attached within your campus code.
- Press <ENTER> to scroll through the listing.

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

Action Line

◆ **Name:** 20 characters
Identify the name of the person whose approval profile you want to see. You can do a name search and select by typing an asterisk (*) in the ***Name*** field and pressing <ENTER>.

Screen Information

Campus Cd: 2 digits
Identifies the campus code of the TAMUS Member to which the profile belongs. **This is especially useful when a person has approval authority with more than one TAMUS member.**

Office:	10 characters Displays the title of the office in which the person has approval authority.
Desk:	10 characters Identifies the name of the desk where the person has approval authority.
Status:	**Help** 1 character Indicates the approval status. Blank = Primary signer S = Substitute signer
View:	10 characters Displays the name of the view where a person has approval authority on a signer or creator desk. This is only applicable to signer/creator desks.

Additional Information

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

Section VI

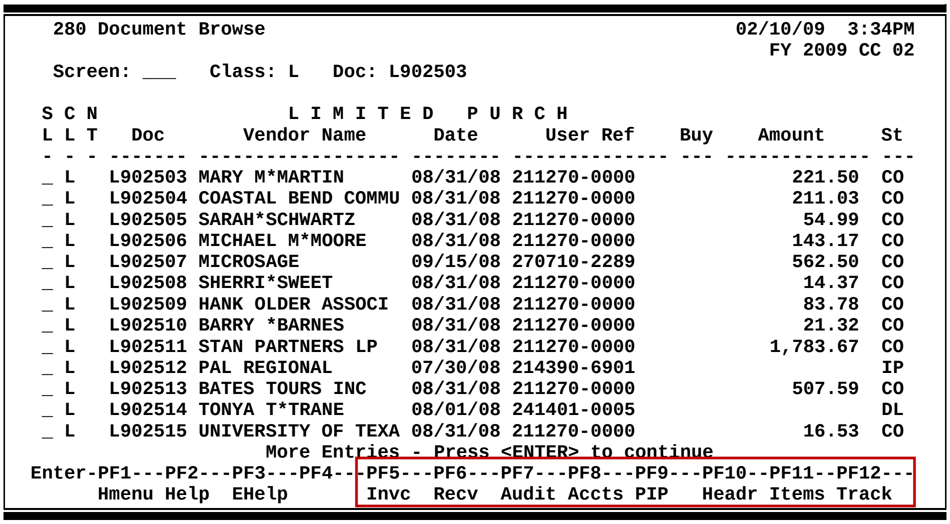
Purchasing Inquiry Information

Document Browse

Screen 280 is a useful screen that displays all purchasing documents created and shows the status of the document in the routing and approval process. Users may limit the selection displayed by typing a document class type in the ***Class*** field. For example, if you want to view only Limited Purchase documents, type ‘L’ in this field.

PF keys have been added to the bottom of this screen to provide additional information about each document.

Screen 280 - Document Browse



```
  280 Document Browse                                          02/10/09  3:34PM
                                                                  FY 2009 CC 02
  Screen: ___   Class: L   Doc: L902503

 S C N                 L I M I T E D   P U R C H
 L L T   Doc       Vendor Name      Date      User Ref    Buy    Amount     St
 - - - ------- ------------------ -------- -------------  --- ------------- ---
 _ L   L902503 MARY M*MARTIN      08/31/08 211270-0000              221.50  CO
 _ L   L902504 COASTAL BEND COMMU 08/31/08 211270-0000              211.03  CO
 _ L   L902505 SARAH*SCHWARTZ     08/31/08 211270-0000               54.99  CO
 _ L   L902506 MICHAEL M*MOORE    08/31/08 211270-0000              143.17  CO
 _ L   L902507 MICROSAGE          09/15/08 270710-2289              562.50  CO
 _ L   L902508 SHERRI*SWEET       08/31/08 211270-0000               14.37  CO
 _ L   L902509 HANK OLDER ASSOCI  08/31/08 211270-0000               83.78  CO
 _ L   L902510 BARRY *BARNES      08/31/08 211270-0000               21.32  CO
 _ L   L902511 STAN PARTNERS LP   08/31/08 211270-0000            1,783.67  CO
 _ L   L902512 PAL REGIONAL       07/30/08 214390-6901                      IP
 _ L   L902513 BATES TOURS INC    08/31/08 211270-0000              507.59  CO
 _ L   L902514 TONYA T*TRANE      08/01/08 241401-0005                      DL
 _ L   L902515 UNIVERSITY OF TEXA 08/31/08 211270-0000               16.53  CO
                     More Entries - Press <ENTER> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Type a document class in the ***Class*** field and press <ENTER>. You may also include a document number to advance it to the top of the display list.
- Type an “X” in the ***SL*** (Select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the ***SL*** (Select) field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

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

Action Line

Class: ? Help 1 character
Enter the class of document to be displayed. The system will default the search to the first defined class.

Doc: 7 character/digits
Identify the first document number to be displayed.

Screen 280 – Document Browse (cont'd)

Screen Information

SL:	1 character Type an "X" to select a document for display on Screen 278.
CL:	**PF2 Help** 1 character Identifies the class of the document as Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
NT:	1 character An asterisk (*) indicates whether or not notes are attached to the document.
Doc:	**PF2 Help** 7 character/digits Identifies document numbers for the class of document specified.
Vendor Name:	**PF2 Help** 18 characters Identifies the vendor name on the document.
Date:	**PF2 Help** 6 digits Indicates the date the document was set up in FAMIS.
User Ref:	14 digits/characters Displays the user reference that indicates the subsidiary ledger (SL) account number used for the order, followed by the departmental reference number.
Buy:	**PF2 Help** 3 characters Displays the initials of the buyer for the document, as defined by the system.
Amount:	**PF2 Help** 10 digits Indicates the total dollar amount of all line items for the document.
St:	**PF2 Help** 3 characters Indicates the status of the document. For example: IP = In Process CL = Closed DL = Deleted CO = Completed FR = Frozen TR = Transferred PRT = Printed

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receiving** View the receiving information associated with the selected document.

PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the selected document.

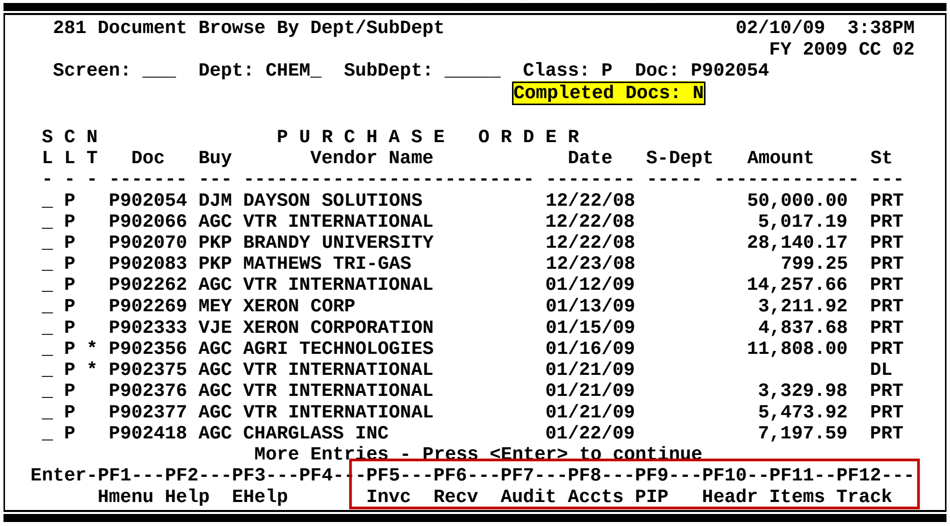
Documents by Department/SubDepartment

Browsing information on requisitions and purchase orders by the department and sub-department is accomplished using Screen 281. By default, this screen displays those documents that are currently incomplete (have not been paid). However, you can also specify that only completed documents be displayed.

You may type all asterisks (*****) in the ***SubDept*** field to display documents for the entire department rather than just one subdepartment.

If the ***Class*** field is left blank, the system will search each class in alphabetical order, and Bid documents will be displayed before Limited Purchases, etc.

Screen 281 - Document Browse By Dept/SubDept



```
  281 Document Browse By Dept/SubDept                           02/10/09  3:38PM
                                                                   FY 2009 CC 02
  Screen: ___  Dept: CHEM_  SubDept: _____  Class: P  Doc: P902054
                                           Completed Docs: N

 S C N                P U R C H A S E   O R D E R
 L L T   Doc   Buy       Vendor Name            Date   S-Dept   Amount     St
 - - - ------- --- -------------------------- -------- ----- ------------- ---
 _ P   P902054 DJM DAYSON SOLUTIONS           12/22/08           50,000.00 PRT
 _ P   P902066 AGC VTR INTERNATIONAL          12/22/08            5,017.19 PRT
 _ P   P902070 PKP BRANDY UNIVERSITY          12/22/08           28,140.17 PRT
 _ P   P902083 PKP MATHEWS TRI-GAS            12/23/08              799.25 PRT
 _ P   P902262 AGC VTR INTERNATIONAL          01/12/09           14,257.66 PRT
 _ P   P902269 MEY XERON CORP                 01/13/09            3,211.92 PRT
 _ P   P902333 VJE XERON CORPORATION          01/15/09            4,837.68 PRT
 _ P * P902356 AGC AGRI TECHNOLOGIES          01/16/09           11,808.00 PRT
 _ P * P902375 AGC VTR INTERNATIONAL          01/21/09                     DL
 _ P   P902376 AGC VTR INTERNATIONAL          01/21/09            3,329.98 PRT
 _ P   P902377 AGC VTR INTERNATIONAL          01/21/09            5,473.92 PRT
 _ P   P902418 AGC CHARGLASS INC              01/22/09            7,197.59 PRT
                    More Entries - Press <Enter> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Type a department code in the ***Dept*** field. If you want to include completed documents, type "Y" in the ***Completed Docs*** field.
- Type additional data in the available fields, if desired, and press <ENTER> to view a complete list of all documents for the specified department.
- Type an "X" in the ***SL*** (Select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place cursor in the ***SL*** (Select) field next to a document and use the PF keys available to view additional information.

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

Action Line

◆ **Dept:** ? Help 5 characters
Identify the department for which you want to browse documents.

SubDept:	5 characters Indicate the sub-department to be included in the display. Type ***** to see the entire department rather than just one subdepartment.
Class:	**? Help** 1 character Enter the class of document on which to inquire.
Doc:	7 character/digits Identify the first document number to be displayed.
Completed Docs:	**PF2 Help** 1 character Enter "Y" to include completed documents in the display.

Screen Information

SL:	1 character Type "X" and press <Enter> to select a document for display on Screen 278.
CL:	**PF2 Help** 1 character Identifies the class of the document as Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
NT:	1 character An asterisk (*) indicates notes are attached to the document.
Doc:	**PF2 Help** 7 character/digits Identifies document numbers for the class of document specified.
Buy:	**PF2 Help** 3 characters Displays the initials of the buyer for the document.
Vendor Name:	**PF2 Help** 18 characters Identifies the vendor's name.
Date:	**PF2 Help** 6 digits Indicates date the document was set up in FAMIS.
S-Dept:	5 characters Identifies the sub-department on the document.
Amount:	**PF2 Help** 10 digits Shows the total dollar amount of all line items for the document.

Screen 281 – Document Browse by Dept/SubDept (cont'd)

St: **PF2 Help** 3 characters

Indicates the status of the document. For example:

CL = Closed
CO = Completed
FR = Frozen
IP = In Process
TR = Transferred
PRT = Printed
DL = Deleted

Additional Functions

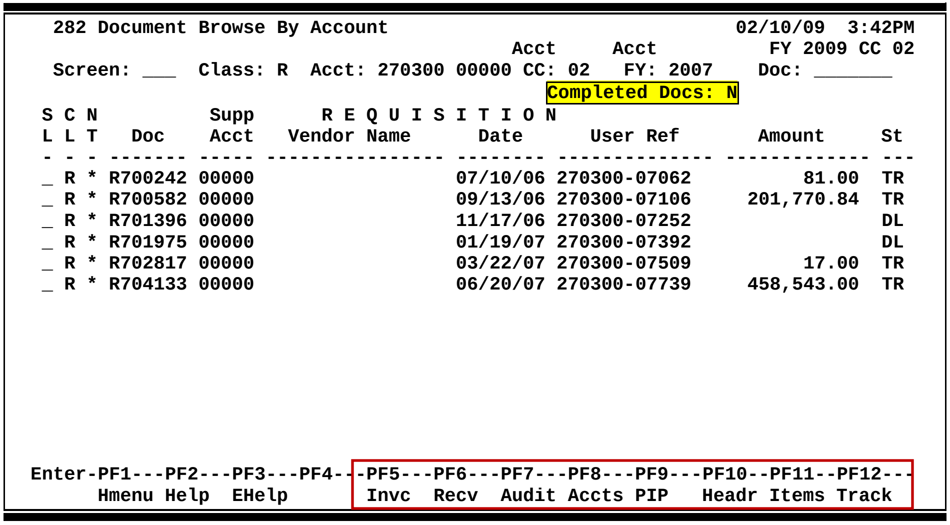
PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the document.

Document Inquiry by Account

FAMIS allows you to browse through purchase documents, sorted by their buying account, fiscal year, and campus code using Screen 282. This screen automatically displays incomplete documents (those that have not been paid).

If the ***Class*** field is left blank, the system will search each class in alphabetical order, and Bid documents will be displayed before Limited Purchases, etc. **To view all completed documents, type "Y" in the *Completed Docs* field.**

Screen 282 - Document Browse by Account



```
  282 Document Browse By Account                              02/10/09  3:42PM
                                           Acct     Acct          FY 2009 CC 02
  Screen: ___   Class: R  Acct: 270300 00000 CC: 02   FY: 2007    Doc: _______
                                                 Completed Docs: N
 S C N          Supp      R E Q U I S I T I O N
 L L T   Doc    Acct   Vendor Name      Date      User Ref        Amount     St
 - - - ------- ----- ---------------- -------- -------------- ------------- ---
 _ R * R700242 00000                  07/10/06 270300-07062          81.00  TR
 _ R * R700582 00000                  09/13/06 270300-07106     201,770.84  TR
 _ R * R701396 00000                  11/17/06 270300-07252                 DL
 _ R * R701975 00000                  01/19/07 270300-07392                 DL
 _ R * R702817 00000                  03/22/07 270300-07509          17.00  TR
 _ R * R704133 00000                  06/20/07 270300-07739     458,543.00  TR









 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp      Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Type a document class and account number in the fields provided.
- Type additional data in the available fields, if desired, and press <ENTER> to view a complete list of all documents for the specified account and document class.
- Type an "X" in the ***SL*** (Select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place cursor in the ***SL*** (Select) field next to a document, and use the PF keys available to view additional information.

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

Action Line

Class: ? Help 1 character
Identify the class of document to be displayed.

◆ **Acct:** 11 digits
Enter the account number for the documents to be displayed.

Screen 282 – Document Browse by Account (cont'd)

◆ **Acct CC:**	2 digits Indicate the campus code for the account purchasing the items. **This will default to the current campus code if not otherwise specified.**
◆ **Acct FY:**	4 digits Identify the fiscal year for the documents to be displayed. **This will default to the current fiscal year unless otherwise specified.**
Doc:	7 character/digits Enter the first document number to be displayed at the top.
Completed Docs:	**PF2 Help** 1 character Type "Y" to include completed documents in the display.

Screen Information

SL:	1 character Type "X" and press <Enter> to select a document for display on Screen 278.
CL:	**PF2 Help** 1 character Identifies the class of the document as Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
NT:	1 character An asterisk (*) indicates notes are attached to the document.
Doc:	**PF2 Help** 7 character/digits Identifies document numbers for the class of document specified.
Supp Acct:	5 digits Identifies the Support Account number used to purchase the items.
Vendor Name:	**PF2 Help** 16 characters Identifies the vendor's name.
Date:	**PF2 Help** 6 digits Indicates the date the document was set up on the system.
User Ref:	14 digits/characters Shows the user reference that indicates the subsidiary ledger (SL) account number used for the order, followed by the departmental reference number.
Amount:	**PF2 Help** 8 digits Indicates the total dollar amount of all line items for the document.

Screen 282 – Document Browse by Account (cont’d)

St: **PF2 Help** 3 characters

Represents the status of the document. For example:

IP = In Process
CL = Closed
DL = Deleted
CO = Completed
FR = Frozen
TR = Transferred
PRT = Printed

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the selected document.

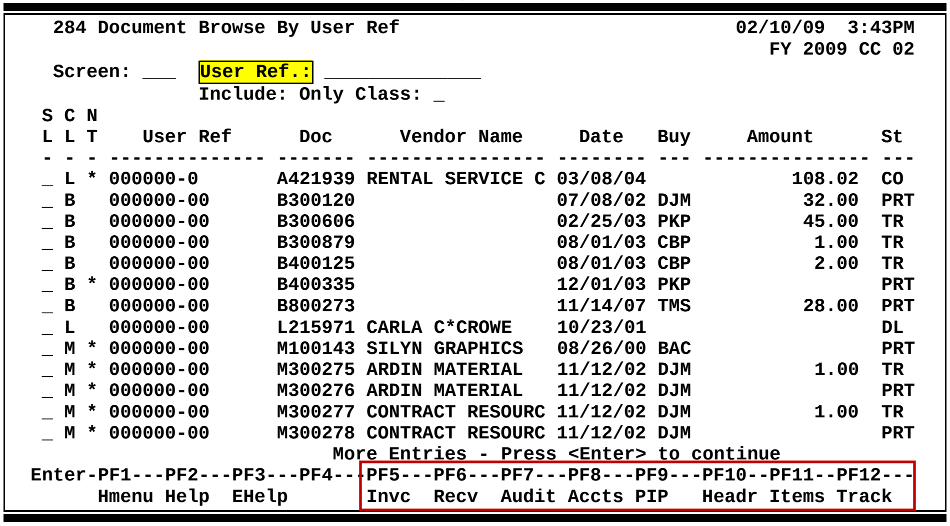
Document Inquiry by User Reference

The user reference field is used to group documents by account. The first six digits typically represent the subsidiary ledger account number that will be charged for the purchase(s). This is generally followed by a hyphen and the departmental reference number, which is assigned to identify the document.

The user reference number may be used to trace purchase documents from requisition to payment. You may browse purchasing documents online, which are sorted by their user reference number using Screen 284.

Include the User Reference number in the ***User Ref*** field to view only matching documents.

Screen 284 - Document Browse by User Reference



```
  284 Document Browse By User Ref                              02/10/09  3:43PM
                                                                  FY 2009 CC 02
  Screen: ___  User Ref.: ______________
               Include: Only Class: _
 S C N
 L L T    User Ref      Doc       Vendor Name      Date   Buy      Amount       St
 - - - -------------- ------- ---------------- -------- --- --------------- ---
 _ L * 000000-0       A421939 RENTAL SERVICE C 03/08/04             108.02  CO
 _ B   000000-00      B300120                  07/08/02 DJM          32.00  PRT
 _ B   000000-00      B300606                  02/25/03 PKP          45.00  TR
 _ B   000000-00      B300879                  08/01/03 CBP           1.00  TR
 _ B   000000-00      B400125                  08/01/03 CBP           2.00  TR
 _ B * 000000-00      B400335                  12/01/03 PKP                 PRT
 _ B   000000-00      B800273                  11/14/07 TMS          28.00  PRT
 _ L   000000-00      L215971 CARLA C*CROWE    10/23/01                     DL
 _ M * 000000-00      M100143 SILYN GRAPHICS   08/26/00 BAC                 PRT
 _ M * 000000-00      M300275 ARDIN MATERIAL   11/12/02 DJM           1.00  TR
 _ M * 000000-00      M300276 ARDIN MATERIAL   11/12/02 DJM                 PRT
 _ M * 000000-00      M300277 CONTRACT RESOURC 11/12/02 DJM           1.00  TR
 _ M * 000000-00      M300278 CONTRACT RESOURC 11/12/02 DJM                 PRT
                           More Entries - Press <Enter> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Type a user reference in the ***User Ref*** field, if desired, and press <ENTER> to view a complete list of all documents.
- Type an "X" in the ***SL*** (Select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the ***SL*** (Select) field next to the desired document number, and use the PF keys at the bottom of the screen to view additional document information.

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

Action Line

User Ref:	14 digits/characters Identify the user reference number to be displayed at the top of the list.
Include: **Only Class:**	? Help 1 character Enter the class of document to be displayed.

Screen 284 – Document Browse by User Reference (cont’d)

Screen Information

SL:	1 character Type an “X” to select a document for display on Screen 278.
CL:	**PF2 Help** 1 character Identifies the class of the document as Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
NT:	1 character An asterisk (*) indicates notes are attached to the document.
User Ref:	14 digits/characters Displays the user reference that indicates the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.
Doc:	**? Help** 7 character/digits Identifies document number(s) for the class of document specified.
Vendor Name:	**? Help** 16 characters Identifies the vendor’s name.
Date:	**? Help** 6 digits Indicates date the document was set up on the system.
Buy:	**? Help** 3 characters Displays initials of the buyer for the document.
Amount:	**? Help** 13 digits Indicates the total dollar amount of all line items for the document.
St:	**? Help** 3 characters Shows the status of the document. For example: IP = In Process CL = Closed DL = Deleted CO = Completed FR = Frozen TR = Transferred PRT = Printed

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.

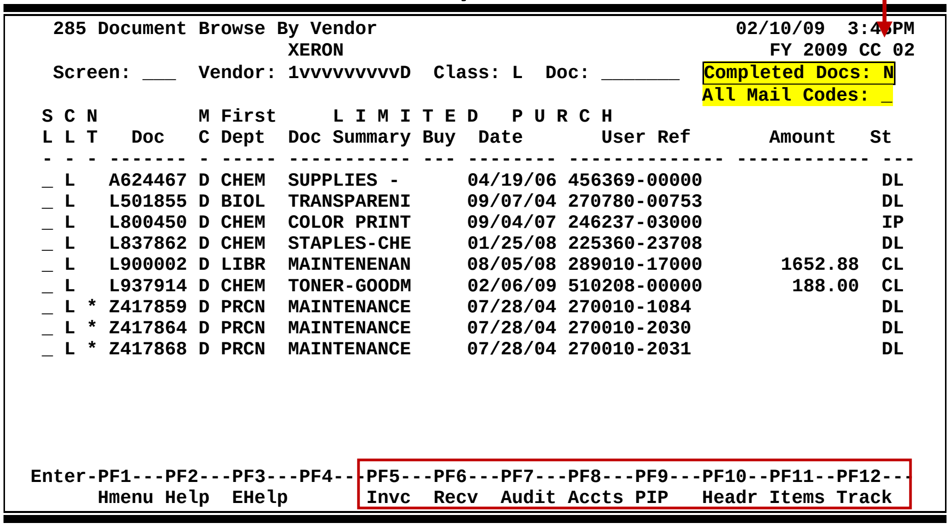
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the selected document.

Document Inquiry by Vendor

To find a document when the best information you have available is the name of the vendor, use Screen 285. This is a good choice when a vendor calls for information about a purchase. This screen automatically displays incomplete documents (those that have not been paid).

To view completed documents, type "Y" in the ***Completed Docs*** field.

Screen 285 - Document Browse by Vendor



```
   285 Document Browse By Vendor                               02/10/09  3:45PM
                    XERON                                         FY 2009 CC 02
   Screen: ___  Vendor: 1vvvvvvvvvD  Class: L  Doc: _______  Completed Docs: N
                                                             All Mail Codes: _
  S C N         M First      L I M I T E D   P U R C H
  L L T   Doc   C Dept  Doc Summary Buy  Date         User Ref        Amount   St
  - - - ------- - ----- ----------- --- -------- -------------- ------------ ---
  _ L   A624467 D CHEM  SUPPLIES -      04/19/06 456369-00000                  DL
  _ L   L501855 D BIOL  TRANSPARENI     09/07/04 270780-00753                  DL
  _ L   L800450 D CHEM  COLOR PRINT     09/04/07 246237-03000                  IP
  _ L   L837862 D CHEM  STAPLES-CHE     01/25/08 225360-23708                  DL
  _ L   L900002 D LIBR  MAINTENENAN     08/05/08 289010-17000       1652.88   CL
  _ L   L937914 D CHEM  TONER-GOODM     02/06/09 510208-00000        188.00   CL
  _ L * Z417859 D PRCN  MAINTENANCE     07/28/04 270010-1084                   DL
  _ L * Z417864 D PRCN  MAINTENANCE     07/28/04 270010-2030                   DL
  _ L * Z417868 D PRCN  MAINTENANCE     07/28/04 270010-2031                   DL





 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Type the vendor identification number or name and document class in the fields provided. You may also type an asterisk (*) in the ***Vendor*** field to select the desired vendor from the pop-up window.
- Type additional data in the available fields, as desired, and press <ENTER> to view a complete list of all documents for the specified vendor and document class.
- Type an "X" in the ***SL*** (Select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the ***SL*** (Select) field next to the desired document number, and use the PF keys at the bottom of the screen to view additional document information.

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

Action Line

◆ **Vendor:** * Help 11 digits

Enter the desired FAMIS vendor identification number or name.

Class: ? Help 1 character

Identify the class of document to be displayed.

Screen 285 – Document Browse by Vendor (cont’d)

Doc:	7 character/digits Enter the first document number to be displayed.
Completed Docs:	1 character Type “Y” to include completed documents in the display.
All Mail Codes:	1 character Enter “Y” to display all documents for the vendor.

Screen Information

SL:	1 character Type an “X” to select a document for display on Screen 278.
CL:	**PF2 Help** 1 character Identifies the class of the document as Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
NT:	1 character An asterisk (*) indicates notes are attached to the document.
Doc:	**PF2 Help** 7 character/digits Identifies document numbers for the class of document specified.
MC:	1 character/digit Shows the state mail code for the specified vendor.
First Dept:	5 characters Identifies the first department listed on the document header.
Doc Summary:	**PF2 Help** 11 characters Displays a brief summary description of the document header.
Buy:	**PF2 Help** 3 characters Displays the initials of the buyer for the document.
Date:	**PF2 Help** 6 digits Indicates date the document was set up on the system.
User Ref:	11 digits/characters Displays the user reference that identifies the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.
Amount:	**PF2 Help** 10 digits Indicates the total dollar amount of all line items for the document.

Screen 285 – Document Browse by Vendor (cont’d)

St: **PF2 Help** 3 characters

Shows the status of the document. For example:

IP = In Process
CL = Closed
DL = Deleted
CO = Completed
FR = Frozen
TR = Transferred
PRT = Printed

Additional Functions

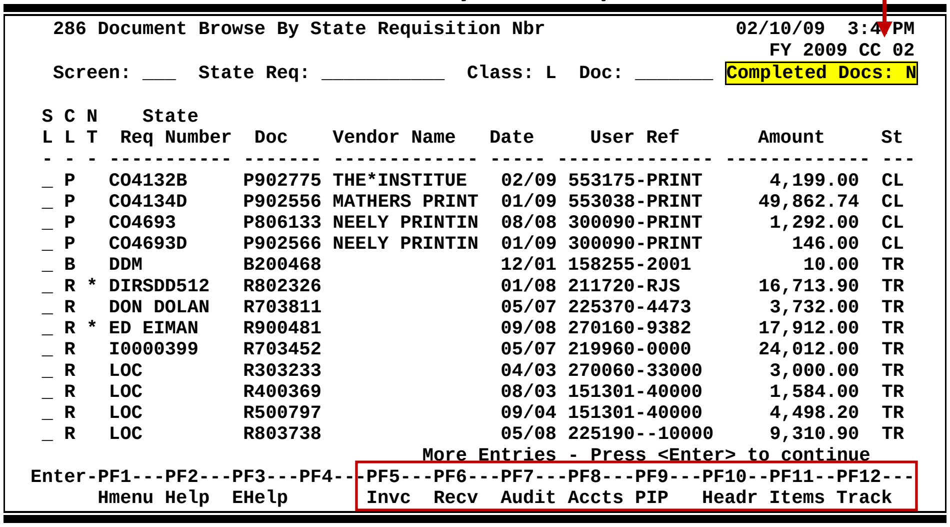
PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receiving** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the selected document.

Documents by State Requisition Number

When looking for a document and the only information that you have available is the state requisition number, you can use Screen 286 to search for your document. This screen automatically displays incomplete documents (those that have not been paid).

To include completed documents, type “Y” in the ***Completed Docs*** field.

Screen 286 - Document Browse by State Requisition Number



```
   286 Document Browse By State Requisition Nbr                 02/10/09  3:4 PM
                                                                   FY 2009 CC 02
   Screen: ___  State Req: ___________  Class: L  Doc: _______ Completed Docs: N

  S C N    State
  L L T  Req Number  Doc     Vendor Name   Date     User Ref        Amount     St
  - - - ----------- ------- ------------- ----- ------------- ------------- ---
  _ P   CO4132B     P902775 THE*INSTITUE   02/09 553175-PRINT      4,199.00  CL
  _ P   CO4134D     P902556 MATHERS PRINT  01/09 553038-PRINT     49,862.74  CL
  _ P   CO4693      P806133 NEELY PRINTIN  08/08 300090-PRINT      1,292.00  CL
  _ P   CO4693D     P902566 NEELY PRINTIN  01/09 300090-PRINT        146.00  CL
  _ B   DDM         B200468                12/01 158255-2001          10.00  TR
  _ R * DIRSDD512   R802326                01/08 211720-RJS       16,713.90  TR
  _ R   DON DOLAN   R703811                05/07 225370-4473       3,732.00  TR
  _ R * ED EIMAN    R900481                09/08 270160-9382      17,912.00  TR
  _ R   I0000399    R703452                05/07 219960-0000      24,012.00  TR
  _ R   LOC         R303233                04/03 270060-33000      3,000.00  TR
  _ R   LOC         R400369                08/03 151301-40000      1,584.00  TR
  _ R   LOC         R500797                09/04 151301-40000      4,498.20  TR
  _ R   LOC         R803738                05/08 225190--10000     9,310.90  TR
                                    More Entries - Press <Enter> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Type data in the fields provided to limit the display, and press <ENTER> to view a complete list of all documents with a state requisition number.
- Type an “X” in the ***SL*** (Select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the ***SL*** (Select) field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

Document Browse Process

State Requisition Number

The ***State Req Number*** field is used to group documents by a state assigned reference number. Including a state requisition number in this field will display a list of all documents that have a state requisition number, beginning with the number specified.

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

Action Line

State Req:	11 digits/characters Identify the first state requisition number to be displayed.

Screen 286 – Document Browse by State Requisition Number (cont'd)

Class:	**? Help** 1 character Indicate the class of document on which to inquire.
Doc:	7 character/digits Enter the first document number to be displayed.
Completed Docs:	1 character Type "Y" to include completed documents in the display.

Screen Information

SL:	1 character Type an "X" to select a document for display on Screen 278.
CL:	**PF2 Help** 1 character Identifies the class of the document as Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
NT:	1 character An asterisk (*) indicates there are notes attached to the document.
State Req. Number:	**PF2 Help** 9 digits/characters Identifies the State Requisition Number of the specified document.
Doc:	**PF2 Help** 7 character/digits Identifies document numbers for the class of document specified.
Vendor Name:	14 characters Identifies the name of the vendor from which the items were purchased.
Date:	4 digits Indicates date the document was set up on the system.
User Ref:	11 digits/characters Displays the user reference that identifies the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.
Amount:	**PF2 Help** 10 digits Indicates the total dollar amount of all line items for the document.
St:	**PF2 Help** 3 characters Shows the status of the document. For example: IP = In Process CL = Closed DL = Deleted CO = Completed FR = Frozen TR = Transferred PRT = Printed

Screen 286 – Document Browse by State Requisition Number (cont’d)

Additional Functions

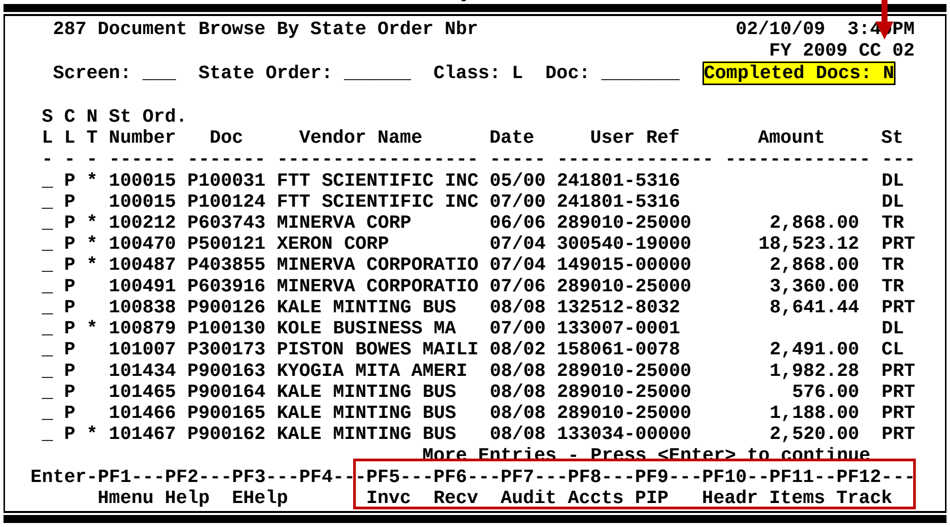
PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receiving** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the selected document.

Document Inquiry by State Order Number

If the state order number is the best or only identification you have for a document, you can use Screen 287 to view online document information. This screen automatically displays incomplete documents (those that have not been paid).

To include completed documents, type “Y” in the ***Completed Docs*** field.

Screen 287 - Document Browse by State Order Number



```
   287 Document Browse By State Order Nbr                          02/10/09  3:4 PM
                                                                      FY 2009 CC 02
   Screen: ___  State Order: ______  Class: L  Doc: _______  Completed Docs: N

  S C N St Ord.
  L L T Number   Doc      Vendor Name       Date      User Ref        Amount     St
  - - - ------ ------- ------------------ ----- ------------- ------------ ---
  _ P * 100015 P100031 FTT SCIENTIFIC INC 05/00 241801-5316                  DL
  _ P   100015 P100124 FTT SCIENTIFIC INC 07/00 241801-5316                  DL
  _ P * 100212 P603743 MINERVA CORP       06/06 289010-25000      2,868.00  TR
  _ P * 100470 P500121 XERON CORP         07/04 300540-19000     18,523.12  PRT
  _ P * 100487 P403855 MINERVA CORPORATIO 07/04 149015-00000      2,868.00  TR
  _ P   100491 P603916 MINERVA CORPORATIO 07/06 289010-25000      3,360.00  TR
  _ P   100838 P900126 KALE MINTING BUS   08/08 132512-8032       8,641.44  PRT
  _ P * 100879 P100130 KOLE BUSINESS MA   07/00 133007-0001                  DL
  _ P   101007 P300173 PISTON BOWES MAILI 08/02 158061-0078       2,491.00  CL
  _ P   101434 P900163 KYOGIA MITA AMERI  08/08 289010-25000      1,982.28  PRT
  _ P   101465 P900164 KALE MINTING BUS   08/08 289010-25000        576.00  PRT
  _ P   101466 P900165 KALE MINTING BUS   08/08 289010-25000      1,188.00  PRT
  _ P * 101467 P900162 KALE MINTING BUS   08/08 133034-00000      2,520.00  PRT
                                   More Entries - Press <Enter> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Type data in the fields provided to limit the display, and press <ENTER> to view a complete list of all documents with a state order number.
- Type an “X” in the ***SL*** (Select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the ***SL*** (Select) field next to the desired document number, and use the PF keys at the bottom of the screen to view additional document information.

Document Browse Processes

State Order Number

The ***State Order*** field is used to group documents by a State assigned reference number. Entering a state order number in this field will display a list of all documents with a state order number, beginning with the number specified.

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

Action Line

State Order:	6 digits Identify the first State Order Number to be displayed.
Class:	? Help 1 character Enter the class of document on which to inquire.
Doc:	7 character/digits Identify the first document number to be displayed.
Completed Docs:	1 character Type “Y” to include completed documents in the display.

Screen Information

SL:	1 character Type “X” and press <ENTER> to select a document for display on Screen 278.
CL:	PF2 Help 1 character Identifies the class of the document as Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
NT:	1 character An asterisk (*) indicates notes are attached to the document.
St Ord. Number:	PF2 Help 6 digits Identifies the State Order Number of the document.
Doc:	PF2 Help 7 character/digits Displays document numbers for the class of document specified.
Vendor Name:	18 characters Shows the name of the vendor from which the items were purchased.
Date:	4 digits Indicates date the document was set up on the system.
User Ref:	11 digits Displays the user reference number that identifies the subsidiary ledger (SL) account number for the order followed, by the departmental reference number.
Amount:	PF2 Help 10 digits Indicates the total dollar amount of all line items for the document.

St: **PF2 Help** 3 characters

Represents the status of the document. For example:

IP = In Process
CL = Closed
DL = Deleted
CO = Completed
FR = Frozen
TR = Transferred
PRT = Printed

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receiving** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the selected document.

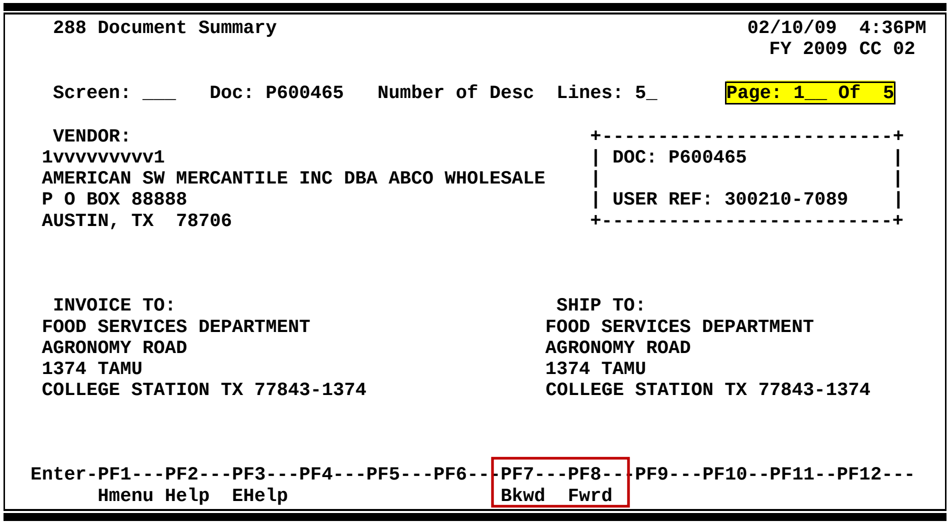
Document Summary

A complete view of the entire document in a format similar to that of a printed document may be viewed on Screen 288.

If a number is not specified in the ***Number of Desc Lines*** field, the screen defaults to five (5) lines of display per item on the item description screen.

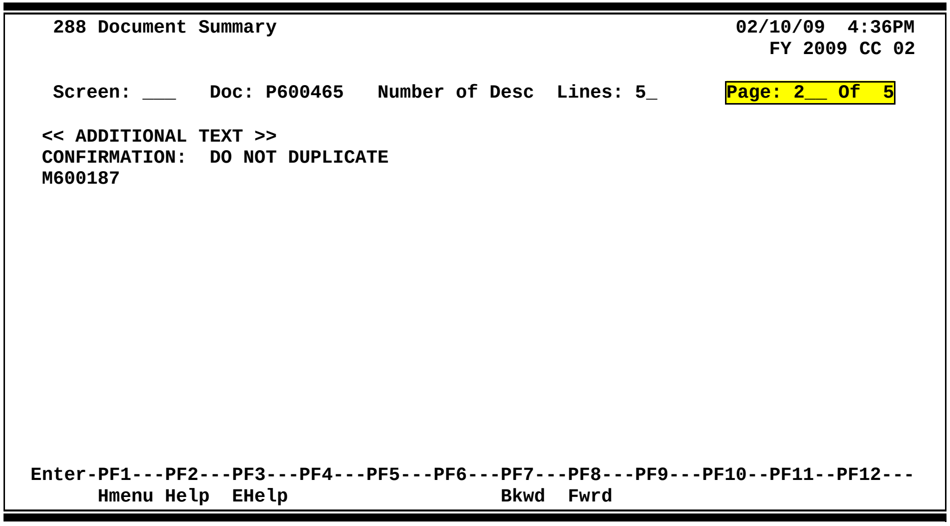
The number of pages displayed varies from document to document.

Screen 288 - Document Summary (Page 1)



```
  288 Document Summary                                          02/10/09  4:36PM
                                                                  FY 2009 CC 02

  Screen: ___   Doc: P600465   Number of Desc  Lines: 5_      Page: 1__ Of  5

  VENDOR:                                         +---------------------------+
 1vvvvvvvvv1                                      | DOC: P600465              |
 AMERICAN SW MERCANTILE INC DBA ABCO WHOLESALE    |                           |
 P O BOX 88888                                    | USER REF: 300210-7089     |
 AUSTIN, TX  78706                                +---------------------------+



  INVOICE TO:                                  SHIP TO:
 FOOD SERVICES DEPARTMENT                     FOOD SERVICES DEPARTMENT
 AGRONOMY ROAD                                AGRONOMY ROAD
 1374 TAMU                                    1374 TAMU
 COLLEGE STATION TX 77843-1374                COLLEGE STATION TX 77843-1374



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

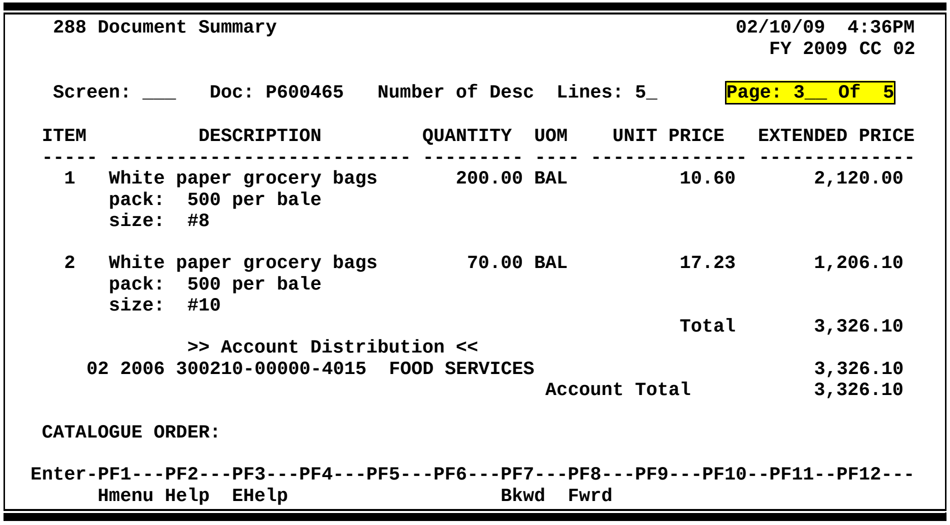
Screen 288 - Document Summary (Page 2)



```
  288 Document Summary                                         02/10/09  4:36PM
                                                                  FY 2009 CC 02

  Screen: ___   Doc: P600465   Number of Desc  Lines: 5_      Page: 2__ Of  5

 << ADDITIONAL TEXT >>
 CONFIRMATION:  DO NOT DUPLICATE
 M600187














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

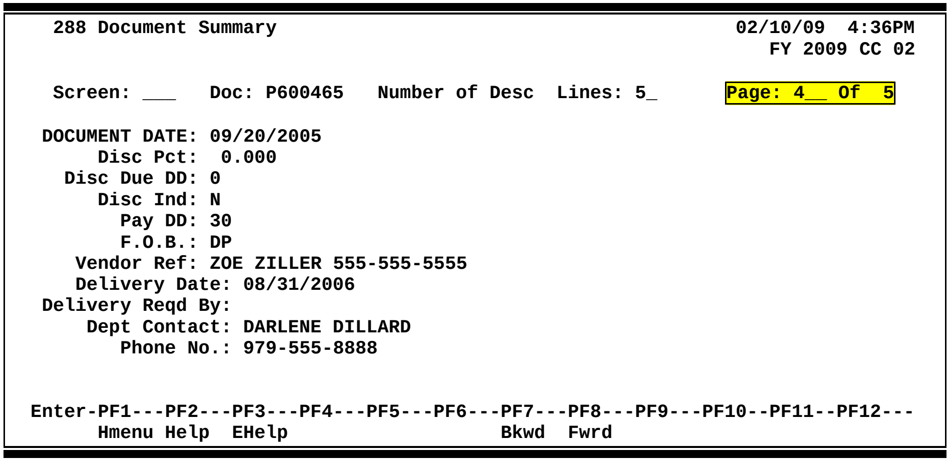
Screen 288 – Document Summary (cont'd)

Screen 288 - Document Summary (Page 3)



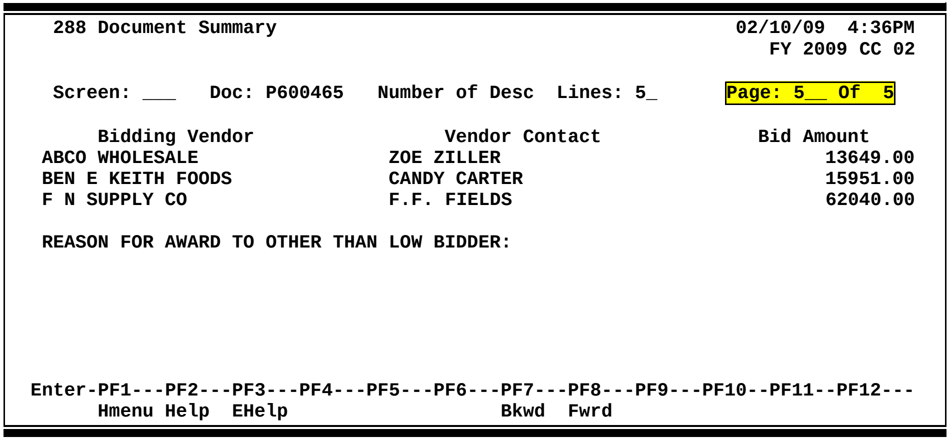
```
  288 Document Summary                                        02/10/09  4:36PM
                                                                 FY 2009 CC 02

  Screen: ___   Doc: P600465   Number of Desc  Lines: 5_      Page: 3__ Of  5

 ITEM          DESCRIPTION         QUANTITY  UOM    UNIT PRICE   EXTENDED PRICE
 ----- -------------------------- --------- ---- -------------- --------------
   1   White paper grocery bags       200.00 BAL          10.60       2,120.00
       pack:  500 per bale
       size:  #8

   2   White paper grocery bags        70.00 BAL          17.23       1,206.10
       pack:  500 per bale
       size:  #10
                                                          Total       3,326.10
              >> Account Distribution <<
     02 2006 300210-00000-4015  FOOD SERVICES                         3,326.10
                                              Account Total           3,326.10

 CATALOGUE ORDER:

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

Screen 288 - Document Summary (Page 4)



```
  288 Document Summary                                        02/10/09  4:36PM
                                                                 FY 2009 CC 02

  Screen: ___   Doc: P600465   Number of Desc  Lines: 5_      Page: 4__ Of  5

 DOCUMENT DATE: 09/20/2005
      Disc Pct:  0.000
   Disc Due DD: 0
      Disc Ind: N
        Pay DD: 30
        F.O.B.: DP
    Vendor Ref: ZOE ZILLER 555-555-5555
    Delivery Date: 08/31/2006
 Delivery Reqd By:
     Dept Contact: DARLENE DILLARD
        Phone No.: 979-555-8888


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

Screen 288 - Document Summary (Page 5)



```
  288 Document Summary                                        02/10/09  4:36PM
                                                                 FY 2009 CC 02

  Screen: ___   Doc: P600465   Number of Desc  Lines: 5_      Page: 5__ Of  5

      Bidding Vendor                 Vendor Contact               Bid Amount
 ABCO WHOLESALE                 ZOE ZILLER                           13649.00
 BEN E KEITH FOODS              CANDY CARTER                         15951.00
 F N SUPPLY CO                  F.F. FIELDS                          62040.00

 REASON FOR AWARD TO OTHER THAN LOW BIDDER:






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

Basic Steps

- Enter the document number you wish to display.
- Enter the number of description lines to display per item, and press <ENTER> to retrieve document information.
- Continue to press <ENTER> to scroll through the pages of the document, or use ***PF7*** and ***PF8*** to scroll backwards and forwards through the pages.

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

Action Line

◆ **Doc:**	7 character/digits Identify the document number to be displayed.
◆ **Number of Desc Lines:**	2 digits Indicate the number of description lines to display per item. If not specified, the screen will default to 5 lines to match those on the item create screen.
◆ **Page __ of __:**	3 digits Indicate the document summary page number to be displayed. Will default to the current page number.

The number of summary pages displayed may vary, depending on the information available.

Screen Information

Screen 1

Vendor:	5 lines/30 characters Displays the vendor's ID number, name, and address.
Doc:	7 character/digits Displays the document number.
User Ref:	10 digits Identifies the user reference number for the document.
Invoice to:	5 lines/30 characters Indicates the address where items purchased will be invoiced.
Ship to:	5 lines/30 characters Indicates the address where items purchased will be shipped.

Screen 2

<<Additional Text>> **OR** **<<Sub Text>>**	Additional information for document summary if available.

Screen 288 – Document Summary (cont'd)

Screen 3

Item:	3 digits Identifies line item number(s) on the document.
Description:	27 characters Displays a brief description of the line item.
Quantity:	10 digits Indicates the purchase quantity of the line item.
UOM:	4 characters Identifies the Unit of Measure for the line item to be printed on the purchase order.
Unit Price:	10 digits Displays the dollar amount to be paid per unit of measure.
Extended Price:	10 digits Indicates the total item amount as calculated by the system.
>>Account Distribution<<	60 characters Displays a breakdown of accounts responsible for payment of the items.

Screen 4

Catalogue Order:	1 character "Y" indicates this is a catalogue order.
Document Date:	8 digits Identifies date the document was processed by the system.
Disc Pct:	5 digits Identifies the discount percentage applied to the purchase by the vendor.
Disc Due DD:	8 digits Displays the discount due date, or the date by which the invoice has to be paid in order to receive the discount.
Disc Ind:	1 character Displays the discount indicator. This is usually "N" (for net), which indicates the net (invoice amount discount) may be paid. **An 'I' indicates that no discount is allowed.**
Pay DD:	8 digits Displays the pay due date, or the date by which the invoice must be paid.
F.O.B.:	2 characters Indicates the freight code that defines conditions by which purchased goods will be transported/delivered.
Vendor Ref:	35 characters Displays the reference number assigned by the vendor, if any.

Delivery Date:	8 digits Identifies date the items were delivered.
Delivery Reqd By:	8 digits Indicates day by which the delivery of requested items is required.
Dept Contact:	10 characters Displays the name of the person in the department to contact regarding the purchase.
Phone No.:	10 digits Identifies area code and phone number for the document's contact person.
Sole Source Reason:	50 characters Displays the reason for the sole source purchase.

Screen 5

Bidding Vendor:	3 lines/30 characters Identifies vendor submitting a bid for the purchase.
Vendor Contact:	25 characters Displays the name of the person to contact with the vendor regarding bids for this order.
Bid Amount:	15 digits Indicates total dollar amount the vendor bids for the purchase.
Reason for Award to Other Than Low Bidder:	15 digits Indicates the reason why the purchase did not go to the lowest bidder, if applicable.
Document Notes:	150 characters Displays the document notes, if available.

Additional Information

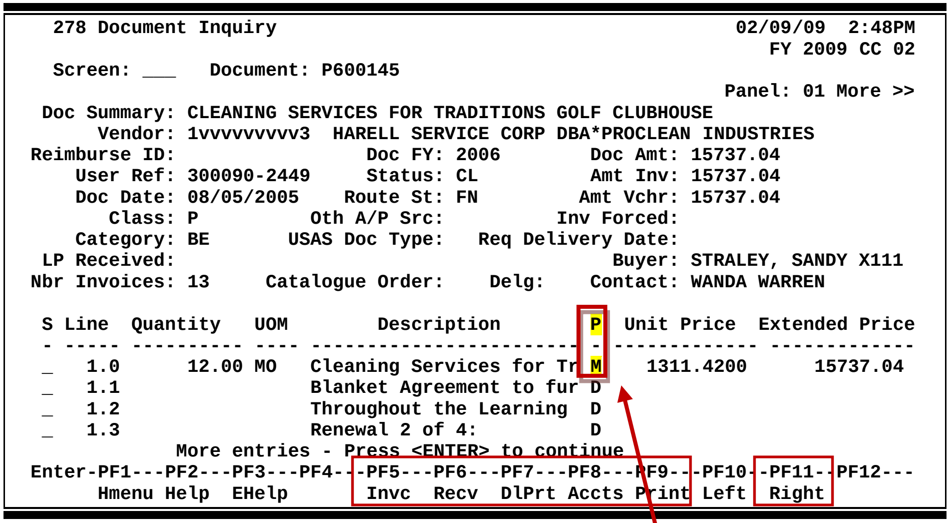
PF KEYS	See the Appendix for an explanation of the standard PF keys.

Document Inquiry

When the document number is known, the most comprehensive information available is found on Screen 278. You may also advance to Screen 278 after selecting a document for display from one of the other document inquiry screens.

To see more information on a specific line item, select the item, and the system will advance to Screen 279 for that document line item.

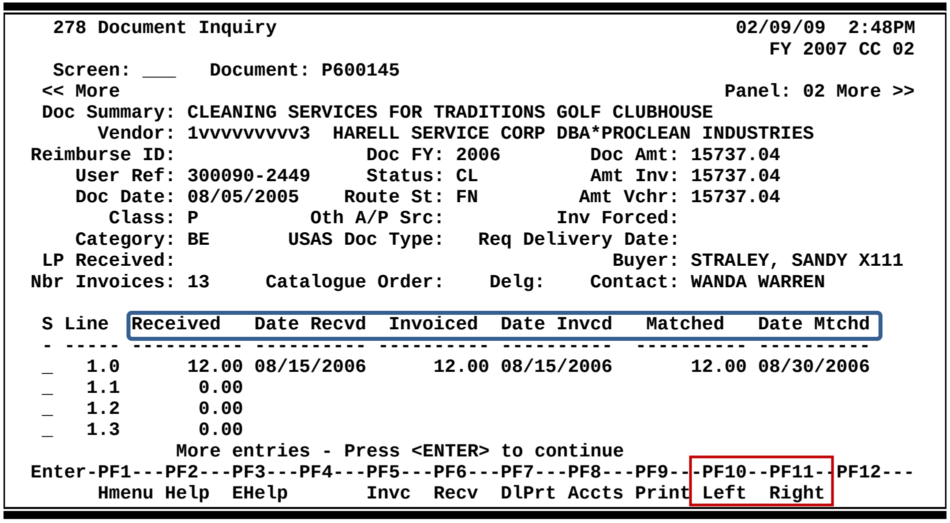
Screen 278 - Document Inquiry (Panel 1)



```
   278 Document Inquiry                                           02/09/09  2:48PM
                                                                     FY 2009 CC 02
   Screen: ___    Document: P600145
                                                                 Panel: 01 More >>
  Doc Summary: CLEANING SERVICES FOR TRADITIONS GOLF CLUBHOUSE
       Vendor: 1vvvvvvvvv3  HARELL SERVICE CORP DBA*PROCLEAN INDUSTRIES
 Reimburse ID:                 Doc FY: 2006        Doc Amt: 15737.04
     User Ref: 300090-2449     Status: CL          Amt Inv: 15737.04
     Doc Date: 08/05/2005    Route St: FN         Amt Vchr: 15737.04
        Class: P          Oth A/P Src:          Inv Forced:
     Category: BE       USAS Doc Type:   Req Delivery Date:
  LP Received:                                       Buyer: STRALEY, SANDY X111
 Nbr Invoices: 13     Catalogue Order:    Delg:    Contact: WANDA WARREN

  S Line  Quantity   UOM        Description        P  Unit Price  Extended Price
  - ----- ---------- ---- ------------------------ - ------------- -------------
  _   1.0      12.00 MO   Cleaning Services for Tr M    1311.4200      15737.04
  _   1.1                 Blanket Agreement to fur D
  _   1.2                 Throughout the Learning  D
  _   1.3                 Renewal 2 of 4:          D
             More entries - Press <ENTER> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Invc  Recv  DlPrt Accts Print Left  Right
```

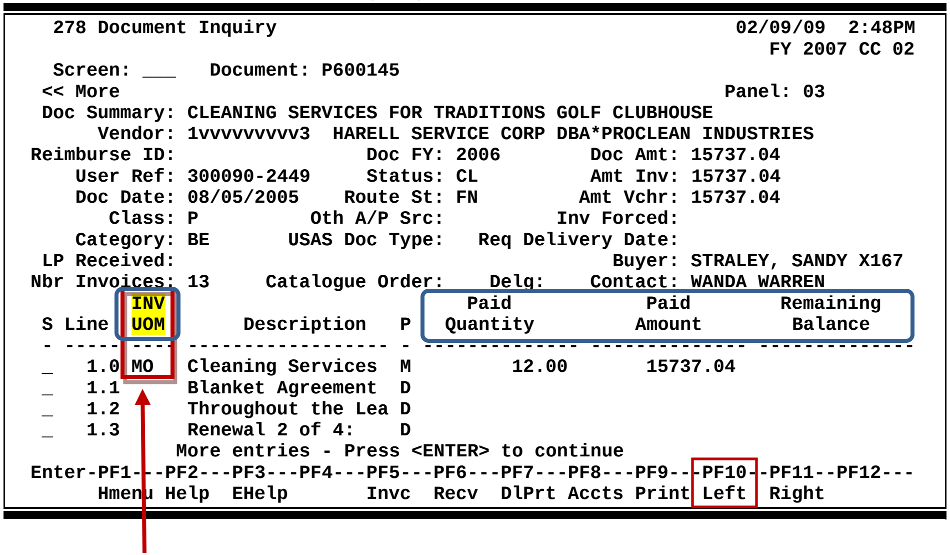
If the *Proc Cd* field is left blank, the document matches and completes when all items are received. An 'M' means there can be multiple invoices so the document will not automatically finalize.

Screen 278 - Document Inquiry (Panel 2)



```
   278 Document Inquiry                                           02/09/09  2:48PM
                                                                     FY 2007 CC 02
   Screen: ___    Document: P600145
  << More                                                        Panel: 02 More >>
  Doc Summary: CLEANING SERVICES FOR TRADITIONS GOLF CLUBHOUSE
       Vendor: 1vvvvvvvvv3  HARELL SERVICE CORP DBA*PROCLEAN INDUSTRIES
 Reimburse ID:                 Doc FY: 2006        Doc Amt: 15737.04
     User Ref: 300090-2449     Status: CL          Amt Inv: 15737.04
     Doc Date: 08/05/2005    Route St: FN         Amt Vchr: 15737.04
        Class: P          Oth A/P Src:          Inv Forced:
     Category: BE       USAS Doc Type:   Req Delivery Date:
  LP Received:                                       Buyer: STRALEY, SANDY X111
 Nbr Invoices: 13     Catalogue Order:    Delg:    Contact: WANDA WARREN

  S Line  Received   Date Recvd  Invoiced  Date Invcd    Matched   Date Mtchd
  - ----- ---------- ---------- ---------- ---------- ---------- ----------
  _   1.0      12.00 08/15/2006      12.00 08/15/2006      12.00 08/30/2006
  _   1.1       0.00
  _   1.2       0.00
  _   1.3       0.00
             More entries - Press <ENTER> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Invc  Recv  DlPrt Accts Print Left  Right
```

Screen 278 - Document Inquiry (Panel 3)



```
  278 Document Inquiry                                      02/09/09  2:48PM
                                                               FY 2007 CC 02
  Screen: ___   Document: P600145
 << More                                                  Panel: 03
 Doc Summary: CLEANING SERVICES FOR TRADITIONS GOLF CLUBHOUSE
      Vendor: 1vvvvvvvvv3  HARELL SERVICE CORP DBA*PROCLEAN INDUSTRIES
Reimburse ID:                Doc FY: 2006        Doc Amt: 15737.04
    User Ref: 300090-2449     Status: CL         Amt Inv: 15737.04
    Doc Date: 08/05/2005    Route St: FN        Amt Vchr: 15737.04
       Class: P          Oth A/P Src:         Inv Forced:
    Category: BE       USAS Doc Type:   Req Delivery Date:
 LP Received:                                      Buyer: STRALEY, SANDY X167
Nbr Invoices: 13     Catalogue Order:    Delq:    Contact: WANDA WARREN
            INV                              Paid            Paid        Remaining
 S Line     UOM       Description     P    Quantity         Amount        Balance
 - -----  ----  ------------------ -  -------------  -------------  -------------
 _   1.0  MO    Cleaning Services  M          12.00       15737.04
 _   1.1        Blanket Agreement  D
 _   1.2        Throughout the Lea D
 _   1.3        Renewal 2 of 4:    D
             More entries - Press <ENTER> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  DlPrt Accts Print Left  Right
```

The ***INV UOM*** field is filled in each time an invoice posting occurs to this line. It comes from **Screen 342**. Each subsequent posting will overly this value.

Basic Steps

- Enter the document number to be displayed and press <ENTER>. Each line item is listed at the bottom of the screen.
- Type an "X" in the ***S*** (Select) field next to the line item to select, and press <ENTER> to advance to Screen 279, where additional information will be provided.

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

Action Line

◆ **Document:**	7 character/digits Identify the document number to be displayed.

Screen Information

→ Panel 1

Doc Summary:	PF2 Help 50 characters/digits Displays a summary description of the document selected.
Vendor:	PF2 Help 11 digits/30 characters Displays the vendor's identification number and name.
Reimburse ID:	PF2 Help 11 characters/digits Shows the ID number of the individual who is being reimbursed for items already purchased.

Screen 278 – Document Inquiry (cont'd)

Doc FY:	**PF2 Help** 4 digits Indicates fiscal year in which the document is processed.
Doc Amt:	**PF2 Help** 15 digits Displays the total dollar amount for document.
User Ref:	14 digits Shows the user reference that is used to identify the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.
Status:	**PF2 Help** 2 characters Indicates the status of the document. For example: In Process (IP), Closed (CL), Deleted (DL), and Completed (CO).
Amt Inv:	**PF2 Help** 15 digits Shows the total dollar amount invoiced for document.
Doc Date:	**PF2 Help** 8 digits Identifies date the document was processed by the system.
Route St:	**PF2 Help** 2 characters Displays a purchasing document's status in the Routing and Approval System.
Amt Vchr:	15 digits Shows the total dollar amount vouchered.
Class:	**PF2 Help** 1 character Identifies the class code of the document.
Oth A/P Src:	2 characters Shows any additional accounts payable source.
Inv Forced:	**PF2 Help** 1 character "Y" indicates an invoice has been forced for the document selected.
Category:	**PF2 Help** 2 characters Defines the accounting and receiving category of the document.
USAS Doc Type:	**PF2 Help** 1 digit Displays the document type for USAS processing.
Req. Delivery Date:	8 digits Shows the date items were requested to be delivered.
LP Received:	10 digits Indicates whether or not goods/services for a limited purchase were received before it was closed/routed. **If the items were received, the date they were received will be displayed**.

Screen 278 – Document Inquiry (cont'd)

Buyer:	20 characters/digits Displays the name of the buyer for the document and phone extension, if available.
Nbr Invoices:	3 digits Indicates the number of invoices processed.
Catalogue Order:	1 character "Y" indicates the document is a catalogue order.
Delg:	1 character "Y" identifies this as a delegated purchase.
Contact:	**PF2 Help** 15 characters Shows name of the person to contact regarding the document.
S:	1 character Type an "X" to select a line item for display on Screen 279.
Line:	3 digits Shows the line item number for the document.
Quantity:	**PF2 Help** 10 digits Identifies the purchase quantity of the line item.
UOM:	**PF2 Help** 3 characters Represents the unit of measure for the line item.
Description:	25 characters Displays a brief description of the line item.
P:	**PF2 Help** 1 character Indicates any special processing needs for the document.
Unit Price:	**PF2 Help** 10 digits Shows the dollar amount to be paid per unit of measure.
Extended Price:	**PF2 Help** 10 digits Indicates the total item amount as calculated by the system.

→ Panel 2

Received:	**PF2 Help** 10 digits Shows the quantity of items received.
Date Recvd:	**PF2 Help** 8 digits Identifies the date the line item was received.
Invoiced:	**PF2 Help** 10 digits Displays the quantity of items invoiced.

Date Invcd:	**PF2 Help** 8 digits Displays the date the line item was invoiced.
Matched:	**PF2 Help** 10 digits Indicates the quantity of matched items.
Date Mtchd:	**PF2 Help** 8 digits Shows date the line item was matched.

→ **Panel 3**

Inv Uom:	**PF2 Help** 4 characters Identifies the invoiced unit of measure. This field is filled in each time an invoice posting occurs to this line. It comes from Screen 342. Each subsequent posting will overlie this value.
Paid Quantity:	10 digits Shows the quantity paid.
Paid Amount:	10 digits Shows the amount paid.
Remaining Balance:	10 digits Identifies the remaining amount to be paid.

Additional Information

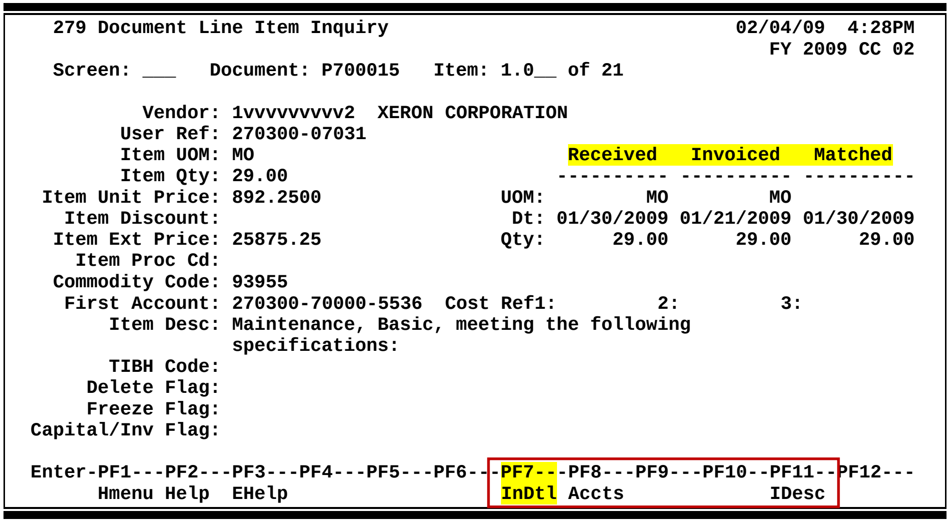
PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receiving** View receiving information associated with the selected document.
PF7 **DlPrt**	**Download Print** Allows you to download the screen information through Entire Connection. See the FAMIS Entire Connection User's Manual for details.
PF8 **Accts**	**Accounts** Shows the **account distribution** used.
PF9 **Print**	**Print** Used to print document information from FAMIS using Entire Connection. See the FAMIS Entire Connection User's Manual for greater details.

Document Line Item Inquiry

Detailed information for line items is shown on Screen 279. This is a detailed follow up screen from Screen 278.

This screen is helpful in determining whether an item has passed the three-way match requirement in order to be paid. It shows the date an item was received, invoiced, and matched.

Screen 279 - Document Line Item Inquiry

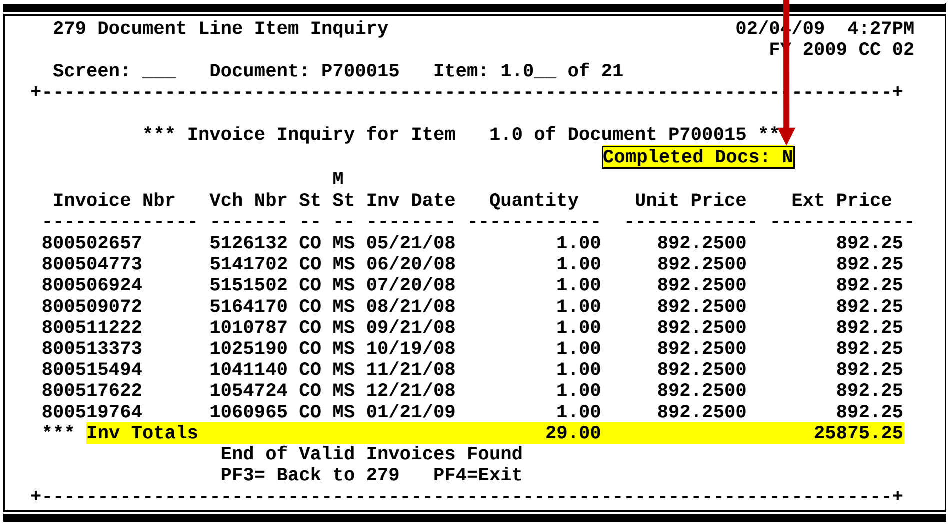


```
  279 Document Line Item Inquiry                              02/04/09  4:28PM
                                                                 FY 2009 CC 02
  Screen: ___   Document: P700015   Item: 1.0__ of 21

          Vendor: 1vvvvvvvvv2  XERON CORPORATION
        User Ref: 270300-07031
        Item UOM: MO                             Received   Invoiced   Matched
        Item Qty: 29.00                         ---------- ---------- ----------
 Item Unit Price: 892.2500                 UOM:         MO         MO
   Item Discount:                           Dt: 01/30/2009 01/21/2009 01/30/2009
  Item Ext Price: 25875.25                 Qty:      29.00      29.00      29.00
    Item Proc Cd:
  Commodity Code: 93955
   First Account: 270300-70000-5536  Cost Ref1:         2:         3:
       Item Desc: Maintenance, Basic, meeting the following
                  specifications:
       TIBH Code:
     Delete Flag:
     Freeze Flag:
Capital/Inv Flag:

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

Use ***PF7*** to view all invoices against the item that is currently being displayed on the screen. The information in the pop-up window shows a total of all invoices at the end of the list of invoices. The pop-up window allows the user to view all invoices except cancelled invoices.

To include completed documents, type "Y" in the ***Completed Docs*** field.

Screen 279 – PF7 Invoice Detail



```
  279 Document Line Item Inquiry                              02/04/09  4:27PM
                                                                 FY 2009 CC 02
  Screen: ___   Document: P700015   Item: 1.0__ of 21
+---------------------------------------------------------------------------+

          *** Invoice Inquiry for Item   1.0 of Document P700015 ***
                                                    Completed Docs: N
                         M
  Invoice Nbr    Vch Nbr St St Inv Date    Quantity     Unit Price    Ext Price
 -------------- ------- -- -- -------- ------------ ------------- ------------
 800502657      5126132 CO MS 05/21/08         1.00      892.2500       892.25
 800504773      5141702 CO MS 06/20/08         1.00      892.2500       892.25
 800506924      5151502 CO MS 07/20/08         1.00      892.2500       892.25
 800509072      5164170 CO MS 08/21/08         1.00      892.2500       892.25
 800511222      1010787 CO MS 09/21/08         1.00      892.2500       892.25
 800513373      1025190 CO MS 10/19/08         1.00      892.2500       892.25
 800515494      1041140 CO MS 11/21/08         1.00      892.2500       892.25
 800517622      1054724 CO MS 12/21/08         1.00      892.2500       892.25
 800519764      1060965 CO MS 01/21/09         1.00      892.2500       892.25
 *** Inv Totals                               29.00                   25875.25
                    End of Valid Invoices Found
                    PF3= Back to 279    PF4=Exit
+---------------------------------------------------------------------------+
```

Basic Steps

- Most of the time you will reach this screen by selecting an item on Screen 278. However, if you want to view a line item on a specific document, advance to Screen 279.
- Enter the document and item number you want to display in the fields provided, and press <ENTER> to view the detailed line item information.

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

Action Line

◆ **Document:**	7 character/digits Enter the document number to be displayed.
Item_of_:	4 digits Indicate the item number to be displayed. The default is the first item number.

Screen Information

Vendor:	**PF2 Help** 11 digits/30 characters Displays the identification number and name of the vendor from which items are purchased.
User Ref:	14 digits/characters Displays the user reference used to identify the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.
Item UOM:	**PF2 Help** 3 characters Shows the unit of measure for the line item.
Item Qty:	**PF2 Help** 10 digits Identifies the purchase quantity of the line item.
Item Unit Price:	**PF2 Help** 10 digits Displays the dollar amount to be paid per unit of measure.
Item Discount:	**PF2 Help** 5 digits Shows the discount percent for the line item.
Item Ext Price:	**PF2 Help** 10 digits Indicates the total extended item amount, as calculated by the system.
Item Proc Cd:	**PF2 Help** 1 character Shows the processing code for any special processing needs for the document.
Commodity Code:	5 digits Displays the commodity code for classifying goods and services.
First Account:	15 digits Shows the first FAMIS account number for this document.

Screen 279 – Document Line Item Inquiry (cont’d)

Cost Ref 1, 2, 3:	7 characters Identifies the user-defined cost accounting reference for the line item.
Item Desc:	50 characters/digits Displays a short description of the line item purchased.
TIBH Code:	1 character/digit Shows the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as the vendor for the bid/purchase. N = Not Provided by TIBH T = TIBH Purchase 1 = Quantity 2 = Quality 3 = Delivery Time 4 = Life Cycle 5 = Price
Delete Flag:	**PF2 Help** 1 character “Y” indicates the item has been deleted from the system.
Freeze Flag:	**PF2 Help** 1 character “Y” identifies the item has been frozen from further activity within the system.
Capital/Inv Flag:	**PF2 Help** 1 character “Y” indicates the item will be inventoried or capitalized within the system.

Received, Invoiced, Matched

UOM:	**PF2 Help** 3 characters Represents the unit of measure for the line item.
Dt:	**PF2 Help** 8 digits Indicates the date item was received, invoiced, and/or matched.
Qty:	10 digits Identifies the purchase quantity of the line item received, invoiced, or matched.

Additional Information

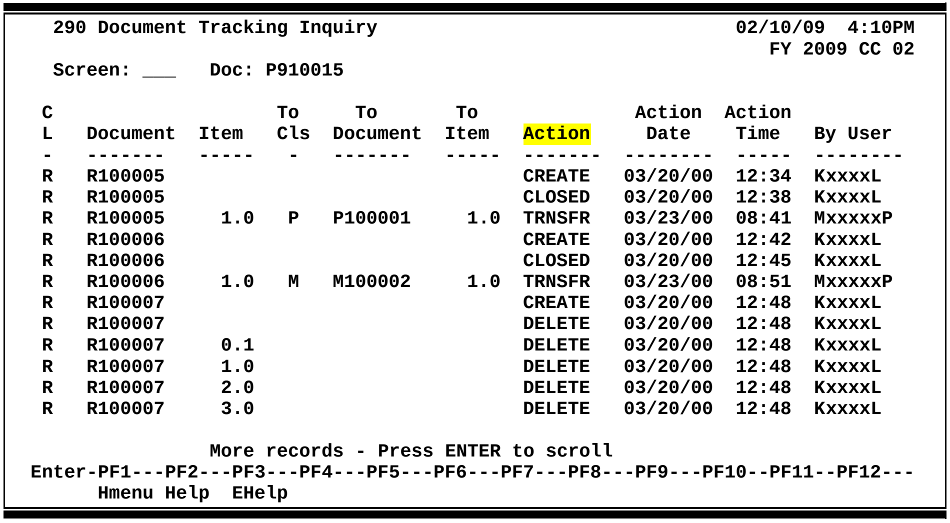
PF KEYS	See the Appendix for an explanation of the standard PF keys.
PF7 **InDtl**	**Invoice Detail** Displays detailed invoice information about the document.
PF8 **Accts**	**Accounts** Identifies the accounts used to pay for the item.
PF11 **IDesc**	**Item Description** Place cursor on line item and press this key to see detailed description of the item.

Document Tracking Inquiry

Document activity may be monitored using Screen 290. This screen is used to track actions that are performed on a document and see the User ID of the last person who took action on the document.

Press <ENTER> to scroll through the list, or type a document number in the ***Doc*** field to advance to the number specified. If the document number is not known, but you know the class of document, you may type the document number prefix and press <ENTER> to view all documents for the class specified.

Screen 290 - Document Tracking Inquiry



```
   290 Document Tracking Inquiry                                02/10/09  4:10PM
                                                                   FY 2009 CC 02
   Screen: ___   Doc: P910015

  C                    To     To       To              Action  Action
  L   Document  Item   Cls  Document  Item   Action     Date    Time   By User
  -   -------   -----   -   -------   -----  -------  --------  -----  --------
  R   R100005                                CREATE   03/20/00  12:34  KxxxxL
  R   R100005                                CLOSED   03/20/00  12:38  KxxxxL
  R   R100005     1.0   P   P100001     1.0  TRNSFR   03/23/00  08:41  MxxxxxP
  R   R100006                                CREATE   03/20/00  12:42  KxxxxL
  R   R100006                                CLOSED   03/20/00  12:45  KxxxxL
  R   R100006     1.0   M   M100002     1.0  TRNSFR   03/23/00  08:51  MxxxxxP
  R   R100007                                CREATE   03/20/00  12:48  KxxxxL
  R   R100007                                DELETE   03/20/00  12:48  KxxxxL
  R   R100007     0.1                        DELETE   03/20/00  12:48  KxxxxL
  R   R100007     1.0                        DELETE   03/20/00  12:48  KxxxxL
  R   R100007     2.0                        DELETE   03/20/00  12:48  KxxxxL
  R   R100007     3.0                        DELETE   03/20/00  12:48  KxxxxL

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

Basic Steps

- Press <ENTER> to scroll through the list, or type a document number in the ***Doc*** field to display it at the top of the list. You may also enter the document prefix (without a number) to view a list of documents for a specified document class.
- Press <ENTER> to view the desired list of all documents.

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

Action Line

◆ **Document:**	7 character/digits Enter the document number to be displayed.

Screen Information

CL:	1 character Identifies the class of the document as Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
Doc:	7 character/digits Identifies document number for the class of document specified.

Screen 290 – Document Tracking Inquiry (cont'd)

Item:	3 digits Shows the number of line items on the document.
To Cls:	1 character Identifies class of document to which the document item was transferred.
To Document:	7 character/digits Displays the document number to which the item was transferred.
To Item:	3 digits Identifies the item number on the document to which it was transferred.
Action:	7 characters Designates the type of action that was taken against the document.
Action Date:	6 digits Shows date action was performed on the document.
Action Time:	4 digits Displays time action was performed on the document.
By User:	7 characters/digits Indicates user ID of the person performing the action on the document.

Additional Information

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

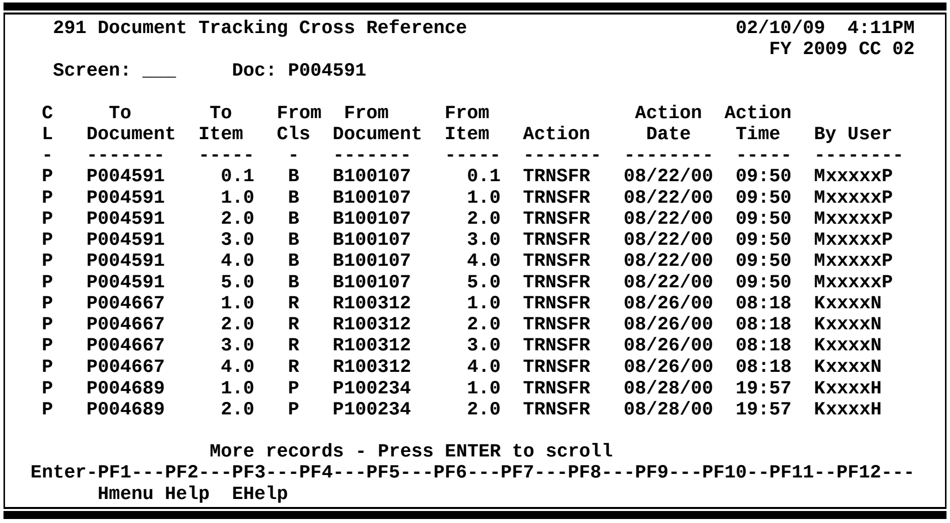
Document Tracking Cross Reference

FAMIS allows you to cross reference a document from its original source document. Cross references for purchasing documents may be viewed using Screen 291. The "To Document" number is created when items are transferred on the "From Document."

If a PO or LPO document completes normally, no tracking record is created, and you will not see these documents displayed on this screen.

If a purchase order is completed by using the flag on Screen 228 or Screen 242, then a tracking record will appear on Screen 291.

Screen 291 - Document Tracking Cross Reference



```
  291 Document Tracking Cross Reference                        02/10/09  4:11PM
                                                                  FY 2009 CC 02
  Screen: ___     Doc: P004591

 C     To      To     From  From      From                Action  Action
 L   Document  Item   Cls  Document  Item   Action    Date    Time   By User
 -   -------   -----   -   -------   -----  -------  --------  -----  --------
 P   P004591     0.1   B   B100107     0.1  TRNSFR   08/22/00  09:50  MxxxxxP
 P   P004591     1.0   B   B100107     1.0  TRNSFR   08/22/00  09:50  MxxxxxP
 P   P004591     2.0   B   B100107     2.0  TRNSFR   08/22/00  09:50  MxxxxxP
 P   P004591     3.0   B   B100107     3.0  TRNSFR   08/22/00  09:50  MxxxxxP
 P   P004591     4.0   B   B100107     4.0  TRNSFR   08/22/00  09:50  MxxxxxP
 P   P004591     5.0   B   B100107     5.0  TRNSFR   08/22/00  09:50  MxxxxxP
 P   P004667     1.0   R   R100312     1.0  TRNSFR   08/26/00  08:18  KxxxxN
 P   P004667     2.0   R   R100312     2.0  TRNSFR   08/26/00  08:18  KxxxxN
 P   P004667     3.0   R   R100312     3.0  TRNSFR   08/26/00  08:18  KxxxxN
 P   P004667     4.0   R   R100312     4.0  TRNSFR   08/26/00  08:18  KxxxxN
 P   P004689     1.0   P   P100234     1.0  TRNSFR   08/28/00  19:57  KxxxxH
 P   P004689     2.0   P   P100234     2.0  TRNSFR   08/28/00  19:57  KxxxxH

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

Basic Steps

- Enter the document number in the ***Doc*** field to display it at the top of the list, and press <ENTER>. Type only the document prefix to view a list of documents for a specific class.

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

Action Line

◆ **Document:**	7 character/digits Identify the document number to be displayed.

Screen Information

CL:	1 character Shows the class of the document as Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
To Document:	7 character/digits Displays the document number to which the item was transferred.

Screen 291 – Document Tracking Cross Reference (cont'd)

To Item:	3 digits Identifies the item number on the document to which it was transferred.
From Cls:	1 character Identifies the class of document from which the document item was transferred.
From Document:	7 character/digits Identifies the document number from which the item was transferred.
From Item:	3 digits Identifies the item number on the document from which the item was transferred.
Action:	7 characters Indicates the type of action that was taken against the document.
Action Date:	6 digits Date action was performed on the document.
Action Time:	4 digits Time action was performed on the document.
By User:	7 characters/digits Indicates the user ID of the person performing the action on the document.

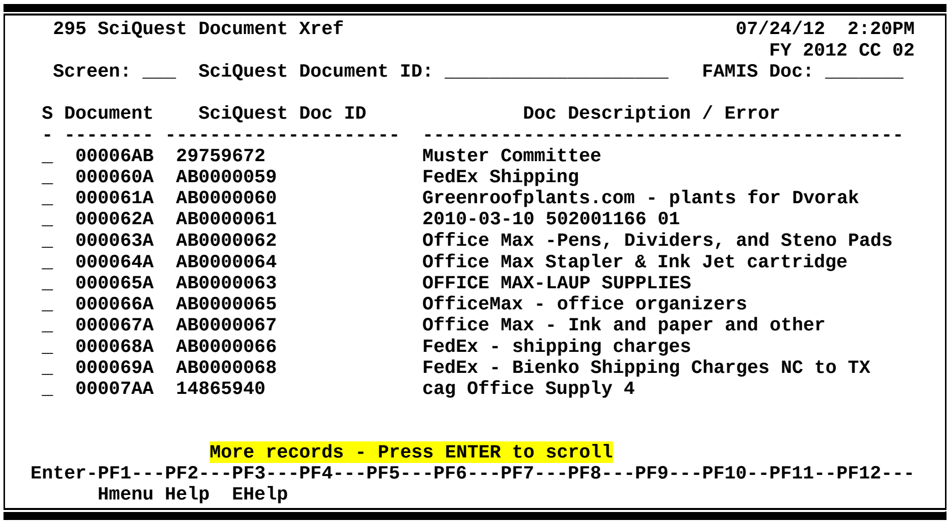
Additional Information

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

SciQuest/FAMIS Document Cross Reference

Screen 295 is a cross-walk from SciQuest to FAMIS. You can use this screen to look up the corresponding document information if you know one of the two document identification numbers.

Screen 295 – SciQuest Documents Xref



```
  295 SciQuest Document Xref                                       07/24/12  2:20PM
                                                                      FY 2012 CC 02
  Screen: ___  SciQuest Document ID: ____________________   FAMIS Doc: _______

 S Document    SciQuest Doc ID              Doc Description / Error
 - -------- --------------------  -------------------------------------------
 _  00006AB  29759672              Muster Committee
 _  000060A  AB0000059             FedEx Shipping
 _  000061A  AB0000060             Greenroofplants.com - plants for Dvorak
 _  000062A  AB0000061             2010-03-10 502001166 01
 _  000063A  AB0000062             Office Max -Pens, Dividers, and Steno Pads
 _  000064A  AB0000064             Office Max Stapler & Ink Jet cartridge
 _  000065A  AB0000063             OFFICE MAX-LAUP SUPPLIES
 _  000066A  AB0000065             OfficeMax - office organizers
 _  000067A  AB0000067             Office Max - Ink and paper and other
 _  000068A  AB0000066             FedEx - shipping charges
 _  000069A  AB0000068             FedEx - Bienko Shipping Charges NC to TX
 _  00007AA  14865940              cag Office Supply 4


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

Document Number Format:

- First 2 numbers are "00" (for Master campus)
- Requisition has 2 alpha characters at the end
- Purchase Order has 1 alpha character at the end

Basic Steps

- Type a SciQuest Document ID number or FAMIS document number in one of the fields provided to display it on the first line of the document list.
- Type "X" in the ***S*** (Select) field to select a document, and advance to Screen 278 to view additional document information.

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

Action Line

SciQuest Document ID:	20 characters/digits Enter the desired SciQuest Document ID number.
FAMIS Doc:	7 digits/characters Identify the desired FAMIS Document number.

Screen Information

S:	1 character Type "X" to select the document and advance to Screen 278.
Document:	7 digits/characters Identifies the FAMIS document number. A Requisition document number ends in two characters, and a Purchase Order number ends in one character.
SciQuest Doc ID:	9 characters/digits Shows the SciQuest document ID number.
Doc Description / Error:	43 characters/digits Displays the document summary description.

Additional Functions

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

Section VII
Appendix

Instructions

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

3270 Emulation Keys

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

PF Keys

When a key is listed as **PFn**, “PF” represents Program Function. Many PCs use the function keys labeled **Fn** for these PF keys. Others have special combinations of keys to represent the PF keys. For example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the ***PF1*** key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist with use of the screen. For example, at the bottom of Screen 164 (Voucher Inquiry by PO Number) there is a ***PF11*** key with the word “Right” under it. This means that by pressing the ***PF7*** key, the screen listing will scroll to the right for an additional panel of information.

TAB and BACKTAB Keys

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

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

CLEAR Key

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

RESET Key

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

ERASE END OF FIELD Key

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

HOME Key

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

Protected Area

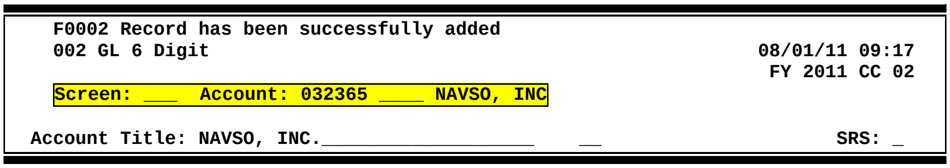
The ***Protected Area*** is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your ***reset*** key followed by the ***tab*** key to release your system when it freezes.

Action Line/Context

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

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

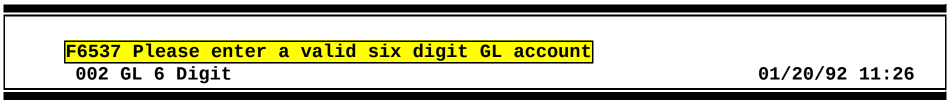
The <**ENTER**> key must be pressed after entering ***Action Line*** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing <ENTER>, a message will be given at the top of the screen asking for modifications or providing further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



```
    F0002 Record has been successfully added
    002 GL 6 Digit                                           08/01/11 09:17
                                                              FY 2011 CC 02
    Screen: ___   Account: 032365 ____ NAVSO, INC

  Account Title: NAVSO, INC.___________________    __                SRS: _
```

Message Line

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



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

Scrolling Through Data

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

Help

HELP functions are available for many screen fields in FAMIS. Where available, typing a question mark (?) or an asterisk (*) in the blank beside the desired field and pressing <ENTER> will access a pop-up window with specified field information. Another method is to place your cursor in the desired field and press ***PF2***.

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

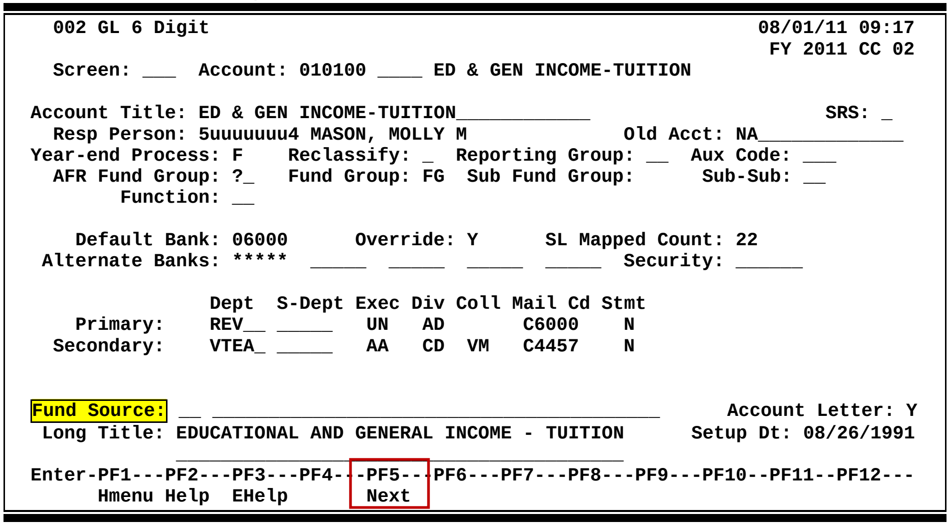
Escaping from a Pop-Up Window

When in a pop-up window, pressing ***PF4*** will usually take you back to the original screen, but there are a few screens on which pressing <ENTER> will take you back to the original screen.

Field Help Using the F2 Program Function Key

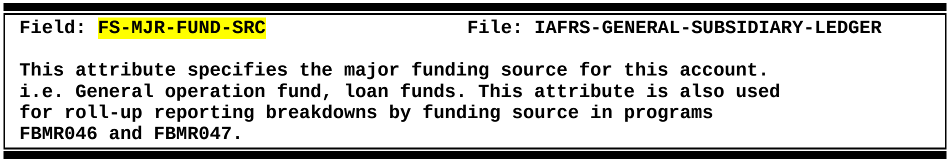
On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

Screen 2 - GL 6 Digit



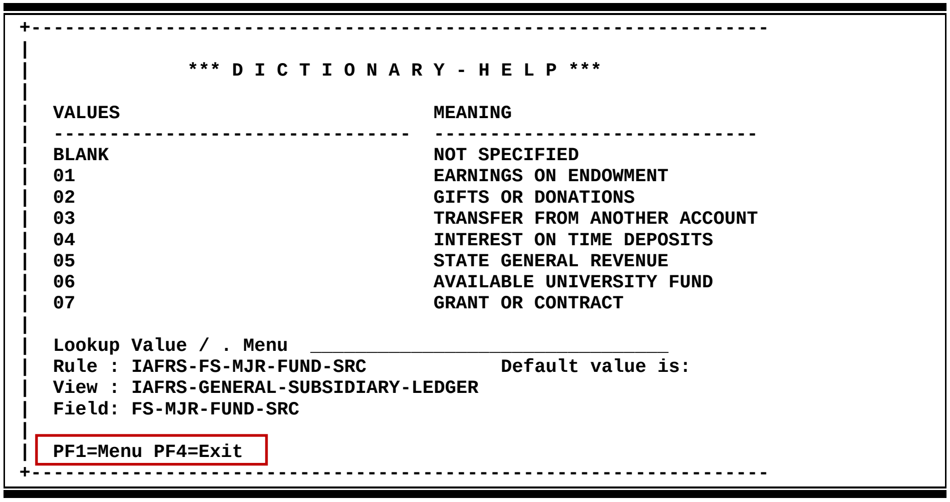
```
    002 GL 6 Digit                                                      08/01/11 09:17
                                                                         FY 2011 CC 02
    Screen: ___   Account: 010100 ____ ED & GEN INCOME-TUITION

  Account Title: ED & GEN INCOME-TUITION____________                        SRS: _
    Resp Person: 5uuuuuuu4 MASON, MOLLY M              Old Acct: NA_____________
  Year-end Process: F    Reclassify: _  Reporting Group: __  Aux Code: ___
    AFR Fund Group: ?_   Fund Group: FG  Sub Fund Group:      Sub-Sub: __
          Function: __

      Default Bank: 06000      Override: Y      SL Mapped Count: 22
   Alternate Banks: *****  _____  _____  _____  _____  Security: ______

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


  Fund Source: __ ________________________________________     Account Letter: Y
   Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION       Setup Dt: 08/26/1991
               ________________________________________
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       Next
```

The first help screen describes the field.



```
 Field: FS-MJR-FUND-SRC                    File: IAFRS-GENERAL-SUBSIDIARY-LEDGER

 This attribute specifies the major funding source for this account.
 i.e. General operation fund, loan funds. This attribute is also used
 for roll-up reporting breakdowns by funding source in programs
 FBMR046 and FBMR047.
```

Press <ENTER> to display the valid values for the field.



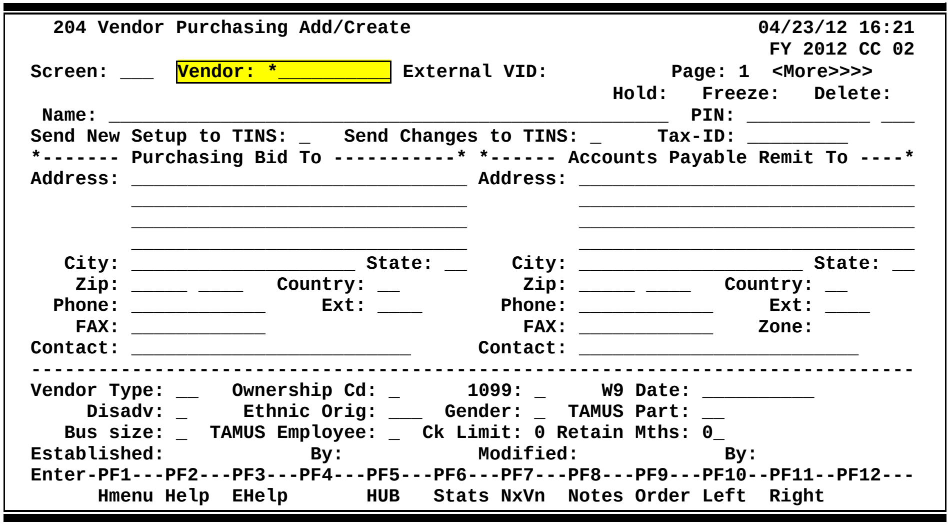
```
 +-------------------------------------------------------------------
 |
 |              *** D I C T I O N A R Y - H E L P ***
 |
 |  VALUES                            MEANING
 |  --------------------------------  -----------------------------
 |  BLANK                             NOT SPECIFIED
 |  01                                EARNINGS ON ENDOWMENT
 |  02                                GIFTS OR DONATIONS
 |  03                                TRANSFER FROM ANOTHER ACCOUNT
 |  04                                INTEREST ON TIME DEPOSITS
 |  05                                STATE GENERAL REVENUE
 |  06                                AVAILABLE UNIVERSITY FUND
 |  07                                GRANT OR CONTRACT
 |
 |  Lookup Value / . Menu ________________________________
 |  Rule : IAFRS-FS-MJR-FUND-SRC          Default value is:
 |  View : IAFRS-GENERAL-SUBSIDIARY-LEDGER
 |  Field: FS-MJR-FUND-SRC
 |
 |  PF1=Menu PF4=Exit
 +-------------------------------------------------------------------
```

Question Mark (?) and Asterisk (*) Help

FAMIS has a Help feature on some screen fields that will display a field definition and/or values that may be entered.

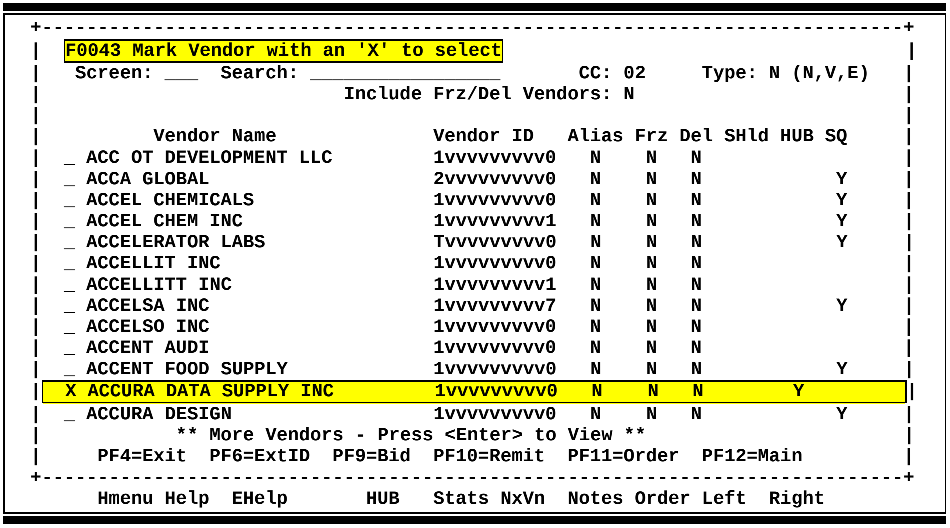
To use the Help feature, type a question mark (?) or asterisk (*) in the field and press <ENTER>. If Help is available for the field, a pop-up window will appear displaying a definition and/or valid values. To make a selection, type an “X” next to a value and press <ENTER> to pass it back to the previous screen. This is called the “Passback” feature.

Screen 204 – Vendor Purchasing Add/Create



```
  204 Vendor Purchasing Add/Create                               04/23/12 16:21
                                                                  FY 2012 CC 02
Screen: ___  Vendor: *__________ External VID:           Page: 1  <More>>>>
                                                    Hold:   Freeze:   Delete:
 Name: __________________________________________________  PIN: ___________ ___
Send New Setup to TINS: _   Send Changes to TINS: _     Tax-ID: _________
*------- Purchasing Bid To -----------* *------ Accounts Payable Remit To ----*
Address: ______________________________ Address: ______________________________
         ______________________________          ______________________________
         ______________________________          ______________________________
         ______________________________          ______________________________
   City: ____________________ State: __    City: ____________________ State: __
    Zip: _____ ____   Country: __         Zip: _____ ____   Country: __
  Phone: ____________     Ext: ____       Phone: ____________     Ext: ____
    FAX: ____________                       FAX: ____________    Zone:
Contact: _________________________      Contact: _________________________
-------------------------------------------------------------------------------
Vendor Type: __   Ownership Cd: _      1099: _     W9 Date: __________
     Disadv: _     Ethnic Orig: ___  Gender: _  TAMUS Part: __
   Bus size: _  TAMUS Employee: _  Ck Limit: 0 Retain Mths: 0_
Established:             By:            Modified:             By:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       HUB   Stats NxVn  Notes Order Left  Right
```

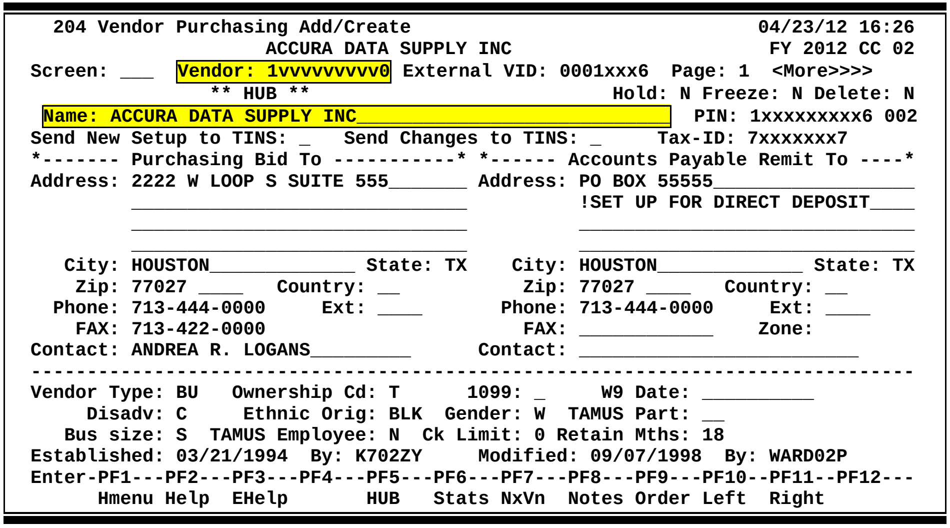
Pop-Up Window with available vendors to select



```
+-----------------------------------------------------------------------------+
|  F0043 Mark Vendor with an 'X' to select                                    |
|   Screen: ___  Search: _________________       CC: 02     Type: N (N,V,E)   |
|                           Include Frz/Del Vendors: N                        |
|                                                                             |
|          Vendor Name              Vendor ID   Alias Frz Del SHld HUB SQ     |
|  _ ACC OT DEVELOPMENT LLC         1vvvvvvvvv0   N    N   N                  |
|  _ ACCA GLOBAL                    2vvvvvvvvv0   N    N   N            Y     |
|  _ ACCEL CHEMICALS                1vvvvvvvvv0   N    N   N            Y     |
|  _ ACCEL CHEM INC                 1vvvvvvvvv1   N    N   N            Y     |
|  _ ACCELERATOR LABS               Tvvvvvvvvv0   N    N   N            Y     |
|  _ ACCELLIT INC                   1vvvvvvvvv0   N    N   N                  |
|  _ ACCELLITT INC                  1vvvvvvvvv1   N    N   N                  |
|  _ ACCELSA INC                    1vvvvvvvvv7   N    N   N            Y     |
|  _ ACCELSO INC                    1vvvvvvvvv0   N    N   N                  |
|  _ ACCENT AUDI                    1vvvvvvvvv0   N    N   N                  |
|  _ ACCENT FOOD SUPPLY             1vvvvvvvvv0   N    N   N            Y     |
|  X ACCURA DATA SUPPLY INC         1vvvvvvvvv0   N    N   N        Y         |
|  _ ACCURA DESIGN                  1vvvvvvvvv0   N    N   N            Y     |
|            ** More Vendors - Press <Enter> to View **                       |
|     PF4=Exit  PF6=ExtID  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main         |
+-----------------------------------------------------------------------------+
      Hmenu Help  EHelp       HUB   Stats NxVn  Notes Order Left  Right
```

After making a selection from the pop-up window of available vendors, you will be returned to the main screen and the information for the selected vendor will be displayed.

Screen 204 – Vendor Purchasing Add/Create



```
  204 Vendor Purchasing Add/Create                               04/23/12 16:26
                     ACCURA DATA SUPPLY INC                       FY 2012 CC 02
Screen: ___  Vendor: 1vvvvvvvvv0 External VID: 0001xxx6  Page: 1  <More>>>>
                ** HUB **                           Hold: N Freeze: N Delete: N
 Name: ACCURA DATA SUPPLY INC____________________________  PIN: 1xxxxxxxxx6 002
Send New Setup to TINS: _   Send Changes to TINS: _     Tax-ID: 7xxxxxxx7
*------- Purchasing Bid To -----------* *------ Accounts Payable Remit To ----*
Address: 2222 W LOOP S SUITE 555_______ Address: PO BOX 55555__________________
         ______________________________          !SET UP FOR DIRECT DEPOSIT____
         ______________________________          ______________________________
         ______________________________          ______________________________
   City: HOUSTON_____________ State: TX    City: HOUSTON_____________ State: TX
    Zip: 77027 ____   Country: __           Zip: 77027 ____   Country: __
  Phone: 713-444-0000     Ext: ____       Phone: 713-444-0000     Ext: ____
    FAX: 713-422-0000                       FAX: ____________    Zone:
Contact: ANDREA R. LOGANS_________      Contact: _________________________
-------------------------------------------------------------------------------
Vendor Type: BU   Ownership Cd: T      1099: _     W9 Date: __________
     Disadv: C     Ethnic Orig: BLK  Gender: W  TAMUS Part: __
   Bus size: S  TAMUS Employee: N  Ck Limit: 0 Retain Mths: 18
Established: 03/21/1994  By: K702ZY     Modified: 09/07/1998  By: WARD02P
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       HUB   Stats NxVn  Notes Order Left  Right
```

Approvers Screens List

PAGE

M90 **Routing and Approval Menu** **I-5**
Contains a list of screens used to access routing and approval documents.

910 **Documents In-Box** **III-3**
Provides a screen to access documents ready for user's action.

911 **Document In-Box by Name** **III-11**
Used to access documents for a particular person.

912 **Document Out-Box** **III-16**
Provides information on documents that have left a person's desk.

913 **Document Out-Box by Name** **III-20**
Used to access the documents for a particular person. Element Security #10 allows help desk people to view all data.

914 **Document Routing History** **IV-6**
Provides information on the actions that have been taken on a particular document.

915 **Approval Profile by Name** **V-3**
Provides information about a person's approval authority.

918 **Documents by Department** **IV-3**
Used to view information on documents by department.

M22 **Purchasing Inquiry Menu** **I-5**
Provides a list of all available document inquiry screens.

278 **Document Inquiry** **VI-29**
Used to list all items for a multi-item document.

279 **Doc Line Item Inquiry** **VI-34**
Used to list detail document line item information.

280 **Document Browse** **VI-3**
Provides general document information for all document classes.

281 **Document Browse by Dept/SubDept** **VI-6**
Allows searching on all document classes by department/subdepartment.

282 **Document Browse by Account** **VI-9**
Allows searching on all document classes by the buying account for a designated fiscal year and campus code.

284 **Document Browse by User Ref** **VI-12**
Searches all documents by user reference number.

285 **Document Browse by Vendor** **VI-15**
Searches all documents by vendor identification.

286 **Document Browse by State Requisition Number** **VI-18**
Provides list of documents starting with the state requisition number.

Appendix – Approvers Screens List (cont'd)

PAGE

287 **Document Browse by State Order Number** **VI-21**
Provides list of documents starting with the state order number.

288 **Document Summary** **VI-24**
Provides a snap shot of the entire document.

290 **Document Tracking Inquiry** **VI-37**
Used to track documents through the purchasing process.

291 **Document Tracking Cross Reference** **VI-39**
Cross reference documents and items from the source documents.

Standard PF Keys

PF Keys are used in 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 Approver 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.

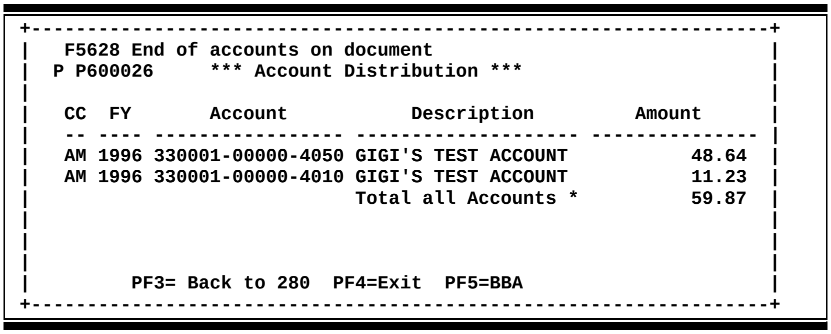
Exiting a pop-up window is done by pressing ***PF4*** to return to the previous window or inquiry screen. If multiple windows have been opened pressing ***PF3*** will return you directly to the screen where you started.

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

Extended Function Keys

Accts **Accounts**

Displays a window of all responsible **accounts** and their portion of the total order.

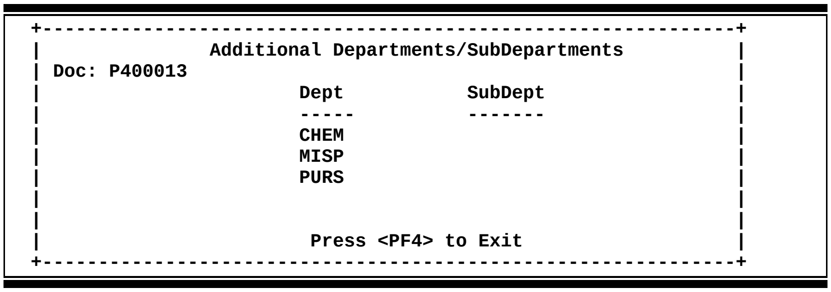


```
+------------------------------------------------------------------+
|   F5628 End of accounts on document                              |
|  P P600026     *** Account Distribution ***                      |
|                                                                  |
|   CC  FY       Account           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                      |
+------------------------------------------------------------------+
```

AdDept

Additional Departments

Displays all departments that have approval and accounts on this document.

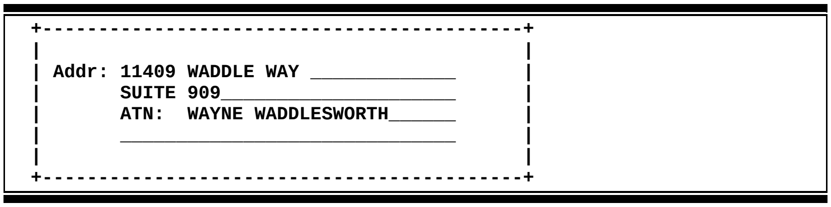


```
+---------------------------------------------------------------+
|               Additional Departments/SubDepartments           |
| Doc: P400013                                                  |
|                       Dept           SubDept                  |
|                       -----          -------                  |
|                       CHEM                                    |
|                       MISP                                    |
|                       PURS                                    |
|                                                               |
|                                                               |
|                        Press <PF4> to Exit                    |
+---------------------------------------------------------------+
```

Addr

Address

Used to include more lines of address information.

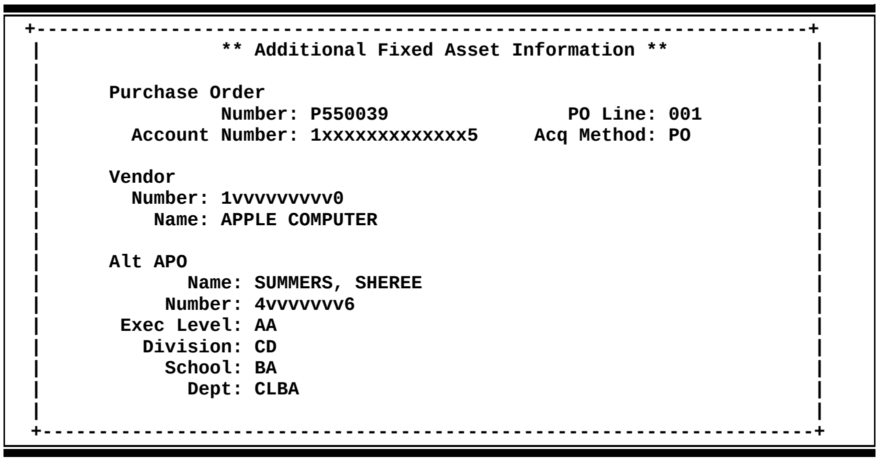


```
+--------------------------------------------+
|                                            |
| Addr: 11409 WADDLE WAY _____________       |
|       SUITE 909_____________________       |
|       ATN:  WAYNE WADDLESWORTH______       |
|       ______________________________       |
|                                            |
+--------------------------------------------+
```

AdFFX

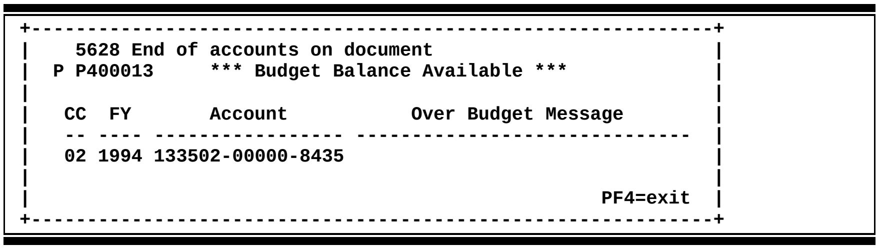
Additional Fixed Asset Information

Provides additional information for a particular fixed asset record.



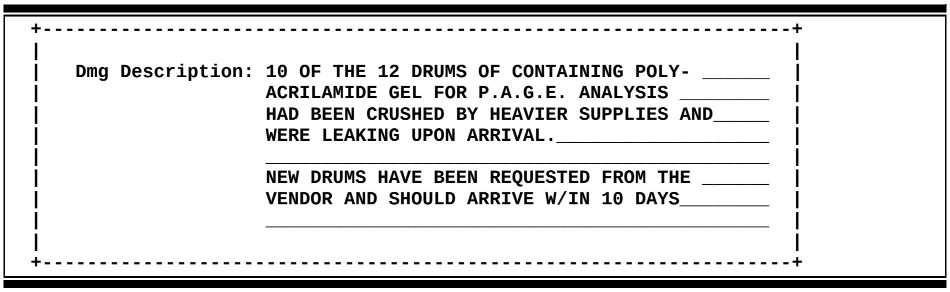
```
+----------------------------------------------------------------------+
|                ** Additional Fixed Asset Information **              |
|                                                                      |
|      Purchase Order                                                  |
|                Number: P550039               PO Line: 001            |
|        Account Number: 1xxxxxxxxxxxxx5     Acq Method: PO            |
|                                                                      |
|      Vendor                                                          |
|        Number: 1vvvvvvvvv0                                           |
|          Name: APPLE COMPUTER                                        |
|                                                                      |
|      Alt APPO                                                        |
|             Name: SUMMERS, SHEREE                                    |
|           Number: 4vvvvvvv6                                          |
|       Exec Level: AA                                                 |
|         Division: CD                                                 |
|           School: BA                                                 |
|             Dept: CLBA                                               |
|                                                                      |
+----------------------------------------------------------------------+
```

BBA	**Budget Balance Available** Show any over budget messages that may pertain to a particular account on the document.



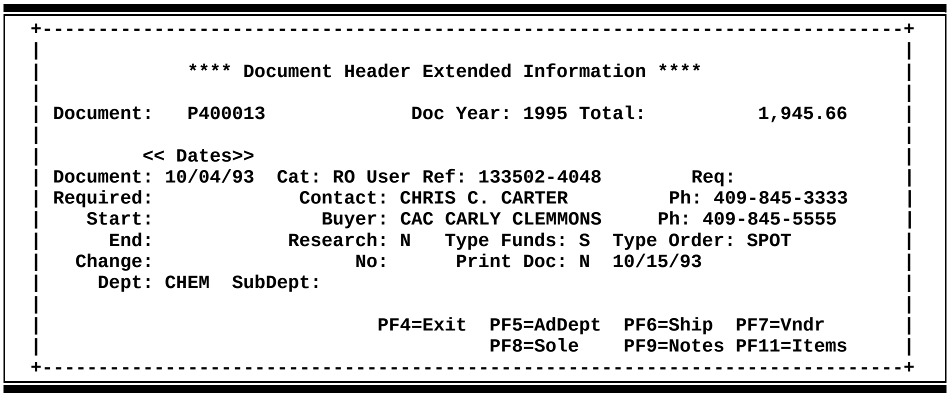
```
+--------------------------------------------------------------+
|    5628 End of accounts on document                          |
|  P P400013     *** Budget Balance Available ***              |
|                                                              |
|   CC  FY       Account           Over Budget Message         |
|   -- ---- ----------------- ------------------------------   |
|   02 1994 133502-00000-8435                                  |
|                                                              |
|                                                  PF4=exit    |
+--------------------------------------------------------------+
```

Bkwd	**Backwards** Returns to the pervious 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________   |
|                    _____________________________________________   |
|                                                                    |
+--------------------------------------------------------------------+
```

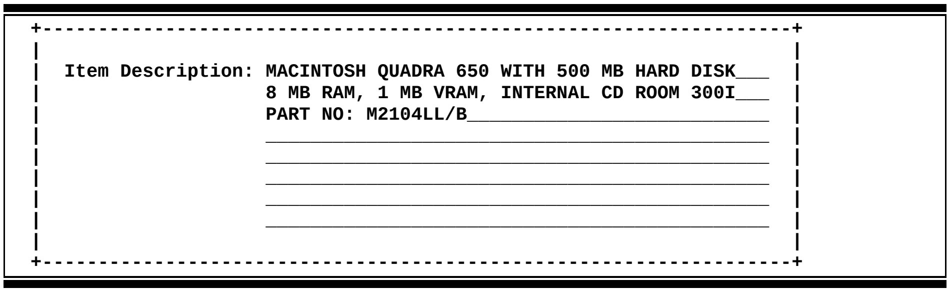
Frwd	**Forward** Advances to the next screen or scrolls one page forward for a particular item.
Header	**Document Header** Accesses a window of document header information. From within this window you can view multiple windows of document information.



```
+------------------------------------------------------------------------------+
|                                                                              |
|             **** 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: CHRIS C. CARTER         Ph: 409-845-3333      |
|    Start:               Buyer: CAC CARLY CLEMMONS     Ph: 409-845-5555       |
|      End:            Research: N   Type Funds: S  Type Order: SPOT           |
|   Change:                   No:      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**

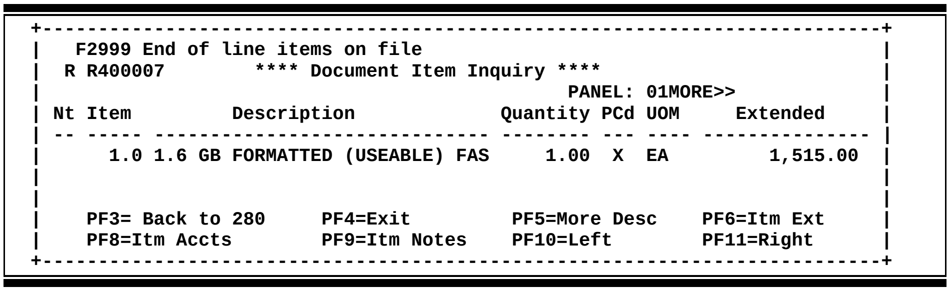
Place the cursor on a line item and press this key to see detailed description of item.



```
+--------------------------------------------------------------------+
|                                                                    |
|  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**

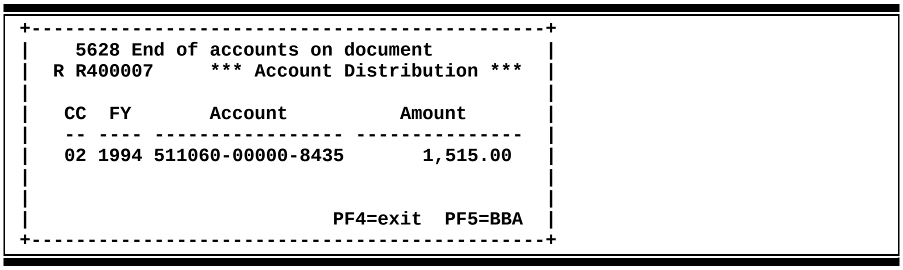
Provides a window showing all document **items**. From within this window you can view multiple windows of item information.



```
+----------------------------------------------------------------------------+
|   F2999 End of line items on file                                          |
|  R R400007        **** Document Item Inquiry ****                          |
|                                                PANEL: 01MORE>>             |
| Nt Item         Description             Quantity PCd UOM     Extended      |
| -- ----- ------------------------------ -------- --- ---- ---------------   |
|      1.0 1.6 GB FORMATTED (USEABLE) FAS     1.00  X  EA          1,515.00  |
|                                                                            |
|                                                                            |
|    PF3= Back to 280     PF4=Exit         PF5=More Desc    PF6=Itm Ext      |
|    PF8=Itm Accts        PF9=Itm Notes    PF10=Left        PF11=Right       |
+----------------------------------------------------------------------------+
```

Itm Accts **Accounts on a Document**

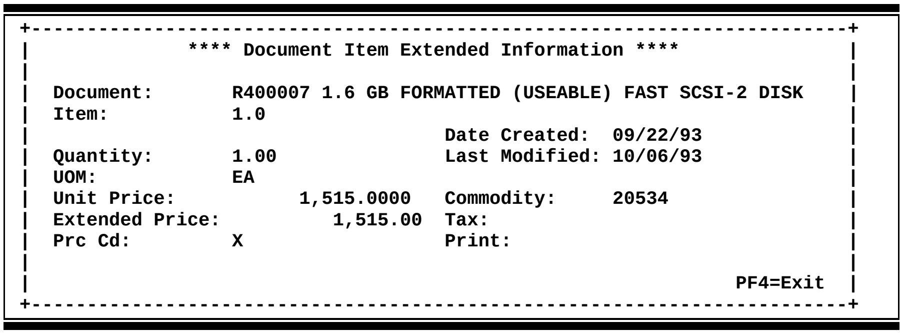
Displays the responsible **accounts** for the particular document **item** and their portion of the item total.



```
+-----------------------------------------------+
|    5628 End of accounts on document           |
|  R R400007     *** Account Distribution ***   |
|                                               |
|   CC  FY       Account          Amount        |
|   -- ---- ----------------- ---------------   |
|   02 1994 511060-00000-8435       1,515.00    |
|                                               |
|                                               |
|                           PF4=exit  PF5=BBA   |
+-----------------------------------------------+
```

Itm Ext **Item Extended Information**

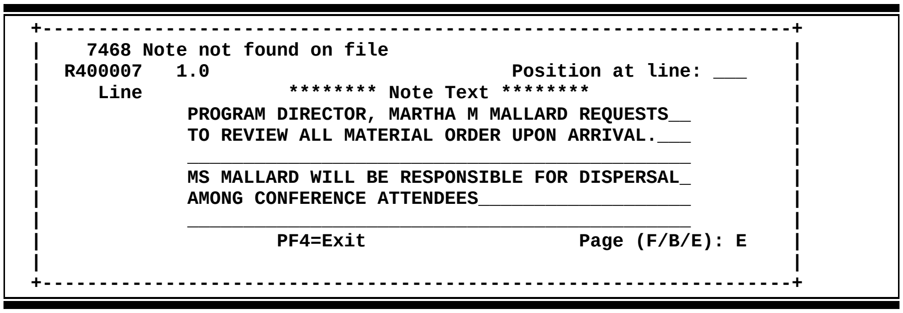
Show detail information about the specific item ordered (i.e., quantity, unit of measure, unit price and commodity code).



```
+------------------------------------------------------------------------+
|              **** Document Item Extended Information ****              |
|                                                                        |
|  Document:       R400007 1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK   |
|  Item:           1.0                                                   |
|                                      Date Created:  09/22/93           |
|  Quantity:       1.00                Last Modified: 10/06/93           |
|  UOM:            EA                                                    |
|  Unit Price:           1,515.0000    Commodity:     20534              |
|  Extended Price:          1,515.00   Tax:                              |
|  Prc Cd:         X                   Print:                            |
|                                                                        |
|                                                             PF4=Exit   |
+------------------------------------------------------------------------+
```

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 backwards (B) through the text, or end (E) to exit the window.



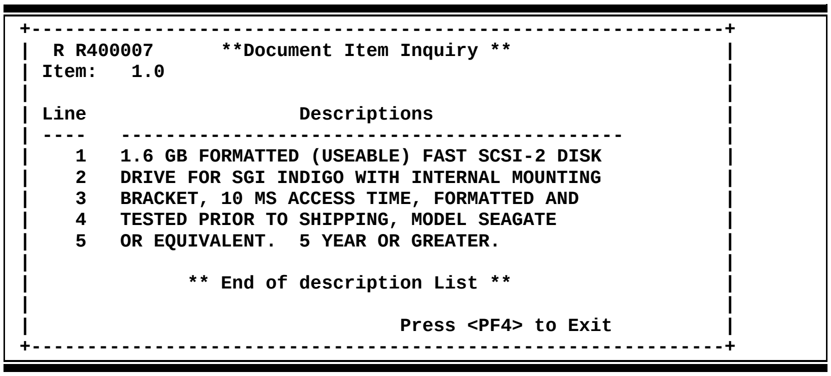
```
+------------------------------------------------------------------+
|    7468 Note not found on file                                   |
|  R400007   1.0                            Position at line: ___  |
|     Line             ******** Note Text ********                 |
|             PROGRAM DIRECTOR, MARTHA M MALLARD REQUESTS__        |
|             TO REVIEW ALL MATERIAL ORDER UPON ARRIVAL.___        |
|             _____________________________________________        |
|             MS MALLARD WILL BE RESPONSIBLE FOR DISPERSAL_        |
|             AMONG CONFERENCE ATTENDEES___________________        |
|             _____________________________________________        |
|                     PF4=Exit                 Page (F/B/E): E     |
|                                                                  |
+------------------------------------------------------------------+
```

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 **More Description**

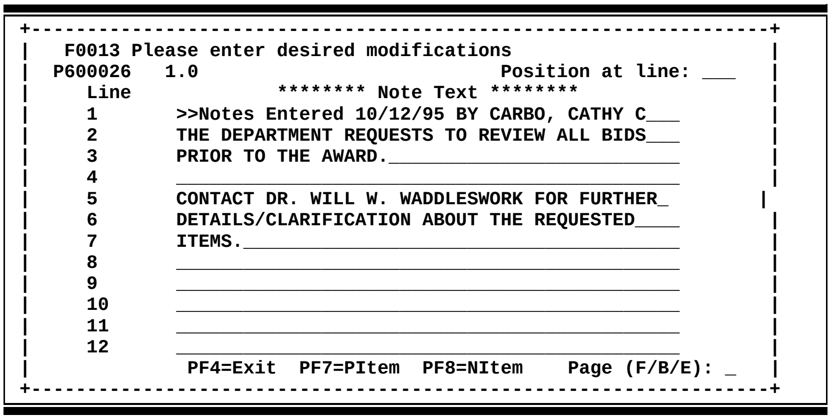
Displays complete description text for a document or an item.



```
+---------------------------------------------------------------+
|  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            |
+---------------------------------------------------------------+
```

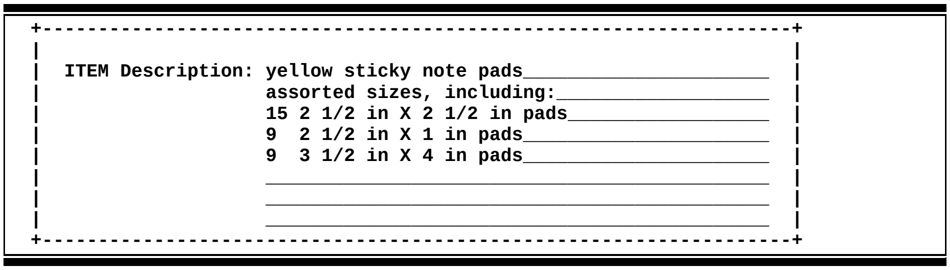
Next **Next Screen**
Advances to the next screen required.

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 backwards (B) through the text, or end (E) to exit the window.



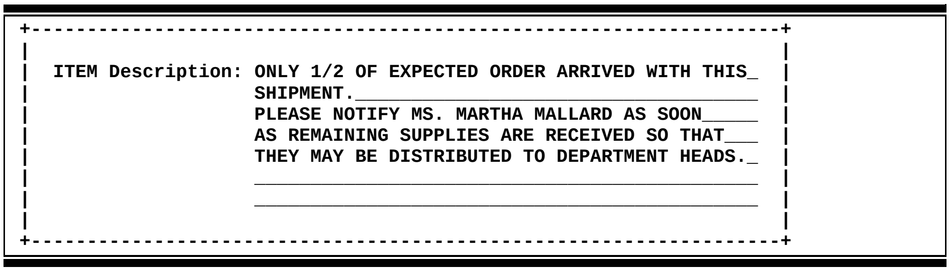
```
+-------------------------------------------------------------------+
|   F0013 Please enter desired modifications                         |
|  P600026   1.0                           Position at line: ___    |
|     Line              ******** Note Text ********                 |
|     1       >>Notes Entered 10/12/95 BY CARBO, CATHY C___         |
|     2       THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS___         |
|     3       PRIOR TO THE AWARD.__________________________         |
|     4       _____________________________________________         |
|     5       CONTACT DR. WILL W. WADDLESWORK 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): _    |
+-------------------------------------------------------------------+
```

Pdesc **Purchasing Document Description**
Additional description for purchasing document items may be seen 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 where additional receiving item descriptions may be added/modified.



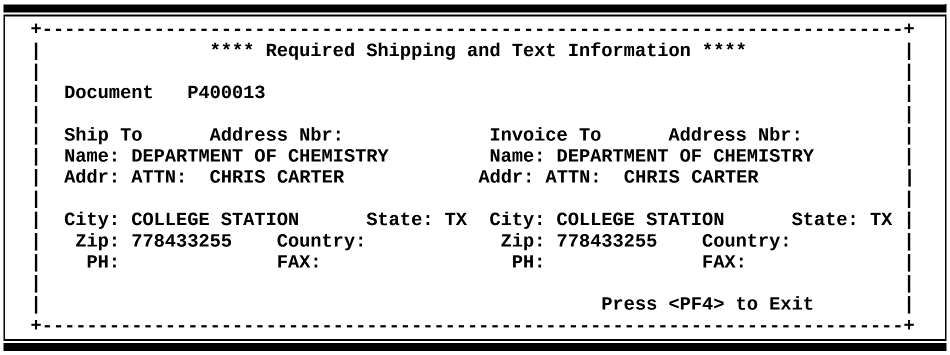
```
+-------------------------------------------------------------------+
|                                                                   |
|  ITEM Description: ONLY 1/2 OF EXPECTED ORDER ARRIVED WITH THIS_  |
|                    SHIPMENT.____________________________________  |
|                    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**

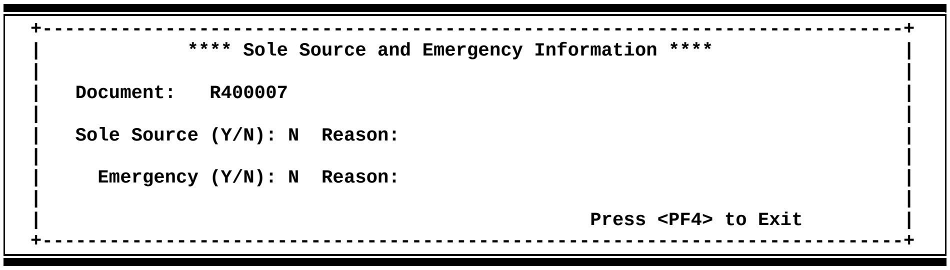
Displays the Ship To and Invoice To addresses for the document.



```
+-----------------------------------------------------------------------------+
|               **** 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:  CHRIS CARTER            Addr: ATTN:  CHRIS CARTER             |
|                                                                             |
|  City: COLLEGE STATION      State: TX  City: COLLEGE STATION      State: TX |
|   Zip: 778433255    Country:            Zip: 778433255    Country:          |
|    PH:              FAX:                 PH:              FAX:              |
|                                                                             |
|                                                   Press <PF4> to Exit       |
+-----------------------------------------------------------------------------+
```

Sole **Sole Source**

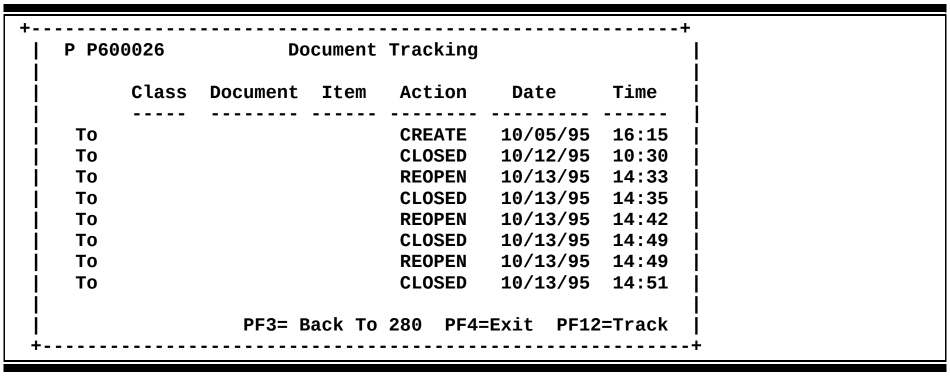
Displays Sole Source and Emergency purchase reasons.



```
+-----------------------------------------------------------------------------+
|             **** 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**

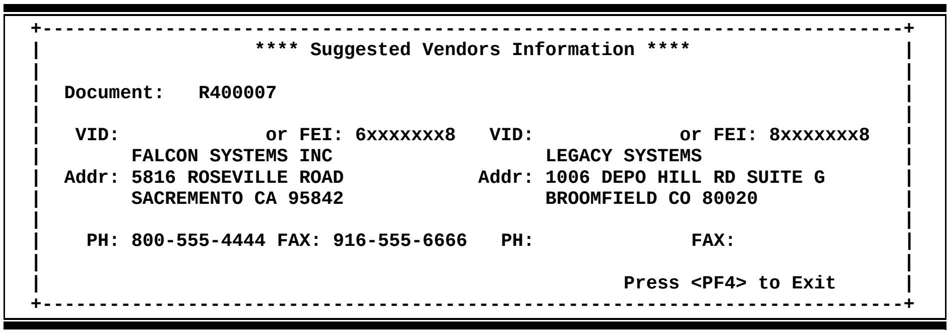
Displays a document **tracking** window identifying all types of **action** that have gone against this document. From within this window you may track any of the related documents by placing the cursor on any of the window lines and press ***PF12*** again.



```
+-----------------------------------------------------------+
 |  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       |
|        SACREMENTO CA 95842                  BROOMFIELD CO 80020             |
|                                                                              |
|    PH: 800-555-4444 FAX: 916-555-6666   PH:             FAX:                 |
|                                                                              |
|                                                    Press <PF4> to Exit       |
+------------------------------------------------------------------------------+
```

Glossary

A

ABR

See Automatic Budget Reallocation.

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

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

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

Account ID
A 6-digit identification number for an account.

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

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

Action/Context Line
The screen line (usually fourth from the top) or lines 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 vendor, other than the formal customer name (primary name), that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names once a vendor has been created.

AP
See Accounts Payable.

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

Automatic Budget Reallocation (ABR)
When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

B

Bank Transfer

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

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

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

BBA
See Budget Balance Available.

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 defined for use by specific object codes.

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

C

Capital

Assets, cash, means, property

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

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

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

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

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

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

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

COA
See Chart of Accounts.

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

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

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.

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

D

Data

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

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

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

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

Data Entry
A means for adding information into the system.

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

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

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

Demand Voucher
Voucher to be paid during the next Check Cycle.

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

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

Digit 3 of TC
The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

Disbursement
Record money paid out by the institution from GL, SL and SA or bank account.

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

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

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

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

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

E

Encumbrance

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

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

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

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

Expended
Depleted, used up

Expense
Cost, disbursement, payments

F

FA

See Financial Accounting.

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

Field
That part of a 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 database for organizing similar kinds if data.

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

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

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.

FTE
Full Time Equivalents, used by the B/P/P 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.

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

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

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

Fund Transfer
A movement of dollars from one fund balance to another.

G

General Ledger (GL)

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

GL
See General Ledger.

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

Global Subcode Edit (GSE)
A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

GSE
See Global Subcode Edit.

H

Header

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

HEAF
Indicates a Higher Education Assistance Fund code number.

HELP
An on-line feature which accesses PREDICT in order to supply descriptions, valid values and suggested actions. See Data Element HELP, Diagnostic Message HELP and Screen HELP.

I

IDT

Interdepartmental Transfer

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

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

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

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

J

JCL

See Job Control Language.

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

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

L

Ledger

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

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

Liquidate
Reduce encumbrance through payment, pay off debt.

M

Map Code

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

Memo Bank Account

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

Menu

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

N

Name Rotation

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

O

Object Code

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

Open Commitment

An encumbrance.

P

Parameter

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

R

Receipts

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

Recommendation

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

Regular Order

A type of purchase order that denotes a typical order.

Remit-To Address

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

Requisition

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

Retention Months

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

Revenue

Income or receipts.

Run Parameter

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

S

6-Digit Account

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

Screen HELP
An 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 (recurring) services like those provided by the telephone and electric companies.

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

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

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

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

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

T

1099 Vendor

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

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

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

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

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

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

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

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

U

Update Screen

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

V

Valid Value

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

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

Vendor
A provider of goods and/or services.

Vendor Addresses
See Order-From Addresses and Remit-To Addresses.

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

Vendor Commodity
A good or service purchased from a specific vendor.

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

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

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