Introduction

The purpose of this manual is to assist with accessing and utilizing information in the Accounts Receivable 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, Fixed Assets, Purchasing, and Sponsored Research. Manuals for these applications are either currently available or in the process of being developed.

For your convenience, all associated screens and processing information are included in this manual, 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 by 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 Accounts Receivable information as well as create and modify invoices and customers.

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
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Accounts Receivable User Manual

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<th>M61 Accounts Receivable Menu</th>
<th>11/04/13 10:03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: __ Customer: __________ Invoice: _____</td>
<td></td>
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604  Customer Comments                   605  Customer System Information
607  Customer Alias Maintenance          632  Invoices by Customer
608  Customer Number Modify              633  Invoices by Billing Dept.
610  Invoice Create                      634  Invoice Line Items by Acct
611  Additional Line Item Entry          635  Invoice Display
612  Line Item Adjust                    636  Invoice Line Item Display
615  Post Line Item Payments             637  Invoices by Invoice Number
616  Search Invoices & Post Payments     638  Invoices by SPR Project
617  Retention/Disallowance Maint         *---- Batch Information ------*
620  Invoice Header Modify               624  Processed Batches
621  Transfer Invoice to New Customer    627  Transactions by Batch
640  Credit Invoice                      630  Batch Open
641  Credit Invoice Line Item            M62  A/R System Controls
643  Customer Flag Maintenance

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

Menu M62 – Accounts Receivable System Controls Menu

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<th>M62 AR System Controls</th>
<th>11/04/13 10:03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: __ Customer: __________ Invoice: _____</td>
<td></td>
</tr>
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*----- System Controls -----*
680  AR Control Record
681  Invoice Prefix Create
682  Invoice Prefixes - Last Number Used
683  Past Due Letter Text Maintenance

Enter–PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
Accounts Receivable Basic Concepts

Customer Search

If the customer number is not known, typing an asterisk (*) in the Customer field and pressing <ENTER> will access a pop-up window with a complete list of valid customers and their identification numbers. You may search for the customer name by entering an “N” in the Type field or for customer identification number by entering an “I” in the Type field. Type an “X” next to the desired customer, and press <ENTER> to select the customer and return to the previous screen. Press PF4 if you wish to exit without making a selection.

Customer Accounts Receivable Number

The Customer Accounts Receivable number is copied from Screen 340 (Invoice Header Create) to Screen 345 (Invoice Pending Voucher Create/Modify) each time if the customer number is there when the information is first added to Screen 345. If the customer number is added to Screen 340 after Screen 345 has been created, the program does not go back and re-pull information for Screen 340.

After you have created Screen 345, if you need to make changes to Screen 340, such as adding the customer AR number, you will need to update the information on Screen 345 as well. You may use PF7 on Screen 345 to rebuild the voucher to capture the updates. Check to make sure all the expected updates have been brought forward from the invoice to the voucher.

Unless you have FAMIS element security, you may not be able to see this on Screen 345. If you need to see this number, talk to your security administrator about getting the element security set.

FAMIS pulls the Customer Accounts Receivable number from Screen 345 for the ACH payments.

Batch Feeds

Batch feed layouts are available from famishelp@tamus.edu. There is an option in the IBDU010 processing program to apply an amount of an invoice payment to all line items on the invoice until the amount is exhausted. To use this option:

- The 631 transaction must have TWO ZEROES in the item number. The program intercepts the transaction and creates a new 631 transaction for each line item on the invoice until the total amount is exhausted. If there is anything remaining after the amount has been applied to all line items, a credit item (new 632 transaction) will be created and posted by IBDU010, the Accounts Receivable processing program.

- All other transactions, including any 631 transaction with a non-zero line item, will not be affected and will be passed as is to IBDU010.

- You must contact FAMISHELP to have the new step included in your job stream.
SPR Billing

With the proper information, FAMIS creates sponsor bills to be mailed to the sponsor for payment. Also, by option, programs are run to create an Accounts Receivable invoice and post the appropriate entries to FRS. The SPR billing programs are run at the end of the month with the regular month-end jobs. Use Screen 116 in the SPR module to enter and/or maintain billing information.

*Project bills cannot be produced to the “child” level.*

Three types of billings are accommodated on this screen:

1. Manual billing – not FAMIS produced (Bill Type = O)
2. Cost reimbursable bills that are based on actual expenses (Bill Type = R)
3. Regular installment amounts (Bill Type = I)

Note that “non-regular” installment amounts can be entered using Screen 117. This screen allows entry when the fields on Screen 116 are as follows:

- Bill Mode = A or M (automatic or manual)
- Bill Type = I (installment)
- Freq = H (according to sponsor schedule)

The combination of Bill Mode, Bill Type, and Frequency is very important in defining how and when your bills will be produced. Look carefully at the valid values available to you. For example, the following:

- Bill Mode "R" produces an invoice report only with no posting in FAMIS
- Bill Mode "A" produces an invoice and posts to FAMIS

**SPR Screen 116 - Project Billing Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: __ Project: 0000003237 TEA-SPECIAL POPULATION CAREER '98</td>
<td></td>
</tr>
<tr>
<td>Bill Mode: R Type: R Frequency: Q</td>
<td></td>
</tr>
<tr>
<td>First Bill Date: 12/31/1997</td>
<td>Beg Date for Next Bill Cycle: 04/01/1999</td>
</tr>
<tr>
<td>Estimated Next Bill Date: 09/30/2007</td>
<td>Last Date Billed: 03/31/1999</td>
</tr>
<tr>
<td>Final Installment Date:</td>
<td>Last Invoice Number: Z900216</td>
</tr>
<tr>
<td>Regular Installment Amt:</td>
<td>Last Bill Sequence: 0006</td>
</tr>
<tr>
<td>Letter of Credit Group:</td>
<td></td>
</tr>
<tr>
<td>Project Summary: Y</td>
<td>Print Outstanding Inv Summ: Y</td>
</tr>
<tr>
<td>Certification: Y</td>
<td></td>
</tr>
<tr>
<td>Retention Percent:</td>
<td>Limit: __________________</td>
</tr>
<tr>
<td>Retained from Billing:</td>
<td>__________________</td>
</tr>
<tr>
<td>Information Only Fields:</td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td>__________________</td>
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<tr>
<td>Form Number:</td>
<td>Number Copies: __</td>
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<tr>
<td>Cost Share Report:</td>
<td>_</td>
</tr>
<tr>
<td>Detail Expense:</td>
<td>Manual Backup: _</td>
</tr>
<tr>
<td>Payroll Summary:</td>
<td>Payroll Detail: _</td>
</tr>
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</table>

Enter-PF1---PP2---PP3---PP4---PP5---PP6---PP7---PP8---PP9---PP10---PP11---PP12---

Menu Help EHelp Next
Accounts Receivable Terms

This manual is designed for users familiar with basic accounting terms and concepts. Review the following definitions and concepts before beginning your accounts receivable transactions.

**ADJUSTMENTS:** A modification of the accounts receivable line item amount.

Example: D (debit) increase line item amount  
C (credit) reduce the line item amount

**ALIAS:** An alias is a variation of a customer’s name.

Example: S. L. Jones for Sam L. Jones

**CREDIT INVOICE:** Credit issued to a customer on an invoice.

**CUSTOMER:** Those who purchase goods or services from the institution. Used to identify those who owe payment for goods or services received from the institution. They are normally identified in FAMIS by a 13-digit alpha/number combination.

Example: D.L. Smith = SS56778106100

**DISALLOWANCE:** Primarily used for invoices to sponsors for grant/contract expenditures. A disallowance is an amount the sponsor does not agree to pay. Recording a disallowance is a temporary measure used to document the amount of the charge that is in dispute. Eventually, the amount disallowed should be zeroed out and either A) the invoice amount will be adjusted downward, or B) the sponsor agrees to pay the charge.

**INVOICE:** The record of the bill that is sent to the customer itemizing the goods or services received. Helps track the Goods and Services sold and the amount of required payment.

**INVOICE HEADER:** Data pertaining to a particular invoice. Helps with identifying the billing information about the purchase of goods or services.

Example: Due Date, Customer Purchase Order Number

**INVOICE PAYMENT:** Payment made to an institution based on an invoice.

**INVOICE PREFIX:** The beginning character of the 7 character/digit invoice number. Invoice prefixes are created on Screen 681, and a list of valid prefixes is shown on Screen 682.

Example:  
0 = All general invoices  
C = CSC  
P = Physical Plant  
T = Centrex/Telecom  
S = Stores  
B = Transportation/etc.  
L = Large Animal  
Q = From IDT/AB form
SPR Billing Related:
Example: R = Reg SPR Invoices
Z = SPR Invoices that DO NOT Create a Receivable

INVOICE TYPE:
A code used to group invoices by category.
Example: DP = Department
IN = Insurance
SP = Sponsored Research

LINE ITEM:
An invoice line detailing the goods or services associated with a dollar amount.
Example: Group HMO Insurance 011102 $250.00

PAST DUE LETTER:
A letter sent to the customer indicating that the payment owed is overdue. Used to help remind the customer that payment is due.

RETENTION
Retention is similar in process to a disallowance. What distinguishes it is the reason the charge is not being paid. With retention the sponsor is not paying a portion of the invoice until the end of the grant/contract. At that time, retention is zeroed out and all of the invoice balance becomes due.

SESSION/BATCH:
The Batch/Session Reference is a 6-character field used to group sessions of like transactions. They help to provide an online audit trail for reconciliation purposes. The first three digits are typically used to identify the type of transactions entered during the session. See the Appendix for a complete list of FAMIS Batch/Session header codes.
Example: A batch/session reference value of ARP001 would indicate Accounts Receivable Payment transactions were entered during the session.

SYSTEM CONTROLS:
A collection of fields that determine how accounts receivable transactions are posted in FAMIS. To view these controls, use the screens listed on menu M62.
Section II
Batch Screens
Open or Close a Session/Batch

Each FAMIS batch must have a unique header that is composed of a batch reference and batch date (six alpha-numeric characters in the format of AAANNN or AAAANN). When the session is opened for the first time, FAMIS creates a batch record, which has this reference number and date. All transactions processed within a session contain the session reference number and the session date.

As transactions are processed, FAMIS accumulates the number of transactions processed and the cumulative total (absolute or "hash" total) of all dollars processed in the session. Later, when the session is closed, the calculated total will be compared with the system total.

**Basic Steps**
- Before a session is opened, calculate the number of expected transactions and the total dollar amount to be processed during the session.
- Advance to Screen 630.
- Enter the session reference number and the session date.
- Type “O” in the **Session Status** field to open a session.
- Enter the bank number to be used for processing the transactions in this batch, and include information in the other fields available if needed.
- Enter the expected number of transactions and the total as calculated prior to opening the session/batch. Press <ENTER> to record the information and to open the batch for processing.
- When you are finished with the batch, type “C” in the **Session Status** field to close the batch.
Screen 630 – Accounts Receivable Batch Initialize (cont’d)

Batch/Session Process

**Batch/Session Reference**
The **Batch/Session Reference** is a 6 alpha-numeric character field (AAANNN or AAAANN) used to group sessions of like transactions. The first three digits typically identify the type of transactions entered during the session. For example, a batch/session reference value of ARP001 would indicate Accounts Receivable Payment transactions were entered during the session. See the Appendix for a complete list of FAMIS Batch/Session header codes.

You may have multiple batches with the same batch reference if they have different batch dates. You may have multiple batches with the same batch date if they have different batch references.

**Bank**
After a bank has been entered on Screen 630, all transactions posted in this batch must be to this particular bank. **The bank may not be changed after the session has been opened.** If the wrong bank is identified on the Session Header, the Session must be closed and another session opened with the correct bank identified.

**Accounting Feed**
The Acct Feed: flag determines when newly created receivables will be posted to the account. This flag may be changed only when the batch is opened.

This is a security control variable that may only be changed by users with the proper FAMIS security.

Sample values for this flag are as follows:

<table>
<thead>
<tr>
<th>Values</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Detail Accounting Feed</td>
</tr>
<tr>
<td>S</td>
<td>Summary Accounting Feed</td>
</tr>
<tr>
<td>Y</td>
<td>Feed Accounting</td>
</tr>
<tr>
<td>B</td>
<td>Feed Accounting in Batch</td>
</tr>
<tr>
<td>N</td>
<td>No Feed</td>
</tr>
</tbody>
</table>

**Close a Session**
Once the transactions are posted and the totals confirmed, the session may be closed. The batch record is updated with the totals at this time.

If you are unable to close the session (i.e. if you have been disconnected), all transactions will be processed regardless. However, the batch record will not be updated and the session will always show an “open” status.
Screen 630 – Accounts Receivable Batch Initialize (cont’d)

Reopen a Session
A session may be opened and closed as many times as is necessary throughout the day it is created. Each session record has a run date, which is the current CPU date. As long as the run date on the session and the CPU date agree, the session may be reopened.

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

Screen Information

◆ Session Reference: 6 characters/digits
Enter a session reference number (formatted AAANNN or AAAANN) to be used to group entry of like transactions.

◆ Session Date: 8 digits
Type the date of the session.

◆ Session Status: 1 character
Indicate the status of the session: open (O) or closed (C).

◆ Acct Feed: PF2 Help 1 character
Determines when the newly created receivables will be posted to the account. This flag may be changed only when the batch is open. For example:
D = FFX Detail Accounting Feed
S = FFX Summary Accounting Feed
Y = FRS Feed Accounting
B = FRS Feed Accounting in Batch
N = FRS FFX No Feed

This is a security control variable that may only be changed by users with the proper FAMIS security.

◆ Bank: 5 digits
Identify the bank to be used for the session. It will be used on all transactions in the batch and may not be changed once the session has been opened.

Description: 35 characters
Enter a general description of the types of transactions entered in a session.

◆ User ID Override: 1 character
Type “Y” to open and override a session established by a different user ID on the same day.

Expected Totals:

◆ Transactions: 5 digits
Enter the expected number of transactions to be completed in this session.

◆ Amount: 14 digits
Include Expected total dollar amount of transactions in this session.

Receipts: 15 digits
The total amount of receipts entered in this session.
Screen 630 – Accounts Receivable Batch Initialize (cont’d)

**Processed Totals:**
- **Transactions:** PF2 Help 5 digits
  Displays the number of transactions processed in this session.
- **Amount:** PF2 Help 14 digits
  Identifies the total dollar amount of transactions processed in this session.
- **Disburse:** 15 digits
  Shows the total amount of disbursements entered in this session.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of standard PF keys.
List Accounts Receivable Batch/Sessions

Screen 624 shows all the Accounts Receivable batch sessions that have been processed, listing them in alphabetical order.

The **Batch Date** field has been added to allow you to position a specific batch reference at the top of the list without having to page through all the batches. For instance if you wanted to see all the batch headers for a student feed but weren't interested in batches before a certain date, enter the batch reference number and date in the fields provided. The program will display a list of batches, beginning with the next batch on or after the date entered.

**Screen 624 – Accounts Receivable Session/Batch Header List**

<table>
<thead>
<tr>
<th>S</th>
<th>Batch</th>
<th>Batch Ref</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Count</th>
<th>Bank</th>
<th>Run</th>
<th>No</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>ARDR23</td>
<td>09/30/09</td>
<td>DIRECT DEPOSIT</td>
<td>04060</td>
<td>10/01/09 C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>ARDS25</td>
<td>11/20/09</td>
<td>DIRECT DEPOSIT</td>
<td>01606</td>
<td>11/20/09 O</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>ARDS49</td>
<td>12/21/09</td>
<td>DIRECT DEPOSIT</td>
<td>01665</td>
<td>12/21/09 C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>ARDW01</td>
<td>11/12/09</td>
<td>AR PAYMENT</td>
<td>324.75</td>
<td>2</td>
<td>06000</td>
<td>11/12/09 C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>ARDW01</td>
<td>01/15/10</td>
<td>AR PAYMENTS</td>
<td>115,793.97</td>
<td>250</td>
<td>01665</td>
<td>01/15/10 C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>ARDW01</td>
<td>03/15/10</td>
<td>AR PAYMENTS</td>
<td>98,576.70</td>
<td>304</td>
<td>01665</td>
<td>03/15/10 C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>ARDW02</td>
<td>11/18/09</td>
<td>AR PAYMENT</td>
<td>53,309.78</td>
<td>238</td>
<td>06000</td>
<td>11/18/09 C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>ARDW02</td>
<td>12/07/09</td>
<td>AR PAYMENTS</td>
<td>324.75</td>
<td>2</td>
<td>06000</td>
<td>12/07/09 C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>ARDW03</td>
<td>03/12/10</td>
<td>AR PAYMENTS</td>
<td>19,042.67</td>
<td>1</td>
<td>01606</td>
<td>03/12/10 C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>ARDW04</td>
<td>12/07/09</td>
<td>AR PAYMENT</td>
<td>1,000.00</td>
<td>2</td>
<td>06000</td>
<td>12/07/09 C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>ARDW05</td>
<td>12/07/09</td>
<td>AR PAYMENT</td>
<td>365.00</td>
<td>1</td>
<td>06000</td>
<td>12/07/09 C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>ARDW05</td>
<td>05/20/10</td>
<td>AR PAYMENTS</td>
<td>107,789.76</td>
<td>308</td>
<td>01665</td>
<td>05/20/10 C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>ARDW06</td>
<td>12/07/09</td>
<td>AR PAYMENT</td>
<td>300.00</td>
<td>1</td>
<td>06000</td>
<td>12/07/09 C</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Continued*

Basic Steps

- Press <ENTER> to scroll through the complete batch header listing. If the batch header reference number is known, enter it in the **Batch Ref** field to position it at the top of the list.
- Type an "X" in the **Se** (Select) field to select it and advance to Screen 627, where all transactions for the specified batch will be listed.

Batch Listing Process

**Batch Reference**

The **Batch Reference** is a 6-character field used to group sessions of like transactions. The first three characters typically identify the type of transactions entered during the session. For example, a batch reference value of **ARR001** would indicate **Accounts Receivable Payment** transactions were entered during this session.

If a batch reference number is not known, you can type the first letter of a batch reference in the **Batch Ref** field and press <ENTER>. This will advance the display to the batches that begin with the specified letter.
Screen 624 – Accounts Receivable Session/Batch Header List (cont’d)

Positioning the Listing
The screen listings may be positioned by entering a batch header code in the Batch Ref field. The batch reference entered will be displayed on the first information line of the listing. You may also enter a specific date in the Batch Date field to advance the display to a specific batch date.

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

**Action Line**
- **Batch Ref:** 6 characters/digits
  - Enter a batch reference number to be displayed at the top of the list.
- **Batch Date:** 8 digits
  - Type the date the batch session was entered.

**Screen Information**
- **Se:** 1 character
  - Type an “X” to select a batch reference for display on Screen 627.
- **Batch Ref:** 6 characters/digits
  - Shows the batch reference number used to group entry of like transactions.
  - For a complete list of FAMIS batch/session header codes, see the Appendix.
- **Batch Date:** 6 digits
  - Identifies the date of the batch session.
- **Description:** 20 characters
  - Displays the generic description of transactions entered during the session.
- **Amount:** PF2 Help 15 digits
  - Shows the total dollar amount posted during the specified session.
- **Count:** PF2 Help 5 digits
  - Indicates the number of separate transactions posted during the session.
- **Bank No:** 5 digits
  - Identifies the bank number used in the batch/session transactions.
- **Run Date:** 6 digits
  - Indicates the date session was processed (i.e. updated to the database).
- **St:** 1 character
  - Displays the status of the batch: open (O) or closed (C).

**Additional Functions**
- **PF KEYS**
  - See the Appendix for an explanation of the standard PF keys.
View Transactions by Batch

Screen 627 provides a listing of all transactions processed in a given batch. The first panel shows the 11-digit account number, and the second panel displays the full 15 digit account number.

Screen 627 – Transaction Inquiry by Batch (Panel 1)

<table>
<thead>
<tr>
<th>Account</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Ind</th>
<th>Amount</th>
<th>I Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>001017</td>
<td>1610</td>
<td>062</td>
<td>11/06</td>
<td>NATIONAL ARCHIVE D</td>
<td></td>
<td>664.59</td>
<td></td>
</tr>
<tr>
<td>042500</td>
<td>1300</td>
<td>062</td>
<td>11/06</td>
<td>NATIONAL ARCHIVE D</td>
<td></td>
<td>664.59-</td>
<td></td>
</tr>
<tr>
<td>042100</td>
<td>1300</td>
<td>062</td>
<td>11/06</td>
<td>DEPARTMENT OF ST D</td>
<td></td>
<td>34,673.12</td>
<td></td>
</tr>
</tbody>
</table>

* End Of Data *

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

Screen 627 – Transaction Inquiry by Batch (Panel 2)

<table>
<thead>
<tr>
<th>Account</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>001017</td>
<td>00000</td>
<td>1610</td>
<td>11/06</td>
<td>NATIONAL ARCHIVES TRUST FU</td>
<td>664.59</td>
</tr>
<tr>
<td>042500</td>
<td>00000</td>
<td>1300</td>
<td>11/06</td>
<td>NATIONAL ARCHIVES TRUST FU</td>
<td>664.59-</td>
</tr>
<tr>
<td>042100</td>
<td>1300</td>
<td>062</td>
<td>11/06</td>
<td>DEPARTMENT OF STATE HEALTH</td>
<td>34,673.12</td>
</tr>
</tbody>
</table>

* End Of Data *

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

Basic Steps

- Enter a batch reference number and date in the fields provided.
- Set the Indirect Also, Ref, and Bank Option fields as desired.
- Press <ENTER> for a listing of the batch transactions.
Batch Inquiry Process

Indirect Also Flag
The Indirect Also flag requires a value of “Y” (yes) or “N” (no) to indicate whether the indirect transactions should be included in the display.

Reference Numbers
The Ref field provides the user with information on references pertaining to particular transactions. Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes, as determined by each system part.

Sample values of possible reference numbers are as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Reference Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref 1</td>
<td>Purchase Order Number, Budget Number</td>
</tr>
<tr>
<td>Ref 2</td>
<td>Voucher Number, Bill/Receipt Number, A/R Invoice Number</td>
</tr>
<tr>
<td>Ref 3</td>
<td>AP Check Number, Teller ID Number</td>
</tr>
<tr>
<td>Ref 4</td>
<td>Departmental Voucher Number, A/R Payment Check Number</td>
</tr>
</tbody>
</table>

To see a specific reference value displayed with the transaction information, enter its number in the Ref field and press <ENTER>.

See the Appendix for a list of FAMIS Reference values and associated transactions.

Bank Option Flag
The Bank Option flag requires a value of “Y” (yes) or “N” to indicate whether or not the Bank field should be displayed with the transaction information. If the Bank Option is left off (“N”), the offsetting account for the transaction will be listed instead.

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

**Action Line**

- ◆ Batch Ref: 6 characters/digits
  Enter the desired batch reference number to be displayed.

- ◆ Date: 8 digits
  Include date the batch was entered.

- ◆ Indirect Also: 1 character
  Type “Y” to display indirect transactions generated in a session.

- ◆ Ref: 1 digit
  Designate which user defined reference code is to be displayed with the transaction information. The default value is Reference 2.
Screen 627 – Transaction Inquiry by Batch (cont’d)

**Bank Option:**  
1 character  
Type “Y” to include the bank number with the transaction information. Default value is “N.” If “N,” the Offset Account number will be displayed.

**Screen Information**

**Account:**  
10 digits  
Shows the Subsidiary Ledger Account and object code initiating the transaction. *(Note: The full 15-digit account number is displayed on Panel 2.)*

**TC:**  
3 digits  
Displays the transaction code for the type of transaction processed. See the Appendix for a complete list of transaction codes.

**Ref:**  
7 characters/digits  
Identifies the reference number, providing details about specified transactions. This is the same reference number entered on the Action Line.

**Date:**  
4 digits  
Indicates the date the batch was entered.

**Description:**  
16 characters  
Shows a brief description of the transaction.

**Dir/Ind:**  
1 character  
Indicates whether transaction was posted directly (D) or indirectly (I).

**Amount:**  
15 digits  
Shows the dollar amount of the line item transaction.

**I:**  
1 character/digit  
Identifies the credit, debit, or encumbrance liquidation indicator.

When Bank Option is “N” (off) – Default:

**Offset Acct:**  
10 digits  
Indicates the offsetting account (Subsidiary Ledger + Object Code) for direct double-sided transactions.

When Bank Option is “Y” (on):

**Bank:**  
5 digits  
Identifies the bank to which the transaction was posted.

**Additional Functions**

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

**PF6**  
View  
View detail of transaction record.

**PF9**  
Download  
Press to download the data through Entire Connection.
Create an Invoice

Create new invoices by using Screen 610. Since invoices are not currently printed in FAMIS, Screen 610 is only used to record the accounting associated with an invoice. More than one account and line item may be entered.

The information entered on this screen is displayed on Screen 635.

The Due Date field is used to determine when to age an invoice for the aging reports such as IBAR053.

Basic Steps

- Open a batch session on Screen 630.
- Advance to Screen 610.
- Type in the customer name/number and invoice number in the fields provided and press <ENTER>.
- Enter a billing department and invoice type.
- Enter additional data in the available fields, as desired, and press <ENTER> to record. **Do not press <ENTER> until you have entered all invoice header information.**
- Enter data in the line item entry pop-up window and press <ENTER> to create the invoice. **You can create up to 99 line items.** If there are no errors, the invoice number will appear in the top left hand corner of the screen.

Invoice Creation Process

**Automatic Invoice Creation**
If desired, FAMIS can automatically assign the 7-character invoice number. This is accomplished by entering a zero (0) or one of the invoice prefixes listed below in the Invoice field. A list of valid prefixes may be seen using Screen 682. The assigned invoice number will be displayed in the message line after all invoice information has been successfully entered.
**Screen 610 – Invoice Create (cont’d)**

**Invoice Creation**
The invoice number is seven characters in length. The number can be assigned and entered by the person entering the invoice.

Examples of the first character in the invoice (the invoice prefix), as set on Screen 681:

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

-----------------------------SPR BILLING RELATED----------------------------------
R     Reg SPR Invoices
Z     SPR Invoices that DO NOT Create a Receivable

The invoice prefixes are created on Screen 681 by FAMIS Services. You can decide the prefixes to use, except for R and Z (reserved for SPR billings).

**Billing Department Information**
The billing department is the department that originates the invoice. It is entered on Screen 610 and may be modified on Screen 620. This department must be a valid value on the Department Table. Contact your Fiscal or Business office to add any new departments to the table.

Typing a question mark (?) in the Billing Dept field and pressing <ENTER> will access a pop-up window with a complete listing of valid departments and their abbreviations. Type an “X” next to the desired department and press <ENTER> to select the department and return to Screen 610. Press F4 if you wish to return to Screen 610 without selecting a billing department.

**Invoice Types**
The invoice type is used to group invoices by category. Typing a question mark (?) in the Invoice Type field and pressing <ENTER> will access a pop-up window with a complete listing of valid invoice types. Type an “X” next to the desired type and press <ENTER> to select an invoice type and return to Screen 610. Press F4 if you wish to return to Screen 610 without selecting an invoice type.

The valid values are maintained by FAMIS Services.

Sample invoice types include the following:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP</td>
<td>Departmental</td>
</tr>
<tr>
<td>IN</td>
<td>Insurance</td>
</tr>
<tr>
<td>SP</td>
<td>Sponsored Research</td>
</tr>
</tbody>
</table>
Line Item Entry
After successfully entering the invoice header information, the Line Item Entry pop-up window will appear as shown below. Invoice items from both state and local accounts may be entered for the same customer. At least one line item must be entered before an invoice number can be assigned.

The Ref field in the Line Item Entry pop-up window refers to reference number four (4).

Screen 610 - Invoice Create - Pop Up Window

Accounting Entries
When an invoice is created, a journal entry is produced which credits the Subsidiary Ledger (SL) and debits the General Ledger (GL) Account control 1300 - Receivables. In addition to these direct transactions, four indirect transactions are processed with the creation of an invoice using Screen 610: a credit to the GL account Fund Balance, a credit to the GL expense/revenue summary, a credit to the GL claim on cash, and a debit to the GL claim on cash. These transactions may be viewed using Screen 627 (Transaction Inquiry by Batch).

<table>
<thead>
<tr>
<th>Direct Transactions</th>
<th>Indirect Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit SL Revenue Object Code</td>
<td>GL Expense/Revenue Summary Account Control</td>
</tr>
<tr>
<td>Credit GL Fund Balance Account Control</td>
<td>GL Account Control 1100 - Claim on Cash</td>
</tr>
<tr>
<td>Credit GL Account Control 1300</td>
<td>GL Account Control 1100 - Claim on Cash</td>
</tr>
</tbody>
</table>

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

Action Line
◆ Customer: 13 characters/digits
Enter the FAMIS customer identification number.

◆ Invoice: 7 character/digits
Enter your own invoice number or allow FAMIS to assign one.
Screen 610 – Invoice Create (cont’d)

**Screen Information**

*Invoice Information:*

- **Billing Dept:**
  - 5 characters
  - Help
  - Identify the department that originated the invoice.

- **Invoice Type:**
  - 2 characters
  - Help
  - Include the type of invoice.

**Due Date:**

- 8 digits
  - Enter date the invoice should be paid. **If left blank, it will be calculated from sale date (on pop-up). The sale date is the current date, unless overridden.**

**Bill Period Begin:**

- 8 digits
  - Include the date the billing period begins.

**Bill Period End:**

- 8 digits
  - Identify the date the billing period ends.

**Customer PO:**

- 10 characters/digits
  - Help
  - Include the customer purchase order number, if customer has given one.

**Customer Acct:**

- 20 digits
  - Enter the account number on the customer’s books if the customer provides it.

**Customer Proj:**

- 10 digits
  - Include the project number assigned by customer, if customer assigns one.

**Work Order:**

- 10 digits
  - Identify the number used by physical plant to identify work orders.

**SPR Project:**

- 10 digits
  - Include the Sponsored Research Project number associated with sponsored billing.

**Sponsors Bill Seq:**

- 4 digits
  - Help
  - If coming from Sponsored Research project, this is the number of times the project has been billed.

**Suppress Past Due:**

- 1 character
  - Help
  - Enter “Y” if past due notices should be suppressed.

The following section deals with customer information. If the address information is different from the customer information, it should be entered here.

**Override Bill to Information - (Informational only):**

**Name:**

- 30 characters
  - Enter the customer’s name to send bill to if different from customer making payment.
Screen 610 – Invoice Create (cont’d)

**Address:**
90 characters/digits
Include the customer's billing address if different from original.

**City:**
20 characters
Enter the city of the customer's billing address if different from original.

**State:**
2 characters
Identify the state of customer's billing address if different from original.

**Zip:**
9 digits
Enter the Zip code of customer's billing address if different from original.

**Country:**
3 characters
Include the country of customer's billing address if different from original.

**Phone:**
10 digits
Enter the customer's telephone number if different from original.

**Ext:**
4 digits
Type the customer's telephone extension if different from original.

**Transactions:**
5 digits
Expected number of transactions to be completed in this session.

**Amount:**
14 digits
Shows the expected total dollar amount of transactions in this session.

**Batch:**
6 characters/digits
Identifies the current batch reference number.

**Date:**
8 digits
Indicates the date on which the batch was entered.

---

**Addtional Functions**

- **PF KEYS**
  See Appendix for explanation of standard PF keys.

- **PF9**
  **Retention/Disallowance Maintenance**
  Used to enter retention or disallowances for an invoice on **Screen 617**.

- **PF12**
  **Warnings**
  Displays nonfatal warning messages.
Create Invoice Line Items

Additional line items may be entered on Screen 611 after an invoice has already been created. An invoice line item number will be assigned when FAMIS accepts the new information. A message indicating acceptance and line number assignment will be shown above the Action Line.

**Screen 611 – Line Item Create**

<table>
<thead>
<tr>
<th>611 Line Item Create</th>
<th>06/16/10 08:56</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY FAIR HIGH SCHOOL</td>
<td>FY 2010 CC AM</td>
</tr>
</tbody>
</table>

Screen: ___  Customer: 2vvvvvvvvvvv0  Invoice: 0000100

Account: 333001 00000 4050
Ref: _________
Sale Date: __________
Amount: 44.99_______
Description: SECOND LINE ITEM FOR THIS INVOICE__
Cost Ref 1: _______  2: _______  3: _______

Transactions:       Amount:                 Batch: JAC001  Date: 06/16/2010
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---PF12---PF12---PF12---Warns

**Basic Steps**

- Open a batch session on Screen 630.
- Advance to Screen 611.
- Type the customer and invoice numbers in the fields provided and press <ENTER>.
- Enter the account number, the amount of the line item, and its description.
- Enter additional data in the available fields, as desired, and press <ENTER> to record the invoice line item.
- If there are no errors, the line item number assigned will appear in the top left-hand corner of the screen.

**Line Item Creation Process**

**Accounting Entries**

When an invoice is created, a journal entry is produced which credits the Subsidiary Ledger (SL) and debits the General Ledger (GL) Account control 1300 - Receivables. In addition to these direct transactions, four indirect transactions are processed with the creation of an invoice using Screen 610: a credit to the GL account Fund Balance, a credit to the GL expense/revenue summary, a credit to the GL claim on cash, and a debit to the GL claim on cash. These transactions may be viewed using Screen 627 (Transaction Inquiry by Batch).
Screen 611 – Line Item Create (cont’d)

<table>
<thead>
<tr>
<th>Direct Transactions</th>
<th>Indirect Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit SL Revenue Object Code</td>
<td>GL Expense/Revenue Summary Account Control</td>
</tr>
<tr>
<td>Credit GL Fund Balance Account Control</td>
<td>GL Account Control 1100 - Claim on Cash</td>
</tr>
<tr>
<td>Credit GL Account Control 1100</td>
<td>GL Account Control 1100 - Claim on Cash</td>
</tr>
</tbody>
</table>

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

**Action Line**

◆ Customer: *[Help]* 13 characters/digits  
Enter the FAMIS customer identification number.

◆ Invoice: 7 character/digits  
Include the original invoice number assigned by FAMIS.

**Screen Information**

◆ Account: 15 digits  
Enter the account number (Subsidiary Ledger + Support Account + Object Code) used for payment (receiving revenue).

Ref: *[PF2 Help]* 7 digits  
Include the Accounts Receivable invoice number to be used as a reference. For payment transactions, this field is the check number with which the invoice was paid.

Sale Date: 8 digits  
Enter the date the items were sold to the customer. It will be the current date (date of entry) unless the date is typed in as a different date.

◆ Amount: 12 digits  
Include the amount requested for payment.

◆ Description: 2 lines (35 characters each)  
Enter a description of invoiced items.

Cost Ref 1, 2, 3: 7 characters/digits  
Include user defined reference numbers, if desired.

◆ Transactions: 5 digits  
Shows the expected number of transactions to be completed in this session.

◆ Amount: 14 digits  
Display the expected total dollar amount of transactions in this session.

Batch: 6 characters/digits  
Identifies the current batch reference number.
Screen 611 – Line Item Create (cont’d)

**Date:**
8 digits
Indicates the date on which the batch was entered.

**Additional Functions**

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

**PF12**
**Warns**
Displays nonfatal warning messages.
Adjust Invoice Line Items

To increase or decrease previously entered invoice amounts, use Screen 612. The amount necessary to increase/decrease the line item is entered in the Amount field and, depending on the value in the D/C field, FAMIS adjusts the original amount accordingly.

**Screen 612 - Line Item Adjust**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Invoice: 000342 Line: 02</td>
</tr>
<tr>
<td>Date: 07/02/2007</td>
<td>Transaction Type: C (Charge)</td>
</tr>
<tr>
<td>Ref: CFHS001</td>
<td>Amount: 3.50</td>
</tr>
<tr>
<td>Description: INCORRECT AMOUNT ENTERED</td>
<td>D/C: C (D - Increase Line Amount, C - Reduce Line Amount)</td>
</tr>
</tbody>
</table>

**Current Line Item Status**

- Customer: 2vvvvvvvvvvvv2
- Acct Number: 333001 00000 4050
- Description: SECOND LINE ITEM FOR THIS INVOICE
- Cost Ref 1: 2: 3: 4:
- Posted Date: 07/02/2007 Amount: 44.99
- Sale Date: 07/02/2007 Paid Amount: 0.00
- Transaction: 0 Amount: 0.00 Batch: KLP001 Date: 03/23/2002

Basic Steps

- Open a batch session on Screen 630.
- Advance to Screen 612.
- Type the invoice number and line item number in the fields provided and press <Enter>.
- Make changes to the available fields, and press <ENTER> to record the information.
- If there are no errors, the message “Accepted - Please enter new transaction.” will appear in the message line.

Line Item Adjust Process

Correct an Invoice

When an invoice has been entered incorrectly, Screen 612 may be used to alter the charge and make a Charge Credit.

- To delete a line item, enter the amount of the original line item in the Amount field and a "C" in the D/C (Debit/Credit) field. The line item will be deleted from the invoice. View transactions used in creating/deleting an invoice line item on Screen 636.

- To increase or reduce a line item, enter the amount to adjust in the Amount field. Enter the reason for the adjustment in the Description field. A Debit (D) or Credit (C) must be entered in the D/C (Debit/Credit) field in order to process the line item adjustment.

** Do not post a payment to reverse a charge. **
Screen 612 – Line Item Adjust (cont’d)

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

**Action Line**
- ◆ Invoice: 7 character/digits
  Enter the desired invoice number to be adjusted.
- ◆ Line: 2 digits
  Include the number of the line item to be modified.

**Screen Information**
- Date: 8 digits
  Defaults to current date; modify as necessary.
- Transaction Type: 1 character
  The transaction type for this screen defaults to C (Charge).
- Ref: PF2 Help 7 characters/digits
  Indicate reference number: Accounts Receivable invoice number if the transaction is a charge or the check number if it is a payment.
- ◆ Amount: 14 digits
  Enter amount needed to increase/decrease line item to the correct amount.
- ◆ Description: 35 characters
  Provide a description of the reason for the adjustment.
- ◆ D/C: 1 character
  Indicate whether the figure in the Amount field should be deducted (C) or added (D) to original line item amount.

**Current Line Item Status:**
- Customer: 13 characters/digits
  Identifies the customer for the invoice.
- Acct Number: 15 digits
  Shows the account number (Subsidiary Ledger + Support Account + Object Code) for the line item transaction.
- Description: 35 characters
  Provides a brief description of the transaction or the reason for the adjustment.
- Cost Ref 1, 2, 3: 7 characters/digits
  Include user defined reference numbers.
- Posted Date: 8 digits
  Shows the date line item transaction posted.
- Amount: 14 digits
  Displays the dollar amount of the line item.
### Screen 612 – Line Item Adjust (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sale Date</strong></td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the date the items were sold to the customer. The date defaults to the current date.</td>
</tr>
<tr>
<td><strong>Paid Amount</strong></td>
<td>14 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the amount paid for the line item.</td>
</tr>
<tr>
<td><strong>Transactions</strong></td>
<td>5 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the expected number of transactions to be completed in this session.</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>14 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the expected total dollar amount of transactions in this session.</td>
</tr>
<tr>
<td><strong>Batch</strong></td>
<td>6 characters/digits</td>
</tr>
<tr>
<td></td>
<td>Shows the current batch reference number.</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates the date on which the batch was entered.</td>
</tr>
</tbody>
</table>

### Additional Functions

**PF KEYS**

See Appendix for explanation of standard PF keys.

**PF12**

**Warnings**

Displays nonfatal warning messages.
Modify Invoice Headers

The header is modified for a specific invoice by using Screen 620. The fields are identical to Screen 610.

Adjustments may be entered using this screen only after an invoice has already been created.

Screen 620 - Invoice Header Modify

---

Basic Steps

- Open a session on Screen 630.
- Advance to Screen 620, type an invoice number in the Invoice field, and press <ENTER>. The available invoice information will be displayed.
- Modify the fields as desired.
- Press <ENTER> to record the modifications and to continue.

Invoice Modification Process

Billing Department Information

The billing department is the department which originated the invoice. It is entered on Screen 610 (Invoice Header Create) and may be modified on Screen 620. This department must be a valid value on the Department table. Contact your Fiscal/Business office if you wish to add departments to the table.

Typing a question mark (?) in the Billing Dept field and pressing <ENTER> will access a pop-up window with a complete listing of valid departments and their abbreviations. Type an “X” next to the desired department and press <ENTER> to select the department and return to Screen 620. Press PF4 if you wish to return to Screen 620 without selecting a billing department.
Screen 620 – Invoice Header Modify (cont’d)

**Invoice Types**
The invoice type is used to group invoices by category. Typing a question mark (?) in the Invoice Type field and pressing <ENTER> will access a pop-up window with a complete listing of valid invoice types. Type an “X” next to the desired type and press <ENTER> to select the invoice type and return to Screen 620. Press PF4 to return to Screen 620 without selecting an invoice type. Sample invoice types include the following:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP</td>
<td>Departmental</td>
</tr>
<tr>
<td>IN</td>
<td>Insurance</td>
</tr>
<tr>
<td>SP</td>
<td>Sponsored Research</td>
</tr>
</tbody>
</table>

**Adjust Past Due Notices**
The Past Dues Sent field is used to display the number of past due notices printed for the specified invoice. The numbers are generated automatically based on the invoice date. The numbers correspond to header information printed on the past due notice. However, if corrections need to be made, this number may be manually reset using Screen 620.

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

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

**Action Line**

◆ Invoice: 7 character/digits
Enter the desired invoice number to be modified.

Customer: 13 characters/digits
Shows the FAMIS customer identification number and name.

**Screen Information**

**Invoice Information:**

◆ Billing Dept: PF2 Help 4 characters
Identify the department, which originated the invoice.

◆ Invoice Type: ? Help 2 characters
Indicate the invoice type.

Due Date: 8 digits
Identify the date invoice should be paid. **If left blank, it will be calculated from sale date (on pop-up). The sale date is the current date unless overridden.**

Bill Period Begin: 8 digits
Include the date the billing period begins.
Bill Period End: 8 digits
Enter the date the billing period ends.

Customer PO: [PF2 Help] 10 characters/digits
Include the customer purchase order number, if customer has given one.

Customer Acct: 20 digits
Enter the account number on the customer’s books if the customer provides it.

Customer Proj: 10 digits
Identify the project number assigned by customer, if customer assigns one.

Work Order: 10 digits
Include the number used by physical plant to identify work orders.

SPR Project: 10 digits
Identify the Sponsored Research Project number associated with sponsored billing.

Sponsors Bill Seq: [PF2 Help] 4 digits
If coming from an SPR project, this shows the number of times the project has been billed.

Past Dues Sent: [PF2 Help] 2 digits
Indicates number of past due notices sent for specified invoice. This field can range in value from 0 to 99. The numbers are automatically generated based on the invoice date, but can be modified as needed.

Suppress Past Due: [PF2 Help] 1 character
Type “Y” if past due messages should be suppressed.

The following section deals with customer information. If the address information is different from the customer information, it should be entered here.

Override Bill to Information - (Informational only):
Name: 30 characters
Enter the customer’s name to send bill to if different from customer making payment.

Address: 90 characters/digits
Include the customer’s billing address if different from original.

City: 20 characters
Enter the city of the customer's billing address if different from original.

State: [Help] 2 characters
Identify the state of customer’s billing address if different from original.
### Screen 620 – Invoice Header Modify (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Zip:        | 9 digits
  Include the zip code of customer's billing address if different from original. |
| Country:    | 3 characters
  Enter the country of customer's billing address if different from original.    |
| Phone:      | 10 digits
  Include the customer's telephone number if different from original.            |
| Ext:        | 4 digits
  Identify the customer's telephone extension if different from original.       |
| Transactions: | 5 digits
  Displays the expected number of transactions to be completed in this session. |
| Amount:     | 14 digits
  Shows the expected total dollar amount of transactions in this session.        |
| Batch:      | 6 characters/digits
  Identifies the current batch reference.                                       |
| Date:       | 8 digits
  Indicates the date the batch was entered.                                     |

**Additional Functions**

**PF KEYS**

See the Appendix for explanations of the standard PF keys.
Transfer Invoices to New Customers

This screen is typically used to correct errors caused by entering the wrong customer number on an invoice.

**Screen 621 - Transfer Invoice to Another Customer**

| Screen 621 Transfer Invoice to another Customer | 11/18/10 11:36 |
| Customer: 6xxxxxxxxxxx0 | Name: ALL PETS VET HOSPITAL |
| New Customer: ________ |

* ------------------------ Invoice Header Information ----------------------- *

<table>
<thead>
<tr>
<th>Due Date: 01/03/2008</th>
<th>Cust PO:</th>
<th>Work Order:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Per. Beg:</td>
<td>Cust Proj:</td>
<td>SPR Proj:</td>
</tr>
<tr>
<td>Bill Per. End:</td>
<td>Cust Acct:</td>
<td></td>
</tr>
<tr>
<td>Number of Lines: 1</td>
<td>Invoice Type: DP</td>
<td>Number of Times Billed:</td>
</tr>
<tr>
<td>Total Amount: 125.00</td>
<td>Fiscal Year: 2008</td>
<td></td>
</tr>
<tr>
<td>Total Paid: 100.00</td>
<td>Billing Dept: BIOL</td>
<td></td>
</tr>
</tbody>
</table>

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

**Basic Steps**

- Type an invoice number in the *Invoice* field and press <ENTER>.
- Current invoice data will appear in the bottom portion of the screen.
- Enter a customer number in the *New Customer* field and press <ENTER>.
- When the transfer has been completed, the message "Record has been successfully modified" will appear in the message line.

**Invoice Transfer Process**

After entering a valid invoice number, FAMIS will ask you to enter desired modifications. After the new customer number has been entered, the following confirmation pop-up window will appear. Enter “Y” and press <ENTER> to complete the transaction. The message "Record has been successfully modified" should appear.
Screen 621 – Transfer Invoice to Another Customer (cont’d)

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

**Action Line**

◆ Invoice: 7 character/digits
Enter the original invoice number to be modified.

Customer: 13 characters/digits
Shows the FAMIS customer identification number for the current invoice.

Name: 25 characters
Displays the customer’s name.

◆ New Customer: 13 characters/digits
Enter the FAMIS customer identification number for the new customer.

**Screen Information**

**Invoice Header Information:**

Due Date: 8 digits
Shows the date invoice should be paid. If left blank, it will be calculated from sale date (on pop-up). The sale date is the current date, unless overridden.

Cust PO: 10 characters/digits
Displays customer purchase order number if customer has given one.

Work Order: 10 digits
Identifies the number used by physical plant to identify work orders.

Bill Per. Beg: 8 digits
Shows the date the billing period begins.

Cust Proj: 10 digits
Identifies the project number assigned by the customer.

SPR Proj: 10 digits
Displays the Sponsored Research project number associated with the invoice.

Bill Per. End: 8 digits
Identifies the date the billing period ends.

Cust Acct: 20 digits
Shows the account number on the customer’s books if the customer provides it.

Number of Lines: 2 digits
Indicates the number of line items in the invoice.

Invoice Type: 2 characters
Shows type of invoice with a specific category.
Screen 621 – Transfer Invoice to Another Customer (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Times Billed:</td>
<td>Indicates number of times customer has been billed for the invoice.</td>
</tr>
<tr>
<td>Total Amount:</td>
<td>Shows the total dollar amount of the invoice.</td>
</tr>
<tr>
<td>Fiscal Year:</td>
<td>Identifies the fiscal year invoice was created.</td>
</tr>
<tr>
<td>Total Paid:</td>
<td>Displays the total dollar amount paid on the invoice.</td>
</tr>
<tr>
<td>Billing Dept:</td>
<td>Includes the department originating bill for the invoice.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**

See Appendix for explanation of standard PF keys.
Post Line Item Payments

Use Screen 615 for posting line item payments for a specific invoice.

This screen may also be used to back out payments that have been entered incorrectly.

**Screen 615 - Post Line Item Payments**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 07/02/07</td>
<td>Transaction Type: P (Payment)</td>
</tr>
<tr>
<td>Ref/Check Nbr: _______</td>
<td></td>
</tr>
<tr>
<td>Check Date: __________</td>
<td></td>
</tr>
<tr>
<td>Amount: ______________</td>
<td></td>
</tr>
<tr>
<td>Description: PAYMENT ON INVOICE</td>
<td></td>
</tr>
<tr>
<td>D/C: C</td>
<td>C - Pay line item</td>
</tr>
<tr>
<td>D - Reverse Payment on line item</td>
<td></td>
</tr>
<tr>
<td>Customer: SPvvvvvvvvv0</td>
<td>INSTITUTE OF ALCOHOL</td>
</tr>
<tr>
<td>Acct Nbr: 270110 00000 0714</td>
<td></td>
</tr>
<tr>
<td>Desc: TEST2</td>
<td></td>
</tr>
<tr>
<td>Net Due: 250.00</td>
<td></td>
</tr>
<tr>
<td>Posted Dt: 09/13/1999</td>
<td>Amt: 750.00 Retained: 0.00</td>
</tr>
<tr>
<td>Sale Dt: 09/13/1999</td>
<td>Paid Amt: 500.00 Disallow: 0.00</td>
</tr>
<tr>
<td>Transactions: 0</td>
<td>Amount: 0.00 Batch: JAC001 Date: 07/02/2007</td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
</tbody>
</table>

In order to properly back out a mistaken payment entry, you must make a Payment Debit. This is accomplished by setting the D/C: flag to D (debit).

**Basic Steps**

- Open an Accounts Receivable session on Screen 630.
- Advance to Screen 615. Type the invoice and line item number in the fields provided and press <Enter> to display information in the Current Line Item Status section.
- Enter data in fields available and press <ENTER> to record the information.
- If the Accounts Receivable Control Record (Screen 680) has been set to process payments as Journal Entries, you must open a session on Screen 30.
- Advance to Screen 12.
- Enter the receipt to the GL Clearing Account Control 1610 for the amount of the invoice payment.
Line Item Payment Process

There is a limit of 25 adjustments on a single invoice in Accounts Receivable. A warning message will be displayed at 23 lines: “F8449 Line item adjustments exceed system limit – contact programmer.”

Back Out a Payment Entry
When a payment has been posted incorrectly, Screen 615 may be used to back out the payment.

- To remove a line item, enter the amount of the original line item in the **Amount** field and a "D" in the **D/C** (Debit/Credit) field. The payment will be deleted from the invoice.

The transactions used in creating/deleting payments may be seen using Screen 636.

** Do not post a charge to reverse an incorrectly posted payment. **

Accounting for Payment

A. When the AR Control Record has been set to process payments as Journal Entries (Screen 680), the direct receipt must be manually entered, using Screen 12, to the General Ledger (GL) Clearing Account Control 1610.

<table>
<thead>
<tr>
<th>Screen 615</th>
<th>Screen 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>*GL Clearing Account Control 1610</td>
</tr>
<tr>
<td>Credit</td>
<td>*GL Account Control 1300</td>
</tr>
</tbody>
</table>

* System processed transactions – no manual entry required.

B. When the AR Control Record has been set to process payments as Receipts on Screen 680, it is not necessary to enter the direct receipt to the GL Clearing Account using Screen 12. Instead, direct transactions to the GL Account Controls 1100 - Claim on Cash and 1300 - Accounts Receivable are processed by the system.

<table>
<thead>
<tr>
<th>Screen 615</th>
<th>Screen 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>*GL Account Control 1100</td>
</tr>
<tr>
<td>Credit</td>
<td>*GL Account Control 1300</td>
</tr>
</tbody>
</table>

* System processed transactions – no manual entry required.

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

**Action Line**

- **Invoice:** 7 character/digits
  
Enter the desired original invoice number assigned by FAMIS.

- **Line:** 2 digits
  
Type the Line item number to be modified.
**Screen Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Enter date the payment was processed. Defaults to current date if left blank.</td>
</tr>
<tr>
<td>Transaction Type:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Designate whether amount entered is a payment or a charge. The valid transaction type value for this screen is P (Payment).</td>
</tr>
<tr>
<td>Ref/Check Nbr:</td>
<td><strong>PF2 Help</strong> 7 digits</td>
</tr>
<tr>
<td></td>
<td>Include the check or reference number identifying the payment.</td>
</tr>
<tr>
<td>Check Date:</td>
<td><strong>PF2 Help</strong> 8 digits</td>
</tr>
<tr>
<td></td>
<td>Identify the date check was processed.</td>
</tr>
<tr>
<td>Amount:</td>
<td>14 digits</td>
</tr>
<tr>
<td></td>
<td>Include the amount of payment received or amount necessary to modify previously entered payment amount.</td>
</tr>
<tr>
<td>Description:</td>
<td>35 characters</td>
</tr>
<tr>
<td></td>
<td>Provide a description of the transaction. The default is &quot;Payment on Invoice.&quot;</td>
</tr>
<tr>
<td>D/C:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Indicate whether amount entered should be deducted (C) or added (D) to original payment amount.</td>
</tr>
</tbody>
</table>

**Current Line Item Status:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer:</td>
<td>13 characters/digits</td>
</tr>
<tr>
<td></td>
<td>Displays the FAMIS customer identification number and name.</td>
</tr>
<tr>
<td>Acct Nbr:</td>
<td>15 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the account number (Subsidiary Ledger + Support Account + Object Code) for the line item transaction.</td>
</tr>
<tr>
<td>Desc:</td>
<td>35 characters</td>
</tr>
<tr>
<td></td>
<td>Shows a description of the invoice line item.</td>
</tr>
<tr>
<td>Net Due:</td>
<td>11 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the actual dollar amount due for the invoice.</td>
</tr>
<tr>
<td>Posted Dt:</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Includes the date transaction was posted in FAMIS.</td>
</tr>
<tr>
<td>Amt:</td>
<td>14 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the amount given in credit.</td>
</tr>
<tr>
<td>Retained:</td>
<td>14 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the dollar amount retained by the sponsor.</td>
</tr>
<tr>
<td>Sale Dt:</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the date item was purchased.</td>
</tr>
</tbody>
</table>
Screen 615 – Post Line Item Payments (cont’d)

Paid Amt: 14 digits
Indicates the amount paid to vendor for the item.

Disallow: 14 digits
Shows dollar amount of invoice line item in dispute by sponsor and disallowed.

_transactions: 5 digits
Displays the expected number of transactions to be completed in this session.

_amount: 14 digits
Shows the expected total dollar amount of transactions in this session.

Batch: 6 characters/digits
Identifies the current batch reference.

Date: 8 digits
Indicates the date on which the batch was entered.

**Additional Functions**

PF KEYS See Appendix for explanation of standard PF keys.

PF12 Warns Displays nonfatal warning messages.
Search Invoices and Post Payments

To post payments on invoices or to search for specific invoices, use Screen 616. Partial or complete payments may be entered on this screen.

**Screen 616 - Search Invoices and Post Payments**

```
P2420 Please mark line items to pay or enter amount to pay
616 Search Invoices and Post Payments 11/17/10 16:25
AGGIE SWIMMERS
Screen: ___ Customer: 6xxxxxxxxxxx0 Invoice: H401502 Invoice Search: _
Net Invoice Amount Due: 2300.00
Enter 'Y' to pay Net Amount Due: _ Check No: _______ Check Date: __________

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Description</th>
<th>Due</th>
<th>Amount</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>301960</td>
<td>Aggie Swimmers Lane</td>
<td>2300.00</td>
<td>_</td>
<td></td>
</tr>
</tbody>
</table>

** End of Line Items **

Transaction:         Amount:                 Batch: JC0001  Date: 08/30/2010
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp                   Back  Fwd                     Warns
```

**Basic Steps**

**Invoice Search**
- Open a session on Screen 630.
- Advance to Screen 616.
- Type a customer name or number in the **Customer** field. You may also type an asterisk (*) or a customer name in this field and make a selection from the pop-up window.
- Type an invoice number in the **Invoice** field, or type “Y” in the **Invoice Search** field and press <ENTER> to search for available invoices in the pop-up window provided. To select an invoice from the pop-up window, type an “X” in the **Select** field next to the desired invoice, then press <ENTER> to return to Screen 616.

**Post Payments**
- Open a session on Screen 630.
- Advance to Screen 616, type the customer and invoice numbers in the fields provided, and press <ENTER> to display the total invoice amount, including a line-item breakdown of the invoice.
- Enter data in the fields provided, as desired, and press <ENTER> to record the payment and continue.
- If the AR Control Record (Screen 680) has been set to process payments as Journal Entries, you must now open a Financial Accounting session using Screen 30.
- Advance to Screen 12.
- Enter a receipt to the GL Clearing Account Control 1610 for the amount of the payment.
Invoice Search Process

Search for Invoices
When posting payments, the Invoice field may be used to search for and select the appropriate invoice. Enter a customer number, type a “Y” in the Invoice Search field, and press <ENTER> to access the pop-up window shown below. A list will be displayed showing all of the outstanding invoices for the specified customer. Type "X" in the Select field and press <ENTER> to return to Screen 616 with the selected information.

Pop-up Window for Invoice Searches

<table>
<thead>
<tr>
<th>F2406 Mark Invoice with an “X” to select</th>
<th>Customer: 6xxxxxxxxxxx0 AGGIE SWIMMERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ____ Search Starting with Invoice: _______</td>
<td></td>
</tr>
<tr>
<td>Invoice Number Billing</td>
<td></td>
</tr>
<tr>
<td>Select   Number of Lines Dept Due Date   Total Amt Due</td>
<td></td>
</tr>
<tr>
<td>_   _   _   _   _   _   _   _   _   _   _   _   _   _   _   _</td>
<td></td>
</tr>
<tr>
<td>_   _   _   _   _   _   _   _   _   _   _   _   _   _   _   _</td>
<td></td>
</tr>
<tr>
<td>_   _   _   _   _   _   _   _   _   _   _   _   _   _   _   _</td>
<td></td>
</tr>
<tr>
<td>_   _   _   _   _   _   _   _   _   _   _   _   _   _   _   _</td>
<td></td>
</tr>
<tr>
<td>** End of list - 5 invoice(s) found **</td>
<td></td>
</tr>
<tr>
<td>*** Press PF4 to Exit ***</td>
<td></td>
</tr>
</tbody>
</table>

Payment Posting Process

Accounting for Payment

A. When the AR Control Record has been set to process payments as Journal Entries (Screen 680), the direct receipt must be manually entered, using Screen 12, to the General Ledger (GL) Clearing Account Control 1610.

<table>
<thead>
<tr>
<th>Screen 616</th>
<th>Screen 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>*GL Clearing Account Control 1610</td>
</tr>
<tr>
<td>Credit</td>
<td>*GL Clearing Account Control 1100</td>
</tr>
</tbody>
</table>

* System processed transactions – no manual entry required.

B. When the AR Control Record has been set to process payments as Receipts (Screen 680), it is not necessary to enter the direct receipt to the GL Clearing Account using Screen 12. Instead, direct transactions to the GL Account Controls 1100 - Claim on Cash and 1300 - Accounts Receivable are processed by the system.
Screen 616 – Search Invoices and Post Payments (cont’d)

<table>
<thead>
<tr>
<th>Screen 616</th>
<th>Screen 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>*GL Account Control 1100</td>
</tr>
<tr>
<td>Credit</td>
<td>*GL Account Control 1300</td>
</tr>
<tr>
<td></td>
<td>No Entries Required.</td>
</tr>
<tr>
<td></td>
<td>No Entries Required.</td>
</tr>
</tbody>
</table>

* System processed transactions – no manual entry required.

Post Payments

- **Full Payment**
  Entering a “Y” in the **Total Amount Due** field will ignore the **Amount Paid** field and will create transactions to pay the remaining balance on the invoice.

- **Line Item Payment**
  Individual line items may be marked paid with a “Y” in the **Pay Line Amount** field. If only a portion of the amount is being paid, the **Amount Paid** field should be used.

- **Partial Payment**
  Enter the partial payment amount in the **Amount Paid** field beside the appropriate invoice.

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

**Action Line**

- **Customer:**
  *Help* 13 characters/digits
  Enter the FAMIS customer identification number.

- **Invoice:**
  7 character/digits
  Include the original invoice number assigned by FAMIS.

- **Invoice Search:**
  1 character
  Enter “Y” to use the pop-up with all of the outstanding invoices for the specified customer and search for the desired invoice.

**Screen Information**

- **Net Invoice:**
  14 digits
  Shows the net dollar amount due, calculated from all line items on the invoice.

- **Amount Due:**
  Shows the net dollar amount due, calculated from all line items on the invoice.

- **Enter ‘Y’ to pay:**
  1 character
  Type “Y” to mark entire invoice as paid.

- **Total Amount Due:**
  Type “Y” to mark entire invoice as paid.

- **Check No:**
  7 digits
  Indicate the check number.

- **Check Date:**
  PF2 Help 8 digits
  Enter date the payment was received.

- **Line:**
  2 digits
  Identifies the line item to be paid.
Screen 616 – Search Invoices and Post Payments (cont’d)

◆ Account: 15 digits
Displays the account number + Support Account + Sub Code to be used to post payment.

Description: 20 characters
Shows a description of the item ordered.

Net Amt Due: 12 digits
Shows dollar amount of line item due.

Pay Line Amount: 1 character
Type “Y” to mark the remaining line-item balance as paid.

Amount Paid: 12 digits
Include the payment amount for the individual line item.

Batch Information:
◆ Transaction: 5 digits
Shows expected number of transactions to be completed.

◆ Amount: 14 digits
Identifies expected total dollar amount of transactions.

Batch: 6 characters/digits
Displays the current batch reference.

Date: 8 digits
Indicates the date on which the batch was entered.

Additional Functions
PF KEYS
See Appendix for explanation of standard PF keys.

PF12 Warnings
Displays nonfatal warning messages.
Retention and Disallowance Information

Retention and Disallowance is a feature related to SPR and SPR Projects. Recording a disallowance or retention amount is a temporary measure used to document a dollar amount of the invoice that is not being paid, perhaps until a future date.

With a disallowance, the amount specified is not being paid because it is “in dispute” with the sponsor. Eventually, the amount disallowed must be zeroed out and either the invoice should be adjusted downward or the sponsor must agree to pay the charge.

In contrast, with a retention entry the sponsor is not paying a portion of the invoice until the end of the grant/contract period, at which time the amount will be zeroed out and the balance will become due. Retention/Disallowance information is entered/updated using Screen 617.

### Screen 617 - Retention/Disallowance Maintenance

<table>
<thead>
<tr>
<th>617 Retention/Disallowance Maintenance</th>
<th>11/17/10 16:31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___  Invoice: G065641</td>
<td></td>
</tr>
<tr>
<td>Customer: 6xxxxxxxxxxxx0</td>
<td>Name: ALL PETS VET HOSPITAL</td>
</tr>
<tr>
<td>Due Date: 01/03/2008</td>
<td>Number of Lines: 1</td>
</tr>
<tr>
<td>Total Amount: 125.00</td>
<td>Total Retained: 0.00</td>
</tr>
<tr>
<td>Total Paid: 100.00</td>
<td>Total Disallow: 0.00</td>
</tr>
<tr>
<td>Ln ---- Account ---- Total Amt Due</td>
<td>Retention</td>
</tr>
<tr>
<td>1 270780 00753 0525</td>
<td>Disallow</td>
</tr>
<tr>
<td></td>
<td>Net Amt Due</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Hmenu Help  EHelp

### Basic Steps

- Open a session on Screen 630.
- Advance to Screen 617.
- Type an invoice number in the Invoice field, and press <ENTER> to display existing invoice information.
- Type the desired retention or disallowance amount, and press <ENTER> to record the information.

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

**Action Line**

◆ Invoice: 7 character/digits
  Enter the desired invoice number.

Customer: 13 characters/digits
  Shows the FAMIS customer ID number.
Screen 617 – Retention/Disallowance Maintenance (cont’d)

Name: 25 characters
Display the customer’s name.

Screen Information

Due Date: 8 digits
Identify the date invoice should be paid. **If left blank, it will be calculated from sale date.**

Number of Lines: 3 digits
Indicates number of lines in the invoice.

Total Amount: 13 digits
Shows the total dollar amount of the invoice.

Total Retained: 13 digits
Identifies the total dollar amount retained for all line items on the invoice.

Total Paid: 13 digits
Displays the total amount paid on the invoice.

Total Disallow: 13 digits
Shows the total dollar amount disallowed for all line items on the invoice.

Ln: 3 digits
Indicates the line item to be marked for retention/disallowance.

Account: 15 digits
Displays the Account, Support Account, and Object Code of the invoice line item.

Total Amt Due: 13 digits
Identifies the total dollar amount due for the account specified.

Retention: 13 digits
Enter the dollar amount to be retained for payment by the end of the grant/contract.

Disallow: 13 digits
Include the dollar amount of the invoice line item in dispute by the sponsor and disallowed.

Net Amt Due: 13 digits
Shows the dollar amount due after deducting the retention/disallowance from the item.

Additional Functions

PF KEYS
See Appendix for explanation of standard PF keys.
Create Credit Invoices

The creation of a new credit invoice may be done when there has been an overpayment to the vendor or when the goods have been returned. **Screen 640 would then be used. The fields are identical to those on Screen 610 (Invoice Create).** These screens differ in that instead of a regular invoice requesting payment, FAMIS creates an invoice that reflects credit for the customer.

**Screen 640 – Credit Invoice Create**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Customer: 6xxxxxxxxxxx0 Invoice: G065657</td>
</tr>
<tr>
<td>* ------ Invoice Information ------- *</td>
<td>* -- Override Bill to Information -- *</td>
</tr>
<tr>
<td>Billing Dept: _____</td>
<td>Name: ______________________________</td>
</tr>
<tr>
<td>Invoice Type: ___</td>
<td>Address: _____________________________</td>
</tr>
<tr>
<td>Due Date: __________</td>
<td>City: _____________________________ State: __</td>
</tr>
<tr>
<td>Bill Period Begin: ___</td>
<td>Zip: __________ City: _____________________________ State: ___</td>
</tr>
<tr>
<td>Bill Period End: ___</td>
<td>Country: __</td>
</tr>
<tr>
<td>Customer PO: ___</td>
<td>Phone: __________ Ext: ____</td>
</tr>
<tr>
<td>Customer Acct: _____</td>
<td>Phone: _____________________________ Phone: _____________________________</td>
</tr>
<tr>
<td>Customer Proj: ____</td>
<td></td>
</tr>
<tr>
<td>Work Order: ___</td>
<td></td>
</tr>
<tr>
<td>Sponsors Bill Seq: ___</td>
<td></td>
</tr>
<tr>
<td>Suppress Past Due: _</td>
<td></td>
</tr>
</tbody>
</table>

Transactions: 0 Amount: 0.00 Batch: JC0001 Date: 08/30/2010

**Basic Steps**

- Open a session on Screen 630.
- Advance to Screen 640.
- Type in the customer and invoice numbers and press<ENTER>.
- Enter a billing department and invoice type.
- Type additional data in the available fields, as desired, and press <ENTER> to record.

**Do not press <ENTER> until you have entered all of the credit invoice header information.**

- Enter data in the line item entry pop-up window and press <ENTER> to create the credit invoice. If there are no errors, the invoice number will appear in the top left corner of the screen.

**Credit Invoice Process**

**Automatic Invoice Creation**
If desired, FAMIS can automatically assign the seven-character credit invoice number. This is accomplished by entering a zero (0) or one of the invoice prefixes listed below in the **Invoice** field. A list of valid prefixes may be seen using Screen 681. The assigned invoice number will be displayed in the message line after all invoice information has been successfully entered.
Invoice Creation

The credit invoice number is seven characters in length. Examples of the first character in the invoice (the invoice prefix), as set on Screen 681, are as follows:

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

Billing Department Information

The billing department is the department that originates the credit invoice. It is entered on Screen 640 and may be modified on Screen 620. This department must be a valid value on the Department Table. Contact the FAMIS Services staff if you wish to add any new departments to the table.

Typing a question mark (?) in the Billing Dept field and pressing <ENTER> will access a pop-up window with a complete listing of valid departments and their abbreviations. Type an “X” next to the desired department and press <ENTER> to select the department and return to Screen 640. Press PF4 if you wish to return to Screen 640 without selecting a billing department.

Invoice Types

The invoice type is used to group credit invoices by category. Typing a question mark (?) in the Invoice Type field and pressing <ENTER> will access a pop-up window with a complete listing of valid invoice types. Type an “X” next to the desired type and press <ENTER> to select an invoice type and return to Screen 640. Press PF4 if you wish to return to Screen 640 without selecting an invoice type. Sample invoice types include the following:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>DP</td>
<td>Departmental</td>
</tr>
<tr>
<td>IN</td>
<td>Insurance</td>
</tr>
<tr>
<td>SP</td>
<td>Sponsored Research</td>
</tr>
</tbody>
</table>

Line Item Entry

After successfully entering the credit invoice header information, the Line Item Entry pop-up window will appear as shown below. Invoice items from both state and local accounts may be entered for the same customer. At least one line item must be entered before an invoice number will be assigned.

The Ref field in the Line Item Entry pop-up window refers to reference number four (4).
Screen 640 – Credit Invoice Create (cont’d)

Screen 640 Credit Invoice Create - Pop Up Window

* ---------------------- Line Item Entry --------------------- *
<table>
<thead>
<tr>
<th>Account</th>
<th>Sale Date</th>
<th>Ref</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ln: 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desc:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ln: 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desc:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ln: 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desc:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Ref 1: ______  2: ______  3: ______</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>More Lines (Y/N)</td>
<td>_</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF4-Exit  PF7-Bkwd  PF8-Fwd  PF12-Cancl Total: ______________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Accounting Entries
When a credit invoice is created, a journal entry is produced which debits the Subsidiary Ledger (SL) and credits the General Ledger (GL) Account control 2130 - Overpayment on Accounts Receivable. In addition to these direct transactions, four indirect transactions are processed with the creation of an invoice using Screen 610: a debit to the GL account Fund Balance, a debit to the GL expense/revenue summary, a debit to the GL claim on cash, and a credit to the GL claim on cash. These transactions may be viewed using Screen 627 (Transaction Inquiry by Batch).

<table>
<thead>
<tr>
<th>Direct Transactions</th>
<th>Indirect Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit SL Revenue Object Code</td>
<td>GL Expense/Revenue Summary Account Control</td>
</tr>
<tr>
<td>Debit GL Fund Balance Account Control</td>
<td></td>
</tr>
<tr>
<td>Debit GL Account Control 1100 - Claim on Cash</td>
<td>GL Account Control 2130</td>
</tr>
<tr>
<td>Credit GL Account Control 1100 - Claim on Cash</td>
<td>GL Account Control 1100 - Claim on Cash</td>
</tr>
</tbody>
</table>

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

Action Line
◆ Customer: [Help] 13 characters/digits
Enter the FAMIS customer identification number.

◆ Invoice: 7 character/digits
Enter original invoice number assigned by FAMIS.

Screen Information
Invoice Information:
◆ Billing Dept: [Help] 4 characters
Identify the department that originated the invoice.
Screen 640 – Credit Invoice Create (cont’d)

- **Invoice Type**: 2 characters
  Include type of invoice with a specific category.

- **Due Date**: 8 digits
  Enter the date invoice should be paid. **If left blank, it will be calculated from the sale date (on pop-up). Sale date is current date, unless overridden.**

- **Bill Period Begin**: 8 digits
  Include the date the billing period begins.

- **Bill Period End**: 8 digits
  Identify the date the billing period ends.

- **Customer PO**: 10 characters/digits
  Enter the customer purchase order number.

- **Customer Acct**: 20 digits
  Include the account number the customer uses.

- **Customer Proj**: 10 digits
  Identify the project number assigned by customer, if customer assigns one.

- **Work Order**: 10 digits
  Enter the number used by physical plant to identify work orders.

- **SPR Project**: 10 digits
  Indicate the Sponsored Research Project number associated with sponsored billing.

- **Sponsors Bill Seq**: 4 digits
  If coming from an SPR project, shows the number of times the project has been billed.

- **Suppress Past Due**: 1 character
  Type “Y” if past due messages should be suppressed.

**Override Bill to Information (Informational only):**

- **Name**: 30 characters
  Enter the customer name to send bill to if different from customer making payment.

- **Address**: 90 characters/digits
  Include the customer's billing address if different from original.

- **City**: 20 characters
  Identify the city of the customer's billing address if different from original.

- **State**: 2 characters
  Include the state of customer's billing address if different from original.
Screen 640 – Credit Invoice Create (cont’d)

Zip: 9 digits
Enter the zip code of customer’s billing address if different from original.

Country: 3 characters
Identify the country of customer’s billing address if different from original.

Phone: 10 digits
Include the customer’s telephone number if different from original.

Ext: 4 digits
Enter the customer’s telephone extension if different from original.

Batch Information:
Transactions: 5 digits
Shows the expected number of transactions to be completed in this session.

Amount: 14 digits
Identifies expected total dollar amount of transactions in this session.

Batch: 6 characters/digits
Displays the current batch reference.

Date: 8 digits
Indicates the date the batch was entered.

Additional Functions
PF KEYS
See Appendix for explanation of standard PF keys.

PF9 Retention/Disallowance Maintenance
617
Press PF9 to access Screen 617 - which is used to add retention or disallowances to the invoice.

PF12 Warnings
Warns
Displays nonfatal warning messages.
Create Credit Invoice Line Items

Additional credit line items may be entered on Screen 641 after an invoice has already been created using Screen 640. A credit invoice line item will be assigned when FAMIS accepts the new information. The message "Accepted - Item assigned to line number (1, 2, 3, etc.)" will appear above the Action Line.

<table>
<thead>
<tr>
<th>Screen 641 - Credit Line Item Create</th>
</tr>
</thead>
<tbody>
<tr>
<td>641 Credit Line Item Create 07/02/07 16:06</td>
</tr>
<tr>
<td>Screen: ___ Customer: 2vvvvvvvvvvv0 Invoice: 0021222</td>
</tr>
<tr>
<td>***** Credits *****</td>
</tr>
<tr>
<td>Account: 33333 11111 0510</td>
</tr>
<tr>
<td>Ref: 0757835</td>
</tr>
<tr>
<td>Sale Date: 06/30/2007</td>
</tr>
<tr>
<td>Amount: 567.25</td>
</tr>
<tr>
<td>Description: CREDIT FOR FAULTY LAMP</td>
</tr>
<tr>
<td>Cost Ref 1: ______ 2: ______ 3: ______</td>
</tr>
</tbody>
</table>

Transactions: Amount: Batch: JAC001 Date: 07/02/2007
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

### Basic Steps
- Open a session on Screen 630.
- Advance to Screen 641.
- Type the customer and credit invoice numbers and press <ENTER>.
- Enter the account number, the amount of the line item, and its description.
- Enter additional data in the available fields, as desired, and press <ENTER> to record the credit invoice line item.
- If there are no errors, the line item number assigned will appear in the top left corner of the screen.

### Line Item Creation Process

**Accounting Entries**

When a credit invoice is created, a journal entry is produced, which debits the Subsidiary Ledger (SL) and credits the General Ledger (GL) Account control 2130 - Overpayment on Accounts Receivable. In addition to these direct transactions, four indirect transactions are processed with the creation of an invoice using Screen 610: a debit to the GL account Fund Balance, a debit to the GL expense/revenue summary, a debit to the GL claim on cash, and a credit to the GL claim on cash. These transactions may be viewed using Screen 627 - Transaction Inquiry by Batch.
Screen 641 – Credit Line Item Create (cont’d)

<table>
<thead>
<tr>
<th></th>
<th>Direct Transactions</th>
<th>Indirect Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>SL Revenue Object Code</td>
<td>GL Expense/Revenue Summary Account Control</td>
</tr>
<tr>
<td>Debit</td>
<td></td>
<td>GL Fund Balance Account Control</td>
</tr>
<tr>
<td>Debit</td>
<td></td>
<td>GL Account Control 1100 - Claim on Cash</td>
</tr>
<tr>
<td>Credit</td>
<td>GL Account Control 2130</td>
<td>GL Account Control 1100 - Claim on Cash</td>
</tr>
</tbody>
</table>

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

**Action Line**
◆ Customer: [Help] 13 characters/digits
   Enter the FAMIS customer identification number.
◆ Invoice: 7 character/digits
   Include the credit invoice number assigned by FAMIS.

**Screen Information**
◆ Account: 15 digits
   Identify the account number issuing credit.

   Ref: [PF2 Help] 7 digits
   Enter the departmental invoice number.

   Sale Date: 8 digits
   Include the date the items were sold to the customer.

◆ Amount: 12 digits
   Enter the amount given in credit.

◆ Description: 2 lines (35 characters each)
   Provide a description of credit invoice.

   Cost Ref 1, 2, 3: 7 characters/digits
   Include any user defined reference numbers.

**Batch Information**
Transactions: 5 digits
   Shows the expected number of transactions to be completed in this session.

   Amount: 14 digits
   Identifies the expected total dollar amount of transactions in this session.

   Batch: 6 characters/digits
   Displays the current batch reference.

   Date: 8 digits
   Indicates the date the batch was entered.
### Additional Functions

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

- **PF12**
  - **Warnings**
  
  Displays nonfatal warning messages.
Add/Modify Customer Information

Screen 603 adds new customer information or modifies existing customer information. A customer number schema is defined by the agency at the time of implementation and may be associated with a federal identification number.

Screen 603 – Customer Add/Modify

<table>
<thead>
<tr>
<th>603 Customer Add/Modify</th>
<th>11/18/10 11:58</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Customer: 6xxxxxxxxxxxx4</td>
<td></td>
</tr>
<tr>
<td>Name: ALPHI BUILDING INC</td>
<td>Alternate</td>
</tr>
<tr>
<td>Address: P O BOX 15555</td>
<td>Address: NICK NOLAN</td>
</tr>
<tr>
<td>PROJECT: CHEMISTRY BUILDING</td>
<td><a href="mailto:UN@ANYMAIL.EDU">UN@ANYMAIL.EDU</a></td>
</tr>
<tr>
<td>MOLD REMEDIATION</td>
<td></td>
</tr>
<tr>
<td>City: COLLEGE STATION</td>
<td>State: TX</td>
</tr>
<tr>
<td>Zip: 77841</td>
<td></td>
</tr>
<tr>
<td>Phone: 000-845-0000</td>
<td>Ext: ____</td>
</tr>
<tr>
<td>Customer Type: CP</td>
<td>Retention Months: 18</td>
</tr>
<tr>
<td>Bill Type: 1</td>
<td>Bill Frequency: M</td>
</tr>
<tr>
<td>Credit Limit: 0.00</td>
<td></td>
</tr>
</tbody>
</table>

* System Information *

| Established: 11/14/2008 | Outstd. Bal: 497.60 | Freeze Flag: N |
| Last Activity: 11/20/2008 | Deposit Held: 0.00 | Delete Flag: N |
| Last Invoice: P018850 | Last Billed: | Drop Flag: N |

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

Basic Steps

• Advance to Screen 603.
• Type a customer ID number or name and press <ENTER>.
• If this is a new customer, enter the Name and Customer type.
• Add or modify additional information in the available fields, as desired.
• Press <ENTER> to record the information and to continue.

Customer Modification Process

Customer Number

The customer number is assigned on Screen 603. The proper sequence is either 13 numbers or 2 alpha characters followed by 11 numbers (EX: UN12345678910). After entering the assigned number, press <ENTER>. The message "No record found - enter information to add the record" will appear if the number entered does not belong to an existing customer. The message “Please Enter Desired Modifications” will appear if the number entered already belongs to an existing customer.
Customer number formats generally appear as follows:

**Customers**

**Option 1:**
UN + Universal Identification Number of customer.

*Example:* UN101001234

**Option 2:**
68 + Some unique number. *(No SSN)*

*Example:* 6844432222212

**Federal**
Federal Identification Number of customer (if less than 13 digits, may begin or end with user defined sequence of numbers).

*Example:* 1234567891023

**Other Agencies**
Part/Agency Number (2 digits) + Subsidiary Ledger Account Number (6 digits) + Support Account Number (5 digits)

*Example:* 0255555511111

**SPR Customer**
SPR the Sponsor ID is 0000187
FRS Accounts Receivable customer ID is SP00001870000

**Modify Customer Files**
If a change is made to the customer name, a pop-up window appears (as shown below) asking whether the previous name should be added to the alias file. Answering “Y” ensures that the previous customer name will still be retained on file.

If you are correcting a data entry problem, enter an “N” in the pop-up window below.

See “Creating/Dropping Customer Aliases” section for further customer alias information.
Screen 603 – Customer Add/Modify (cont’d)

Customer Type
The customer type is used to group customers by organization or classification. Typing a question mark (?) in the Customer Type field and pressing <ENTER> will access a pop-up window with a complete listing of valid customer types. Type an “X” next to the desired type and press <ENTER> to select the customer type and return to Screen 603. Press PF4 if you wish to return to Screen 603 without selecting a customer type. Each campus defines its own values.

<table>
<thead>
<tr>
<th>Values</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP</td>
<td>Corporation</td>
</tr>
<tr>
<td>IN</td>
<td>Individual</td>
</tr>
<tr>
<td>NP</td>
<td>Non-Profit Organization</td>
</tr>
<tr>
<td>OG</td>
<td>Other Government Entity</td>
</tr>
<tr>
<td>PT</td>
<td>Other TAMUS System Parts</td>
</tr>
<tr>
<td>RF</td>
<td>Research Foundation</td>
</tr>
<tr>
<td>SP</td>
<td>Sponsored Research</td>
</tr>
</tbody>
</table>

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

Action Line
◆ Customer:◆ Help 13 characters/digits
Enter the FAMIS customer identification number.

◆ Name:PF2 Help 50 characters
Include the name of the customer to be added or modified.

Screen Information
Billing Address: PF2 Help 4 lines (30 characters/digits each)
Enter the address where invoices should be sent.

City: PF2 Help 20 characters
Include the city of the customer's billing address if different from original.

State: ? Help 2 characters
Identify the state of customer's billing address if different from original.

Zip: 9 digits
Enter the zip code of customer's billing address if different from original.

Country: ? Help 3 characters
Identify the country of customer's billing address if different from original.

Phone: PF2 Help 10 digits
Include the customer's telephone number if different from original.

Ext: 4 digits
Enter the customer's telephone extension, if different from original.
Screen 603 – Customer Add/Modify (cont’d)

- **Alternate Address**: 4 lines (30 characters/digits each)
  Include the alternate address for billing invoices to be mailed. \textit{Informational use only, not used in processing.}

- **City**: 20 characters
  Include the city of the customer's alternate address if different from original.

- **State**: 2 characters
  Identify the state of customer's alternate address if different from original.

- **Zip**: 9 digits
  Enter the zip code of customer's alternate address if different from original.

- **Country**: 3 characters
  Identify the country of customer's alternate address if different from original.

- **Phone**: 10 digits
  Include the customer's telephone number if different from original.

- **Ext**: 4 digits
  Enter the customer's telephone extension if different from original.

- **Customer Type**: 2 characters
  Indicate the type of organization/classification of the customer.

- **Retention Months**: 2 digits
  Identify the number of months customer should be kept on the files before being deleted for inactivity. The default is eighteen (18) months. This field is currently not in use.

- **SPR Sponsor ID**: 7 digits
  Include the Sponsored Research sponsor identification number.

- **Bill Type**: 1 digit
  Identify the type of bill that groups bills for different invoice forms. The default value is “1.” Currently, Accounts Receivable does not print bills.

- **Bill Frequency**: 1 character
  Indicate how much time should elapse before sending a new invoice. Valid billing frequency values include the following:
  
  \begin{itemize}
  \item M = Monthly
  \item Q = Quarterly
  \item S = Semi-Annually
  \item A = Annually
  \end{itemize}

- **Credit Limit**: 11 digits
  Enter dollar amount to prevent a receivable from being setup if it will cause a credit limit to be exceeded.
Screen 603 – Customer Add/Modify (cont’d)

**System Information:**

**Established:** 8 digits
Shows date the customer was established.

**Outstnd. Bal:** 14 digits
Shows the current outstanding balance.

**Freeze Flag:**

1 character
Indicates whether or not the freeze flag has been activated (“Y” or “N”). If “Y,” will prevent any further activity for the customer.

**Last Activity:** 8 digits
Shows the date of the last transaction posted to the customer file.

**Deposit Held:** 14 digits
Displays the dollar amount of the deposit held on the customer’s account. **This field is not currently used.**

**Delete Flag:**

1 character
Indicates whether or not the delete flag has been activated (“Y” or “N”). If “Y,” customer has been deleted from the system.

**Last Invoice:** 7 character/digits
Shows the number of the last invoice posted.

**Last Billed:** 8 digits
Indicates the most recent billing date for the customer.

**Drop Flag:**

1 character
Indicates whether or not the drop flag has been activated (“Y” or “N”). If “Y,” customer will be removed from the system.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of standard PF keys.
Enter Customer Comments

Comments for or about a particular customer may be typed in using Screen 604. The format is free-form text and any information may be typed on the screen that the user wishes to document.

These comments are for online viewing only and will not print on paper.

Screen 604 – Customer Comments

<table>
<thead>
<tr>
<th>Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)</th>
</tr>
</thead>
</table>

**Action Line**

◆ Customer: 13 characters/digits

Enter the customer’s ID number.

**Screen Information**

Customer Name: 30 characters

Shows the customer’s name for the ID number entered on the Action Line.

Comments: 10 lines (60 characters each)

Enter comments, as desired.

**Additional Functions**

PF KEYS

See Appendix for explanation of standard PF keys.
Create/Drop Customer Aliases

An alias is a common name for a customer other than the formatted name that prints on the invoice. These aliases can help locate the customer through a name search.

EXAMPLE: Shown below, TAMU Development Foundation can also be searched by looking up A&M Foundation. Each customer may have several aliases.

Screen 607 – Customer Name Alias Maintenance

Basic Steps

Add an Alias
- Advance to Screen 607.
- Type the customer identification number and press <ENTER>.
- Type up to 15 alias names for the customer.
- Press <ENTER> to record the information and to continue.

Drop an Alias
- Advance to Screen 607.
- Type the customer identification number and press <ENTER>.
- Type a “Y” in the Drop field directly across from the alias.
- Press <ENTER> to physically remove the alias from the system.

Alias Maintenance Process

Create Customer Aliases
In addition to Screen 607, customer aliases can be created when the customer name is modified using Screen 603. Changing the name on Screen 603 will bring up a pop-up window that will allow you to send the old name to the customer alias file.
Drop Customer Aliases
Customer aliases may be dropped by entering a “Y” in the Drop field on Screen 607.

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

Action Line
◆ Customer: ☞ Help 13 characters/digits
Enter the FAMIS customer identification number.

Screen Information
Customer Alias: PF2 Help 35 characters
Include names/alias associated with the customer identification number.

Drop:
1 character
Type “Y” to drop the alias from the system.

Additional Functions
PF KEYS
See Appendix for explanation of standard PF keys.
Correct a Customer Number

To change a customer number and all of its associated invoices to a new customer number, you will use Screen 608.

This should be used only when a customer has been set up with an incorrect number.

Screen 608 – Customer Number Modify

608 Customer Number Modify                                      07/02/07 16:16
Screen: ___    Customer: 6vvvvvvvvvvv0
Name: ALPHA VET LAB

Enter new Customer Number:

This screen will change a customer number and all associated invoices to a new customer number. This should be used only when a customer has been set up with an incorrect number.

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

Basic Steps

• Advance to Screen 608.
• Type a customer identification number and press <ENTER>.
• Type the new customer identification number in the space provided and press <ENTER>.
• Type a “Y” in the pop-up window to record the new customer identification number and to continue.

Customer ID Modification Process

Modify the Customer Number
Type a new customer number and press <ENTER>. The following pop-up window will appear, asking for change verification. Type “Y” and press <ENTER> to continue the change process.

+---------------------------------------------------------+
|                                                         |
| Please verify that the Customer Number is to be changed  |
| from 6xxxxxxxxxxx0 to 6xxxxxxxxxxx1                      |
| Change?  Y  (Y/N)                                        |
+---------------------------------------------------------+
Customer Number
The customer number is assigned on Screen 603. The proper sequence is either 13 numbers or 2 alpha characters followed by 11 numbers (EX: SS12345678910). After entering the assigned number, press <ENTER>. The message "No record found - enter information to add the record" will appear if the number entered does not belong to an existing customer. The message “Please Enter Desired Modifications” will appear if the number entered already belongs to an existing customer. Customer number formats generally appear as follows:

Customers

Option 1:
SS (or UN) + Universal Identification Number of customer.

Example: SS101001234
Example: UN101001234

Option 2:
86 + Some unique number. (No SSN)

Example: 8644432222212

Federal
Federal Identification Number of customer (if less than 13 digits, may begin or end with user defined sequence of numbers).

Example: 1234567891023

Other Agencies
Part/Agency Number (2 digits) + Subsidiary Ledger Account Number (6 digits) + Support Account Number (5 digits)

Example: 0255555511111

SPR Customer
SPR the Sponsor ID is 0000187
FRS Accounts Receivable customer ID is SP00001870000

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

Action Line
◆ Customer: 13 characters/digits
Enter the FAMIS customer identification number.

Name: 30 characters
Displays the name of the FAMIS customer.
Screen 608 – Customer Number Modify (cont’d)

Screen Information

◆ Enter New
  Customer Number: 13 digits
  Include the corrected customer identification number.

Additional Functions

PF KEYS
  See Appendix for explanation of standard PF keys.
Set/Reset Customer Flags

The user can freeze customer activity, delete a customer from the customer file, or drop the customer from the system by using Screen 643.

Flags may be set on or off. The possible values are as follows:

- Y (on) -- Indicates that an action will occur
- N (off) -- Indicates that the action will not occur

**Screen 643- Customer Flag Set/Reset**

<table>
<thead>
<tr>
<th>Customer Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y - FREEZE this Customer</td>
</tr>
<tr>
<td>N - DELETE this Customer</td>
</tr>
<tr>
<td>N - DROP this Customer (must be deleted first)</td>
</tr>
</tbody>
</table>

**Basic Steps**

- Advance to Screen 643.
- Type a customer identification number and press <ENTER>.
- Enter an invoice and account number, if desired, and press <ENTER>.
- Set/reset available flags as desired, and press <ENTER> to record the flag settings.

**Customer Flag Process**

**Freeze Flag**

The freeze flag is used to restrict invoice activity against a customer. If the freeze flag is set to “Y,” new invoices or invoice items cannot be created. Therefore, no new invoice transactions will be processed. However, further payments or adjustments on existing invoices are allowed.

**Delete Flag**

If the delete flag for a customer is set to “Y,” new invoices or invoice line items cannot be created. The delete flag cannot be set to “Y” unless the outstanding balance for the customer is zero. Further payments and adjustments to existing invoices are allowed.
Screen 643 – Customer Flag Set/Reset (cont’d)

This flag is no longer used in the purge process. 
The program bases selection on activity date rather than the delete flag.

Marking the customer as deleted will prevent any new activity; therefore, the customer will be deleted when there is a match on the “last activity” as specified in the program parameters.

**Drop Flag**
The drop flag is used to identify customers that will be immediately purged from the system. If the drop flag is set to “Y,” the customer will be dropped physically from the customer file. The difference between a drop and a delete is that a deleted customer is removed at year end, whereas a dropped customer is removed from the database immediately.

The delete flag must be "on" (Y) before the drop flag can be set to “Y” (on).

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

**Action Line**

◆ Customer: [Help] 13 characters/digits
   Enter the current FAMIS customer identification number.

Invoice: 7 character/digits
   Identify an invoice associated with the customer.

Account: 10 digits
   Enter a six-digit account number plus the 4 digit subcode number associated with the customer.

**Screen Information**

**Customer Flags**

FREEZE: [PF2 Help] 1 character
   Type “Y” to freeze the customer from further invoice transactions.

DELETE: [PF2 Help] 1 character
   Type “Y” to delete the customer.
   At year-end, the customer will be deleted from the system.

DROP: 1 character
   Enter “Y” to remove the customer from the customer file.

**Additional Functions**

PF KEYS
   See Appendix for explanation of standard PF keys.

PF12 Warnings
   Displays nonfatal warning messages.
Section VII
Inquiry Screens
Search for Customers by Name

Screen 602 allows you to search for a customer by name. The customer names displayed are in alphabetical order. Even if you don’t know the entire name of the customer, you may enter the first letter of the name or a partial name, and FAMIS will display any customers that match what you enter in the Customer field.

**Basic Steps**

- Type the name, or any part of the customer’s name, in the Customer field, and press <ENTER> to display an alphabetical listing of customers that match what you entered in the Customer field.
- Type an “X” next to a customer’s name and press <ENTER> to select it and to transfer the customer number to the Action Line.

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

**Action Line**

Customer: 13 characters/digits
Enter the desired FAMIS customer identification number, if known. If not, you may enter part or all of the customer’s name.

**Screen Information**

Name: 30 characters
Displays the name of the customer.

Customer: 13 characters/digits
Enter the FAMIS customer identification number.
Screen 602 – Customer Name Search (cont’d)

**Drop:**
1 character
“Y” Indicates the drop flag has been set for the customer.

**Alias:**
1 character
“Y” indicates this is the customer alias.

**City:**
17 characters
Displays the name of the city where the customer is located.

**State:**
2 characters
Indicates the state where the customer is located.

*Additional Functions*

**PF KEYS**
See Appendix for explanation of standard PF keys.
View Customer System Information

Detailed information about a customer, including the last recorded activity and total sales year-to-date, is displayed on Screen 605.

Screen 605 – Customer System Information

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Customer: 6xxxxxxxxxxx0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name: BARTON HILLS VETERINARY HOSPITAL</td>
<td></td>
</tr>
<tr>
<td>Established: 05/15/1998</td>
<td>Drop Flag: N</td>
</tr>
<tr>
<td>Last Activity: 05/19/2010</td>
<td>Delete Flag: N</td>
</tr>
<tr>
<td>Last Billed: G097574</td>
<td>Freeze Flag: N</td>
</tr>
<tr>
<td>SFR Sponsor ID:</td>
<td></td>
</tr>
<tr>
<td>Deposit Held: 0.00</td>
<td>Added Userid: HxxxxxxxxP</td>
</tr>
<tr>
<td>Credit Limit: 0.00</td>
<td>Last Mod Userid: HxxxxxxxxP</td>
</tr>
<tr>
<td>Outstd. Bal: 0.00</td>
<td>Last Online Mod Date: 05/15/1998</td>
</tr>
<tr>
<td>Total Sales: 2069.50</td>
<td>Bill Type: 1</td>
</tr>
<tr>
<td>YTD Total Sales: 2069.50</td>
<td>Bill Frequency: M</td>
</tr>
<tr>
<td>Customer Type: CP</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Enter a customer identification number in the Customer field.
- Press <ENTER> to display the specified customer information.

Customer Information Process

**Customer Type**

The customer type is used to group customers by organization or classification. Typing your cursor on the Customer Type field and pressing PF2 will access a pop-up window with a complete listing of valid customer types. Sample customer types include the following:

<table>
<thead>
<tr>
<th>Values</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP</td>
<td>Corporation</td>
</tr>
<tr>
<td>IN</td>
<td>Individual</td>
</tr>
<tr>
<td>NP</td>
<td>Non-Profit Organization</td>
</tr>
<tr>
<td>PT</td>
<td>Other TAMUS System Parts</td>
</tr>
<tr>
<td>RF</td>
<td>Research Foundation</td>
</tr>
<tr>
<td>SP</td>
<td>Sponsored Research</td>
</tr>
</tbody>
</table>
Screen 605 – Customer System Information (cont’d)

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

**Action Line**

◆ Customer: 13 characters/digits
Enter the FAMIS customer identification number.

Customer Name: 30 characters
Shows the name of the customer associated with the identification number on the Action Line.

**Screen Information**

Established: 8 digits
Displays the date customer account was established.

Last Activity: 8 digits
Identifies the date of last activity (purchase, invoice mailed, etc.).

Last Invoice: 7 character/digits
Shows the number of the last invoice posted to this customer.

Last Billed: 8 digits
Identifies the date of most recent billing.

SPR Sponsor ID: 7 digits
Displays the identification number of the sponsor responsible for a Sponsored Research Project.

Drop Flag: 1 character
“Y” indicates the customer has been removed from the customer file.

Freeze Flag: 1 character
“Y” indicates the selected customer is frozen from further invoice transactions.

Delete Flag: 1 character
“Y” indicates the specified customer is deleted.
At year-end, the customer will be deleted from the system.

Retention MM: 2 digits
Displays the number of months to be retained after the last activity. Related to SPR.

Deposit Held: 15 digits
Shows the amount of deposit held on account.

Credit Limit: 15 digits
Identifies the amount of credit available to the customer.

Outstnd. Bal: 15 digits
Current outstanding balance on customer’s account.
Screen 605 – Customer System Information (cont’d)

**Added Userid:** 7 characters/digits
Shows the FAMIS identification number of the person who set the customer up on FAMIS.

**Last Mod Userid:** 7 characters/digits
Displays the identification number of person who entered the most recent modifications for the customer.

**Last Online**
**Mod Date:**
Identifies the date of last modification activity.

**Total Sales:** 15 digits
Shows the total dollar amount in sales outstanding for this customer.

**YTD Total Sales:** 15 digits
Displays the total dollar amount of year-to-date sales for the specified customer.

**Bill Type:**
Identifies the bill type used to group bills for different invoice forms. The default value is "1." Currently, Accounts Receivable does not print bills. Related to SPR.

**Bill Frequency:**
Indicates the value in SPR which defines how often a project is billed before sending a new invoice. Sample bill frequency values are M (monthly), Q (quarterly), S (semi-annually), and A (annually). Related to SPR.

**Customer Type:**
Indicates the type of the organization/classification of the customer.

**Additional Functions**
**PF KEYS**
See Appendix for explanation of standard PF keys.
List Invoices by Customer

To list the open invoices attributed to a specific customer, use Screen 632.

**Screen 632 – Invoices by Customer (Panel 1)**

<table>
<thead>
<tr>
<th>Sel</th>
<th>Invoice</th>
<th>Due Date</th>
<th>Amount</th>
<th>Amt Paid</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>G063425</td>
<td>10/11/2007</td>
<td>25.00</td>
<td>25.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>G067780</td>
<td>01/11/2008</td>
<td>36.00</td>
<td>36.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>G067780</td>
<td>02/13/2008</td>
<td>36.00</td>
<td>36.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>G105078</td>
<td>12/11/2010</td>
<td>19.00</td>
<td>0.00</td>
<td>19.00</td>
</tr>
</tbody>
</table>

* Total *         | 152.00  |
|                  | 133.00  |
|                  | 19.00   |

**Screen 632 - Invoices by Customer (Panel 2)**

<table>
<thead>
<tr>
<th>Sel</th>
<th>Invoice</th>
<th>Amount</th>
<th>Amt Paid</th>
<th>Amt Retain</th>
<th>Amt Disallow</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>G063425</td>
<td>25.00</td>
<td>25.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>G067780</td>
<td>36.00</td>
<td>36.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>G067780</td>
<td>36.00</td>
<td>36.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>G105078</td>
<td>19.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>19.00</td>
</tr>
</tbody>
</table>

* Total *         | 152.00  |
|                  | 133.00  |
|                  | 19.00   |

**Basic Steps**

- Type a customer number in the **Customer** field and press <ENTER> to display a numerical listing of all outstanding invoices for the customer.
- Type an invoice number in the **Invoice** field and press <ENTER> to begin the listing at the specified invoice.
- Type an “X” next to an invoice to advance to Screen 635 to view additional invoice information.
Screen 632 – Invoices by Customer (cont’d)

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

**Action Line**
◆ Customer: *Help 13 characters/digits
Enter the customer identification number created on Screen 603.

Invoice: 7 character/digits
Include the first invoice number to display for the customer, if desired.

◆ Include Invoices with Zero Balance: 1 character
Type “Y” if invoices with zero balances should be included in the list.

**Screen Information**

<table>
<thead>
<tr>
<th>Panel 1</th>
<th>Sel: 1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Type an “X” in this column to select an invoice for display on Screen 635.</td>
</tr>
</tbody>
</table>

| Invoice: 7 character/digits |
| Shows the outstanding invoice number for the specified customer. |

| Nbr Lns: 3 digits |
| Indicates number of line items in the specified invoice. |

| Inv Type: PF2 Help 2 characters |
| Identifies the specific category for the type of invoice. |

| Bill Dept: PF2 Help 5 characters |
| Identifies the department which originated the invoice. |

| Due Date: 8 digits |
| Date invoice payment is due. |

| Amount: 9 digits |
| Displays the total dollar amount of the invoice, before payments. |

| Amt Paid: 9 digits |
| Identifies the total amount paid on the invoice. |

| Total Due: 9 digits |
| Shows the net dollar amount due for the invoice, after all deductions. |

| Panel 2 | Amt Retain: PF2 Help 9 digits |
| Identifies the dollar amount retained by sponsor. |

| Amt Disallow: 9 digits |
| Shows the dollar amount of sponsor disallowance. |
### Screen 632 – Invoices by Customer (cont’d)

<table>
<thead>
<tr>
<th><strong>Total Due:</strong></th>
<th>9 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Displays the actual total dollar amount due for the invoice.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**
- See Appendix for explanation of standard PF keys.
List Invoices by Billing Department

Use Screen 633 to view a list of invoices by billing department. This screen will list the invoices attributed to a department. You may also include invoices with a zero balance in the list displayed.

Screen 633 – Invoices by Billing Department (Panel 1)

```
F2407 Select Invoice to proceed to Screen 635
633 Invoices by Billing Department                                      11/18/10 13:04
Screen: ___  Billing Dept: CHEM_  Invoice: _______
Include Invoices with Zero Balance: N
PANEL: 01 MORE >>
Nbr Inv
Sel Invoice Lns Type Customer             Due Date      Amount      Amt Paid
_  Q026254  1 DP CHARS ANALYTICAL SE   02/06/2010      780.00         0.00
_  Q026255  1 DP CHARS ANALYTICAL SE   02/06/2010      360.00         0.00
_  Q029795  1 DP 06 TAES BIOCHEMISTRY 05/07/2010      12.50         0.00
_  Q035339  1 DP 06 BIOCHEMISTRY & BI 09/08/2010      37.67         0.00
_  Q035468  1 DP 99 RESEARCH FOUNDATI 09/09/2010      287.42         0.00
_  Q035674  1 DP 99 DAMON DENTON       09/11/2010      923.80         0.00
_  Q035723  1 DP 99 RESEARCH FOUNDATI 09/11/2010      4.80         0.00
_  Q035862  1 DP 99 RESEARCH FOUNDATI 09/12/2010      7.50         0.00
_  Q035649  1 DP 99 DAMON DENTON       09/29/2010      254.28         0.00
_  Q036579  1 DP 99 RESEARCH FOUNDATI 09/29/2010      88.20         0.00
_  Q037237  1 DP 08 MECHANICAL ENGINE 10/23/2010      60.00         0.00
_  Q037239  1 DP 08 TEES CHEMICAL ENG 10/23/2010      10.00         0.00
Sub Total       2826.17         0.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                                     Left  Right
```

Screen 633 - Invoices by Billing Department (Panel 2)

```
F2407 Select Invoice to proceed to Screen 635
633 Invoices by Billing Department                                      11/18/10 13:07
Screen: ___  Billing Dept: CHEM_  Invoice: _______
Include Invoices with Zero Balance: N
<< MORE  PANEL: 02
Sel Invoice     Amount      Amt Paid    Amt Retain  Amt Disallow    Net Due
Q026254       780.00         0.00         0.00         0.00       780.00
Q026255       360.00         0.00         0.00         0.00       360.00
Q029795       12.50         0.00         0.00         0.00        12.50
Q035339       37.67         0.00         0.00         0.00        37.67
Q035468       287.42         0.00         0.00         0.00       287.42
Q035674       923.80         0.00         0.00         0.00       923.80
Q035723        4.80         0.00         0.00         0.00         4.80
Q035649       254.28         0.00         0.00         0.00       254.28
Q036579        88.20         0.00         0.00         0.00        88.20
Q037237        60.00         0.00         0.00         0.00        60.00
Q037239        10.00         0.00         0.00         0.00        10.00
Sub Total       2826.17         0.00         0.00         0.00      2826.17
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                                     Left  Right
```

Basic Steps

- Type a billing department in the Billing Dept field, and press <ENTER> to display a numerical list of all outstanding invoices for the department.
- Type an invoice number in the Invoice field, and press <ENTER> to begin the listing at the specified invoice.
- Type an “X” next to an invoice to advance to Screen 635 for details.
Screen 633 – Invoices by Billing Department (cont’d)

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

**Action Line**

◆ Billing Dept: 5 characters
Enter the department which originated the invoice(s).

Invoice: 7 character/digits
Include the first invoice number to display.

◆ Include Invoices with Zero Balance: 1 character
Type “Y” if invoices with zero balances should be included in the list.

**Screen Information**

Panel 1

Sel: 1 character
Type an “X” to select an invoice for display on Screen 635.

Invoice: 7 character/digits
Identifies outstanding invoice numbers for the specified customer.

Nbr Lns: 3 digits
Shows number of line items in the invoice.

Inv Type: PF2 Help 2 characters
Identifies the category for the type of invoice.

Customer: 20 characters
Displays the customer’s name on the invoice.

Due Date: 8 digits
Identifies the date invoice payment is due.

Amount: 9 digits
Shows the total dollar amount of the invoice, before payments.

Amt Paid: 9 digits
Displays the total amount paid on the invoice.

Panel 2

Amt Retain: 9 digits
Identifies the dollar amount retained by sponsor.

Amt Disallow: 9 digits
Displays dollar amount of sponsor disallowance.

Net Due: 9 digits
Shows actual dollar amount due for the invoice.

**Additional Functions**

PF KEYS
See Appendix for explanation of standard PF keys.
List Invoice Line Items by Account

A list of all invoice line items attributed to a specific account is found on Screen 634. All open invoices are listed, with each information line detailing an individual invoice line item. (i.e., all line items for an invoice will be shown).

Selecting an invoice on this screen will advance you to Screen 636, where you can view a display of the invoice line item information.

### Screen 634 – Invoice Line Item by Account (Panel 1)

<table>
<thead>
<tr>
<th>Supp</th>
<th>Sel Invoice Ln</th>
<th>Acct</th>
<th>Customer</th>
<th>Due Date</th>
<th>Amount</th>
<th>Amt Paid</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A490306</td>
<td>1</td>
<td>00000</td>
<td>ACCOUNTS RECEIV</td>
<td>09/30/2006</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>C476682</td>
<td>1</td>
<td>00000</td>
<td>99 RESEARCH FOU</td>
<td>07/20/2007</td>
<td>170.00</td>
<td>170.00</td>
</tr>
<tr>
<td></td>
<td>C480972</td>
<td>1</td>
<td>00000</td>
<td>VP RESEARCH REN</td>
<td>02/19/2009</td>
<td>11445.00</td>
<td>11445.00</td>
</tr>
<tr>
<td></td>
<td>C484239</td>
<td>1</td>
<td>00000</td>
<td>08 TES MECHANI</td>
<td>09/19/2010</td>
<td>50990.00</td>
<td>50990.00</td>
</tr>
<tr>
<td></td>
<td>C566462</td>
<td>1</td>
<td>00000</td>
<td>TAMUG LIBRAR</td>
<td>10/20/2005</td>
<td>58.85</td>
<td>58.85</td>
</tr>
<tr>
<td></td>
<td>C566463</td>
<td>1</td>
<td>00000</td>
<td>BOOKS &amp; MORE</td>
<td>10/20/2005</td>
<td>91.82</td>
<td>91.82</td>
</tr>
<tr>
<td></td>
<td>C566464</td>
<td>1</td>
<td>00000</td>
<td>99 RESEARCH FOU</td>
<td>10/20/2005</td>
<td>6.58</td>
<td>6.58</td>
</tr>
<tr>
<td></td>
<td>C566465</td>
<td>1</td>
<td>00000</td>
<td>07 TCE AGRICULT</td>
<td>10/20/2005</td>
<td>33.70</td>
<td>33.70</td>
</tr>
<tr>
<td></td>
<td>C566466</td>
<td>1</td>
<td>00000</td>
<td>07 TCE AGRICULT</td>
<td>10/20/2005</td>
<td>0.56</td>
<td>0.56</td>
</tr>
<tr>
<td></td>
<td>C566467</td>
<td>1</td>
<td>00000</td>
<td>07 TCE AGRICULT</td>
<td>10/20/2005</td>
<td>1.23</td>
<td>1.23</td>
</tr>
<tr>
<td></td>
<td>C566468</td>
<td>1</td>
<td>00000</td>
<td>23 HSC FAMILIES</td>
<td>10/20/2005</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td></td>
<td>C566469</td>
<td>1</td>
<td>00000</td>
<td>23 HSC ASSOCIAT</td>
<td>10/20/2005</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>C566470</td>
<td>1</td>
<td>00000</td>
<td>06 TAES RANGELA</td>
<td>10/20/2005</td>
<td>40.00</td>
<td>40.00</td>
</tr>
</tbody>
</table>

Sub Total: 62848.74

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

### Screen 634 - Invoice Line Item by Account (Panel 2)

<table>
<thead>
<tr>
<th>Sel Invoice Ln</th>
<th>Amount</th>
<th>Amt Paid</th>
<th>Amt Retain</th>
<th>Amt Disallow</th>
<th>Net Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>A490306</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C476682</td>
<td>170.00</td>
<td>170.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C480972</td>
<td>11445.00</td>
<td>11445.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C484239</td>
<td>50990.00</td>
<td>50990.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C566462</td>
<td>58.85</td>
<td>58.85</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C566463</td>
<td>91.82</td>
<td>91.82</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C566464</td>
<td>6.58</td>
<td>6.58</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C566465</td>
<td>33.70</td>
<td>33.70</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C566466</td>
<td>0.56</td>
<td>0.56</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C566467</td>
<td>1.23</td>
<td>1.23</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C566468</td>
<td>10.00</td>
<td>10.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C566469</td>
<td>1.00</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>C566470</td>
<td>40.00</td>
<td>40.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Sub Total: 62848.74

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

Hmenu Help EHelp Left Right
Screen 634 – Invoice Lines Item by Account (cont’d)

Basic Steps

- Type an account number in the **Account** field, and press <ENTER> to display a numerical listing of all outstanding invoices for the account.
- Type an invoice number in the **Invoice** field, and press <ENTER> to begin the listing at the specified invoice.
- Type an “X” next to an invoice to advance to Screen 636 to view detailed invoice information.

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

**Action Line**

- **Account:** 11 digits
  Enter the account number (Subsidiary Ledger Account Number + Support Account Number + Object Code) associated with the outstanding invoices to be displayed.

- **Invoice:** 7 character/digits
  Include the first invoice number to display for the customer, if desired.

- **Include Line Items with Zero Balance:** 1 character
  Type “Y” if invoices with zero balances should be included in the list.

**Screen Information**

**Panel 1**

- **Sel:** 1 character
  Type an “X” in this column to select an invoice for display on Screen 636.

- **Invoice:** 7 character/digits
  Displays the invoice number for the specified customer.

- **Ln:** 2 digits
  Designates the line item for the invoice.

- **Supp Acct:** 5 digits
  Displays the support account number.

- **Customer:** 15 characters
  Shows the name of customer billed for the specified invoice.

- **Due Date:** 8 digits
  Identifies the date invoice payment is due.

- **Amount:** 11 digits
  Display the total dollar amount of the invoice, before payments.
### Screen 634 – Invoice Line Items by Account (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amt Paid:</strong></td>
<td>11 digits Shows the total amount paid on invoice.</td>
</tr>
</tbody>
</table>

**Panel 2**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amt Retain:</strong></td>
<td>11 digits Displays the dollar amount retained by sponsor.</td>
</tr>
<tr>
<td><strong>Amt Disallow:</strong></td>
<td>11 digits Shows the dollar amount of sponsor disallowance.</td>
</tr>
<tr>
<td><strong>Net Due:</strong></td>
<td>11 digits Identifies the actual dollar amount due for the invoice.</td>
</tr>
</tbody>
</table>

### Additional Functions

**PF KEYS**

See Appendix for explanation of standard PF keys.
View Invoice Information

All invoice information may be viewed on Screen 635. This screen provides detailed information about an invoice and displays data entered on Screen 610. This screen can also be accessed by selecting an invoice on Screen 632 or Screen 633.

Data entered on Screen 104 and Screen 109 is not fed over to Screen 635.

To see the extended description, place the cursor on a line item and press PF6. There are two lines of description available for the field.

**Screen 635 - Invoice Display**

<table>
<thead>
<tr>
<th>Sel Ln</th>
<th>Account</th>
<th>Description</th>
<th>Sale Date</th>
<th>Amount</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>270500</td>
<td>Plotting Charge</td>
<td>01/13/14</td>
<td>128.50</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Basic Steps**
- Enter an invoice number in the Invoice field and press <ENTER>.
- Type an “X” in the Sel (Select) field next to a line item to advance to Screen 636 to view additional detailed information about the line item.

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

**Action Line**
◆ Invoice: 7 character/digits
   Enter the invoice to be displayed.
Screen 635 – Invoice Display (cont’d)

Customer: 13 characters/digits
Shows FAMIS customer identification number.

Name: 20 characters
Displays the customer’s name.

**Screen Information**

Due Date: 8 digits
Identifies the date the invoice payment is due.

Cust PO: 10 digits
Shows the customer’s purchase order number for the invoice.

Work Order: 10 digits
Identifies the work order number assigned by the Physical Plant.

Bill Per. Beg: 8 digits
Shows the date that the billing period begins.

Cust. Proj: 10 digits
Displays the Project number assigned by the customer.

SPR Proj: 10 digits
Identifies the Sponsored Research project number associated with sponsored billing.

Bill Per. End: 8 digits
Shows the date that the billing period ends.

Cust Acct: 20 digits
Displays account number used by the customer.

Number of Lines: 2 digits
Indicates number of line items in the detailed invoice.

Invoice Type: 2 characters
Identifies the specific category for the type of invoice displayed.

Number of Past Dues: 2 digits
Shows number of past due letters sent for this invoice.

Billing Dept: 5 characters
Shows the billing department initiating the invoice.

Fiscal Year: 4 digits
Displays fiscal year when items were purchased.

Total Amount: 14 digits
Shows total amount of invoice, before payments.
Screen 635 – Invoice Display (cont’d)

**Total Retained:** 14 digits
Identifies the dollar amount retained by sponsor.

**Total Paid:** 14 digits
Shows the total amount paid on the invoice.

**Total Disallowed:** 14 digits
Displays dollar amount of sponsor disallowance.

**Total Due:** 14 digits
Identifies the net dollar amount due for the invoice, after all deductions.

**Net Due:** 14 digits
Shows net dollar amount due, after all deductions

*Line Item Information*

**Sel:** 1 character
Type an “X” to select a line item for display on Screen 636.

**Ln:** 2 digits
Shows the number associated with a specific invoice line item.

**Account:** 11 digits
Identifies the account number (Subsidiary Ledger Account + Support Account + Object Code) receiving payment for the specified line item.

**Description:** 15 characters/digits
Shows a description of the line item for invoice.

**Sale Date:** 6 digits
Identifies the date the purchase was made.

**Amount:** 11 digits
Shows dollar amount for individual line items.

**Paid:** 11 digits
Displays the total amount paid on line item.

*Additional Functions*

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

**PF5**

**Notes**
Use to enter notes. (Update access is required.)

**PF6**

**Desc**
Displays extended description of a line item.
View Invoice Line Items

A display of information about a specific line item for an invoice can be found on Screen 636. The Audit History section displays complete records of all transactions and activity that posted against a particular invoice line item. Both charge and payment activities are provided.

Press PF11 to view additional audit history information.

Screen 636 – Invoice Line Item Display (Panel 1)

Screen 636 – Invoice Line Item Display (Panel 2)

Basic Steps

- Type an invoice and line item number in the fields provided and press <ENTER> to view detailed invoice line item information.
Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

**Action Line**

◆ Invoice: 7 character/digits
Enter the invoice number to be displayed.

◆ Line Item: 2 digits
Designates the line item selected from the invoice for display.

Customer: 13 characters/digits
Shows the FAMIS customer’s identification number.

Name: 35 characters
Displays the customer’s name.

**Screen Information**

Panel 1

Account: 15 digits
Shows the account number (Subsidiary Ledger Account + Support Account + Object Code) initiating the invoice.

Amount: 14 digits
Displays the total dollar amount of invoice line item.

Desc: 35 characters
Displays the description of the invoice line item.

Cost Ref 1, 2, 3: 7 characters/digits
Identifies any user defined reference numbers.

Line Net Due: 14 digits
Shows the net dollar amount due for the invoice line item displayed.

Line Total Due: 14 digits
Displays the total dollar amount due for the invoice line item displayed.

Amount: 14 digits
Identifies the amount entered for this specific line item transaction.

Amount Fed: 14 digits
Shows the dollar amount fed to the account.

Amount Paid: 14 digits
Displays the total dollar amount paid on this particular line item.

Amount Paid Fed: 14 digits
Shows the dollar amount fed to the specified account for payments. Flag settings determine when this occurs.

Amount Retained: 14 digits
Identifies the dollar amount retained by the sponsor.
Screen 636 – Invoice Line Item Display (cont’d)

**Amount Disallowed:** 14 digits
Includes the dollar amount of the sponsor disallowance.

**Audit History**

- **Bat Date:** 6 digits
  Shows the batch date when the invoice was entered in FAMIS.

- **Bat Ref:** 6 characters/digits
  Identifies the batch reference number used to group entry of like transactions.
  *For a complete list of FAMIS batch/session header codes, see the Appendix.*

- **Amount:** 9 digits
  Displays the amount entered for this specific line item transaction.

- **C/P:** 1 character
  Indicates whether the dollar amount displayed was a charge (C) or a payment (P).

- **D/C:** 1 character
  Identifies whether the transaction displayed was a debit (D) or credit (C).

- **Ref:** 7 digits
  Indicates the value for the user defined Ref 4. For charge transactions, this reference is entered on Screen 610. For payment transactions, this is the check number entered on Screen 615 or Screen 616.

- **Feed:** 1 character
  Shows the setting of the Account Feed flag, as set on Screen 630.

- **Bank:** 5 digits
  Identifies the bank number used in line item transaction.

- **Description:** 23 characters
  Displays a description of line item transaction.

**Panel 2 (visible by using the **PF11** key)**

- **Check Date:** 6 digits
  Shows the date check was processed.

- **Entered By:** 7 characters/digits
  Displays the UIN of the person that entered the information in the batch.

**Additional Functions**

- **PF KEYS**
  See Appendix for explanation of standard PF keys.

- **PF5**
  **Notes**
  Use to enter notes. (Update access is required.)

- **PF11**
  **More Information**
  Displays additional screen information.
List Invoices by Invoice Number

To view invoices by invoice number, use Screen 637. The invoices displayed are in numerical order. There is also an option to include invoices with a zero balance in the list displayed.

### Screen 637 – Invoices by Invoice Number (Panel 1)

<table>
<thead>
<tr>
<th>Inv</th>
<th>Sel Invoice</th>
<th>Type Dept</th>
<th>Customer</th>
<th>Due Date</th>
<th>Amount</th>
<th>Amt Paid</th>
<th>Inv Bill</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>A770110</td>
<td>DP</td>
<td>FISC</td>
<td>10 TAMDG FOOD SER</td>
<td>01/31/2011</td>
<td>358.33</td>
<td>0.00</td>
</tr>
<tr>
<td>_</td>
<td>B140196</td>
<td>DP</td>
<td>PHPL</td>
<td>01 FACILITIES PLA</td>
<td>01/16/2010</td>
<td>71.50</td>
<td>240.25</td>
</tr>
<tr>
<td>_</td>
<td>B141028</td>
<td>DP</td>
<td>PHPL</td>
<td>23 HSC MEDICAL BI</td>
<td>02/20/2010</td>
<td>211.36</td>
<td>422.72</td>
</tr>
<tr>
<td>_</td>
<td>B141500</td>
<td>DP</td>
<td>PHPL</td>
<td>07 TCE SOIL &amp; CRO</td>
<td>03/26/2010</td>
<td>4888.50</td>
<td>4073.75</td>
</tr>
<tr>
<td>_</td>
<td>B142020</td>
<td>DP</td>
<td>PHPL</td>
<td>01 FACILITIES PLA</td>
<td>05/22/2010</td>
<td>1359.68</td>
<td>0.00</td>
</tr>
<tr>
<td>_</td>
<td>B142027</td>
<td>DP</td>
<td>PHPL</td>
<td>01 COMBINED HEAT</td>
<td>05/22/2010</td>
<td>34775.40</td>
<td>0.00</td>
</tr>
<tr>
<td>_</td>
<td>B142485</td>
<td>DP</td>
<td>PHPL</td>
<td>01 FACILITIES PLA</td>
<td>06/24/2010</td>
<td>17.88</td>
<td>0.00</td>
</tr>
<tr>
<td>_</td>
<td>B142487</td>
<td>DP</td>
<td>PHPL</td>
<td>01 FACILITIES PLA</td>
<td>06/24/2010</td>
<td>1523.28</td>
<td>0.00</td>
</tr>
<tr>
<td>_</td>
<td>B142875</td>
<td>DP</td>
<td>PHPL</td>
<td>06 TAES ENTOMOLOG</td>
<td>06/24/2010</td>
<td>851.09-</td>
<td>0.00</td>
</tr>
<tr>
<td>_</td>
<td>B142927</td>
<td>DP</td>
<td>PHPL</td>
<td>08 TEES CHEMICAL</td>
<td>06/24/2010</td>
<td>17565.69</td>
<td>17494.19</td>
</tr>
<tr>
<td>_</td>
<td>B142933</td>
<td>DP</td>
<td>PHPL</td>
<td>09 TEEX EMERGENCY</td>
<td>06/24/2010</td>
<td>9215.90</td>
<td>7228.80</td>
</tr>
<tr>
<td>_</td>
<td>B142952</td>
<td>DP</td>
<td>PHPL</td>
<td>23 HSC SCHOOL OF</td>
<td>06/24/2010</td>
<td>5030.55</td>
<td>4490.90</td>
</tr>
</tbody>
</table>

**Press <Enter> to View more Invoices**

### Screen 637 - Invoices by Invoice Number (Panel 2)

<table>
<thead>
<tr>
<th>Sel Invoice</th>
<th>Amount</th>
<th>Amt Paid</th>
<th>Amt Retain</th>
<th>Amt Disallow</th>
<th>Net Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>A770110</td>
<td>358.33</td>
<td>0.00</td>
<td>0.00</td>
<td>358.33</td>
<td></td>
</tr>
<tr>
<td>B140196</td>
<td>71.50</td>
<td>240.25</td>
<td>0.00</td>
<td>0.00</td>
<td>168.75-</td>
</tr>
<tr>
<td>B141028</td>
<td>211.36</td>
<td>422.72</td>
<td>0.00</td>
<td>0.00</td>
<td>211.36-</td>
</tr>
<tr>
<td>B141500</td>
<td>4888.50</td>
<td>4073.75</td>
<td>0.00</td>
<td>0.00</td>
<td>814.75</td>
</tr>
<tr>
<td>B142020</td>
<td>1359.68</td>
<td>0.00</td>
<td>0.00</td>
<td>1359.68</td>
<td></td>
</tr>
<tr>
<td>B142027</td>
<td>34775.40</td>
<td>0.00</td>
<td>0.00</td>
<td>34775.40</td>
<td></td>
</tr>
<tr>
<td>B142485</td>
<td>17.88</td>
<td>0.00</td>
<td>0.00</td>
<td>17.88</td>
<td></td>
</tr>
<tr>
<td>B142487</td>
<td>1523.28</td>
<td>0.00</td>
<td>0.00</td>
<td>1523.28</td>
<td></td>
</tr>
<tr>
<td>B142875</td>
<td>851.09-</td>
<td>0.00</td>
<td>0.00</td>
<td>851.09-</td>
<td></td>
</tr>
<tr>
<td>B142927</td>
<td>17565.69</td>
<td>0.00</td>
<td>0.00</td>
<td>17565.69</td>
<td></td>
</tr>
<tr>
<td>B142933</td>
<td>9215.90</td>
<td>7228.80</td>
<td>0.00</td>
<td>1987.10</td>
<td></td>
</tr>
<tr>
<td>B142952</td>
<td>5030.55</td>
<td>4490.90</td>
<td>0.00</td>
<td>539.65</td>
<td></td>
</tr>
</tbody>
</table>

**Press <Enter> to View more Invoices**

### Basic Steps

- Type an invoice number in the **Invoice** field and press <ENTER> to begin the displayed list with specified invoice.
- Type an “X” in the **Sel** (Select) field next to an invoice and press <ENTER> to advance to Screen 635 and view additional invoice information.
Screen 637 – Invoices by Invoice Number (cont’d)

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

**Action Line**

Starting with Invoice:
7 character/digits
Enter the starting invoice number, if desired. A specified invoice number will position it at the beginning of the screen list.

◆ Include Invoices with Zero Balance:
1 character
Type “Y” if invoices with a zero balance should be included in the display.

**Screen Information**

Panel 1
Sel:
1 character
Type an “X” and press <ENTER> to select an invoice for display on Screen 635.

Invoice:
7 character/digits
Displays the customer’s invoice number.

Inv Type: PF2 Help 2 characters
Identifies the type of invoice.

Bill Dept: PF2 Help 5 characters
 Shows the department that originated the invoice.

Customer:
17 characters
Displays the customer’s name on the invoice.

Due Date:
8 digits
Indicate the date the invoice should be paid.

Amount:
12 digits
Shows total dollar amount of all line items.

Amt Paid:
12 digits
Identifies dollar amount paid for entire invoice.

Panel 2

Amt Retain:
12 digits
Displays dollar amount retained by the sponsor.

Amt Disallow:
12 digits
Shows the dollar amount of the sponsor disallowance.

Net Due:
12 digits
Identifies the dollar amount due, after all deductions.

**Additional Functions:**

PF KEYS
See Appendix for explanation of standard PF keys.
List Invoices by Project

Information about a specific invoice related to a Sponsored Research project is displayed on Screen 638.

**Basic Steps**

- Type an SPR Project number in the **SPR Project** field and press <ENTER> to display a numerical list of all outstanding invoices.
- Type an invoice number in the **Invoice** field and press <ENTER> to begin the displayed list at the specified invoice.
- Type an “X” in the **Sel** (Select) field next to an invoice and press <ENTER> to advance to Screen 635 to view additional invoice information will be displayed.
Screen 638 – Invoices by Project (cont’d)

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

Action Line
◆ SPR Project: 10 digits
Enter the desired SPR Project number.

Invoice: 7 character/digits
Include the invoice number to position it at the beginning of the screen list.

◆ Include Invoices with Zero Balance: 1 character
Type “Y” if invoices with a zero balance should be included in the display.

Screen Information
▷ Panel 1
Sel: 1 character
Type an “X” to select a particular invoice.

Invoice: 7 character/digits
Shows the invoice number.

Nbr Lns: 2 digits
Indicates the number of line items on the specified invoice.

Customer: 20 characters
Shows the name of the customer billed for the specified invoice.

Due Date: 8 digits
Display the date the invoice payment is due.

Amount: 12 digits
Identifies the total amount of the invoice, before payments.

Amt Paid: 12 digits
Shows total amount paid on indicated invoice.

▷ Panel 2
Amt Retain: PF2 Help 12 digits
Identifies dollar amount retained by the sponsor.

Amt Disallow: 12 digits
Shows the dollar amount of the sponsor disallowance.

Net Due: 12 digits
Displays dollar amount due, after all deductions

Additional Functions
PF KEYS
See Appendix for explanation of standard PF keys.
Section VIII
Control Screens
Accounts Receivable Control Record

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

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

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

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Acct Cntl</th>
<th>Map Code</th>
<th>GL 6 Digit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables (asset)</td>
<td>1300</td>
<td>M</td>
<td>_____</td>
</tr>
<tr>
<td>Over Payments (Liability)</td>
<td>2130</td>
<td>M</td>
<td>_____</td>
</tr>
<tr>
<td>Deposits (Liability)</td>
<td>2500</td>
<td>M</td>
<td>_____</td>
</tr>
</tbody>
</table>

3rd digit of 06X for Receivables: 5

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

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Acct Cntl</th>
<th>Map Code</th>
<th>GL 6 Digit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receivables (asset)</td>
<td>1300</td>
<td>M</td>
<td>_____</td>
</tr>
<tr>
<td>Over Payments (Liability)</td>
<td>2130</td>
<td>M</td>
<td>_____</td>
</tr>
<tr>
<td>Deposits (Liability)</td>
<td>2500</td>
<td>M</td>
<td>_____</td>
</tr>
</tbody>
</table>

3rd digit of 06X for Receivables: 5

**Basic Steps**

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

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

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

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

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Clearing Account Control 1610</td>
<td>GL Clearing Account Control 1610</td>
</tr>
</tbody>
</table>
* System processed transactions - no manual entry required.

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

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Account Control 1100</td>
<td>GL Account Control 1300</td>
</tr>
</tbody>
</table>
* System processed transactions - no manual entry required.

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

◆ Cash or Accrual (C/A): 1 character
   Indicate whether AR transactions should be processed based on the cash or accrual accounting methods. 
   
   FAMIS uses the accrual method, therefore the only valid value is “A.”

◆ Payments as Receipts or JEs (R/J): 1 character
   Determine which General Ledgers will be credited and debited for receivable transactions. R (receipts) or J (journal entries).

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

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

Receivables/Over Payments/Deposits

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

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

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

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

Additional Functions

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

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

<table>
<thead>
<tr>
<th>Screen 681 - Invoice Prefix Create</th>
</tr>
</thead>
<tbody>
<tr>
<td>681 Invoice Prefix Create</td>
</tr>
<tr>
<td>Screen: ___ Invoice Prefix: A</td>
</tr>
<tr>
<td>(A-Z or 0-9)</td>
</tr>
<tr>
<td>Last Number Used: A 999999</td>
</tr>
<tr>
<td>Delete Prefix: _</td>
</tr>
<tr>
<td>Note: A 'Last Number Used' of 999999 forces ALL invoices to be manually assigned by the operator</td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
</tr>
<tr>
<td>Hmenu Help EHelp</td>
</tr>
</tbody>
</table>

**Basic Steps**
- Type an invoice prefix in the Invoice Prefix field.
- Press <ENTER> to display the last number used in the series for the specified prefix.

**Invoice Prefix Process**

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

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

-----------------------------SPR BILLING RELATED----------------------------------
| R     | Reg SPR Invoices     |
| Z     | SPR Invoices that DO NOT Create a Receivable |

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

**Action Line**

◆ Invoice Prefix:  1 character/digit
Enter the first character or digit of the invoice.

**Screen Information**

◆ Last Number Used:  7 characters/digits
Shows the last sequential invoice number assigned by FAMIS for the specified prefix.
Note: “999999” forces all invoices to be manually assigned by the operator.

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

**Additional Functions**

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

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

There are some prefixes that are reserved for special invoices, such as the following:

- **“I”** - used to indicate insurance
- **“R”** - used to indicate sponsored research

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

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Last Number</th>
<th>Prefix</th>
<th>Last Number</th>
<th>Prefix</th>
<th>Last Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>999999</td>
<td>P</td>
<td>999999</td>
<td>2</td>
<td>999999</td>
</tr>
<tr>
<td>B</td>
<td>999999</td>
<td>Q</td>
<td>999999</td>
<td>5</td>
<td>999999</td>
</tr>
<tr>
<td>C</td>
<td>999999</td>
<td>R</td>
<td>013998</td>
<td>6</td>
<td>999999</td>
</tr>
<tr>
<td>D</td>
<td>999999</td>
<td>S</td>
<td>999999</td>
<td>7</td>
<td>999999</td>
</tr>
<tr>
<td>F</td>
<td>999999</td>
<td>T</td>
<td>999999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>999999</td>
<td>U</td>
<td>999999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>999999</td>
<td>V</td>
<td>999999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>999999</td>
<td>W</td>
<td>999999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>999999</td>
<td>X</td>
<td>001008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>999999</td>
<td>Z</td>
<td>904251</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>999999</td>
<td>O</td>
<td>999999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>999999</td>
<td>I</td>
<td>999999</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Hmenu Help EHelp**

### Basic Steps
- View invoice prefixes set up and the last number used for your campus code.

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

#### Screen Information

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

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

#### Additional Functions

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

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

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

Screen 683 – Past Due Letter Text Maintenance

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Invoice Type: SP</th>
<th>Past Due Number: _1</th>
<th>Delete: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text: Our records indicate that payment for the following invoice(s) is overdue. Please forward payment to Texas A&amp;M University - Financial Management Operations, Sales &amp; Receivables, 6000 TAMU, College Station TX 77843-6000. If your books indicate that the invoice(s) has been paid, please send copies of the cancelled checks, front and back, to TX A&amp;M University, Research Services, 1260 TAMU, College Station, TX 77843-1260. Contact TX A&amp;M University Research Services with questions at (979) 845-0097 or for add’l info go to <a href="http://tamurs.tamu.edu/contact-us">http://tamurs.tamu.edu/contact-us</a>.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Basic Steps

- Advance to Screen 683.
- Type an Invoice Type and Past Due Number in the fields provided, and press <ENTER>.
- Type the desired text for the past due letter in the Text field.
  
  To leave a blank line, type an asterisk (*) at the beginning and leave the line blank.

  Press <ENTER> to record the information.
  
  Type “Y” in the Delete field to delete the past due number entered in the Past Due Number field.

Past Due Letter Process

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

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>**</td>
<td>Default text</td>
</tr>
<tr>
<td>DP</td>
<td>Departmental</td>
</tr>
<tr>
<td>IN</td>
<td>Insurance</td>
</tr>
<tr>
<td>SP</td>
<td>Sponsored Research</td>
</tr>
</tbody>
</table>
Screen 683 – Past Due Letter Text Maintenance (cont’d)

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

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

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

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

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

**Action Line**
- **Invoice Type:**
  - Enter the type of invoice that should receive the past due text. For example:
    - ** = Default text
    - DP = Departmental
    - IN = Insurance
    - SP = Sponsored Research

**Screen Information**
- **Past Due Number:**
  - 2 digits
  - Indicate the number of past due notices that should be received before the message entered is sent.
  - 99 = NO specific text

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

- **Text:**
  - 10 lines (60 characters each)
  - Include past due text for the selected invoice type and sequence number.
  - Type an asterisk (*) at the beginning of the line and leave it blank to create a blank line in the letter.

**Additional Functions**
- **PF KEYS**
  - See the Appendix for an explanation of the standard PF keys.
Section IX
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 PF<sub>n</sub>, “PF” represents Program Function. Many PCs use the function keys labeled Fn for these PF keys. Others have special combinations of keys to represent the PF keys. For example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the PF<sub>1</sub> 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 PF<sub>11</sub> key with the word “Right” under it. This means that by pressing PF<sub>11</sub>, the screen listing will scroll to the right for an additional panel of information.

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

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

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

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

```
F0002 Record has been successfully added
002 GL 6 Digit 08/01/11 09:17
FY 2011 CC 02

Screen: ___ Account: 032365 ___ NAVSO, INC

Account Title: NAVSO, INC._____ ___ SRS: ___
```
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
  08/01/11 09:17
```

**Scrolling Through Data**

Pressing <ENTER> 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 on the screens with that function.

**Help**

HELP functions are available for many screen fields in FAMIS. Typing a question mark (?) in the blank beside the desired field and pressing <ENTER> will access a pop-up window with specified field information. Another way 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. There are a few screens when 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 **PF2** key. This HELP information is accessed by moving the cursor to the field in question and pressing **PF2**.

For example, place the cursor in the *Year-end Process* field and press **PF2**. The first screen displayed explains the purpose of the field. Sometimes you will be shown the values immediately, without a definition or explanation.

**Screen 2 - GL 6 Digit**

<table>
<thead>
<tr>
<th>002 GL 6 Digit</th>
<th>08/01/11 09:15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Account: 014000 ___ MEDICINE</td>
</tr>
<tr>
<td>Account Title: MEDICINE</td>
<td></td>
</tr>
<tr>
<td>Resp Person: 1uuuuuu7 COLLINS, CINDY C</td>
<td>Old Acct: 0284</td>
</tr>
<tr>
<td>AFR Fund Group: 10</td>
<td>Fund Group: FG Sub Fund Group: ___ Sub-Sub: __</td>
</tr>
</tbody>
</table>

Flag to indicate what action to take with balance at year end.

From the definition screen, press <ENTER> to view the valid values for the field.

<table>
<thead>
<tr>
<th>*** DICTIONARY - HELP ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>VALUES</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>F</td>
</tr>
<tr>
<td>P</td>
</tr>
<tr>
<td>E</td>
</tr>
<tr>
<td>T</td>
</tr>
<tr>
<td>D</td>
</tr>
</tbody>
</table>

Rule : IAFRS-FG-FS-YY-END-PROC Default value is:
View : IAFRS-GENERAL-SUBSIDIARY-LEDGER
Field: FG-FS-YY-END-PROC

**PF1=Menu PF4=Exit**
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.

**Question Mark (?) or Asterisk (*) Help**

**Screen 2 - GL 6 Digit**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL 6 Digit</td>
<td>002 GL 6 Digit</td>
</tr>
<tr>
<td>Account</td>
<td>010100 ED &amp; GEN INCOME-TUITION</td>
</tr>
<tr>
<td>Account Title</td>
<td>ED &amp; GEN INCOME-TUITION</td>
</tr>
<tr>
<td>Resp Person</td>
<td>5uuuuuuu MASON, MOLLY M</td>
</tr>
<tr>
<td>Old Acct</td>
<td>NA</td>
</tr>
<tr>
<td>Year-end Process</td>
<td>F</td>
</tr>
<tr>
<td>Reclassify</td>
<td>_</td>
</tr>
<tr>
<td>Reporting Group</td>
<td>_</td>
</tr>
<tr>
<td>Aux Code</td>
<td>_</td>
</tr>
<tr>
<td>Function</td>
<td>_</td>
</tr>
<tr>
<td>Default Bank</td>
<td>06000</td>
</tr>
<tr>
<td>Override</td>
<td>Y</td>
</tr>
<tr>
<td>SL Mapped Count</td>
<td>22</td>
</tr>
<tr>
<td>Dept</td>
<td>S</td>
</tr>
<tr>
<td>S-Dept Exec Div Coll</td>
<td>M</td>
</tr>
<tr>
<td>Mail Cd</td>
<td>C6000</td>
</tr>
<tr>
<td>Stmt</td>
<td>N</td>
</tr>
<tr>
<td>Fund Source</td>
<td>_</td>
</tr>
<tr>
<td>Long Title</td>
<td>EDUCATIONAL AND GENERAL INCOME - TUITION</td>
</tr>
<tr>
<td>Account Letter</td>
<td>Y</td>
</tr>
<tr>
<td>Setup Dt</td>
<td>08/26/1991</td>
</tr>
</tbody>
</table>

**Screen 2 - GL 6 Digit - Fund Group ?-Help Pop-Up Window**

```
+----------------------------------------------------------+
| ** More Codes - Press <ENTER> to View **                |
| Search Criteria:                                      |
| AFR Fund Group: [T]                                    |
| Fund Fund Fund Description                             |
| **X** 10 FG FUNCTIONAL AND GENERAL                      |
| 20 DS DF DESIGNATED/FUNCTIONAL & GENERAL               |
| 22 DS ST DESIGNATED/SERV DEPT-MATERIAL & SUP           |
| 23 DS SM DESIGNATED/SERV DEPT-COMM & UTIL              |
| 24 DS SU DESIGNATED/SERV DEPT-REPAIRS & MAIN           |
| 25 DS SR DESIGNATED/SERV DEPT-REPAIRS & MAINTENANCE    |
| 26 DS SL DESIGNATED/SERV DEPT-PRINTING & REP          |
| 27 DS SF DESIGNATED/SERV DEPT-CLAIMS & LOSSE           |
| 28 DS SC DESIGNATED/SERV DEPT-OTHER OPER EXP          |
| 29 DS SO DESIGNATED/SERV DEPT-OTHER OPER EXP          |
| -- IASYS-AFR-FUND-GROUP --                            |
| Select an AFR Fund Group or Press <PF4> to Quit        |
+----------------------------------------------------------+```
Accounts Receivable Screens List

M61 Accounts Receivable Menu .................................................................................................................. I-7
Contains a list of all the screens necessary to perform inquiries and processing of Accounts Receivable.

M62 AR System Controls Menu .................................................................................................................... I-7
Contains a list of all the screens necessary for control of Accounts Receivables.

602 Customer Name Search ..................................................................................................................... VII-3
Entering either a complete or partial customer name will provide a listing with all customers containing the entered data.

603 Customer Add/Modify ....................................................................................................................... VI-3
Used to set up a new customer or make modifications to an existing customer.

604 Customer Comments .......................................................................................................................... VI-8
Provides a free-form section for comments about customers. They do not print.

605 Customer System Information ........................................................................................................... VII-5
Lists general information about a specified customer.

607 Customer Name Alias Maintenance ................................................................................................... VI-9
Lists all aliases for a specified customer.

608 Customer Number Modify ................................................................................................................ VI-11
Used only when customer is incorrectly set up in the system. Associates all invoices with the new customer number.

610 Invoice Create .................................................................................................................................... III-3
Used to create regular invoices.

611 Line Item Create ................................................................................................................................. III-8
Allows additional line items after an invoice has already been created.

612 Line Item Adjust ............................................................................................................................... III-11
Used to increase or decrease previously entered invoice amounts.

615 Post Line Item Payments .................................................................................................................... IV-3
Used to post line item payments for a specific invoice.

616 Search Invoices & Post Payments ....................................................................................................... IV-7
Allows partial or complete invoice payment. Also used to invoice searches.

617 Retention/Disallowance Maintenance ................................................................................................ IV-11
Used to maintain retention and disallowance for a particular invoice.

620 Invoice Header Modify ..................................................................................................................... III-14
Used to modify the header for a specific invoice.

621 Transfer Invoice to another Customer .............................................................................................. III-18
Used to transfer existing invoice to another customer.

624 Session/Batch Header List – Processed ................................................................................................ II-7
Provides a list of all Accounts Receivable batches processed in FAMIS.

627 Transaction Inquiry by Batch ............................................................................................................. II-9
Provides a detailed listing of transactions processed in a given batch.
### Accounts Receivable Screens List (cont’d)

<table>
<thead>
<tr>
<th>Screen Code</th>
<th>Screen Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>630</td>
<td>AR Batch Initialize</td>
<td>Used to open/close a batch so accounts receivables may be entered.</td>
</tr>
<tr>
<td>632</td>
<td>Invoices by Customer</td>
<td>Lists the open invoices attributed to a specific customer.</td>
</tr>
<tr>
<td>633</td>
<td>Invoices by Billing Department</td>
<td>Lists the invoices attributed to a specific billing department.</td>
</tr>
<tr>
<td>634</td>
<td>Invoice Line Item by Account</td>
<td>Lists all invoice line items attributed to a specific account.</td>
</tr>
<tr>
<td>635</td>
<td>Invoice Display</td>
<td>Displays all information pertaining to a specific invoice.</td>
</tr>
<tr>
<td>636</td>
<td>Invoice Line Item Display</td>
<td>Displays information about a specific line item for an invoice.</td>
</tr>
<tr>
<td>637</td>
<td>Invoices by Invoice Number</td>
<td>Lists invoices by invoice number in numerical order.</td>
</tr>
<tr>
<td>638</td>
<td>Invoices by Project</td>
<td>Displays invoice information related to a Sponsored Research project.</td>
</tr>
<tr>
<td>640</td>
<td>Credit Invoice Create</td>
<td>Allows free-form text entry for past due letters for a specific invoice type.</td>
</tr>
<tr>
<td>641</td>
<td>Credit Line Item Create</td>
<td>Used to create credit invoice line items.</td>
</tr>
<tr>
<td>643</td>
<td>Customer Flag Set/Reset</td>
<td>Used to freeze, delete or drop a customer. These settings determine the types of transactions that may be processed against each customer.</td>
</tr>
<tr>
<td>680</td>
<td>Accounts Receivable Control Record</td>
<td>Control record used for values that determine the accounting methods used to post receivables (set by FAMIS Services).</td>
</tr>
<tr>
<td>681</td>
<td>Invoice Prefix Create</td>
<td>Provides information on valid invoice prefixes for each system member (set by MIS Team).</td>
</tr>
<tr>
<td>682</td>
<td>Invoice Prefixes - Last Number Used</td>
<td>Provides list of valid prefixes and numbers of most recent invoices for a specific system member.</td>
</tr>
<tr>
<td>683</td>
<td>Past Due Letter Text Maintenance</td>
<td>Allows free-form text entry for past due letters for a specific invoice type.</td>
</tr>
<tr>
<td>SPR 116</td>
<td>Project Billing Information</td>
<td>Used to create, maintain and view billing schedules for a project.</td>
</tr>
</tbody>
</table>
Standard PF Keys

PF Keys are used in the FAMIS modules 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 screens in FAMIS.

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.

To exit a pop-up window, press 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

Bkwd	Backwards
Advances **backward** to the previous screen or scrolls one page back for a particular item.

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

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.
Appendix – Standard PF Keys (cont’d)

Next

Advances to the next screen required.

Notes

Displays any notes attached to the document header. Use the 

**Position at Line** field to start the text at a particular line. The **Page (F/B/E)** field scrolls forward (F), and Backwards (B) through the text, or End (E) to exit the window.

```
------------------------------------------------------------------
| P0013 Please enter desired modifications                       |
| P600026   1.0                                                   |
| Position at line: ___                                           |
| Line       ******** Note Text ********                          |
| 1      >>Notes Entered 10/12/95 BY CARSON, CARL C___            |
| 2      THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS___            |
| 3      PRIOR TO THE AWARD.____________________________________ |
| 4      CONTACT DR. WILL W. WADDLESWORK FOR FURTHER___           |
| 5      DETAILS/CLARIFICATION ABOUT THE REQUESTED____            |
| 6                                                                 |
| 7                                                                 |
| 8                                                                 |
| 9                                                                 |
| 10                                                                |
| 11                                                                |
| 12                                                                |
| PF4=Exit  PF7=PItem  PF8=NItem  Page (F/B/E):                   |
------------------------------------------------------------------
```

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.
FAMIS Transaction Codes

FAMIS uses a 3-digit transaction code to determine how transactions are processed. The last digit is often used as a reference to further describe the transaction.

The exception is a full 3-digit code to indicate special processing. Many of these codes are used for budget transactions, encumbrances and beginning balances.

**Financial Accounting**

| 02x - Budgets (Screens 10, 10A, 10B, 10C, 10D) |  
|-----------------------------------------------|-----------------------------------------------|
| 020 Original Budgets & Original Budget Corrections | Special FAMIS Processing |
| 021 Revised Budgets (General) | Special FAMIS Processing |
| 022 Budget Transfers | Special FAMIS Processing |
| 023 Base SL to SA (Original) | Special FAMIS Processing |
| 024 Base SL to SA (Revised) | Special FAMIS Processing |
| 025 SA to SA (Within SL Only) | Special FAMIS Processing |
| 027 Begin Year Budget Forward | Special FAMIS Processing |

| 03x - Receipts (Screen 12) |  
|----------------------------|-----------------------------------------------|
| 030 Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts) | User Defined |
| 031 Investment Earnings | User Defined |
| 032 Gifts | User Defined |
| 033 Miscellaneous Receipts | User Defined |
| 034 Cashiers – Vault Entries | User Defined |
| 038 Payroll Interpart Transfers | Assigned by FAMIS |
| 039 Equity Transfer Receipts - Interpart IDTs – Credit to One Part, Disbursement to Other. Receipt of funds via equity transfer from Members to System for share of benefits paid by System | Assigned by FAMIS |

| 04x - Disbursements (Screen 13) |  
|-------------------------------|-----------------------------------------------|
| 043 Miscellaneous Disbursements | User Defined |
| 044 Cashiers – Vault Entries | User Defined |
| 045 Miscellaneous Cash Disbursements (Travel Advance, Work Funds) | User Defined |
| 046 Change of Source of Funds | Assigned by FAMIS |
| 047 AP Check Voids | Assigned by FAMIS |
| 048 AP Disbursements | Assigned by FAMIS |
| 049 Payroll Disbursements, Equity Transfer Disbursements | Assigned by FAMIS |

| 05x - Encumbrances (Screen 11) |  
|-------------------------------|-----------------------------------------------|
| 050 Previous Year(s) Encumbrances | Special FAMIS Processing |
| 051 Salary Encumbrances | Assigned by FAMIS |
| 054 Requisition | Assigned by FAMIS |
| 055 Purchase Order | Assigned by FAMIS |
| 057 Encumbrance Begin Year Carry Forward | Special FAMIS Processing |
| 058 Regular Encumbrance | User Defined |
| 059 Current Year Encumbrances (budget check, regardless of flags) | Special FAMIS Processing |
| E5x Blanket Wage Encumbrances | Assigned by FAMIS |
### Financial Accounting Transaction Codes (cont’d)

#### 06x – Journal Entries (Screens 14, 14A, 25, 35, 36, 37, 85, 86)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>060</td>
<td>Real Journal Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>061</td>
<td>JE for IDTs</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>062</td>
<td>JE for Cash Sales/Payments on Receivables (overrides freeze)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>063</td>
<td>JE from Student Feeds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>064</td>
<td>JE from Payroll Feeds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>065</td>
<td>JE from Accounts Receivable (create receivable)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>066</td>
<td>JE from Fixed Assets (capitalization, etc)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>067</td>
<td>JE from LMS (Loan Management System)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>068</td>
<td>JE from Accounts Payable (setting up liabilities)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>069</td>
<td>Compound Journal Entries (system controlled)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>06A</td>
<td>JE for Procurement Card Entries</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>06C</td>
<td>JE for Concur (eTravel) Entries</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>

#### 09x – Beginning Balances, Bank Transfers (Screen 15)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>090</td>
<td>Bank Transfers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>098</td>
<td>Beginning Balances</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

#### A/P Voucher

#### 14x – Regular Vouchers (Screens 104, 111, 112) (Invoicing Screen 345)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>140</td>
<td>Regular Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>141</td>
<td>Regular Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>142</td>
<td>Produce Separate Checks for Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>143</td>
<td>State Travel Vouchers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>147</td>
<td>Revolving Vouchers</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>148</td>
<td>Change Source of Funds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>149</td>
<td>Force Separate Check</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

#### 15x – Credit Memos (Screen 108) (Invoicing Screen 340)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>Regular Credit Memo</td>
<td>User Defined</td>
</tr>
<tr>
<td>152</td>
<td>Regular Credit Memo</td>
<td>User Defined</td>
</tr>
<tr>
<td>159</td>
<td>Forces Separate Credit Memo (only matches when used on same voucher as charges)</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

#### 16x – Prepaid Vouchers (Screen 109) (Invoicing Screen 345)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>160-164</td>
<td>Prepaid Voucher (Regular) with reconciliation</td>
<td>User Defined</td>
</tr>
<tr>
<td>165</td>
<td>Prepaid Voucher with NO reconciliation (does a JE to cash voucher clearing and does not affect the bank)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>166</td>
<td>Prepaid Voucher with NO reconciliation (offset to the bank)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>167</td>
<td>Prepaid Revolving Voucher</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>169</td>
<td>Prepaid Cash Voucher</td>
<td>User Defined</td>
</tr>
</tbody>
</table>

#### 17x – Prepaid Credit Memo (Screen 116) (Invoicing Screen 340 and 345)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>170-174</td>
<td>Prepaid Credit Memo with reconciliation</td>
<td>User Defined</td>
</tr>
<tr>
<td>176</td>
<td>Prepaid Credit Memo with NO reconciliation (no offset to the bank)</td>
<td>User Defined</td>
</tr>
<tr>
<td>175</td>
<td>NOT USED</td>
<td>User Defined</td>
</tr>
<tr>
<td>177-179</td>
<td>Prepaid vouchers with reconciliation</td>
<td>User Defined</td>
</tr>
</tbody>
</table>

K:\FA\DOC\WRKNPRCS\Charts for Manuals\FAMISTransactionCodesNF.docx
Rev. 5/8/2012

A session/batch reference code is used to group sessions of like transactions. The first three (3) characters typically identify the type of transactions entered during the session. For example, **ARP001** would signify an Accounts Receivable Payment transaction. We recommend that FAMIS users use these batch header codes where appropriate.

### Accounts Payable
- **AP ACH**: APA FAMIS Assigned
- **AP Check**: APC FAMIS Assigned
- **AP State Voucher**: APV FAMIS Assigned
- **Fee**: FEE FAMIS Assigned
- **Travel**: TRV
- **Corrections-Travel**: TRC
- **Purchase**: PRV
- **Prepaid Vouchers**: PPV
- **Corrections-Purchase**: PVC
- **Delete Vouchers**: DEV
- **Housing Interface**: HSG FAMIS Assigned
- **SIMS Interface**: SIMS FAMIS Assigned
- **Miscellaneous**: MDS
- **Procurement Card**: PCC FAMIS Assigned
- **Corrections-Payroll**: CPR

### Encumbrances
- **Encumbrance**: ENC

### IDTs
- **Regular**: IDT
- **Corrections**: IDC
- **Gift Fees**: FEE
- **Interface IDTs**: (dept. code)
- **Visa/MC Charges**: VMC
- **Interagency Payments**: IAP

### Journal Entries
- **Regular**: JEN
- **Corrections**: JEC
- **Investments**: JIN

### Payroll
- **EPA Adjustments**: EPA FAMIS Assigned
- **Insurance Billing**: INS FAMIS Assigned
- **Insurance Equity Transfer**: INEQ FAMIS Assigned
- **Payroll**: PAY FAMIS Assigned
- **Payroll Auto Adjustment**: SEAA FAMIS Assigned
- **Salary Encumbrance**: SEN FAMIS Assigned
- **Salary Savings**: SSV FAMIS Assigned

### Budget
- **Budget Brought Forward**: BBF FAMIS Assigned
- **Beginning Entries**: BEG
- **Regular**: BJN
- **Original Budgets**: BUD
- **Generated Exp Budget**: GEB FAMIS Assigned

### Cash Receipts
- **Cashier Deposits-Depts**: CPD
- **Corrections Receipts**: CRC
- **Departmental Deposits**: DDP
- **Distribution to S/L**: DTR
- **Gifts**: GIF
- **Interest**: INT
- **Investment Sales**: INS
- **Letter of Credit**: LOC
- **Miscellaneous**: MDP
- **V/MC Charge Back**: CBK
- **V/MC Deposits**: VDD

### Fixed Assets (FFX)
- **FFX Accounting Feed**: FFX FAMIS Assigned
- **FFX Depreciation**: FFD FAMIS Assigned

### Sponsored Research (SPR)
- **Indirect Cost**: INDZ FAMIS Assigned

### Suspense
- **Suspense**: SUS

---

K:\FA\DOC\WRKNPRCS\Student\(NEW) Session Batch Header Codes.docx
Revised: 3/6/2014 11:25 AM
FAMIS Reference Codes

Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified below, along with related transactions. Samples of Screen 23 have been used to show each reference code with related transactions.

Reference # 1

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REF 1</td>
<td>Encumbrances</td>
<td>05x</td>
<td>PO # or Doc #</td>
</tr>
<tr>
<td></td>
<td>Vouchers</td>
<td>06x</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit Memos</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepaid Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepaid Credit Memos</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revolving Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revolving Prepaid Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change Source of Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi Vendor Vouchers (SL and GL)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget (SL) 02x Budget #
Beg Balance # 098 Beginning Balance (GL)
AFR # 060 AFR Entries/Reversals (SL and GL)

Screen 23 – Transaction Inquiry by Account (Panel 1)

023 Transaction Inquiry by Account 03/10/09 14:02
VET MED - TEACHING HOSPITAL FY 2009 CC 02
Screen: ___ Account: 144013 4010 Ref: D Direct/Indirect: D
Bank Option: N
Sbdc TC Ref 1 Date Description Amount I BatRef Offset Acct
----- ---- ------ ------------------ --------------- - ------ -----------
4010 054 L902781 09/16 DYLAN TROPHY DB 420.50 D 85762F
4010 054 L904455 09/22 WINSTON'S OFFICEWOR 367.00 D 85762F
4010 068 L903552 09/25 NASH NASWORTHY 131.49 F PVP308 014400 2100
4010 068 L904455 09/26 WINSTON'S OFFICEWOR 367.00 F PVP309 014400 2100
4010 061 09/26 STORES 646.71 PURS01 270260 0523
4010 061 09/26 STORES 107.47 PURS01 270260 0523
4010 061 09/26 STORES 434.10 PURS01 270260 0523
4010 061 09/26 STORES 51.41 PURS01 270260 0523
4010 061 09/26 STORES 72.35 PURS01 270260 0523
4010 061 09/26 STORES 90.37 PURS01 270260 0523
4010 061 09/26 STORES 11.96 PURS01 270260 0523
4010 061 09/26 STORES 417.24 PURS01 270260 0523
4010 061 09/26 STORES 322.99 PURS01 270260 0523
4010 061 09/26 STORES 98.66 PURS01 270260 0523

* Continued *
FAMIS Reference Codes (cont’d)

Reference # 2

Reference 2 is almost always assigned by FAMIS. In most cases, this will be the voucher number. There are various ways to view or report data by this reference number.

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<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
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</thead>
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<td>Ref 2</td>
<td>Disbursements</td>
<td>068</td>
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<tr>
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<td>Vouchers</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Credit Memos</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepaid Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepaid Credit Memos</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revolving Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change Source of Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi-Vendor Vouchers</td>
<td></td>
<td></td>
</tr>
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<td>Revolving Prepaid Vouchers</td>
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<td></td>
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<td></td>
<td>Interdepartmental Transfers</td>
<td>030</td>
<td>Bill # or Receipt #</td>
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<td>Receipts</td>
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<tr>
<td></td>
<td>A/R Add’t Line Item Entry</td>
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<td>A/R Invoice</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A/R Line Item Payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Encumbrance (SL)</td>
<td>05x</td>
<td>Document #</td>
</tr>
<tr>
<td></td>
<td>AFR Entries/Reversals (SL and GL)</td>
<td>060</td>
<td>Document #</td>
</tr>
<tr>
<td></td>
<td>DBR Budget Transfer</td>
<td>022</td>
<td>DBR Document #</td>
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Screen 23 – Transaction Inquiry by Account (Panel 1)

023 Transaction Inquiry by Account 03/10/09 14:01
VET MED - TEACHING HOSPITAL FY 2009 CC 02
Screen: ___ Account: 144013 4010 Ref 2 Direct/Indirect: D

<table>
<thead>
<tr>
<th>Sbcd TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
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</thead>
<tbody>
<tr>
<td>4010</td>
<td>054</td>
<td>1902781</td>
<td>09/16 DYLAN TROPHY DB</td>
<td>420.50</td>
<td>D 85762F</td>
</tr>
<tr>
<td>4010</td>
<td>054</td>
<td>1906455</td>
<td>09/22 WINSTON'S OFFICER</td>
<td>367.00</td>
<td>D 85762F</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>1000899</td>
<td>09/25 NASH NASWORTHY</td>
<td>131.49</td>
<td>F PVP308 014400 2100</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>1007488</td>
<td>09/26 WINSTON'S OFFICER</td>
<td>367.00</td>
<td>F PVP309 014400 2100</td>
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<td>054790</td>
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<td>434.10</td>
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<td>09/26 STORES</td>
<td>72.35</td>
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</tr>
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<td>09/26 STORES</td>
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<td>11.96</td>
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<td>4010</td>
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<td>054798</td>
<td>09/26 STORES</td>
<td>417.24</td>
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<td>054800</td>
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</tbody>
</table>

* Continued *

Enter - PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Reference # 3

Reference 3 is less used than the others. There are some transactions where you will see entries in Reference 3. There are various ways to view the data for this reference number.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
<th>AUTO OR MANUAL</th>
</tr>
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<tr>
<td>REF 3</td>
<td>AP Disbursements (GL)</td>
<td>04x</td>
<td>068</td>
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</tr>
<tr>
<td></td>
<td>Prepaid Vouchers</td>
<td></td>
<td>AP Check #</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Receipts</td>
<td>03x</td>
<td>Teller #</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Disbursements</td>
<td>04x</td>
<td>(if manually entered)</td>
<td></td>
</tr>
</tbody>
</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)

<table>
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<tr>
<th>Sbdc TC</th>
<th>Ref 3</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>4011 068</td>
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<td>02/28</td>
<td>JT MOORE CHANCE</td>
<td>89.61</td>
<td>N PCV001 014400 2100</td>
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<td>4011 041</td>
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<td>02/28</td>
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<td>C PCR001</td>
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<tr>
<td>4011 054</td>
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<td>ROY RASWELL DISTR</td>
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</tr>
<tr>
<td>4013 054</td>
<td>12/04</td>
<td>MMM VETERINARY SUP</td>
<td>21.82</td>
<td>D 7940EP</td>
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</tr>
<tr>
<td>4013 054</td>
<td>12/04</td>
<td>MMM VETERINARY SUP</td>
<td>15.58</td>
<td>D 7940EP</td>
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<tr>
<td>4013 068</td>
<td>12/15</td>
<td>MMM VETERINARY SUP</td>
<td>21.82</td>
<td>F INV376 014400 2100</td>
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</tr>
<tr>
<td>4013 068</td>
<td></td>
<td>12/15</td>
<td>MMM VETERINARY SUP</td>
<td>15.58</td>
<td>F INV376 014400 2100</td>
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<td>01/08</td>
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<tr>
<td>4013 054</td>
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<td>PNEUMON SERVICES</td>
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<td>D 7940EP</td>
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</tr>
<tr>
<td>4013 054</td>
<td>03/06</td>
<td>SHORE VETERINARY I</td>
<td>253.66</td>
<td>D 7940EP</td>
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<tr>
<td>4014 068</td>
<td>03/03</td>
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<tr>
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<td>4020 054</td>
<td>09/15</td>
<td>DISK-O-TAPE INC</td>
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<td>D 8576JF</td>
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* Continued *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp    View    DLoad Left Right
FAMIS Reference Codes (cont’d)

Reference # 4

Reference 4 is typically used by departments to identify transactions by a number that is meaningful to them. There are various ways to view or report data by this reference number thereby aiding the departments to work with their accounting data.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
</tr>
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<tr>
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<td>Department Voucher #</td>
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<tr>
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</tr>
<tr>
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<td>Prepaid Vouchers</td>
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</tr>
<tr>
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<td>Prepaid Credit Memos</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Revolving Prepaid Vouchers</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Change Source of Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi-Vendor Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A/R Additional Line Item Entry</td>
<td>022</td>
<td>A/R Payment Check #</td>
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<tr>
<td></td>
<td>A/R Line Item Adjust</td>
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<tr>
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<td>A/R Line Item Payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AFR #</td>
<td>060</td>
<td>AFR Entries/Reversals (SL and GL)</td>
</tr>
</tbody>
</table>

**Screen 23 – Transaction Inquiry by Account (Panel 1)**

<table>
<thead>
<tr>
<th>Sbct TC</th>
<th>Ref #</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Ref Offset</th>
<th>Acct</th>
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</thead>
<tbody>
<tr>
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<td>D</td>
<td>8576JF</td>
</tr>
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<td>022</td>
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<td>WINSTON'S OFFICEWOR</td>
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<td>D</td>
<td>8576JF</td>
</tr>
<tr>
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<td>060</td>
<td>90105</td>
<td>NASR NASWORTHY</td>
<td>131.49</td>
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<td>PVP309</td>
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<td>09/26</td>
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<td>09/26</td>
<td>STORES</td>
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<td>PORS01</td>
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<td>09/26</td>
<td>STORES</td>
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<td>270260</td>
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<td>STORES</td>
<td>98.66</td>
<td>PORS01</td>
<td>270260</td>
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* Continued *

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

**K:\FA\DOC\WRKNPRCS\Charts for Manuals\FAMIS Reference Codes.doc**
Revised: 03/6/2014 11:25 AM
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 input to the system with a header record and control totals, usually prepared by one person or subsystem feed.

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

**BBA**
See Budget Balance Available.

**Beginning Balance**
Balances posted during implementation.

**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 Fiscal Year**
Budgets are prepared in one fiscal year for the next fiscal year. The default is always the next fiscal year when using any Budget Preparation screen.

**Budget Pattern**
Used to group individual object codes (or ranges), into budget categories to establish new fiscal year budget. Tracks current and past year account activity in order to develop the new fiscal year budget.

**Budget Pool**
A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

**Budget Version**
Various versions of a budget can be created and names for comparative purposes.

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

**C**

**Capital**
Assets, cash, means, property, resource.

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

**Cash Disbursement**
A non-vouched 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.
Appendix – Glossary (cont’d)

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

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

COA
See Chart of Accounts.

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

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

Copy
The process that creates a new pattern from an existing version (specified on the Action Line) or ABR (specified in the resulting pop-up screen).

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.

Currency Code
A code that identifies a record in the Tax Currency Table. This record provides the factor to calculate foreign currency conversion costs or gains and the liability account used. The code is translated through a table into a conversion rate.

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>. 
Appendix – Glossary (cont’d)

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

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

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

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

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

Disbursement
Record money paid out by the institution from GL, SL and SA or bank account. Can reverse an encumbrance. A payment for goods received, services rendered, reduction of debt or purchase of other assets that does not go through the AP/voucher system.

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.
Appendix – Glossary (cont’d)

**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 of data.

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

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

**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.

**Function**
Purpose.

**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.
Appendix – Glossary (cont’d)

G

**General Ledger (GL)**
A balance sheet account for the institution. All GL account numbers begin with “0” (zero).

**GL**
See General Ledger.

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

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

**GSE**
See Global Subcode Edit.

H

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

**HEAF**
Indicates a Higher Education Assistance Fund code number.

**HELP**
An online feature which accesses PREDICT in order to supply descriptions, valid values and suggested actions.

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.
### Appendix – Glossary (cont’d)

<table>
<thead>
<tr>
<th><strong>L</strong></th>
<th><strong>Ledger</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>L</strong></th>
<th><strong>Liability Account</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>L</strong></th>
<th><strong>Liquidate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reduce encumbrance through payment; pay off debt.</td>
</tr>
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</table>

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<tr>
<th><strong>M</strong></th>
<th><strong>Map Code</strong></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.</td>
</tr>
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<thead>
<tr>
<th><strong>M</strong></th>
<th><strong>Mandatory</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value after pressing &lt;ENTER&gt;.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>M</strong></th>
<th><strong>Memo Bank Account</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An account that represents the balances of demand deposits for operating accounts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>N</strong></th>
<th><strong>Name Rotation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>O</strong></th>
<th><strong>Object Code</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A four-digit number identifying specific items of revenue/expense or attribute records.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>P</strong></th>
<th><strong>Open Commitment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An encumbrance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>P</strong></th>
<th><strong>Parameter</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>P</strong></th>
<th><strong>Purpose</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The function.</td>
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</table>

<table>
<thead>
<tr>
<th><strong>R</strong></th>
<th><strong>Receipts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
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<table>
<thead>
<tr>
<th><strong>R</strong></th>
<th><strong>Recommendation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The budget projection version that is submitted to the Budget Office for approval.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th><strong>R</strong></th>
<th><strong>Regular Order</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A type or purchase order that denotes a typical order.</td>
</tr>
</tbody>
</table>
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).

Save
The process that creates a budget version.

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.

Secured Submitted Version
Submitted budget version that has been locked. It can be flagged to indicate it is an “official” version.

Selling Account
Account which is allowed to “sell” to specified buying accounts via interdepartmental transfers.

Session
A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

SL
See Subsidiary Ledger.

Split Encumbrance
An encumbrance which applies to several accounts.

Standing Order
A type of purchase order used for reoccurring services like those provided by the telephone and electric companies.

Subcode
Four digits appended to the account ID to identify attributes and dollar records within an account.
Submit
The process that attached a budget version to a budget account as a budget of an account.

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

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

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

T

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

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

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

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

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

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

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

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

U

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

V

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

Value-Based
A mechanism used to restrict operator access to information by comparing operator security authorization with the value stored in the field.
Appendix – Glossary (cont’d)

**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.