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
   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 287 Document Inquiry ................................................ VI-29
   Screen 289 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

<table>
<thead>
<tr>
<th>Screen: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>910 Document In-Box</td>
</tr>
<tr>
<td>911 Document In-Box by Name</td>
</tr>
<tr>
<td>912 Document Out-Box</td>
</tr>
<tr>
<td>913 Document Out-Box by Name</td>
</tr>
<tr>
<td>914 Document Routing History</td>
</tr>
<tr>
<td>915 Approval Profile by Name</td>
</tr>
<tr>
<td>916 Document En Route-Box</td>
</tr>
<tr>
<td>918 Documents by Department</td>
</tr>
<tr>
<td>919 Concur Expense Approvers</td>
</tr>
<tr>
<td>* ---------- Other Menus ---------- *</td>
</tr>
</tbody>
</table>

* M91 Electronic Office Management Menu

Inquiry Screens

Menu M22 - Purchasing Inquiry Menu

<table>
<thead>
<tr>
<th>Screen: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ----------* Document Inquiry <em>-----------------------------</em></td>
</tr>
<tr>
<td>271 Documents Closed But Not Routed 280 Document Browse by Number</td>
</tr>
<tr>
<td>272 Documents by Status 281 Document Browse by Dept.</td>
</tr>
<tr>
<td>275 Incomplete Receiving/Invoicing 282 Document Browse by Account</td>
</tr>
<tr>
<td>276 Document Inquiry - w/Paid Amts 283 Document Browse by Buyer</td>
</tr>
<tr>
<td>277 Document Inquiry by Campus 284 Document Browse by User Ref.</td>
</tr>
<tr>
<td>278 Document Inquiry by Campus 285 Document Browse by Vendor</td>
</tr>
<tr>
<td>290 Document Tracking Inquiry 287 Document Browse by GSC Order</td>
</tr>
<tr>
<td>291 Document Tracking Cross Ref 288 Document Summary</td>
</tr>
<tr>
<td>292 PIP Document Browse</td>
</tr>
<tr>
<td>293 PIP Browse by Document</td>
</tr>
<tr>
<td>294 PIP Browse by Invoice</td>
</tr>
<tr>
<td>Enter-PF1---PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10----PF11----PF12----</td>
</tr>
</tbody>
</table>

Hmenu Help  EHelp
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
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:

```
PLP 01 L010014
```

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:

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

### Screen 910 - Document In-Box (Panel 1)

<table>
<thead>
<tr>
<th>Document ID</th>
<th>Document Type</th>
<th>TAMUS Part Number</th>
<th>Document Summary</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRQSA000013</td>
<td>COPIER RENTAL FOR 4-1-00 THROUGH 8- FYA/Approve FYA/FRA Rt</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFLAML400008</td>
<td>COFFEE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIP01L101012</td>
<td>FURNITURE FOR JEREMY JONES OFFICE</td>
<td>Notify</td>
<td>Final</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Press PF11 to view more information on Panel 2
Press \textbf{PF11} to Scroll right and view additional information on Panel 2 and Panel 3.

\textbf{Screen 910 - Document In-Box (Panel 2)}

```
910 Document In-Box by Name 02/10/09 10:21

Screen: ___ Name: ____________ Document: ____________
<<More Approvals Only: N Panel: 02 More>>

Sel Document ID FY Submitted by Submitted Arrived CC Unit
--- ------------ ---- --------------------- ---------- ---------- -- ----------
   PRQSAR000013 2000 JOPLIN, JANICE J 05/25/2000 05/25/2000 01
   PLPAML400006 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 ***
```

\textbf{Screen 910 - Document In-Box (Panel 3)}

```
910 Document In-Box 02/10/09 10:21

Screen: ___ Document: ____________ Office: ____________ Desk: ____________
<<More Approvals Only: N Panel: 03

Sel Document ID Office Desk View
--- ------------ -------- ----------
   PRQSAR000013 PURCHASING CENTRALDSK PURS
   PLPAML400006 INDIVIDUAL
   PRQSAR000009

*** END OF LIST 2 DOCUMENT(S) FOUND ***
```
2. Select the document you want to review by typing an “X” in the Sel field.

Screen 910 - Document In-Box (Panel 1)

Select the document you want to review by typing an “X” in the Sel field.

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

Screen 910 – Pop-Up Window
### Screen 910 - PF6 Document Summary

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UOM</th>
<th>UNIT PRICE</th>
<th>EXTENSION PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Conference Registration-NASACT/AGA (National Association of State Auditors, Comptrollers and Treasurers (NASACT)/Association of Government Accountants (AGA)) GASB (Government Accounting Standards Board) Telecon-</td>
<td>1.00</td>
<td>EA</td>
<td>99.00</td>
<td>99.00</td>
</tr>
</tbody>
</table>

**Account Distribution**

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01 2000 271030-00000-5215</td>
<td>FAMIS SERVICES</td>
<td></td>
<td>99.00</td>
</tr>
</tbody>
</table>

 screened on 01/15/2021 | SHIP TO: TEXAS A&M UNIVERSITY SYSTEMS, 4TH FLOOR, JOHN B. CONNALLY BLDG., 301 TARBOW, COLLEGE STATION, TX 77840-7986 | 301 TARBOW, ROOM 441, COLLEGE STATION TX 77840-7986 |

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01 2000 271030-00000-5215</td>
<td>FAMIS SERVICES</td>
<td></td>
<td>99.00</td>
</tr>
</tbody>
</table>

**Accounts Total** | 99.00

**Items Total** | 99.00
Basic Approver’s Process (cont’d)

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.

Press PF4 to exit pop-up window

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

Screen 910 - Pop-Up Window

Screen: ___ *** Purchasing Document Cover Sheet *** 02/10/09 10:45 CC 02
Action: APP
*Routing Notes Exist*
Doc ID: PQSAR000013   Status: FYA/FRA Rt
Requested Action: FYA/Approve
Doc Summary: COPIER RENTAL FOR 4-1-00 THROUGH 8-31-00
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

4 Key in action

Press PF4 to exit

5 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:

<table>
<thead>
<tr>
<th>FORM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBR</td>
<td>DEPT BUDGET REQUEST</td>
</tr>
<tr>
<td>DCR</td>
<td>DEPT CORRECTION</td>
</tr>
<tr>
<td>EBR</td>
<td>BUDGET EPA</td>
</tr>
<tr>
<td>EGR</td>
<td>GRAD EPA</td>
</tr>
<tr>
<td>EWR</td>
<td>WAGE EPA</td>
</tr>
<tr>
<td>PBD</td>
<td>BID</td>
</tr>
<tr>
<td>PEP</td>
<td>EXEMPT PURCHASE</td>
</tr>
<tr>
<td>PIP</td>
<td>INVOICE PROBLEM</td>
</tr>
<tr>
<td>PLP</td>
<td>LIMITED PURCHASE</td>
</tr>
<tr>
<td>PPO</td>
<td>PURCH. ORDER</td>
</tr>
<tr>
<td>PRQ</td>
<td>REQUISITION</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Dept Rt</td>
<td>In department routing (not FYA/FRA)</td>
</tr>
<tr>
<td>FYA/FRA Rt</td>
<td>For Your Approval routing (in department routing but not through path)</td>
</tr>
<tr>
<td>Rejected</td>
<td>Document rejected</td>
</tr>
<tr>
<td>Recalled</td>
<td>Document recalled</td>
</tr>
<tr>
<td>In Proc Rt</td>
<td>In Processing routing</td>
</tr>
<tr>
<td>In Exec Rt</td>
<td>In Executive routing</td>
</tr>
<tr>
<td>Held User</td>
<td>Routing placed on HOLD by a user</td>
</tr>
<tr>
<td>Final</td>
<td>Finished routing</td>
</tr>
</tbody>
</table>
Basic Approver’s Process (cont’d)

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:

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

<table>
<thead>
<tr>
<th>Sel</th>
<th>Document ID</th>
<th>N</th>
<th>Doc Summary</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PRQSAR000013</td>
<td>* COPIER RENTAL FOR 4-1-00 THROUGH 8- FYA/Approve FYA/FRA Rt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>PIPAML400008</td>
<td>* COFFEE</td>
<td>Notify</td>
<td>Final</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PLPSAL000075</td>
<td>MAHOGANY DESK</td>
<td>Revise</td>
<td>Rejected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRQSAR100001</td>
<td>* COMPUTER MONITOR FOR MAY MOON</td>
<td>Notify</td>
<td>Rejected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRQSAR100004</td>
<td>RENTAL OF XEROX COPIER 1090 FOR 9/1 Ntfy/Signed In Proc Rt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRQSAR100006</td>
<td>COMPUTER MONITOR FOR MAY MOON</td>
<td>Ntfy/Signed In Proc Rt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** End of List 12 Document(S) Found ***

Type an “X” and press <ENTER> to view the PIP
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**.
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.

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.
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)

<table>
<thead>
<tr>
<th>Sel Document ID</th>
<th>Doc Summary</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRQSAR000013</td>
<td>* COPIER RENTAL FOR 4-1-00 THROUGH 8- FYA/Approve FYA/FRA Rt</td>
<td>Approve</td>
<td>FYA/FRA Rt</td>
</tr>
<tr>
<td>PLPML400008</td>
<td>* COFFEE</td>
<td>Revise</td>
<td>Rejected</td>
</tr>
<tr>
<td>PRQSAR000009</td>
<td>* FURNITURE FOR MY OFFICE</td>
<td>Notify</td>
<td>Final</td>
</tr>
<tr>
<td>PRQSAR000019</td>
<td>* RENTAL OF XEROX 1090</td>
<td>Notify</td>
<td>Recalled</td>
</tr>
<tr>
<td>PRQSAR000024</td>
<td>* FURNITURE FOR JEREMY JONES</td>
<td>Notify</td>
<td>Final</td>
</tr>
<tr>
<td>PRQSAR000030</td>
<td>* DR. SAM SMITH’S OBITAL SHAKER &amp; TI</td>
<td>Notify</td>
<td>Final</td>
</tr>
<tr>
<td>PLPSL000075</td>
<td>* MANHOGANY DESK</td>
<td>Notify</td>
<td>Recalled</td>
</tr>
<tr>
<td>PRQSAR100001</td>
<td>* COMPUTER MONITOR FOR JON JONES</td>
<td>Notify</td>
<td>Rejected</td>
</tr>
<tr>
<td>PRQSAR100004</td>
<td>RENTAL OF XEROX COPIER 1090 FOR 9/1</td>
<td>Notify</td>
<td>In Proc Rt</td>
</tr>
</tbody>
</table>

*** End of List 12 Document(S) Found ***

### Screen 910 - Document In-Box (Panel 2)

<table>
<thead>
<tr>
<th>Sel Document ID</th>
<th>FY</th>
<th>Submitted by</th>
<th>Submitted</th>
<th>Arrived</th>
<th>CC</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLPML400008</td>
<td>2004</td>
<td>MILLER, MYRA M</td>
<td>11/13/2006</td>
<td>09/02/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRQSAR000009</td>
<td>2000</td>
<td>MILLER, MYRA M</td>
<td>03/27/2000</td>
<td>04/18/2000</td>
<td>SA</td>
<td></td>
</tr>
<tr>
<td>PRQSAR000019</td>
<td>2000</td>
<td>MILLER, MYRA M</td>
<td>03/27/2000</td>
<td>03/28/2000</td>
<td>SA</td>
<td></td>
</tr>
<tr>
<td>PRQSAR000024</td>
<td>2000</td>
<td>MILLER, MYRA M</td>
<td>03/27/2000</td>
<td>04/03/2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRQSAR000024</td>
<td>2000</td>
<td>MILLER, MYRA M</td>
<td>03/27/2000</td>
<td>11/06/2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRQSAR000030</td>
<td>2000</td>
<td>MILLER, MYRA M</td>
<td>03/28/2000</td>
<td>06/23/2008</td>
<td>SA</td>
<td></td>
</tr>
<tr>
<td>PLPSL000075</td>
<td>2000</td>
<td>MILLER, MYRA M</td>
<td>03/28/2000</td>
<td>03/28/2000</td>
<td>SA</td>
<td></td>
</tr>
<tr>
<td>PRQSAR100001</td>
<td>2001</td>
<td>MILLER, MYRA M</td>
<td>11/21/2000</td>
<td>04/03/2003</td>
<td>SA</td>
<td></td>
</tr>
<tr>
<td>PRQSAR100004</td>
<td>2001</td>
<td>MILLER, MYRA M</td>
<td>11/21/2000</td>
<td>06/23/2008</td>
<td>SA</td>
<td></td>
</tr>
<tr>
<td>PRQSAR100006</td>
<td>2001</td>
<td>MILLER, MYRA M</td>
<td>11/21/2000</td>
<td>06/23/2008</td>
<td>SA</td>
<td></td>
</tr>
</tbody>
</table>

*** End of List 12 Document(S) Found ***
Screen 910 - Document In-Box (Panel 3)

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>.

Document-Box Process
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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document</td>
<td>12 characters/digits&lt;br&gt;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*).</td>
</tr>
<tr>
<td>Office</td>
<td>10 characters&lt;br&gt;Enter the title of the electronic office for the documents awaiting action. Must be used in conjunction with the <em>Desk</em> field.</td>
</tr>
<tr>
<td>Desk</td>
<td>10 characters&lt;br&gt;Type the name of the desk where the documents are awaiting action. Must be used in conjunction with the <em>Office</em> field.</td>
</tr>
<tr>
<td>Approvals Only</td>
<td>1 character&lt;br&gt;Indicate whether or not (“Y” or “N”) to display only items that need to be approved.</td>
</tr>
</tbody>
</table>

**Screen Information**

<table>
<thead>
<tr>
<th>Panel 1</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sel</td>
<td>1 character&lt;br&gt;Type an “X” in this field and press <strong>PF8</strong> to select a document for further review.</td>
</tr>
<tr>
<td>Document ID</td>
<td>12 characters/digits&lt;br&gt;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).</td>
</tr>
</tbody>
</table>
Screen 910 – Document In-Box (cont’d)

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.
Screen 910 – Document In-Box (cont’d)

**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**
Discards selected document(s) from the In-Box.

**PF7 RHist**
Displays the routing history of the document and shows who has seen it.

**PF8 Sel**
Displays the Routing Document Information pop-up window for the document(s) you have selected.

**PF9 All**
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 – Document In-Box (cont’d)

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.
Screen 910 – Document In-Box (cont’d)

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 Cover Sheet Pop-Up Window  
Used to exit current Cover Sheet pop-up window and return to Screen 910.

PF5  
Next Document  
Used to view the next document selected.

PF6  
Document Summary  
View the document summary information.

PF7  
Routing History  
Displays the routing history of the document to track where a document is in the routing process.

PF8  
Audit Information  
Shows the audit trail of who created or modified the document.

PF9  
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  
Document Header Extended Information  
Displays the document header extended information for the document.

PF11  
Line Items  
Shows information about the line items on the document.

PF12  
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.

<table>
<thead>
<tr>
<th>Screen 911 - Document In-Box by Name (Panel 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Name: ____________________ Document: ____________</td>
</tr>
<tr>
<td>Sel Document ID N Doc Summary Action Status</td>
</tr>
<tr>
<td>EBRSA0001911 EBR: Janice Jones PIN: Sxxxx3 Ntfy/Signed In Proc Rt</td>
</tr>
<tr>
<td>PLPSAL400089 * OFFICE SUPPLIES Ntfy/Final Final</td>
</tr>
<tr>
<td>PRQSB400022 CPU Ntfy/Final Final</td>
</tr>
<tr>
<td>PLPSAL400090 PEMP Ntfy/Final Final</td>
</tr>
<tr>
<td>EWRSA0001915 EWR: Roger Reese - Wage Position Ntfy/Signed In Proc Rt</td>
</tr>
<tr>
<td>EBRSA0001917 EBR: Vacant PIN: Sxxxx6 Ntfy/Final Final</td>
</tr>
</tbody>
</table>

*This is Linda’s In-Box*

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

*** End of List 6 Document(S) Found ***
Screen 911 – Document In-Box by Name (Panel 2)

<table>
<thead>
<tr>
<th>Sel Document ID</th>
<th>FY</th>
<th>Submitted by</th>
<th>Submitted</th>
<th>Arrived</th>
<th>CC</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLPSAL400089</td>
<td>2004</td>
<td>LAWRENCE, LINDA L</td>
<td>09/21/2004</td>
<td>06/23/2008</td>
<td>SA</td>
<td></td>
</tr>
<tr>
<td>PROQ540022</td>
<td>2004</td>
<td>LAWRENCE, LINDA L</td>
<td>09/21/2004</td>
<td>06/24/2005</td>
<td>SA</td>
<td></td>
</tr>
</tbody>
</table>

*** End of List 6 Document(S) Found ***

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

<table>
<thead>
<tr>
<th>Sel Document ID</th>
<th>Office</th>
<th>Desk</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBRSA0001911</td>
<td>PAYROLLWS</td>
<td>BUDGET-1</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>PLPSAL400089</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROQ540022</td>
<td>PURCHASING</td>
<td>CENTRALDSK</td>
<td>SERS</td>
</tr>
<tr>
<td>PLPSAL400090</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EBRSA0001915</td>
<td>PAYROLLWS</td>
<td>BUDGET-1</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>EBRSA0001917</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** End of List 6 Document(S) Found ***

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

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

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 Cover Sheet Pop-Up Window**
Exit
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**
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.
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)

<table>
<thead>
<tr>
<th>Sel</th>
<th>Document ID</th>
<th>Doc Summary</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>PLPAML400006</td>
<td>* CANDY FOR HALLOWEEN</td>
<td>Final</td>
<td>Discarded</td>
</tr>
<tr>
<td>_</td>
<td>PLPAML400008</td>
<td>* COFFEE</td>
<td>Rejected</td>
<td>Submitted</td>
</tr>
<tr>
<td>_</td>
<td>PLPAML400006</td>
<td>* CANDY FOR HALLOWEEN</td>
<td>Final</td>
<td>Submitted</td>
</tr>
<tr>
<td>_</td>
<td>PBDAMB000003</td>
<td>FURNITURE FOR BUYERS</td>
<td>Cancelled</td>
<td>Discard/Cncl</td>
</tr>
<tr>
<td>_</td>
<td>PLPSAL000032</td>
<td>NET DIALOG</td>
<td>Final(CO)</td>
<td>Deleted</td>
</tr>
<tr>
<td>_</td>
<td>PLPAML100143</td>
<td>* OFFICE FURNITURE</td>
<td>Cancelled</td>
<td>Discard/Cncl</td>
</tr>
<tr>
<td>_</td>
<td>PLPSAL000030</td>
<td>LEATHER CHAIR</td>
<td>In Dept Rt</td>
<td>Approved</td>
</tr>
<tr>
<td>_</td>
<td>PRQSAR100004</td>
<td>RENTAL OF XEROX COPIER 1090</td>
<td>In Proc Rt</td>
<td>Approved</td>
</tr>
</tbody>
</table>

*** End of List 10 Document(S) Found ***

Screen 912 - Document Out-Box (Panel 2)

<table>
<thead>
<tr>
<th>Sel</th>
<th>Document ID</th>
<th>Action Date/Time</th>
<th>Form Name</th>
<th>FY</th>
<th>Submitted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>PLPAML400006</td>
<td>06/07/2007 11:19</td>
<td>LIMITED PRCH</td>
<td>2004</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>_</td>
<td>PLPAML400006</td>
<td>11/13/2006 15:01</td>
<td>LIMITED PRCH</td>
<td>2004</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>_</td>
<td>PLPAML400006</td>
<td>11/13/2006 15:01</td>
<td>LIMITED PRCH</td>
<td>2004</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>_</td>
<td>PBDAMB000003</td>
<td>03/04/2004 14:53</td>
<td>BID</td>
<td>2000</td>
<td>YEATS, YOLANDA Y</td>
</tr>
<tr>
<td>_</td>
<td>PLPSAL000032</td>
<td>01/13/2004 17:04</td>
<td>LIMITED PURC</td>
<td>2000</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>_</td>
<td>PLPSAL000032</td>
<td>01/13/2004 17:04</td>
<td>LIMITED PURC</td>
<td>2000</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>_</td>
<td>PLPSAL000032</td>
<td>07/13/2003 00:00</td>
<td>LIMITED PURC</td>
<td>2000</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>_</td>
<td>PLPAML100143</td>
<td>12/08/2000 14:11</td>
<td>LIMITED PRCH</td>
<td>2001</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>_</td>
<td>PRQSAR100006</td>
<td>11/21/2000 15:52</td>
<td>REQUISITION</td>
<td>2001</td>
<td>CARSON, CARLA C</td>
</tr>
</tbody>
</table>

*** End of List 10 Document(S) Found ***
Screen 912 – Document Out-Box (cont’d)

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:** 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:** 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:** 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.
Screen 912 – Document Out-Box (cont’d)

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

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

PF9 Routing Notes
Notes
Displays routing notes on the document.
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)**

<table>
<thead>
<tr>
<th>Sel</th>
<th>Document ID</th>
<th>Doc Summary</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PPO01P810067</td>
<td>2-2982 UPGRADE OF CUP &amp; SUP(MATERI</td>
<td>Final</td>
<td>Discarded</td>
</tr>
<tr>
<td></td>
<td>PPO01P810066</td>
<td>2-2962 LAB ANIMAL RES. &amp; RESEARCH</td>
<td>Final</td>
<td>Discarded</td>
</tr>
<tr>
<td></td>
<td>PPO01P810065</td>
<td>4-2938 NEW DINING HALL (HIPOT TEST</td>
<td>Final</td>
<td>Discarded</td>
</tr>
<tr>
<td></td>
<td>PPO01P810080</td>
<td>MEMORY</td>
<td>Final</td>
<td>Discarded</td>
</tr>
<tr>
<td></td>
<td>PPO01P810078</td>
<td>GENC - DELL OPTIPLEX 755 FOR SREO</td>
<td>Final</td>
<td>Discarded</td>
</tr>
<tr>
<td></td>
<td>PRQ01R810072</td>
<td>* MEMORY</td>
<td>Final</td>
<td>Transfer</td>
</tr>
<tr>
<td></td>
<td>PPO01P810080</td>
<td>MEMORY</td>
<td>Final</td>
<td>Approved/YP</td>
</tr>
<tr>
<td></td>
<td>PRQ01R810062</td>
<td>* GENC - DELL OPTIPLEX 755 FOR SREO</td>
<td>Final</td>
<td>Transfer</td>
</tr>
<tr>
<td></td>
<td>PPO01P810078</td>
<td>GENC - DELL OPTIPLEX 755 FOR SREO</td>
<td>Final</td>
<td>Approved/YP</td>
</tr>
<tr>
<td></td>
<td>PRQ01R810079</td>
<td>* 2-2982 UPGRADE OF CUP &amp; SUP(MATERI</td>
<td>Final</td>
<td>Transfer</td>
</tr>
<tr>
<td></td>
<td>PPO01P810067</td>
<td>2-2982 UPGRADE OF CUP &amp; SUP(MATERI</td>
<td>Final</td>
<td>Discarded</td>
</tr>
<tr>
<td></td>
<td>PRQ01R810078</td>
<td>2-2962 LAB ANIMAL RES. &amp; RESEARCH</td>
<td>Final</td>
<td>Discarded</td>
</tr>
</tbody>
</table>

*** Press ENTER To View More Documents ***

---

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

<table>
<thead>
<tr>
<th>Sel</th>
<th>Document ID</th>
<th>Action Date</th>
<th>Form Name</th>
<th>FY</th>
<th>Submitted by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PPO01P810067</td>
<td>01/15/2008 08:28</td>
<td>PURCH. ORDER</td>
<td>2008</td>
<td>BARROWS, BONNIE B</td>
</tr>
<tr>
<td></td>
<td>PPO01P810066</td>
<td>01/15/2008 08:24</td>
<td>PURCH. ORDER</td>
<td>2008</td>
<td>BARROWS, BONNIE B</td>
</tr>
<tr>
<td></td>
<td>PPO01P810065</td>
<td>01/15/2008 08:22</td>
<td>PURCH. ORDER</td>
<td>2008</td>
<td>BARROWS, BONNIE B</td>
</tr>
<tr>
<td></td>
<td>PPO01P810080</td>
<td>01/15/2008 08:22</td>
<td>PURCH. ORDER</td>
<td>2008</td>
<td>BARROWS, BONNIE B</td>
</tr>
<tr>
<td></td>
<td>PRQ01R810072</td>
<td>01/08/2008 09:44</td>
<td>PURCH. ORDER</td>
<td>2008</td>
<td>BARROWS, BONNIE B</td>
</tr>
<tr>
<td></td>
<td>PRQ01R810062</td>
<td>01/08/2008 09:44</td>
<td>PURCH. ORDER</td>
<td>2008</td>
<td>BARROWS, BONNIE B</td>
</tr>
<tr>
<td></td>
<td>PPO01P810078</td>
<td>01/08/2008 09:44</td>
<td>PURCH. ORDER</td>
<td>2008</td>
<td>BARROWS, BONNIE B</td>
</tr>
<tr>
<td></td>
<td>PRQ01R810079</td>
<td>12/18/2007 10:21</td>
<td>REQUISITIONS</td>
<td>2008</td>
<td>TOLAR, TYLER T</td>
</tr>
<tr>
<td></td>
<td>PPO01P810067</td>
<td>12/18/2007 10:21</td>
<td>PURCH. ORDER</td>
<td>2008</td>
<td>BARROWS, BONNIE B</td>
</tr>
<tr>
<td></td>
<td>PRQ01R810078</td>
<td>12/18/2007 10:11</td>
<td>REQUISITIONS</td>
<td>2008</td>
<td>TOLAR, TYLER T</td>
</tr>
</tbody>
</table>

*** Press ENTER To View More Documents ***

---
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**

**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**

**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**

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

**PF9**

**Notes**
Used to display routing notes for the selected document.
Section IV
Document History
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 (cont’d)

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

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

PF9 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

<table>
<thead>
<tr>
<th>Ln</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The following people have seen this document:</td>
</tr>
<tr>
<td>2</td>
<td>Submitted 11/16/10 13:27 WATSON, WANDA W (979-862-6667)</td>
</tr>
<tr>
<td>3</td>
<td>This document is currently in CC 02 office MAIL</td>
</tr>
<tr>
<td>4</td>
<td>on desk APPROVER - Arrival Date: 11/16/2010 13:27</td>
</tr>
<tr>
<td>5</td>
<td>Desk workers are:</td>
</tr>
<tr>
<td>6</td>
<td>LING, LONA L (979-845-5555)</td>
</tr>
<tr>
<td>7</td>
<td>MATHEWS, MELINDA M (sub) (979-845-6666)</td>
</tr>
<tr>
<td>8</td>
<td>COOK, CASEY C (sub) (979-862-3333)</td>
</tr>
<tr>
<td>9</td>
<td>*********************** POTENTIAL ROUTING PATH ***********************</td>
</tr>
</tbody>
</table>

### 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.
Screen 914 – Document Routing History (cont’d)

**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**
  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.
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

<table>
<thead>
<tr>
<th>Campus Cd</th>
<th>Office</th>
<th>Desk</th>
<th>Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>PURCHASING</td>
<td>CREATE DSK</td>
<td>PURCHASING</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>PURCHASING</td>
<td>CREATE PLP</td>
<td>PURCHASING</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>GRAPHICS</td>
<td>CREATE DSK</td>
<td>VIEW01</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>HUBS</td>
<td>CREATE DSK</td>
<td>HUBSVW</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>MAIL</td>
<td>CREATE DSK</td>
<td>MAILVW</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>LOGISTICS</td>
<td>CREATE DSK</td>
<td>LOGISTICS</td>
<td></td>
</tr>
</tbody>
</table>

**END OF RECORD LIST - 6 Record(s) Found**

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.**
### Screen 915 – Approval Profile by Name (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>10 characters&lt;br&gt;Displays the title of the office in which the person has approval authority.</td>
</tr>
<tr>
<td>Desk</td>
<td>10 characters&lt;br&gt;Identifies the name of the desk where the person has approval authority.</td>
</tr>
</tbody>
</table>
| Status     | Help 1 character<br>Indicates the approval status.  
Blank = Primary signer  
S = Substitute signer |
| View       | 10 characters<br>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

<table>
<thead>
<tr>
<th>SCN</th>
<th>L</th>
<th>T</th>
<th>Class:</th>
<th>Doc: L902503</th>
</tr>
</thead>
</table>

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:** 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:** 7 character/digits
Identifies document numbers for the class of document specified.

**Vendor Name:** 18 characters
Identifies the vendor name on the document.

**Date:** 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:** 3 characters
Displays the initials of the buyer for the document, as defined by the system.

**Amount:** 10 digits
Indicates the total dollar amount of all line items for the document.

**St:** 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**  Invoice
Used to view the invoice details.

**PF6**  Receiving
View the receiving information associated with the selected document.
<table>
<thead>
<tr>
<th>PF7</th>
<th>Audit</th>
<th>Audit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>View the audit information for the selected document.</td>
</tr>
<tr>
<td>PF8</td>
<td>Accts</td>
<td>Accounts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shows the account distribution used for the document selected.</td>
</tr>
<tr>
<td>PF9</td>
<td>PIP</td>
<td>PIP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shows the PIP documents.</td>
</tr>
<tr>
<td>PF10</td>
<td>Headr</td>
<td>Header</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shows the document header information that was entered when the document was created.</td>
</tr>
<tr>
<td>PF11</td>
<td>Items</td>
<td>Items</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lists the line item information for the document.</td>
</tr>
<tr>
<td>PF12</td>
<td>Track</td>
<td>Track</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Allows you to track the routing history of the selected document.</td>
</tr>
</tbody>
</table>
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

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: 5 characters
Identify the department for which you want to browse documents.
Screen 281 – Document Browse by Dept/SubDept (cont’d)

**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:** 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:** 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:** Help 7 character/digits
Identifies document numbers for the class of document specified.

**Buy:** Help 3 characters
Displays the initials of the buyer for the document.

**Vendor Name:** Help 18 characters
Identifies the vendor’s name.

**Date:** Help 6 digits
Indicates date the document was set up in FAMIS.

**S-Dept:** 5 characters
Identifies the sub-department on the document.

**Amount:** Help 10 digits
Shows the total dollar amount of all line items for the document.
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  
**Invoc**  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

<table>
<thead>
<tr>
<th>SCN</th>
<th>Supp</th>
<th>REQUISITION</th>
<th>L L T</th>
<th>Doc</th>
<th>Acct</th>
<th>Vendor Name</th>
<th>Date</th>
<th>User Ref</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>_R</td>
<td>R700242</td>
<td>00000</td>
<td>07/10/06</td>
<td>270300-07062</td>
<td>81.00</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_R</td>
<td>R700582</td>
<td>00000</td>
<td>09/13/06</td>
<td>270300-07106</td>
<td>201,770.84</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_R</td>
<td>R701396</td>
<td>00000</td>
<td>11/17/06</td>
<td>270300-07252</td>
<td>01/19/07</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_R</td>
<td>R701975</td>
<td>00000</td>
<td>03/22/06</td>
<td>270300-07392</td>
<td>17.00</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_R</td>
<td>R704133</td>
<td>00000</td>
<td>06/20/07</td>
<td>270300-07739</td>
<td>458,543.00</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Action Line</th>
<th>Class: [? Help] 1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identify the class of document to be displayed.</td>
</tr>
<tr>
<td>Acct:</td>
<td>11 digits</td>
</tr>
<tr>
<td></td>
<td>Enter the account number for the documents to be displayed.</td>
</tr>
</tbody>
</table>

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

Hmenu Help EHelp Invc Recv Audit Accts PIP Headr Items Track
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:  

Represent 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 Invoice  
Used to view the invoice details.

PF6 Receive  
View the receiving information associated with the selected document.

PF7 Audit Information  
View the audit information for the selected document.

PF8 Accounts  
Shows the account distribution used for the document selected.

PF9 PIP  
Shows the PIP documents.

PF10 Header  
Shows the document header information that was entered when the document was created.

PF11 Items  
Lists the line item information for the document.

PF12 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

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>User Ref.: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include:</td>
<td>Only Class:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S C</th>
<th>L T</th>
<th>User Ref</th>
<th>Doc</th>
<th>Vendor Name</th>
<th>Date</th>
<th>Buy</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>_</td>
<td>000000-0</td>
<td>A421993 RENTAL SERVICE C</td>
<td>03/08/04</td>
<td>108.02</td>
<td>CO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>000000-00</td>
<td>B300120 DJM</td>
<td>07/08/02</td>
<td>35.00</td>
<td>PRT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>000000-00</td>
<td>B300606 PKP</td>
<td>02/25/03</td>
<td>45.00</td>
<td>TR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>000000-00</td>
<td>B300879 CBP</td>
<td>08/01/03</td>
<td>1.00</td>
<td>TR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>000000-00</td>
<td>B400125 DJM</td>
<td>08/01/03</td>
<td>2.00</td>
<td>TR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>000000-00</td>
<td>B400335 PKP</td>
<td>12/01/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>000000-00</td>
<td>B800273 TMS</td>
<td>11/14/07</td>
<td>28.00</td>
<td>PRT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>000000-00</td>
<td>L215971 CARLA C CROWE</td>
<td>10/23/01</td>
<td></td>
<td>DL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>000000-00</td>
<td>M100143 SILIN GRAPHICS</td>
<td>08/26/00</td>
<td></td>
<td>PRT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>000000-00</td>
<td>M300275 ARDIN MATERIAL</td>
<td>11/12/02</td>
<td>1.00</td>
<td>TR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>000000-00</td>
<td>M300276 ARDIN MATERIAL</td>
<td>11/12/02</td>
<td></td>
<td>PRT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>000000-00</td>
<td>M300277 CONTRACT RESOURC</td>
<td>11/12/02</td>
<td>1.00</td>
<td>TR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>000000-00</td>
<td>M300278 CONTRACT RESOURC</td>
<td>11/12/02</td>
<td></td>
<td>PRT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More Entries - Press <Enter> to continue

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

<table>
<thead>
<tr>
<th>User Ref:</th>
<th>14 digits/characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the user reference number to be displayed at the top of the list.</td>
<td></td>
</tr>
</tbody>
</table>

Include: | ? Help 1 character |
| Only Class: | Enter the class of document to be displayed. |

Approvers User Manual Page VI-12
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**
Invoice
Used to view the invoice details.

**PF6**
Receive
View the receiving information associated with the selected document.

**PF7**
Audit Information
View the audit information for the selected document.
### Screen 284 – Document Browse by User Reference (cont’d)

<table>
<thead>
<tr>
<th>PF8 Accts</th>
<th>Accounts</th>
<th>Shows the account distribution used for the document selected.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF9 PIP</td>
<td>PIP</td>
<td>Shows the PIP documents.</td>
</tr>
<tr>
<td>PF10 Headr</td>
<td>Header</td>
<td>Shows the document header information that was entered when the document was created.</td>
</tr>
<tr>
<td>PF11 Items</td>
<td>Items</td>
<td>Lists the line item information for the document.</td>
</tr>
<tr>
<td>PF12 Track</td>
<td>Track</td>
<td>Allows you to track the routing history of the selected document.</td>
</tr>
</tbody>
</table>
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

```
<table>
<thead>
<tr>
<th>SCN</th>
<th>Doc</th>
<th>C Dept</th>
<th>Doc Summary</th>
<th>Buy Date</th>
<th>User Ref</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>A624467 D CHEM SUPPLIES -</td>
<td>04/19/06</td>
<td>456369-00000</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>L800450 D CHEM COLOR PRINT</td>
<td>09/04/07</td>
<td>246237-03000</td>
<td>IP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>L837862 D CHEM STAPLES-CHE</td>
<td>01/25/08</td>
<td>225360-23708</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>L900002 D LIBR MAINTENAN</td>
<td>08/05/08</td>
<td>289010-17000</td>
<td>1652.88 CL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Z417859 D PRCN MAINTENANCE</td>
<td>07/28/04</td>
<td>270010-1084</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Z417864 D PRCN MAINTENANCE</td>
<td>07/28/04</td>
<td>270010-2030</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

### 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

<table>
<thead>
<tr>
<th>Action Line</th>
<th>Vendor:</th>
<th>Class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 digits</td>
<td>Help</td>
<td>1 character</td>
</tr>
</tbody>
</table>

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

Hmenu Help EHelp       Invc  Recv  Audit Accts FIP   Headr Items Track
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.
**St:**

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**

*Invoice*

Used to view the invoice details.

**PF6**

*Receiving*

View the receiving information associated with the selected document.

**PF7**

*Audit Information*

View the audit information for the selected document.

**PF8**

*Accounts*

Shows the account distribution used for the document selected.

**PF9**

*PIP*

Shows the PIP documents.

**PF10**

*Header*

Shows the document header information that was entered when the document was created.

**PF11**

*Items*

Lists the line item information for the document.

**PF12**

*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

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
### Additional Functions

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PF5</strong></td>
<td>Invoice</td>
</tr>
<tr>
<td><strong>InvC</strong></td>
<td>Used to view the invoice details.</td>
</tr>
<tr>
<td><strong>PF6</strong></td>
<td>Receiving</td>
</tr>
<tr>
<td><strong>Recv</strong></td>
<td>View the receiving information associated with the selected document.</td>
</tr>
<tr>
<td><strong>PF7</strong></td>
<td>Audit Information</td>
</tr>
<tr>
<td><strong>Audit</strong></td>
<td>View the audit information for the selected document.</td>
</tr>
<tr>
<td><strong>PF8</strong></td>
<td>Accounts</td>
</tr>
<tr>
<td><strong>Accts</strong></td>
<td>Shows the account distribution used for the document selected.</td>
</tr>
<tr>
<td><strong>PF9</strong></td>
<td>PIP</td>
</tr>
<tr>
<td><strong>PIp</strong></td>
<td>Shows the PIP documents.</td>
</tr>
<tr>
<td><strong>PF10</strong></td>
<td>Header</td>
</tr>
<tr>
<td><strong>Headr</strong></td>
<td>Shows the document header information that was entered when the document was created.</td>
</tr>
<tr>
<td><strong>PF11</strong></td>
<td>Items</td>
</tr>
<tr>
<td><strong>Items</strong></td>
<td>Lists the line item information for the document.</td>
</tr>
<tr>
<td><strong>PF12</strong></td>
<td>Track</td>
</tr>
<tr>
<td><strong>Track</strong></td>
<td>Allows you to track the routing history of the selected document.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>S C N St Ord.</th>
<th>L L T Number</th>
<th>Doc</th>
<th>Vendor Name</th>
<th>Date</th>
<th>User Ref</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>P 287115 P000131 FTT SCIENTIFIC INC 05/00 241801-5316</td>
<td>06/06 289010-25000</td>
<td>2,868.00</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P 287115 P000141 FTT SCIENTIFIC INC 07/00 241801-5316</td>
<td>07/04 300540-19000</td>
<td>18,523.12</td>
<td>PRT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P 287115 P000151 MINERVA CORP 06/06 289010-25000</td>
<td>07/04 149015-00000</td>
<td>2,868.00</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P 287115 P000161 MINERVA CORPORATION 07/06 289010-25000</td>
<td>07/04 149015-00000</td>
<td>3,360.00</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P 287115 P000171 MINERVA CORPORATION 07/06 289010-25000</td>
<td>08/08 132512-8032</td>
<td>8,641.44</td>
<td>PRT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P 287115 P000181 KOLE BUSINESS MA 07/00 133007-0001</td>
<td>07/01 133007-0001</td>
<td>2,491.00</td>
<td>CL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P 287115 P000191 PISTON BOWES MAILI 08/02 158061-0078</td>
<td>08/02 158061-0078</td>
<td>1,982.28</td>
<td>PRT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P 287115 P000201 KALE MINTING BUS 08/08 289010-25000</td>
<td>08/08 289010-25000</td>
<td>1,188.00</td>
<td>PRT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P 287115 P000211 KALE MINTING BUS 08/08 289010-25000</td>
<td>08/08 289010-25000</td>
<td>576.00</td>
<td>PRT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P 287115 P000221 KALE MINTING BUS 08/08 289010-25000</td>
<td>08/08 289010-25000</td>
<td>2,520.00</td>
<td>PRT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More Entries - Press <Enter> to continue

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.
Screen 287 – Document Browse by State Order Number (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**  
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**  
Lists the line item information for the document.

**PF12**  
**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)**

```
Screen: ___  Doc: P600465  Number of Desc Lines: 5_  Page: 1 OF 5

VENDOR:
AMERICAN SW MERCANTILE INC DBA ABCO WHOLESAL
P O BOX 88888
AUSTIN, TX  78706

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

CONFIRMATION:  DO NOT DUPLICATE
M600187
```

---

**Screen 288 - Document Summary (Page 2)**

```
Screen: ___  Doc: P600465  Number of Desc Lines: 5_  Page: 2 OF 5

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

---
### Screen 288 - Document Summary (Page 3)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UOM</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>White paper grocery bags</td>
<td>200.00</td>
<td>BAL</td>
<td>10.60</td>
<td>2,120.00</td>
</tr>
<tr>
<td></td>
<td>pack: 500 per bale</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>size: #8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>White paper grocery bags</td>
<td>70.00</td>
<td>BAL</td>
<td>17.23</td>
<td>1,206.10</td>
</tr>
<tr>
<td></td>
<td>pack: 500 per bale</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>size: #10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 3,326.10

>> Account Distribution <<

02 2006 300210-00000-4015  FOOD SERVICES  
Account Total: 3,326.10

### Screen 288 - Document Summary (Page 4)

**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

### Screen 288 - Document Summary (Page 5)

**Bidding Vendor** | **Vendor Contact** | **Bid Amount**
-------------------|-------------------|----------------
ABCO WHOLESALE    | ZOE ZILLER        | 13649.00
BBW & KEITH FOODS | CANDY CARTER      | 15951.00
F N SUPPLY CO      | F.P. FIELDS       | 62040.00

**REASON FOR AWARD TO OTHER THAN LOW BIDDER:**

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Screen 288 – Document Summary (cont’d)

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>> Additional information for document summary if available.
OR
<<Sub Text>>
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<<
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.
Screen 288 – Document Summary (cont’d)

**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.
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)

Document Inquiry

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)
Screen 278 - Document Inquiry (Panel 3)

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:** 4 digits
Indicates fiscal year in which the document is processed.

**Doc Amt:** 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:** 2 characters
Indicates the status of the document. For example: In Process (IP), Closed (CL), Deleted (DL), and Completed (CO).

**Amt Inv:** 15 digits
Shows the total dollar amount invoiced for document.

**Doc Date:** 8 digits
Identifies date the document was processed by the system.

**Route St:** 2 characters
Displays a purchasing document’s status in the Routing and Approval System.

**Amt Vchr:**
15 digits
Shows the total dollar amount vouched.

**Class:** 1 character
Identifies the class code of the document.

**Oth A/P Src:**
2 characters
Shows any additional accounts payable source.

**Inv Forced:** 1 character
“Y” indicates an invoice has been forced for the document selected.

**Category:** 2 characters
Defines the accounting and receiving category of the document.

**USAS Doc Type:** 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)

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

### Panel 2

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Received:</strong></td>
<td>PF2 Help 10 digits&lt;br&gt;Shows the quantity of items received.</td>
</tr>
<tr>
<td><strong>Date Recvd:</strong></td>
<td>PF2 Help 8 digits&lt;br&gt;Identifies the date the line item was received.</td>
</tr>
<tr>
<td><strong>Invoiced:</strong></td>
<td>PF2 Help 10 digits&lt;br&gt;Displays the quantity of items invoiced.</td>
</tr>
</tbody>
</table>
### Screen 278 – Document Inquiry (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>PF KEYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Invcd</td>
<td>Displays the date the line item was invoiced.</td>
<td>PF2 Help 8 digits</td>
</tr>
<tr>
<td>Matched</td>
<td>Indicates the quantity of matched items.</td>
<td>PF2 Help 10 digits</td>
</tr>
<tr>
<td>Date Mtchd</td>
<td>Shows date the line item was matched.</td>
<td>PF2 Help 8 digits</td>
</tr>
<tr>
<td>Panel 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inv Uom</td>
<td>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.</td>
<td>PF2 Help 4 characters</td>
</tr>
<tr>
<td>Paid Quantity</td>
<td>Shows the quantity paid.</td>
<td>10 digits</td>
</tr>
<tr>
<td>Paid Amount</td>
<td>Shows the amount paid.</td>
<td>10 digits</td>
</tr>
<tr>
<td>Remaining Balance</td>
<td>Identifies the remaining amount to be paid.</td>
<td>10 digits</td>
</tr>
</tbody>
</table>

**Additional Information**

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

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 - Document Line Item Inquiry**

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Document: P700015</th>
<th>Item: 1.0__ of 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: 1vvvvvvv2</td>
<td>XERON CORPORATION</td>
<td></td>
</tr>
<tr>
<td>User Ref: 270300-07031</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Qty: 29.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Unit Price: 892.2500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Discount:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Ext Price: 25875.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Proc Cd:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commodity Code: 93955</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Account: 270300-70000-5536</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Desc: Maintenance, Basic, meeting the following specifications:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TIBH Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete Flag:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freeze Flag:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital/Inv Flag:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Screen 279 – PF7 Invoice Detail**

<table>
<thead>
<tr>
<th>Invoice Nbr</th>
<th>Vch Nbr</th>
<th>St</th>
<th>St Inv Date</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>800502657</td>
<td>5126132</td>
<td>CO</td>
<td>MS 05/21/08</td>
<td>1.00</td>
<td>892.2500</td>
<td>892.25</td>
</tr>
<tr>
<td>800504773</td>
<td>5141702</td>
<td>CO</td>
<td>MS 06/20/08</td>
<td>1.00</td>
<td>892.2500</td>
<td>892.25</td>
</tr>
<tr>
<td>800506924</td>
<td>5151502</td>
<td>CO</td>
<td>MS 07/20/08</td>
<td>1.00</td>
<td>892.2500</td>
<td>892.25</td>
</tr>
<tr>
<td>800509072</td>
<td>5164170</td>
<td>CO</td>
<td>MS 08/21/08</td>
<td>1.00</td>
<td>892.2500</td>
<td>892.25</td>
</tr>
<tr>
<td>800511222</td>
<td>1010787</td>
<td>CO</td>
<td>MS 09/21/08</td>
<td>1.00</td>
<td>892.2500</td>
<td>892.25</td>
</tr>
<tr>
<td>800513373</td>
<td>1025190</td>
<td>CO</td>
<td>MS 10/19/08</td>
<td>1.00</td>
<td>892.2500</td>
<td>892.25</td>
</tr>
<tr>
<td>800515494</td>
<td>1041140</td>
<td>CO</td>
<td>MS 11/21/08</td>
<td>1.00</td>
<td>892.2500</td>
<td>892.25</td>
</tr>
<tr>
<td>800517622</td>
<td>1054724</td>
<td>CO</td>
<td>MS 12/21/08</td>
<td>1.00</td>
<td>892.2500</td>
<td>892.25</td>
</tr>
<tr>
<td>800519764</td>
<td>1069665</td>
<td>CO</td>
<td>MS 01/21/09</td>
<td>1.00</td>
<td>892.2500</td>
<td>892.25</td>
</tr>
</tbody>
</table>

**Inv Totals**

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** Invoice Detail
Displays detailed invoice information about the document.

**PF8** Accounts
Identifies the accounts used to pay for the item.

**PF11** 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

<table>
<thead>
<tr>
<th>C</th>
<th>Doc</th>
<th>Item</th>
<th>To Cls</th>
<th>To Document</th>
<th>Item</th>
<th>Action</th>
<th>Action Date</th>
<th>Action Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>R100005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CREATE</td>
<td>03/20/00</td>
<td>12:34</td>
<td>KxxxxL</td>
</tr>
<tr>
<td>R</td>
<td>R100005</td>
<td>1.0</td>
<td>P</td>
<td>P100001</td>
<td>1.0</td>
<td>CLOSED</td>
<td>03/20/00</td>
<td>12:38</td>
<td>KxxxxL</td>
</tr>
<tr>
<td>R</td>
<td>R100006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CREATE</td>
<td>03/20/00</td>
<td>12:42</td>
<td>KxxxxL</td>
</tr>
<tr>
<td>R</td>
<td>R100006</td>
<td>1.0</td>
<td>M</td>
<td>M100002</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>03/23/00</td>
<td>08:51</td>
<td>MxxxxxP</td>
</tr>
<tr>
<td>R</td>
<td>R100007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CREATE</td>
<td>03/20/00</td>
<td>12:48</td>
<td>KxxxxL</td>
</tr>
<tr>
<td>R</td>
<td>R100007</td>
<td>0.1</td>
<td></td>
<td></td>
<td></td>
<td>DELETE</td>
<td>03/20/00</td>
<td>12:48</td>
<td>KxxxxxL</td>
</tr>
<tr>
<td>R</td>
<td>R100007</td>
<td>1.0</td>
<td></td>
<td></td>
<td></td>
<td>DELETE</td>
<td>03/20/00</td>
<td>12:48</td>
<td>KxxxxxL</td>
</tr>
<tr>
<td>R</td>
<td>R100007</td>
<td>2.0</td>
<td></td>
<td></td>
<td></td>
<td>DELETE</td>
<td>03/20/00</td>
<td>12:48</td>
<td>KxxxxxL</td>
</tr>
<tr>
<td>R</td>
<td>R100007</td>
<td>3.0</td>
<td></td>
<td></td>
<td></td>
<td>DELETE</td>
<td>03/20/00</td>
<td>12:48</td>
<td>KxxxxxL</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>C</th>
<th>To Document</th>
<th>From Document</th>
<th>From Item</th>
<th>Action</th>
<th>Date</th>
<th>Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>P004591</td>
<td>B100107</td>
<td>0.1</td>
<td>TRNSFR</td>
<td>08/22/00</td>
<td>09:50</td>
<td>MxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P004591</td>
<td>B100107</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>08/22/00</td>
<td>09:50</td>
<td>MxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P004591</td>
<td>B100107</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>08/22/00</td>
<td>09:50</td>
<td>MxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P004591</td>
<td>B100107</td>
<td>3.0</td>
<td>TRNSFR</td>
<td>08/22/00</td>
<td>09:50</td>
<td>MxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P004591</td>
<td>B100107</td>
<td>4.0</td>
<td>TRNSFR</td>
<td>08/22/00</td>
<td>09:50</td>
<td>MxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P004591</td>
<td>B100107</td>
<td>5.0</td>
<td>TRNSFR</td>
<td>08/22/00</td>
<td>09:50</td>
<td>MxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P004667</td>
<td>R100312</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>08/26/00</td>
<td>08:18</td>
<td>KxxxxN</td>
</tr>
<tr>
<td>P</td>
<td>P004667</td>
<td>R100312</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>08/26/00</td>
<td>08:18</td>
<td>KxxxxN</td>
</tr>
<tr>
<td>P</td>
<td>P004667</td>
<td>R100312</td>
<td>3.0</td>
<td>TRNSFR</td>
<td>08/26/00</td>
<td>08:18</td>
<td>KxxxxN</td>
</tr>
<tr>
<td>P</td>
<td>P004667</td>
<td>R100312</td>
<td>4.0</td>
<td>TRNSFR</td>
<td>08/26/00</td>
<td>08:18</td>
<td>KxxxxN</td>
</tr>
<tr>
<td>P</td>
<td>P004689</td>
<td>P100234</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>08/28/00</td>
<td>19:57</td>
<td>KxxxxX</td>
</tr>
<tr>
<td>P</td>
<td>P004689</td>
<td>P100234</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>08/28/00</td>
<td>19:57</td>
<td>KxxxxX</td>
</tr>
</tbody>
</table>

More records - Press ENTER to scroll

---

**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.

**FromCls:**
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.
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**

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

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

**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 $ (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 F_{n} 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 ( States ) 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.
Appendix – Instructions (cont’d)

**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.

| Screen: ___ Account: 032365 NAVSO, INC |
| Account Title: NAVSO, INC. ____________ | SRS: __ |
Appendix – Instructions (cont’d)

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.

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 FMRB046 and FMRB047.

Press <ENTER> to display the valid values for the field.
Appendix – Instructions (cont’d)

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

Pop-Up Window with available vendors to select
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.

---

**Appendix – Instructions (cont’d)**

---

**Screen 204 – Vendor Purchasing Add/Create**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: Vendor</td>
<td>1vvvvvvvvv0</td>
</tr>
<tr>
<td>External VID:</td>
<td>0001xxxx6</td>
</tr>
<tr>
<td>FY 2012 CC 02</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>ACCURA DATA SUPPLY INC</td>
</tr>
<tr>
<td>PIN:</td>
<td>1xxxxxxxxx6 002</td>
</tr>
<tr>
<td>Hold:</td>
<td>N</td>
</tr>
<tr>
<td>Freeze:</td>
<td>N</td>
</tr>
<tr>
<td>Delete:</td>
<td>N</td>
</tr>
<tr>
<td><strong>HUB</strong></td>
<td></td>
</tr>
<tr>
<td>Send New Setup to TINS:</td>
<td>_</td>
</tr>
<tr>
<td>Send Changes to TINS:</td>
<td>_</td>
</tr>
<tr>
<td>Fax-ID:</td>
<td>?xxxxxxx7</td>
</tr>
<tr>
<td>Address:</td>
<td>2222 W LOOP S SUITE 555</td>
</tr>
<tr>
<td>Address:</td>
<td>PO BOX 55555</td>
</tr>
<tr>
<td>City:</td>
<td>HOUSTON</td>
</tr>
<tr>
<td>City:</td>
<td>HOUSTON</td>
</tr>
<tr>
<td>State:</td>
<td>TX</td>
</tr>
<tr>
<td>State:</td>
<td>TX</td>
</tr>
<tr>
<td>Zip:</td>
<td>77027</td>
</tr>
<tr>
<td>Zip:</td>
<td>77027</td>
</tr>
<tr>
<td>Phone:</td>
<td>713-444-0000</td>
</tr>
<tr>
<td>Phone:</td>
<td>713-444-0000</td>
</tr>
<tr>
<td>Ext:</td>
<td>__</td>
</tr>
<tr>
<td>Ext:</td>
<td>__</td>
</tr>
<tr>
<td>FAX:</td>
<td>713-422-0000</td>
</tr>
<tr>
<td>FAX:</td>
<td>__</td>
</tr>
<tr>
<td>Contact:</td>
<td>ANDREA R. LOGANS</td>
</tr>
<tr>
<td>Contact:</td>
<td></td>
</tr>
<tr>
<td>Vendor Type:</td>
<td>BU</td>
</tr>
<tr>
<td>Ownership Cd:</td>
<td>T</td>
</tr>
<tr>
<td>1099:</td>
<td>_</td>
</tr>
<tr>
<td>W9 Date:</td>
<td>__</td>
</tr>
<tr>
<td>Disadv:</td>
<td>C</td>
</tr>
<tr>
<td>Ethnic Orig:</td>
<td>BLK</td>
</tr>
<tr>
<td>Gender:</td>
<td>W</td>
</tr>
<tr>
<td>TAMUS Part:</td>
<td></td>
</tr>
<tr>
<td>Bus size:</td>
<td>S</td>
</tr>
<tr>
<td>TAMUS Employee:</td>
<td>N</td>
</tr>
<tr>
<td>Ck Limit:</td>
<td>0</td>
</tr>
<tr>
<td>Retain Mths:</td>
<td>18</td>
</tr>
<tr>
<td>Established:</td>
<td>03/21/1994</td>
</tr>
<tr>
<td>By:</td>
<td>K7028Y</td>
</tr>
<tr>
<td>Modified:</td>
<td>09/07/1998</td>
</tr>
<tr>
<td>By:</td>
<td>WARD02P</td>
</tr>
</tbody>
</table>

---

*SET UP FOR DIRECT DEPOSIT*
Approvers Screens List

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)

<table>
<thead>
<tr>
<th>Page</th>
<th>Screen Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>287</td>
<td>Document Browse by State Order Number</td>
<td>VI-21</td>
</tr>
<tr>
<td></td>
<td>Provides list of documents starting with the state order number.</td>
<td></td>
</tr>
<tr>
<td>288</td>
<td>Document Summary</td>
<td>VI-24</td>
</tr>
<tr>
<td></td>
<td>Provides a snapshot of the entire document.</td>
<td></td>
</tr>
<tr>
<td>290</td>
<td>Document Tracking Inquiry</td>
<td>VI-37</td>
</tr>
<tr>
<td></td>
<td>Used to track documents through the purchasing process.</td>
<td></td>
</tr>
<tr>
<td>291</td>
<td>Document Tracking Cross Reference</td>
<td>VI-39</td>
</tr>
<tr>
<td></td>
<td>Cross reference documents and items from the source documents.</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Accts</th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays a window of all responsible accounts and their portion of the total order.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F5628 End of accounts on document</th>
</tr>
</thead>
<tbody>
<tr>
<td>P P600026 *** Account Distribution ***</td>
</tr>
<tr>
<td>CC FY Account Description Amount</td>
</tr>
<tr>
<td>AM 1996 330001-00000-4050 GIGI’S TEST ACCOUNT 48.64</td>
</tr>
<tr>
<td>AM 1996 330001-00000-4010 GIGI’S TEST ACCOUNT 11.23</td>
</tr>
<tr>
<td>Total all Accounts * 59.87</td>
</tr>
</tbody>
</table>

PF3= Back to 280 PF4=Exit PF5=BBA
**Appendix – Standard PF Keys (cont’d)**

**AdDept**

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

```
+--------------------------------------------------------------+
|               Additional Departments/SubDepartments          |
| 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 APO                                                        |
|             Name: SUMMERS, SHEREE                                   |
|           Number: 4vvvvvvvvv6                                         |
|       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.

```
+-------------------------------------------------------------+
| CC  FY       Account           Over Budget Message        |
|   -- ---- ----------------- ------------------------------  |
|   02 1994 133502-00000-8435                                 |
|                                                             |
|                                                   PF4=exit  |
+-------------------------------------------------------------+
```

Bkwd

Backwards
Returns to the previous screen or scrolls one page back for a particular item.

Ddesc

Damage Description
Used to provide information about any goods that were damaged.

```
Dmg Description: 10 OF THE 12 DRUMS OF CONTAINING POLY-
ACRILAMIDE GEL FOR P.A.G.E. ANALYSIS HAD BEEN CRUSHED BY HEAVIER SUPPLIES AND
WERE LEAKING UPON ARRIVAL.
NEW DRUMS HAVE BEEN REQUESTED FROM THE VENDOR AND SHOULD ARRIVE W/IN 10 DAYS
```

Frwd

Forward
Advances to the next screen or scrolls one page forward for a particular item.

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 10/12/93
Dept: CHEM SubDept:
PF4=Exit PF5=AdDept PF6=Ship PF7=Vndr
PF8=Sole PF9=Notes PF11=Items
```

**Appendix – Standard PF Keys (cont’d)**
Appendix – Standard PF Keys (cont’d)

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 3001__ |
| 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** |
| **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.

| **F628 End of accounts on document** |
| **R400007 *** Account Distribution ***** |
| **CC FY Account Amount** |
| 02 1994 511060-00000-8435 1,515.00 |
| **PF4=exit PF5=BBA** |
Appendix – Standard PF Keys (cont’d)

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                                                    |
|  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          |
+--------------------------------------------------------------+
Appendix – Standard PF Keys (cont’d)

**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.

```
<table>
<thead>
<tr>
<th>Line</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&gt;&gt;Notes Entered 10/12/95 BY CARBO, CATHY C</td>
</tr>
<tr>
<td>2</td>
<td>THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS</td>
</tr>
<tr>
<td>3</td>
<td>PRIOR TO THE AWARD.</td>
</tr>
<tr>
<td>4</td>
<td>CONTACT DR. WILL W. WADDLESWORK FOR FURTHER DETAILS/CLARIFICATION ABOUT THE REQUESTED ITEMS.</td>
</tr>
<tr>
<td>5-12</td>
<td></td>
</tr>
</tbody>
</table>
```

**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. |
```

---

Approvers User Manual  Page VII-16
**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.

```
<table>
<thead>
<tr>
<th>P P600026</th>
<th>Document Tracking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>Document Item</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------</td>
</tr>
<tr>
<td>To</td>
<td>CREATE</td>
</tr>
<tr>
<td>To</td>
<td>CLOSED</td>
</tr>
<tr>
<td>To</td>
<td>REOPEN</td>
</tr>
<tr>
<td>To</td>
<td>CLOSED</td>
</tr>
<tr>
<td>To</td>
<td>REOPEN</td>
</tr>
<tr>
<td>To</td>
<td>CLOSED</td>
</tr>
<tr>
<td></td>
<td>REOPEN</td>
</tr>
<tr>
<td></td>
<td>CLOSED</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>PF3= Back To 280  PF4=Exit  PF12=Track</td>
<td></td>
</tr>
</tbody>
</table>
+-----------------------------------------------------------------------------+
```
Vndr  | Suggested Vendors
| Displays all suggested vendor sources for a particular document.

```
+-----------------------------------------------------------------------------+
|                   **** Suggested Vendors Information ****                   |
|                                                                             |
|  Document:  R400007                                                        |
|                                                                             |
|  VID:             or FEI: 6xxxxxxx8   VID:             or FEI: 8xxxxxxx8   |
|                FALCON SYSTEMS INC                   LEGACY SYSTEMS              |
|  Addr: 5816 ROSEVILLE ROAD            Addr: 1006 DEPO HILL RD SUITE G   |
|        SACRAMENTO CA 95842                  BROOMFIELD CO 80020            |
|                                                                             |
|    PH: 800-555-4444 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

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.
Appendix – Glossary (cont’d)

**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.

**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.
Appendix – Glossary (cont’d)

**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.

**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.
Appendix – Glossary (cont’d)

**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.

**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

**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.
Appendix – Glossary (cont’d)

**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.

**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.
Appendix – Glossary (cont’d)

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.
Appendix – Glossary (cont’d)

**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).
Appendix – Glossary (cont’d)

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.
Appendix – Glossary (cont’d)

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.

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

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

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.