Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Departmental Accounting 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 Departmental Accounting 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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Departmental Support Account Menus

The support account inquiry screens are found on Menu M05.

**Menu M05 – Support Account Inquiry**

<table>
<thead>
<tr>
<th>Screen: ___ Account: ______ _____ ____</th>
<th>Support Account Inquiry Screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>M05 Support Account Inquiry</td>
<td>02/13/14 09:57</td>
</tr>
<tr>
<td></td>
<td>FY 2014 CC 02</td>
</tr>
<tr>
<td></td>
<td>M05 Support Account Inquiry</td>
</tr>
<tr>
<td>51B Support Account Dollar Totals</td>
<td>071 15 Digit Snapshot</td>
</tr>
<tr>
<td></td>
<td>072 OC Record Snapshot</td>
</tr>
<tr>
<td>060 SA OC 15 Digit List</td>
<td>073 Annual 15 Digit Activity by Mnth</td>
</tr>
<tr>
<td>061 SA OC File List</td>
<td>074 SA Summary by Budget Pool</td>
</tr>
<tr>
<td>062 SA Open Cmnts. by User Ref or PO</td>
<td>076 Trans for Month by Ref 2</td>
</tr>
<tr>
<td>063 Trans. Inquiry by Support Account</td>
<td>077 Trans Inq. for Ref 2</td>
</tr>
<tr>
<td>064 Support Account Data List</td>
<td>078 Trans by Account/Month/Subcd</td>
</tr>
<tr>
<td>065 SA Summary for SL w/Category Ttls</td>
<td>079 SA Detail Account Statement</td>
</tr>
<tr>
<td>066 SA OC Inquiry by Reference</td>
<td>080 SA 15 Digit List w/Category Ttls</td>
</tr>
<tr>
<td>068 Support Account Search</td>
<td></td>
</tr>
<tr>
<td>069 SA 11 Digit List w/Category Ttls</td>
<td></td>
</tr>
</tbody>
</table>

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

Hmenu Help  EHelp

The support account maintenance screens are found on Menu M06.

**Menu M06 – Support Account Maintenance**

<table>
<thead>
<tr>
<th>Screen: ___ Account: ______ _____ ____</th>
<th>Support Account Maintenance Screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>M06 Support Account Maintenance</td>
<td>02/13/14 10:02</td>
</tr>
<tr>
<td></td>
<td>FY 2014 CC 02</td>
</tr>
<tr>
<td></td>
<td>M06 Support Account Maintenance</td>
</tr>
<tr>
<td>050 Department SA Attributes</td>
<td>051 Support Account Attributes</td>
</tr>
<tr>
<td>051 Support Account Attributes</td>
<td>51C SA Effort Category Updates</td>
</tr>
<tr>
<td>052 Support Account Attributes 2</td>
<td>053 Support Account Budget Move</td>
</tr>
<tr>
<td>053 Support Account Budget Move</td>
<td>054 Support Account Flag Maint.</td>
</tr>
<tr>
<td>054 Support Account Flag Maint.</td>
<td>055 SA 15 Digit Maintenance</td>
</tr>
<tr>
<td>055 SA 15 Digit Maintenance</td>
<td>056 SA Transaction Move</td>
</tr>
<tr>
<td>056 SA Transaction Move</td>
<td>057 Departmental Encumbrances</td>
</tr>
<tr>
<td>057 Departmental Encumbrances</td>
<td>058 SA Category Maintenance</td>
</tr>
<tr>
<td>058 SA Category Maintenance</td>
<td>059 SA Account CFDA and THECB Codes</td>
</tr>
</tbody>
</table>

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

Hmenu Help  EHelp
Basic Concepts: Support Accounting

Maintaining budget data allows you to compare planned income, allotments, and expenditures to actual results. Budgets may be established for Subsidiary Ledger (SL) or Support Accounts (SAs). Your budgets are updated in real-time mode and allow you to control future expenditures and encumbrances.

What are Support Accounts?

Support Accounts (SAs) are subdivisions of Subsidiary Ledger (SL) accounts. They are commonly used to track account activity at a more detailed level than is provided at the SL level. For example, SL account 300090, the Stadium Revenue Fund, could be further divided into several SAs in order to track specific groups with a larger group.

SAs are often referred to as “15-Digit Accounts.” This is due to the fact that the SA is composed of three elements, including the 6-digit SL account number, the 5-digit SA number, and the 4-digit object code. *Note: Without the 4-digit object code, the SA is sometimes referred to as an “11-digit account.”* For example, account number 30090 50000 4010 is representative of the SL account 300090 (Stadium Revenue Fund), plus the SA number 50000 (Men’s Golf), with an object code of 4010 (office supplies).

Valid Accounts

Before you can create your Support Account (SA), the fiscal office must first access Screen 6 to modify the Subsidiary Ledger (SL) account to allow for Support Account creation and transactions. This is done by setting the **SA Create Enable** field to “Y.”

You may establish budgets for your Support Accounts (SAs) provided that the “parent” Subsidiary Ledger (SL) account has been set up to allow budget transactions at the SA level. In order for SAs to process budget transactions, the SL must have the SA transaction flags set to either “B” (transaction may occur at both the SL and SA levels) or “Y” (transaction may occur only at the SA level). This flag must be set for budget and actual transactions with the indicators for both expense and revenue object codes.
Support Account Budget Attributes

Create Support Accounts
Before you may create a Support Account, the fiscal office must first access Screen 6 to modify the Subsidiary Ledger (SL) account to allow for Support Account creation and transactions. This is done by setting the SA Create Enable field to “Y.”

Support Accounts may then be created using Screen 50. From Screen 50, you should enter a valid 5-digit support account number and press <ENTER>. Type in the account information as desired. To record the information, press <ENTER>.

Support Account Budget Attributes

Bottom Line Control
Controlling your budget by its “bottom line” means that FAMIS will allow transactions to post to the support account as long as there is budget available in the support account total, regardless of the budget (or lack of) at the category or pool level. (See below – Default Category Control.) When the bottom line control flag is set to “Y,” transactions against your support account will post only as long as they do not exceed the budget balance available for your support account as a whole.

Default Category Control
Default category control tells you whether or not the account budget is controlled at the pool (or category) level. Category (pool) control means that FAMIS will allow transactions to post to the support account as long as there is budget available in the pool. If the pool does not have enough budget to cover the transaction, the transaction will reject. You may use this budget control in addition to, or in place of, the bottom line control (see above). Valid flag values are as follows:

- **N** - No budget control at the category level. It allows the system to process all transactions, including those that cause the category to go over budget.

- **R** - Instructs the system to reject transactions when the category goes over budget.

- **W** - Instructs the system to warn the user when a transaction will cause the category to go over budget.

Once you press <ENTER> on this screen, you may not modify the default category control using Screen 50. You will need to make modifications on Screen 54.
**Default Tolerance Percent**

Default tolerance percent is a percentage entered to allow a leeway or tolerance against the budget available. This flag is used to control your budget at either the pool or the bottom line level. If you turn the bottom line control flag on ("Y"), the default tolerance percent will apply to your budget as a whole. If you set the default category control flag to “W” or “R,” the default tolerance will apply to the budget at the pool (category) level. If the bottom line control flag is set to “Y” and the default category control flag is set to “W” or “R,” the default tolerance will apply to both, and all transactions must pass both budget checks in order to be processed by FAMIS.

You may enter the default tolerance percent as either a positive or negative number. For example:

<table>
<thead>
<tr>
<th>Default Tolerance Percent = 10.00%</th>
<th>Default Tolerance Percent = -10.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>For a budget of $1000, all transactions totaling $1100 or less will be processed without warnings or rejections issued by FAMIS.</td>
<td>For a budget of $1000, all transactions totaling $900 or less will be processed without warnings or rejections issued by FAMIS.</td>
</tr>
</tbody>
</table>

You are now ready to use Screen 50 to create your SA, or you may contact the Fiscal Office and request that it uses Screen 51 to create the SA for you.
Basic Concepts: Support Accounting (cont’d)

**TAMU Support Account Checklist**

The following checklist is used by Texas A&M University to guide the creation of support accounts within its departments. These procedures are not required, but it is strongly advised that a similar procedure or checklist be provided for any TAMUS member wishing to successfully implement the use of Support Accounts.

**TAMU Support Account Checklist**

1. Revenue budgets may be established at the support account (SA) level or remain at the parent (SL) account level. Revenue collected may be entered at either the support or the parent account level.

2. Expenditure budgets may be established at the support account level or remain at the parent account level.

3. There will be a transition time during which documents can be entered at both the parent account and the support account level. This will allow documents that are “in process” to flow through the system. Examples of these are purchasing documents that have created encumbrances - requisitions, limited, and exempts. Once all the “in process” documents have cleared, the department can choose to use only support accounts. Financial Management Operations should be notified at (979) 845-8106. They will set the flags on Screen 6 to only allow support accounts. Documents will only be accepted at the support account level after this flag is set. **It is the department’s responsibility to notify Financial Management Operations when only support accounts are to be accepted.** If Financial Management Operations is not notified, the account will accept documents at both the support account and the parent account levels.

4. The following issues need to be addressed by the department before allowing support accounts only:
   - Form 500’s for all employees paid on the account need to be processed. This includes current employees as well as new employees.
   - Centrex, Stores, Physical Plant, and CIS must be notified to include support accounts when billings are processed.
   - Credit cards for Stores and Bookstore need to be reissued to include the support account number.

5. The monthly FAMIS statement will include statements at the support account and parent account level.

6. Any existing encumbrances on the parent account (that will last for two months or longer and are not salary encumbrances) should be transferred to a support account during the transition period.

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Date Contacted Dept</th>
<th>Date Moved (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 500 for Payroll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centrex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stores</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Credit Cards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encumbrances Moved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Contacted to set flags for Support Account ONLY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Support Account FAQs

1. Should I use the 00000 (e.g. 240007-00000) parent account as a support account?
   a. No. It is NOT recommended to use the 00000 account as a support account since this is the parent account.

2. Do I need to reconcile my support accounts?
   a. Yes. It is an audit requirement. Reconcile to ensure that all charges are correct and that there are no incorrect entries.

3. What screen do I use to inquire on the balance in my support accounts?
   a. Use Screen 34 for the main account plus all support accounts summed (e.g., 218050 on Screen 34 includes 218050-00000 + 218050-10000 + 218050-11000, etc.)
   b. Use Screen 74 for each individual support account (e.g., 218050-00000, 218050-10000, etc.).
      • If you want to check to see if there is money in the base account, use Screen 74, and inquire on the 00000 support account (e.g., 218050-00000).
   c. Use Screen 19 for the detail by object code of the entire account and Screen 69 for the detail by object code for support accounts.

4. Do I have to move budget into my support accounts?
   a. No. Many people do not move any budget in their support accounts, as they only use them to track expenditures. Thus, the support accounts will run negative, but the department could track all transactions using Screen 63. You will need to set the flags on each support account so they do not check budget on Screen 54 if you use this process. This is done on Screen 54.

5. Who creates support accounts for contract and grant accounts (4nnnnn range)?
   a. The Contract Administration Department sets up all contract and grant subsidiary ledger and support accounts except those in the 461nnn range. The 461nnn accounts are residual funds. In other words, they are funds left over from contracts that the department gets to keep and use. So, departments may create support accounts for the 461nnn accounts.

6. Why don’t departments generally need to set the Default Category Control flag on Screen 50 when setting up support accounts?
   a. The Default Category Control flag is used when an account has numerous budget pools that need additional controls set on them. Most of Texas A&M’s accounts have only one budget pool (the 1000 All Expense Pool), so setting this flag on support accounts is not necessary.
b. However, the Contract Administration Department frequently uses this flag for contract and grant accounts. These accounts frequently have numerous budget pools. For example, travel, fringe, equipment, etc. Each category can have an allotted budget. This flag controls what can happen with the budget for each category (no budget control, warning if over budget, reject if over budget).

7. **How do the payroll encumbrances work with support accounts?**
   a. Very Important: If salary and wage activity will be recorded on the support account, then the SA Transactions flags on Screen 6 MUST be set to B for Budget Expense and Actual Expense since the Form 500 “moves” budget; otherwise, payroll entries will not post correctly.

   > Do not move budget into support accounts for payroll transactions, because the Personnel Action Request (PAR) entry that is made by Payroll Services will do it.

   b. When completing a PAR, indicate the main 6-digit subsidiary ledger account and the support account. For example, 240007-10000. When Payroll Services posts the PAR entry, FAMIS will move the payroll encumbrance to the support account. Thus, departments should not move budget into support accounts for payroll transactions. If they do, then the account’s budget would get messed up because it would cause a double entry when the payroll transaction posts.

8. **How does Screen 54, Flag Maintenance, work in relation to budget entries?**
   a. No account can be dropped (physically deleted) from FAMIS if certain budget entries have been made for the account. These budget entries are Account Attributes, Budget Entry (versions), and Transfers or Allocations.

   b. If any of the budget information has been marked in the budget module as “Sent to the Board” (B), “Changes Done” (D), or “Fed to FAMIS Accounting” (F), the account cannot be dropped. The account can remain flagged as deleted to prevent it from rolling into the next year.

   c. If the budget information does not fall into the previous categories, but a budget entry version has been submitted, certain steps can be taken to drop the account. These steps are as follows:

   - Change the delete flag to “N” (it had to be set to “Y” to attempt the drop)
   - Remove the submitted versions using Screen 594 (if dropping during the budget process), or use Screen 53 to move budget from the support account back to the main account.
   - Change the delete flag to “Y”
   - Change the drop flag to “Y”

   d. If budget information exists for the account but has not been marked with a B, D, or F, and no versions have been submitted for the account, the screens will display a pop-up window indicating which type budget entries were found and ask whether the budget information should be deleted. Entering a “Y” in the pop-up will delete the budget information and then drop the account.
Basic Concepts: Support Accounting (cont’d)

9. Can a support account be dropped (physically deleted) if there has been activity on it for the year?
   a. One may freeze the support account from future activity but not drop it in the current year. If the delete flag is set to “Y,” a pop-up window displays stating that there is a budget balance available (i.e. it is not zero) and asking whether you want to delete it anyway. So, one CAN set the delete flag so that the account gets deleted for next fiscal year. However, the drop flag may NOT be set, as a message will appear that the BBA is not zero.
   b. You will need to move any remaining budget from the support account to the parent account using Screen 53.
   c. If accounts are dropped with current year activity, there will be problems with rolling balances into the next fiscal year.

10. How can I delete inactive support accounts?
    a. To delete a support account, the balance available shown on Screen 74 MUST be zero. If there is a balance, use Screen 53 to move budget from the support account to either the base or to another support account.
    b. Once the balance is zero, use Screen 54. First, change the delete flag to “Y.” Second, change the drop flag to “Y.” (See #9 concerning dropping the account).

11. When I attempt to move a transaction on Screen 56, I get an error message similar to this: F8903 Rejected - SL Category Budget exceeded on 211791-1000 by 7,000.00. Why can’t I move this transaction?
    a. In this example, you are trying to move a transaction from one support account (00000) to another support account (40000) for account number 211791. The amount of the transaction is $9,000.00. Let’s say that on Screen 34 for 211791, the total balance of the subsidiary ledger account is only $2,000.
    b. Because you are trying to move money from one support account to another, FAMIS does a Bottom Line Budget check on the base account. FAMIS is looking at the amount of the transaction and sees the total of the transaction is greater than the balance of the base account. FAMIS does this check even though no actual money is being expended from the account at this point; it’s just a transaction move.
    c. To be able to complete this transaction, you must contact Financial Management Operations (FMO) at (979) 845-0978. FMO will flip the Bottom Line Budget Control flag to allow you to move the transaction. You can now complete the transaction on Screen 56. After you move the transaction, it is very important that you contact FMO again so they can flip the Bottom Line Budget Control flag back.
Create/Modify Support Accounts

You may create or modify Support Accounts (SAs) for your department using Screen 50. The 11 digits making up a Support Account (SA) number consist of the 6 digit Subsidiary Ledger (SL) account number plus the 5 digit SA identification number.

The attributes on this screen may be set to different values than the SL. You have the authority to change this information to make it specific to your support account. Fields left blank will assume the same values as the SL.

Once you press <ENTER> on this screen, you may not modify the bottom line control or the default category control using Screen 50. Instead, you would use Screen 54.

Basic Steps

Add a New Support Account
- Type an existing Subsidiary Ledger (SL) account number and a new Support Account (SA) number in the fields provided and press <ENTER>.
- Type an account title.
- Indicate whether or not you want bottom line control and/or default category control for the account.
- Type additional account information, as desired.
- Press <ENTER> to record the account information.
Modify an Existing Support Account

- Advance to Screen 50.
- Type a Subsidiary Ledger (SL) account number and Support Account (SA) number in the fields provided and press <ENTER>.
- Add or modify account information, as desired.
- Press <ENTER> to record the account information.

Support Account Process

Create Support Accounts
Before you may create a Support Account, the fiscal office must first access Screen 6 to modify the Subsidiary Ledger (SL) account to allow for Support Account creation and FSA transactions. This is done by setting the SA create enable field to “Y” (see below).

Support Accounts may then be created using Screen 50. From Screen 50, you should enter a valid 5-digit support account number and press <ENTER>. Type in the account information as desired. To record the information, press <ENTER>.

Support Account Budget Attributes

Bottom Line Control
Controlling your budget by its “bottom line” means that FAMIS will allow transactions to post as long as there is budget available in the account total, regardless of the budget (or lack of) at the category level. When the bottom line control flag is set to “Y,” transactions against your account will post only as long as they do not exceed the budget balance available for your account as a whole.
Screen 50 – Departmental Support Account Attributes (cont’d)

**Default Category Control (mostly used with grant accounts)**
The default category control flag tells you whether or not the account budget may be controlled at the pool (or category) level. You may use this budget control in addition to, or in place of, the bottom line control (see above). Valid flag values are as follows:

- **N** - No budget control at the category level, i.e. allows the system to process all transactions, including those that cause the category to go over budget.

- **R** - Instructs the system to reject transactions when the category goes over budget.

- **W** - Instructs the system to warn the user when a transaction will cause the category to go over budget.

**Default Tolerance Percent**
Default tolerance percent is a percentage entered to allow a leeway or tolerance against the budget available. This flag is used to control your budget at either the pool or bottom line level. If you turn the bottom line control flag on (“Y”), the default tolerance percent will apply to your budget as a whole. If you set the default category control flag to “W” or “R,” the default tolerance will apply to the budget at the pool (category) level. If the bottom line control flag is set to “Y” and the default category control flag is set to “W” or “R,” the default tolerance will apply to both, and all transactions must pass both budget checks in order to be processed by FAMIS.

You may enter the default tolerance percent as either a positive or negative number. For example:

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<thead>
<tr>
<th>Default Tolerance Percent = 10.00%</th>
<th>Default Tolerance Percent = -10.00%</th>
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<tbody>
<tr>
<td>For a budget of $1000, all transactions totaling $1100 or less will be processed without warnings or rejections issued by FAMIS.</td>
<td>For a budget of $1000, all transactions totaling $900 or less will be processed without warnings or rejections issued by FAMIS.</td>
</tr>
</tbody>
</table>

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

**Action Line**
◆ **Account:** 11 digits
Enter the desired Subsidiary Ledger (SL) account and Support Account (SA) number.

**Screen Information**
SRS: PF2 Help 1 character
“Y” identifies this is as an SRS account.
Screen 50 – Departmental Support Account Attributes (cont’d)

- **Account Title:** 35 characters
  Indicate the title of the account.

- **Security:** 6 characters/digits
  Include the department-defined security code for account access.

- **Resp Person:** 9 digits
  Enter the UIN number and name of the person responsible for the account.

- **SA Group:** 6 digits
  Identify the grouping of support accounts for security access.

- **Bot Ln Cntl:** 1 character
  Type “Y” if bottom line control budget checks should be made for the account.
  It is used on the attribute record only.

- **Deflt Cat Cntl:** 1 character
  Include the code to instruct the system on how to perform default category control budget checks at the category (pool) level.
  Now shown on the screens as Budget Control. On the Attribute record, this field will contain the initial/default values for the dollar records. On the dollar records it can have specific values for each record. Examples:
  
  - N = No Budget Control
  - W = Warning if over budget
  - R = Reject if over budget

- **Deflt Cat Tol Pct:** 5 digits
  Indicate the percentage the category can go over budget. Negative values are also supported.

- **Old Acct:** 15 digits
  Indicate the previous account number used in the old system.

- **Roll BBA to Base:** 1 character
  Type “Y” to indicate year-end processing will move any remaining Budget Balance Available to the base account of the SL.

**Primary and Secondary**

- **Dept:** 5 characters
  Enter the departmental code responsible for the account. Defaults from the parent SL account.

- **S-Dept:** 5 characters
  Shows sub-grouping for departments using account.
Screen 50 – Departmental Support Account Attributes (cont’d)

**Exec:**  
**PF2 Help** 2 characters  
Identifies the executive level associated with the account. For example:  
AD = V.P. – Administration  
Blank = Not Specified  
DE = V.P. – Development  
DI = Director

**Div:**  
**PF2 Help** 2 characters  
Shows the division or campus associated with the account. Displays the information for the department as defined on Screen 860.

**Coll:**  
**PF2 Help** 2 characters  
Identifies the college responsible for the account, as defined on Screen 860.

**Mail Cd:**  
5 characters/digits  
Include the mail code for the responsible person for the account. Secondary mail code is used the same as Mail Code 1. Format is Axxxx, where A is a location indicator and xxxx includes user-defined numbers or alpha characters.

**Stmt:**  
1 character  
Indicate whether or not (“Y” or “N”) an account statement is to be printed.

**Admin For and Center**  
**CC:**  
**Help** 2 digits  
Campus Code data for this field is associated with the Maestro system.

**Dept:**  
**Help** 5 characters/digits  
Department data for this field is associated with the Maestro system.

**SDept:**  
**Help** 5 characters/digits  
Subdepartment data for this field is associated with the Maestro system.

**CS Acct Link:**  
**Help** 2 characters/  
Include the Campus Code and linked cost share account number.

**Long Title:**  
80 characters  
Provides additional space to enter the full title of the account.

**Additional Functions**  
**PF KEYS**  
See the Appendix for an explanation of the standard PF keys.
Fiscal Office Support Account Entry

The Fiscal Office may be called upon to create Support Accounts (SAs) for departments that are not set up to use Screen 50. In this case, SAs may be created or modified by using Screen 51. The 11 digits making up a Support Account (SA) number consist of the 6-digit Subsidiary Ledger (SL) account number plus the 5-digit SA identification number.

**All fields entered on this screen override the values set at the Parent SL.**

### Screen 51 - Support Account Attributes (Fiscal Office Use Only)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Title</td>
<td>VET MED - TEACHING HOSPITAL</td>
</tr>
<tr>
<td>Security</td>
<td></td>
</tr>
<tr>
<td>Resp Person</td>
<td>STREETER, SAUL S</td>
</tr>
<tr>
<td>Bot Ln Cntrl</td>
<td>Y</td>
</tr>
<tr>
<td>Deflt Cat Cntrl</td>
<td>R</td>
</tr>
<tr>
<td>Deflt Cat Tol Pct</td>
<td></td>
</tr>
<tr>
<td>Default Bank</td>
<td>73001</td>
</tr>
<tr>
<td>Override</td>
<td>Y</td>
</tr>
<tr>
<td>Delg Type</td>
<td></td>
</tr>
<tr>
<td>Old Acct</td>
<td>18564</td>
</tr>
<tr>
<td>Roll BBA To Base</td>
<td></td>
</tr>
<tr>
<td>P-Card Bank</td>
<td></td>
</tr>
<tr>
<td>SL Function</td>
<td>10</td>
</tr>
<tr>
<td>SA Function</td>
<td>10</td>
</tr>
<tr>
<td>Effort Cat</td>
<td>DINS</td>
</tr>
<tr>
<td>CC Dept</td>
<td></td>
</tr>
<tr>
<td>S-Dept Exec Div</td>
<td></td>
</tr>
<tr>
<td>Coll Mail</td>
<td></td>
</tr>
<tr>
<td>Stmt</td>
<td></td>
</tr>
<tr>
<td>Primary</td>
<td>VTEA</td>
</tr>
<tr>
<td>Primary AA CD VM CC457 Y</td>
<td>Sys Member:</td>
</tr>
<tr>
<td>Secondary</td>
<td>CLVM</td>
</tr>
<tr>
<td>Secondary AA CD VM CC4561 Y</td>
<td>Off Campus:</td>
</tr>
<tr>
<td>Admin For</td>
<td></td>
</tr>
<tr>
<td>Center</td>
<td></td>
</tr>
<tr>
<td>Base</td>
<td></td>
</tr>
<tr>
<td>90 Day Pre</td>
<td></td>
</tr>
<tr>
<td>Rate</td>
<td></td>
</tr>
<tr>
<td>Classing Cd</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td></td>
</tr>
<tr>
<td>TAMRF Nbr</td>
<td></td>
</tr>
<tr>
<td>Distribution</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>CS Acct Link</td>
<td></td>
</tr>
<tr>
<td>Expense Obj</td>
<td></td>
</tr>
<tr>
<td>Long Title</td>
<td>VET MED - TEACHING HOSPITAL</td>
</tr>
<tr>
<td>Revenue Obj</td>
<td></td>
</tr>
</tbody>
</table>

\*\* All fields entered on this screen override fields on the Parent SL **\*

### Basic Steps

**Add a New Support Account**
- Go to Screen 6 and set the **SA creation enable** field to “Y” on the SL.
- Advance to Screen 51.
- Type an existing Subsidiary Ledger (SL) account number and a new Support Account (SA) number in the **Account** field and press <ENTER>. If this is the number of an existing account, its attribute information will appear. If this is the number of a new account, no attribute information will appear, but you can now input this information in the necessary fields.
- Type an **Account Title**. Indicate whether you want bottom line control (**Bot Ln Cntrl** field) and/or default category control (**Deflt Cat Cntrl** field) for the account.
- Type additional account information, as desired, and press <ENTER> to record the account information.

**Modify an Existing Support Account**
- Advance to Screen 51.
- Type a Subsidiary Ledger (SL) account number and Support Account (SA) number in the **Account** field and press <ENTER>.
- Add or modify account information, as desired, and press <ENTER> to record the account information.
Support Account Process

Create Support Accounts
Support Accounts offer budget and expense tracking at a level below the SL.

Before you create a Support Account, the fiscal office must access Screen 6 to modify the Subsidiary Ledger (SL) account to allow for Support Account creation and transactions. This is done by setting the SA create enable field to “Y.”

Support Accounts may then be created by the Fiscal Office using Screen 51. From Screen 51, you should enter a support account number and press <ENTER>. Type in the account information as desired, and press <ENTER> to record.

The data in the Effort Cat field should accurately reflect the activities of the account, both at the SA and the SL level. This is a key item in preparing the IDC calculation. If this field is left blank, the information will be considered equal to the SL level on Screen 8. In addition, this information will be reflected on the FBAR246 and FBAR541 reports.

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

Action Line
◆ Account: 11 digits
Enter the Subsidiary Ledger (SL) account and Support Account (SA) number to be created/modified.

Screen Information
SRS: PF2 Help 1 character
“Y” identifies this is as an SRS account.

◆ Account Title: 35 characters
Type the title of the account.

Security: PF2 Help 6 digits
Enter a TINS security code indicating who can change the vendor you set up. Valid values are 0, 1, or 2.

◆ Resp Person: PF2 Help 9 digits
Type the UIN of the person responsible for the account.

SA Group: PF2 Help 6 digits
Use as a user-defined security code for support accounts.

◆ Bot Ln Cntl: PF2 Help 1 character
Indicate whether or not (“Y” or “N”) bottom line control is used on the attribute record only.
Screen 51 – Support Account Attributes - Fiscal Office Use Only (cont’d)

◆ Deflt Cat Cntl: PF2 Help 1 character
Include the appropriate code to instruct the system on how to perform default category control budget checks at the category (pool) level. Now shown on the screens as Budget Control. On the Attribute record, this field will contain the initial/default values for the dollar records. On the dollar records, it can have specific values for each record. For example:
N = No Budget Control
W = Warning if over budget
R = Reject if over budget

Deflt Cat Tol Pct: PF2 Help 5 digits
Indicate the percentage the category can go over budget. Negative values are also supported.

◆ Default Bank: 5 digits
Include the default bank account number for transactions written against the support account.

Override: 1 character
Enter “Y” to allow opening of a session established by a different user ID on the same day.

Delg Type: PF2 Help 1 character
Enter the delegation type for the account.

◆ Old Acct: 15 digits
Indicate the previous account number used in the old system.

Alt. Banks: 5 digits or asterisks (***) / 5 fields available
Include alternate bank account numbers for transactions written against the support account.

Alternate banks may be entered using wild cards (i.e. ***** or 1****). You may enter up to 5 specific banks.

Roll BBA to Base: PF2 Help 1 character
Enter “Y” to indicate year-end processing will move any remaining Budget Balance Available to the base account of the SL.

P-Card Bank: 5 digits
Include the P-Card bank when you wish to feed a different default bank over to Citibank. (This field was added for Part 06/07 and 20 so that they can use different banks when they are getting low on funding in the usual default bank.

SL Function: 2 digits
Displays the function code for the SL account.

SA Function: PF2 Help 2 digits
Used by TAMUS to hold the NACUBO function code.
Screen 51 – Support Account Attributes - Fiscal Office Use Only (cont’d)

**Effort Cat:**

PF2 Help 5 characters

Enter the appropriate effort category code for the account. This is a key item in preparing the IDC calculation. For example:

- Blank = Not specified
- CSIN = Cost share instruction
- CSOR = Cost share-organized research
- CSOS = Cost share-other spon. activities
- DCSH = Direct – Cost sharing

**Primary and Secondary**

**Dept:**

PF2 Help 5 characters

Designate the department responsible for the account.

**S-Dept:**

PF2 Help 5 characters

Indicate a sub-grouping for departments using the account.

**Exec:**

PF2 Help 2 characters

Identifies the executive level office responsible for the account.

**Div:**

PF2 Help 2 characters

Indicates the division using the account.

**Coll:**

PF2 Help 2 characters

Identifies the college responsible for the account.

**Mail Cd:**

5 characters/digits

Include the mail code for the location or address of responsible person; Secondary mail code used the same as Mail Code 1. Format is AXXXX where A is a location indicator and XXXX are user-defined numbers or alpha characters.

**Stmt:**

1 character

Indicate whether or not (“Y” or “N”) a statement for the account is to be printed.

**Sys Member:**

PF2 Help 2 digits

Identify which TAMUS member the account is associated with. For example:

- BL = Not specified
- 02 = Texas A&M University
- 15 = TAMU-Corpus Christi
- 20 = TVMDL
- 21 = TAMU-Commerce

**Off Campus:**

PF2 Help 1 character

Indicate whether or not (“Y” or “N”) work associated with the account is being done off-campus. Work done off-campus may be subject to different indirect cost rates.
Screen 51 – Support Account Attributes - Fiscal Office Use Only (cont’d)

### Admin For and Center

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC:</td>
<td>2 digits&lt;br&gt;2 digits&lt;br&gt;Campus Code data for this field is associated with the Maestro system.</td>
</tr>
<tr>
<td>Dept:</td>
<td>5 characters/digits&lt;br&gt;Department data for this field is associated with the Maestro system.</td>
</tr>
<tr>
<td>SDept:</td>
<td>5 characters/digits&lt;br&gt;Subdepartment data for this field is associated with the Maestro system.</td>
</tr>
</tbody>
</table>

### (For Research Projects)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 Day Pre:</td>
<td>1 character&lt;br&gt;Type “Y” if this support account can be used for pre-awards.</td>
</tr>
<tr>
<td>Start Date:</td>
<td>8 digits&lt;br&gt;Identify the date when an account was/will be activated.&lt;br&gt;Also used to identify the start date of the budget period related to sponsored projects.</td>
</tr>
<tr>
<td>End Date:</td>
<td>8 digits&lt;br&gt;Indicate the date when an account was/will be terminated as an active account.&lt;br&gt;Also used to identify the ending date of the budget period related to sponsored projects.</td>
</tr>
<tr>
<td>Classing Cd:</td>
<td>1 character&lt;br&gt;Indicate whether or not (“Y” or “N”) the account should be included on the classing list, used by TAMRF, when applicable.</td>
</tr>
<tr>
<td>TAMRF Nbr:</td>
<td>11 digits&lt;br&gt;Identify the TAMU Research Foundation project number associated with the account.</td>
</tr>
</tbody>
</table>

### CS Acct Link:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 digits, 6 digits&lt;br&gt;Include the Campus Code and linked cost share account.</td>
</tr>
</tbody>
</table>

### Long Title:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>80 characters&lt;br&gt;Provide additional space to enter the full title of the account. When the Account Title is modified, this field will also be updated.</td>
</tr>
</tbody>
</table>

### Indirect Cost

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base:</td>
<td>8 characters/digits&lt;br&gt;Indicate the rules (base) for calculation of indirect cost charges. For example:</td>
</tr>
<tr>
<td></td>
<td>CYCLOTRO = Cyclotron MTDC Base&lt;br&gt;MTDC = Modified direct cost&lt;br&gt;S&amp;W = Salaries &amp; wages Only&lt;br&gt;TDC = Total direct cost&lt;br&gt;425195 = TXDOT - JR. HIGH SAFETY PROGRAM</td>
</tr>
</tbody>
</table>
Rate: 6 digits
Identify the rate at which indirect costs will be charged.

Distribution: PF2 Help 10 characters
Include the distribution code, which defines the percentage of distribution of indirect costs. For example:
- FEDERAL = Federal indirect cost revenue
- MISC = Miscellaneous indirect cost revenue
- STATE = State indirect cost revenue
- VPAADMIN = Administrative allowance-Bush Library
- WELCH = Welch indirect cost revenue

Expense Obj: 4 digits
Designate the object code used for billing a sponsor for indirect costs associated with a project.

Revenue Obj: 4 digits
Identify the object code used for specifying revenue received from indirect expenses associated with a project.

Additional Functions
PF KEYS
See the Appendix for an explanation of the standard PF keys.
Support Account Effort Category Updates

To update the effort category for a support account (SA), use Screen 51C.

**All fields entered on this screen override fields on the parent SL account.**

### Screen 51C – SA Effort Category Updates

<table>
<thead>
<tr>
<th>51C SA Effort Category Updates</th>
<th>FY 2012 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Account: 144010 00000</td>
<td></td>
</tr>
<tr>
<td>Effort Category: DINS DIRECT - INSTRUCTION Dept: VBMS VET - BIOMEDICAL SCIENCE</td>
<td></td>
</tr>
<tr>
<td>*** All fields entered on this screen override fields on the Parent SL ***</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>SL Information - Display Only</td>
<td></td>
</tr>
<tr>
<td>Effort Category: DINS DIRECT - INSTRUCTION Dept: VBMS VET - BIOMEDICAL SCIENCE Fund: 05 STATE GENERAL REVENUE Function: 10 INSTRUCTION</td>
<td></td>
</tr>
<tr>
<td>Comments: STATE FUNDING FOR THE COLLEGE OF VETERINARY MEDICINE - BIOMEDICAL SCIENCE OPERATING EXPENSES. PURCHASES MUST FOLLOW STATE GUIDELINES.</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp</td>
<td></td>
</tr>
</tbody>
</table>

### Basic Steps

- Type the account number in the **Account** field and press <ENTER> to display current effort category information.
- Modify the fields as desired, and press <ENTER> to record the information.

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

#### Action Line
- ◆ Account: 11 digits
  - Enter the desired Subsidiary Ledger (SL) account + Support Account (SA) number to be updated.

#### Screen Information
- ◆ Effort Category: 5 characters
  - Enter the effort category code for the account. For example:
    - Blank = Not specified
    - CSIN = Cost share instruction
    - CSOR = Cost share-organized research
    - CSOS = Cost share-other spon. activities
    - DCSV = Direct – Cost sharing
  - **This is a key item in preparing the IDC calculation.**
### Screen 51C – Support Account Effort Category Updates (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dept:</strong></td>
<td><strong>PF2 Help</strong> 5 characters</td>
</tr>
<tr>
<td></td>
<td>Designate the department responsible for the account.</td>
</tr>
<tr>
<td><strong>SL Information</strong></td>
<td><strong>Effort Category:</strong> 5 characters</td>
</tr>
<tr>
<td></td>
<td>Displays the effort category code for the SL account.</td>
</tr>
<tr>
<td><strong>Dept:</strong></td>
<td>4 characters</td>
</tr>
<tr>
<td></td>
<td>Shows the department responsible for the SL account.</td>
</tr>
<tr>
<td><strong>Fund:</strong></td>
<td><strong>PF2 Help</strong> 2 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the funding source for the SL account.</td>
</tr>
<tr>
<td><strong>Function:</strong></td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the function code for the SL account.</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td>4 lines</td>
</tr>
<tr>
<td></td>
<td>Shows comments about the SL account.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**

See the Appendix for an explanation of the standard PF keys.
Set/Reset Support Account Flags

FAMIS allows you to support and maintain Support Account (SA) flags online by using Screen 54. Six flags help control activity against each supporting account. These flags allow review, freezing, dropping, or deletion of an account, as well as annual and monthly budget suppression.

This screen can be used by the Fiscal Office and the departmental personnel.

Screen 54 - Support Account Flag Maintenance

<table>
<thead>
<tr>
<th>Support Account Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y - FREEZE this account from future activity</td>
</tr>
<tr>
<td>N - Flag for DELETE (Not rolled forward at Year End)</td>
</tr>
<tr>
<td>N - Physically DROP this Support Account (Must be deleted first)</td>
</tr>
<tr>
<td>N - Bottom Line Budget Control / Unprotect Budget Control</td>
</tr>
<tr>
<td>Note: A Budget Control Flag of ‘N’ does not check Bottom Line and turns off protection of Protected Categories. The ‘P’ flag on Screen 10D will still display.</td>
</tr>
<tr>
<td>N - Default Category Control</td>
</tr>
<tr>
<td>Default Category Tolerance Pct: _____</td>
</tr>
<tr>
<td>N - FREEZE Direct Expenses</td>
</tr>
</tbody>
</table>

When changing the Bottom Line Budget Control/Unprotect Budget Control from “Y” to “N,” the following message will appear.

Screen 54 – Pop-Up Window

Note: Reserve Budget Amounts exists on this account.

Changing the Bottom Line Budget Control on this account from ‘Y’ to ‘N’ will no longer protect the Reserve Budget Amounts and the Reserve Budgets can be used by other expenditures.

Note: The ‘P’ flag on Screen 10D will still display.

Press <ENTER> to Continue, or Press <PF4> to Cancel the Bottom Line Budget Control change.

An account cannot be dropped (physically deleted) from FAMIS if certain budget entries have been made for the account. These budget entries are Account Attributes, Budget Entry (Versions), and Transfers or Allocations.

If any of the budget information has been marked as “Sent to the Board” (B), “Changes Done” (D), or “Fed to FAMIS Accounting” (F), the account cannot be dropped. The account can remain flagged as deleted to prevent it from rolling into the next year.
If the budget information does not fall into the previous categories but a budget entry version has been submitted, certain steps can be taken to drop the account. These steps are as follows:

- a) change the delete flag to N (it had to be set to "Y" to attempt the drop)
- b) remove the submitted versions using Screen 584 or Screen 594
- c) change the delete flag to “Y”
- d) change the drop flag to "Y"

If budget information exists for the account but has not been marked with a B, D, or F and no versions have been submitted for the account, the screens will display a pop-up window indicating which type budget entries were found and ask whether the budget information should be deleted. Entering a “Y” in the pop-up will delete the budget information and then drop the account.

**Basic Steps**
- Enter the account number in the **Account** field and press <ENTER> to display the current flag values.
- Set flag values for each account. Press <ENTER> to record the record.
- Enter new account numbers and flag values until all flags have been set or changed.

**Support Account Flag Maintenance Process**

Six flags help control activity against each Support account. These flags allow freezing, dropping, or deletion of an account, as well as maintaining its budget processes.

Flags may be set to **on** or **off**. Possible values are as follows:

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

**Exceptions:**
- Default category control flag may be set to “R,” “W,” or “N”

**Support Account Flags**

**FREEZE:**
The freeze flag restricts posting certain types of direct transactions to an account. Cash receipts, disbursements, and journal entries are rejected if processed against a "frozen" account. It allows the existing activity to process but will not allow future activity of any type. **This flag will not prevent the account from rolling forward.**

Transactions that are accepted against a frozen account include attribute modifications, journal entries with a special transaction code of 062, and indirect updates. All transactions processed against a frozen account generate diagnostic messages.
DELETE:
The delete flag, when set to “Y” (On), restricts any further activity against an account. It logically removes the account from the fields but continues to store it for audit purposes.

DROP:
The drop flag is used to identify an account that is to be physically purged from the file. When the drop flag is set to “Y” (On), the account is removed from the database file.

BOTTOM LINE BUDGET CONTROL:
Provides the ability to control the SA account budget based on the BBA (Budget Balance Available). When the flag is set to “Y,” sufficient budget must be available across all budget pools to process a transaction.

Y = Control on “bottom line.” Instructs the system to reject all transactions that may cause the SA budget to exceed the bottom line.

N = No control on “bottom line.” Allows the system to process all transactions, including those that cause the SA budget to go over the bottom line.

DEFAULT CATEGORY CONTROL:
Provides the ability to control the SA account budget based on the available funds in the budget pool or category specific to the expense code on the transaction. Valid values are as follows:

R = Reject if over budget. Used to instruct the system to reject transactions when the pool or category goes over budget.

W = Warning if over budget. Used to instruct the system to warn the user when a transaction will cause the pool or category to go over budget.

N = No budget control at the pool or category level. Used to allow the system to process all transactions, including those that cause the pool or category to go over budget.

DEFAULT CATEGORY TOLERANCE PCT:
An additional element of the Default Category Control. If this field is used, this is the percentage that a pool can go over budget. Negative values are also supported.

FREEZE DIRECT EXPENSE: (Formerly the CONTRACT-GRANT FLAG)
Provides the ability to prevent direct transactions from being processed and still allow IDC charges to be posted. This flag does not prevent the account from rolling forward.

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

Action Line
◆ Account: 11 digits
Enter a Subsidiary Ledger + Support Account number.
Screen Information

FREEZE:  
**PF2 Help 1 character**
Type "Y" to freeze the account and restrict posting certain types of direct transactions to an account. Allows existing activity to process but will not allow future activity of any type.

DELETE:  
**PF2 Help 1 character**
Enter "Y" to delete the account and restrict all further activity against an account.

DROP:  
**PF2 Help 1 character**
Type "Y" to drop (remove) the account from the file.

Bottom Line Budget Control/Unprotected

Budget Control:  
**PF2 Help 1 character**
Enter "Y" to indicate that bottom line budget checks should be used in checking budget for an account. **Only used on attribute record.**

Y = Control on “bottom line.” Instructs the system to reject all transactions that may cause the SA budget to exceed the bottom line.

N = No control on “bottom line.” Allows the system to process all transactions, including those that cause the SA budget to go over the bottom line. The “P” flag on Screen 10D will still display.

Default Category Control:  
**PF2 Help 1 character**

N = No budget control at the category level
R = Reject if over budget

Values of “R” will cause the transaction to reject if the pool or category is over budget.

W = Warning if over budget. Instructs to display a warning message only

Default Category Tolerance Pct:  
**PF2 Help 5 digits**
Indicate the percentage the category can go over budget. Negative values are also supported.

FREEZE Direct Expenses:  
**PF2 Help 1 character**
Identify whether or not to freeze the account from making direct expense transactions (those within the 1000 - 9599 object code range). Revenue and indirect are still allowed to post.

Y = Freeze direct expenses
N = (or blank) do not freeze

Additional Functions

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

PF6  
**Interest**  
Shows the account numbers using specified interest account.

PF12  
**Warnings**  
Displays nonfatal FAMIS warning messages.
Support Account Transaction Move

Use Screen 56 to move transactions online from one Support Account to another. This is beneficial to departments as they can manage their SA accounts without Business Office involvement.

**Transaction types 02x and 05x are not allowed on this screen.**

Screen 56 – Support Account Transaction Move

**Search - PF7 SAcct (Panel 1)**
Basic Steps

- Type an account number in the **Account** field and press <ENTER>.
- Type the month of the transaction in the **Month** field and the reference number (if available) that is to be moved to another account in the **Ref Nbr** field.
- Press **PF7** to access a pop-up screen displaying transactions and select the transaction to be moved.
- In the **Description** field, briefly describe the transaction (e.g. C/N to support account 50000).
- Under **To SA**, include the account where the transaction is to be moved, and indicate the **Amount**. Enter Cost Ref (Reference) information, if needed. Press <ENTER> and the SA account title will be displayed.
- Press **PF5** to post the SA transaction move.

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

**Action Line**

- **Account**: 11 digits
  Enter the desired account number.
- **Month**: 2 digits
  Include the month of the transaction. The default is the current processing month.
- **Search on Ref**: 1 digit
  Indicate the reference number to be used for transaction search.
- **Ref Nbr**: 7 characters/digits
  Include a reference number/PO number, if needed.
Screen 56 – Support Account Transaction Move (cont’d)

**Display Ref:**
- 1 digit
  Indicate the reference number to be used for the display of the transaction.

**Internal Tracking No:**
- 8 digits
  Enter a tracking number for use by FAMIS Services.

**Screen Information**

**Obj Code:**
- 4 digits
  Shows object code for the transaction.

**P.O. No:**
- 7 character/digits
  Provides the Purchase Order number used with the transaction.

**ID No:**
- 11 characters/digits
  Shows the user-defined identification number entered on the original document.

**Type:**
- 1 digit
  Identifies the transaction code for the type of transaction. The third digit of the transaction code (1 – 9) represents the type of receipt.

**Enc Obj:**
- 4 digits
  Shows the object code where the purchase order was originally encumbered.

**Bank:**
- 5 digits
  Displays the bank to receive the deposit as entered on Screen 30, FA Batch Initialize.

**Date:**
- 8 digits
  Displays the date the transaction was originated.

**Amount:**
- 12 digits
  Shows the dollar amount of the transaction.

**Ref 2, 3, 4:**
- PF2 Help 7 characters/digits
  Identifies the reference number for receipts as defined by your department.

**Cost Ref 1, 2, 3:**
- 7 characters/digits
  Shows the cost reference number for receipts as defined by your department.

**Modifiable Information:**

**Description:**
- 35 characters
  Type a description to identify the transaction.

**Dept Ref #:**
- ? Help 7 digits
  Enter the reference number assigned by the department.

**Account Title:**
- 30 characters
  Shows the full title of the account after entering the SA account and amount to be moved.
Screen 56 – Support Account Transaction Move (cont’d)

To SA: 5 digits
Enter the support account number where the amount is to be transferred.

Amount: 12 digits
Indicate the dollar amount to be transferred from one account to another.

Cost Ref 1: 8 digits
Include a cost reference number defined by your department.

Cost Ref 2: 8 digits
Include a cost reference number defined by your department.

Cost Ref 3: 8 digits
Include a cost reference number defined by your department.

Transactions: 1 digit
Shows the number of transactions made to change this account.

Amount: 12 digits
Displays the total dollar amount of the changes.

Batch: 6 characters/digits
Shows the batch ID number of the person who made changes.

Date: 8 digits
Displays the batch date indicating the actual date changes were made to the account.

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

PFS
Post
Post the modified transactions.

PF7
Support Account
Provides the ability to search account transactions.

PF12
Warnings
Displays nonfatal FAMIS warning messages, if any.
Departmental Encumbrances

Departments can use Screen 57 for certain encumbrances they want to make on an account. The ability to establish a new encumbrance (i.e. increase) or “zero out” an existing encumbrance is included here. There is, however, no liquidation for these adjustments.

The first step in adjusting these encumbrances is to identify the support account that has the original encumbrance. Two support account screens to help you are Screen 68 (Support Account Search) and Screen 63 (Transaction Inquiry by Support Account).

The current amount of the encumbrance (if any) will be displayed. The encumbrance object code, transaction code, and reference will also be displayed on the screen, but you cannot change these fields. They are determined by the encumbrance type entered in the Encumbrance field.

**Screen 57 cannot be used to adjust or establish payroll encumbrances.**

There is no need to enter a batch when using this screen because a batch will be open in the background.

Cost Refs are used by some parts as another way to track expenses. They are required for certain accounts, and whether or not they are required is determined on Screen 8 or Screen 52.

**Screen 57 – Departmental Encumbrances**

<table>
<thead>
<tr>
<th>Screen: ___ Account: 440001 00000 Encumbrance: B BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obj Code: 1906</td>
</tr>
<tr>
<td>Type: 051</td>
</tr>
<tr>
<td>Enc Ref: BEN0001</td>
</tr>
<tr>
<td>Date: 08/31/2011</td>
</tr>
<tr>
<td>Description: __________________</td>
</tr>
<tr>
<td>Increase/Decrease: _ (I/D)</td>
</tr>
<tr>
<td>Cost Ref 1: ______ 2: ______ 3: ______</td>
</tr>
</tbody>
</table>

You can access a list of the encumbrance types, if they have been defined on Screen 853, by placing your cursor in the Encumbrance field, pressing PF2, and then pressing <ENTER>. This does not include Purchase Order or Payroll encumbrances.

To use this functionality, FAMIS Services must define valid encumbrance types on Screen 853.
Basic Steps

- Enter a subsidiary ledger account and support account number in the **Account** field.
- Type an encumbrance type code in the **Encumbrance** field and press <ENTER>. The appropriate **Obj Code**, **Type**, **Enc Ref** and **Date**, **Current** encumbrance fields are displayed automatically. The date in the **Date** field defaults to the current processing date, but can be changed.
- Enter a reason describing the change to the encumbrance, the dollar amount, and either “I” (increase) or “D” (decrease) in the fields provided.

If you want to “zero out” the encumbrance, you may leave **Amount** field blank and type “D” for decrease in the **Increase/Decrease** field.

- Optional fields include: **Cost Ref1**, **Cost Ref2**, and **Cost Ref3**.
- Press <ENTER> after all the data has been entered to validate and process the information.

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

**Action Line**

◆ **Account:**

11 digits
Enter the Subsidiary Ledger (SL) account + Support Account (SA) number to be encumbered.

◆ **Encumbrance:**

? Help 1 character
Indicate the type of encumbrance.
B = Benefits
T = Travel
W = Wages

These values must be defined on Screen 853.
Screen 57 – Departmental Encumbrances (cont’d)

**Screen Information**

Object Code: 4 digits
Displays the original encumbrance object code; automatically filled in by FAMIS.

Liquidated: **PF2 Help** 12 digits
Shows the total amount liquidated for encumbered item.

Type: 3 digits
Automatically displays the encumbrance transaction code, based upon what was entered in the Encumbrance field.

Adjustments: 12 digits
Displays the adjustments (other than liquidations) made to an encumbrance.

Enc Ref: 7 characters/digits
The value displayed is based on the type entered in the Encumbrance field.

Current: **PF2 Help** 12 digits
Shows the current amount of encumbrance.

Date: 8 digits
Indicates the date the encumbrance was entered. If blank, it will default to the batch session date.

◆ Description: 31 characters
Provide a description of the reason for the change to the encumbrance.

Amount: 13 digits
Enter the amount of the change to the encumbrance.

◆ Increase/Decrease: 1 character
Indicate if the amount is an increase (I) or decrease (D).

Cost Ref 1, 2, 3: 8 digits
If necessary, provide the appropriate cost reference value defined by your department. **This is currently only used by TTI and TAMRF.**

**Additional Functions**

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

PF12
**Warnings**
Displays nonfatal FAMIS warning messages, if any.
Support Account Category Maintenance

Screen 58 is used to set the Support Account category flags. These flags include the **Bottom Line Budget Control/Unprotect Budget Control** flag, and the **Default Category Control** flag. In addition, there is a field provided to enter the **Default Category Tolerance Pct** (Percent).

For additional information, see Screen 54.

**Screen 58 – Support Account Category Maintenance**

```
Screen 58 Support Acct Category Maintenance                          09/21/11 09:13
Screen: ___ Account: 271300 00000         FMO

Support Account Flags

Y - Bottom Line Budget Control / Unprotect Budget Control

Note: A Budget Control Flag of 'N' does not check Bottom Line and turns off protection of Protected Categories. The 'P' flag on Screen 10D will still display.

R - Default Category Control

Default Category Tolerance Pct: ______
```

**Basic Steps**

- Type “Y” to control the bottom line budget control or “N” for no control.
- Include the desired flag code for the default category control and default category tolerance percent.
- Press <ENTER> to set the flags.

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

**Action Line**

◆ **Account:** 11 digits

Enter the Subsidiary Ledger (SL) account + Support Account (SA) number to be encumbered.

**Bottom Line Budget Control / Unprotect Budget Control:**

- **PF2 Help**: 1 character
  - Type “Y” if bottom line budget checks should be made for the account.
  - “N” does not check bottom line and turns off protection of protected categories. “P” flag on Screen 10D will still display.
Screen 58 – Support Acct Category Maintenance (cont’d)

**Default Category Control:**
- **PF2 Help** 1 character
  - Include the desired category control code to instruct the system on whether or not to perform budget checks at the category (pool) level.
  - N = No Budget Control
  - W = Warning if over budget
  - R = Reject if over budget

**Default Category Tolerance Pct:**
- **PF2 Help** 5 digits
  - Indicate the percentage the category can go over budget. Negative values are also supported.

**Additional Functions**

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

**PF12**
- **Warnings**
  - Displays nonfatal FAMIS warning messages.
Payroll Encumbrance Adjustment-Wage

Screen 754 is an entry screen used to manually create and adjust encumbrances for wage positions. Wage, wage benefits, and longevity are entered and adjusted on this screen.

These encumbrances are automatically adjusted by the payroll posting process to reflect the amounts that have been expensed on the payroll.

Encumbering of wages, wage benefits, and longevity and the subsequent payroll reduction of them can be done at the detailed person level, summarized by account, or a combination of the two methods. Departments or workstations may prefer to create a blanket wage encumbrance to cover multiple employees/positions rather than to create individual estimates for each person paid on wages.

This screen can be used by departmental personnel or workstation personnel, depending on the needs of the agency. Large departments that have a high percentage of employees paid on wages may especially want to encumber their waged employees’ benefits and/or longevity so that the money to support them will be committed for the year.

In order to enter EPA encumbrance adjustments for an account, the user must have encumbrance creation security for the account entered in the Account field.

<table>
<thead>
<tr>
<th>Current Amt</th>
<th>Adjustment</th>
<th>New Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: 505287.00</td>
<td>5000.00</td>
<td>7000.00</td>
</tr>
<tr>
<td>Benefit: 2000.00</td>
<td>480.00</td>
<td>490.00</td>
</tr>
<tr>
<td>Longevity: 10.00</td>
<td>480.00</td>
<td>490.00</td>
</tr>
</tbody>
</table>

Transactions: 3 Amount: 7,010.00 Batch: 1111AA Date: 09/21/2011

 Transactions ARE NOT POSTED until the PF5 is pressed.
Notes for Adjustments - Wage Process

- Departments have the option of encumbering benefits at the SL-SA account level (summary) or for each wage position within the account (detail).

- Departments (if authorized) are able to manage encumbrances for wage positions (or blanket wage encumbrances) on Screen 754.

- If you want to maintain encumbrances at the PIN level, enter the wage PIN number and the FAMIS account number at the top of the screen.

- If you want to encumber benefits at the blanket level, enter a “Y” in the Blanket Enc field.

- The format of the assigned “blanket” PIN number is the workstation indicator from Screen 823, followed by nine 9s.

- Enter the amount you want to adjust the encumbrance by, and then press PF5 to post the transaction. **Transactions ARE NOT POSTED until PF5 is pressed!!!**

Basic Steps

- Enter an 11-digit Support Account in the **Account** field.
- Type the wage PIN number in the **PIN** field.
- Enter a “Y” in the Blanket Enc field if you want to encumber benefits at the blanket level.
- Enter a reference/document ID number in the **Ref/Doc ID** field.
- Indicate the type of encumbrance, “I” for increase or “D” for decrease, in the **Increase/Decrease** field.
- Enter the amount of the adjustment(s) in the **Adjustment** column and press <ENTER>.
- If there are no errors and the information displayed is what was intended, press PF5 to post the adjustment.

**If PF5 key is not pressed, the information will NOT be posted into accounting.**

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

**Action Line**

◆ **Account:**

11 digits
Enter the subsidiary ledger (SL) and support account (SA) number on which you wish to encumber funds.

**PIN:**

6 characters/digits
Enter a Position Identification Number (PIN).
### Screen 754 – Payroll Encumbrance Adjustment-Wage (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blanket Enc:</td>
<td>1 character&lt;br&gt;Entering “Y” will change the PIN to the campus code’s workstation followed by all nines.</td>
</tr>
<tr>
<td>Thru Month:</td>
<td>2 digits&lt;br&gt;Displays the current processing month.</td>
</tr>
</tbody>
</table>

### Screen Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct Title:</td>
<td>25 characters&lt;br&gt;Shows the name on the account entered on the Action Line.</td>
</tr>
<tr>
<td>Current Occupant:</td>
<td>25 characters&lt;br&gt;Identifies the name associated with the PIN entered on the Action Line.</td>
</tr>
<tr>
<td>UIN/SSN:</td>
<td>9 digits&lt;br&gt;If “N” was entered in the Blanket Enc field, enter the employee’s Universal Identification Number or Social Security Number. If “Y” was entered, this field will be filled in automatically by FAMIS.</td>
</tr>
<tr>
<td>Ref/Doc ID:</td>
<td>PF2 Help 7 characters/digits&lt;br&gt;Enter the EPA/Form 500 document identification number.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase/Decrease:</td>
<td>1 character&lt;br&gt;Type “I” for increase or “D” for decrease.</td>
</tr>
</tbody>
</table>

### Salary

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Amt:</td>
<td>12 digits&lt;br&gt;Displays the current amount.</td>
</tr>
<tr>
<td>Adjustment:</td>
<td>12 digits&lt;br&gt;Enter the amount of the increase or decrease for the adjustment.</td>
</tr>
<tr>
<td>New Amount:</td>
<td>12 digits&lt;br&gt;Shows the new adjusted amount after the increase or decrease.</td>
</tr>
</tbody>
</table>

### Benefit

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Amt:</td>
<td>12 digits&lt;br&gt;Displays the current amount.</td>
</tr>
<tr>
<td>Adjustment:</td>
<td>12 digits&lt;br&gt;Enter the amount of the increase or decrease for the adjustment.</td>
</tr>
<tr>
<td>New Amount:</td>
<td>12 digits&lt;br&gt;Shows the new adjusted amount after the increase or decrease.</td>
</tr>
</tbody>
</table>

### Longevity

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Amt:</td>
<td>12 digits&lt;br&gt;Displays the current amount.</td>
</tr>
<tr>
<td>Adjustment:</td>
<td>12 digits&lt;br&gt;Enter the amount of the increase or decrease for the adjustment.</td>
</tr>
</tbody>
</table>
Screen 754 – Payroll Encumbrance Adjustment-Wage (cont’d)

**New Amount:**
12 digits
Shows the new adjusted amount after the increase or decrease.

**Transactions:**
3 digits
Displays the number of transactions processed in this batch.

**Amount:**
14 digits
Indicates the total dollar amount of current entries processed in this batch.

**Batch:**
6 characters
Identifies the batch header used to process the transactions.

**Date:**
8 characters
Shows the date of the batch session.

**Additional Functions**

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

**PF5 Post**
Used to post the adjustment after verifying information entered.

If **PF5** is not pressed, information will NOT be posted into accounting.

**PF12 Warnings**
Displays any FAMIS warnings.
Section III
Support Account
Budget Maintenance
Move Support Account Budgets

FAMIS allows you to move budget from one Support Account to another Support Account using Screen 53. This function permits departments to manage their SAs without the necessity of the Business Office involvement.

This screen is intended for departmental input and cannot be used to make Month 13 entries. Use Screen 10 to create budget transfers between support accounts.

Screen 53 will only let you move an account that is less than or equal to the total of the budget transactions entered on that support account, but only to the same pool.

### Screen 53 - Support Account Budget Move

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Acct: 30000</th>
<th>From SA: 12000 WOMEN'S BASKETBALL</th>
<th>To SA: 11000 WOMEN'S ADMINISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref No 1:</td>
<td>2:</td>
<td>3:</td>
<td>4:</td>
</tr>
<tr>
<td>Cost Refl:</td>
<td>2:</td>
<td>3:</td>
<td>Page: 1 of Viewed</td>
</tr>
<tr>
<td>Cat</td>
<td>Desc</td>
<td>Budget 12000 Budget</td>
<td>Adjust New 11000 Bud</td>
</tr>
<tr>
<td>0001 Revenue Pool</td>
<td></td>
<td>______________</td>
<td></td>
</tr>
<tr>
<td>1005 Lump Sum Salaries</td>
<td></td>
<td>______________</td>
<td></td>
</tr>
<tr>
<td>1006 Salary Savings Bu</td>
<td></td>
<td>______________</td>
<td></td>
</tr>
<tr>
<td>1007</td>
<td></td>
<td>______________</td>
<td></td>
</tr>
<tr>
<td>1000 All Expense Pool</td>
<td>28987.00</td>
<td>20708.90</td>
<td></td>
</tr>
</tbody>
</table>

**Totals:**

<table>
<thead>
<tr>
<th>Amount:</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch:</td>
<td>2256LR</td>
</tr>
<tr>
<td>Date:</td>
<td>09/21/11</td>
</tr>
<tr>
<td>Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--PF13--PF14</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Type the first six digits of the support account number (the subsidiary ledger account number), the support account from which funds will be moved, and the support account to which funds will be moved in the fields provided.
- Enter your departmental reference number in **Ref2** field and/or **Ref4** field to assist you with tracking the budget move. You can use this number to look up your transaction on Screen 76, Screen 77, Screen 78, and Screen 79.
- As necessary, provide the appropriate cost reference value (currently used by TTI and TAMRF only).
- Type the dollar amount to be moved from the first support account into the second in the **Adjust** field.
- Press <ENTER> to display the new budget for the second support account.
- Press **PF5** to post the transaction.
Screen 53 – Support Account Budget Move (cont’d)

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

Action Line
◆ Acct: 6 digits
Identify the parent Subsidiary Ledger (SL) account number.
◆ From SA: 5 digits
Enter the Support Account (SA) number from which that budget is to be transferred.
◆ To SA: 5 digits
Enter the Support Account number into which that budget is to be transferred.
◆ Thru Month: 2 digits
Indicate through which month to display account transaction activity.

Screen Information
◆ Ref No. 1, 2, 3, 4: 7 characters/digits
Identify a user-defined sequence reference number that identifies the budget transaction.
Cost Ref1, 2, 3: 7 characters
Include the user-defined reference number identifying budget transactions for the selected account. [Only used by TTI and TAMRF]
Page _ of _ Viewed: 2 digits
Shows the number of pages to be viewed.
Cat: 4 digits
Identifies the budget category pool subcode based on the ABR rule for the account.
Desc: PF2 Help 17 characters
Displays the description of the budget pool subcode.
XXXXX Budget: 13 digits
Indicates the current budgeted amount for the budget pool in the first Support Account (whose 5-digit ID number is XXXXX).
YYYYY Budget: 13 digits
Indicates the current budgeted amount for the budget pool in the second Support Account (whose 5-digit ID number is YYYYY).
Adjust: 12 digits
Enter the dollar amount to be transferred from the “FROM SA” to the “TO SA” for specified budget pool (category).
New YYYYYY Bud: 13 digits
Displays the anticipated change for the “TO SA.”
Screen 53 – Support Account Budget Move (cont’d)

**Totals:**
- 12 digits
- Indicates the total amount of funds to be transferred between the SA accounts.

**Transactions:**
- 6 digits
- Identifies the number of transactions for this batch reference.

**Amount:**
- 13 digits
- Shows the total of all transactions processed for this batch reference.

**Batch:**
- 6 characters
- Indicates the batch reference number associated with the budget transactions posted.

**Date:**
- 8 digits
- Displays the date of the batch for the budget transactions.

**Additional Functions**

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

**PFS Post**
- Used to post the budget move transaction.
Support Account Budget Data List

Screen 64 provides comparison of historical budget data for a Support Account (SA) online in FAMIS. In addition to Original and Current budget information, comparison displays are also available for Last Year and Next Year.

<table>
<thead>
<tr>
<th>Screen 64 – Support Account Budget Data List</th>
</tr>
</thead>
<tbody>
<tr>
<td>064 Support Account Budget Data List</td>
</tr>
<tr>
<td>Screen: ___  Account: 289010 0000 0000  ERGONOMICS</td>
</tr>
<tr>
<td>Thru Month: 13  13th Month</td>
</tr>
<tr>
<td>Department: LIBR  Resp Person: GILROY, GRANT GES L</td>
</tr>
<tr>
<td>Flags: D F B C Z G ABR N N N N N 001</td>
</tr>
<tr>
<td>Obj</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>1000</td>
</tr>
<tr>
<td>4010</td>
</tr>
<tr>
<td>5752</td>
</tr>
<tr>
<td>5760</td>
</tr>
</tbody>
</table>

* Account Total | 634 | 10000 | 9749 | 661-

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

Hmenu Help  EHelp

Basic Steps

- Type the desired 15-digit support account number in the **Account** field.
- Change the month in the **Thru Month** field, if desired, and press <ENTER> to display the Support Account budget data list.

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

**Action Line**

◆ **Account:**

- Enter the desired support account number.

◆ **Thru Month:**

- Indicate through which month to display account transaction activity.

**Screen Information**

- **Department:**

  4 characters

  Displays the department code responsible for the account.

- **Resp Person:**

  20 characters

  Identifies the name of the responsible person for the account.
Screen 64 – Support Account Budget Data List (cont’d)

Flags:

- **PF2 Help** 1 character/3 digits (ABR flag)
- Indicates values for flag maintenance.
- Y = On
- N = Off
- R = Reject

-------------------
- D = Delete
- F = Freeze
- B = Bottom Line
- C = Category Control
- Z = Freeze direct only
- G = Generate Expense Budget (GEB)
- ABR = ABR number rule

Obj:

- **PF2 Help** 4 digits
- Displays the object code for the budget line item.

Description:

- **PF2 Help** 20 characters
- Shows the description of the object code line item.

Original:

- **PF2 Help** 12 digits
- Displays the original budget amount budgeted for the line item.

Current:

- **PF2 Help** 12 digits
- Indicates the current budget amount available for line item.

Last Year YTD:

- 12 digits
- Displays the year-to-date dollar amount budgeted for the previous year.

Next Year YTD:

- 12 digits
- Identifies the year-to-date dollar amount budgeted for next year.

Running Total
or Account Total:

- 12 digits
- Indicates the total current dollar amount displayed in each column or total amount for the account.

Additional Functions

PF KEYS

- See the Appendix for an explanation of the standard PF keys.
Section IV
Support Account Inquiry
FAMIS lists information about transactions previously entered against the selected account. The transactions are positioned by the Subcode and are found on Screen 63.

Screen 63 - Transaction Inquiry by Support Account (Panel 1)

<table>
<thead>
<tr>
<th>Sbcd TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>027</td>
<td>BBF2010</td>
<td>09/01 BUDGET BROUGHT FORWARD</td>
<td>633.64</td>
<td>D BBF001</td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>024</td>
<td>09/29 All Expense Pool</td>
<td>9,366.36</td>
<td>4276MC</td>
<td>289010</td>
<td>00000 1000</td>
</tr>
<tr>
<td>4010</td>
<td>055</td>
<td>025484A</td>
<td>05/26 A-1 ERGONOMI</td>
<td>25.00</td>
<td>D ZP0526</td>
<td></td>
</tr>
<tr>
<td>5752</td>
<td>054</td>
<td>06478AA</td>
<td>09/22 2010-07-12 1</td>
<td>3,592.20</td>
<td>D ZR0922</td>
<td></td>
</tr>
<tr>
<td>5752</td>
<td>054</td>
<td>06478AA</td>
<td>09/28 2010-07-12 1</td>
<td>3,592.20-</td>
<td>C ZP0928</td>
<td></td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>006361A</td>
<td>09/28 A-1 ERGONOMI</td>
<td>3,592.20</td>
<td>D ZP0928</td>
<td></td>
</tr>
<tr>
<td>5752</td>
<td>068</td>
<td>1429185</td>
<td>11/15 A-1 ERGONOMI</td>
<td>3,592.20</td>
<td>D PVP968</td>
<td>028906</td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>019493A</td>
<td>03/29 A-1 ERGONOMI</td>
<td>4,907.24</td>
<td>D ZP0329</td>
<td></td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>020873A</td>
<td>04/12 A-1 ERGONOMI</td>
<td>1,099.88</td>
<td>D ZP0412</td>
<td></td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>023559A</td>
<td>05/06 EVCO PARTNER</td>
<td>283.30</td>
<td>D ZP0506</td>
<td></td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>023560A</td>
<td>05/06 A-1 ERGONOMI</td>
<td>459.00</td>
<td>D ZP0506</td>
<td></td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>025484A</td>
<td>05/24 A-1 ERGONOMI</td>
<td>1,240.74</td>
<td>D ZP0524</td>
<td></td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>025484A</td>
<td>05/26 A-1 ERGONOMI</td>
<td>28.00</td>
<td>D ZP0526</td>
<td></td>
</tr>
<tr>
<td>5752</td>
<td>068</td>
<td>1510095</td>
<td>06/02 EVCO PARTNER</td>
<td>193.20</td>
<td>P PVP232</td>
<td>028906</td>
</tr>
</tbody>
</table>

* Continued *

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

When you type “Y” in the Bank Option field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.

Screen 63 - Transaction Inquiry by Support Account (Panel 2)

<table>
<thead>
<tr>
<th>Sbcd TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>027</td>
<td>BBF2010</td>
<td>09/01 BUDGET BROUGHT FORWARD</td>
<td>633.64</td>
<td>BBF001</td>
</tr>
<tr>
<td>1000</td>
<td>024</td>
<td>09/29 All Expense Pool</td>
<td>9,366.36</td>
<td>4276MC</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>055</td>
<td>025484A</td>
<td>05/26 A-1 ERGONOMI</td>
<td>25.00</td>
<td>ZP0526</td>
</tr>
<tr>
<td>5752</td>
<td>054</td>
<td>06478AA</td>
<td>09/22 2010-07-12 1</td>
<td>3,592.20</td>
<td>ZR0922</td>
</tr>
<tr>
<td>5752</td>
<td>054</td>
<td>06478AA</td>
<td>09/28 2010-07-12 1</td>
<td>3,592.20-</td>
<td>ZP0928</td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>006361A</td>
<td>09/28 A-1 ERGONOMI</td>
<td>3,592.20</td>
<td>ZP0928</td>
</tr>
<tr>
<td>5752</td>
<td>068</td>
<td>1429185</td>
<td>11/15 A-1 ERGONOMI</td>
<td>3,592.20</td>
<td>PVP968</td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>019493A</td>
<td>03/29 A-1 ERGONOMI</td>
<td>4,907.24</td>
<td>ZP0329</td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>020873A</td>
<td>04/12 A-1 ERGONOMI</td>
<td>1,099.88</td>
<td>ZP0412</td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>023559A</td>
<td>05/06 EVCO PARTNER</td>
<td>283.30</td>
<td>ZP0506</td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>023560A</td>
<td>05/06 A-1 ERGONOMI</td>
<td>459.00</td>
<td>ZP0506</td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>025484A</td>
<td>05/26 A-1 ERGONOMI</td>
<td>1,240.74</td>
<td>ZP0524</td>
</tr>
<tr>
<td>5752</td>
<td>055</td>
<td>025484A</td>
<td>05/26 A-1 ERGONOMI</td>
<td>28.00</td>
<td>ZP0526</td>
</tr>
<tr>
<td>5752</td>
<td>068</td>
<td>1510095</td>
<td>06/02 EVCO PARTNER</td>
<td>193.20</td>
<td>PVP232</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Continued *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp             View              Dload Left  Right
**Screen 63 – Transaction Inquiry by Support Account (PF6)**

---

**Display of Detailed Transaction Record**

05/26/2011 : A-1 ERGONOMIC SEATING $25.00

TransCode: 055 Enc - Purchase Order
Account: 289010 11500 4010 ERGONOMICS
Supplies - Office General

Offset:

PO/Enc/Ref 1: 025484A Cost Ref1: Fiscal Yr: 2011
Ref 2: 025484A 2: Proc Month: 09
Ref 3: 3: Batch Date: 05/26/2011
Ref 4: 2381255 Bank: 06000 Batch Ref: ZP0526

Vndr/Card Id: 1vvvvvvvvv1
Enc Obj Cd: 
Ovrd Comp Cd: Processed: 05/26/2011 10:25:15
Liquidation Amt: 0.00 User Id: FAPNEON
Indirect Base Code: Term Id: STEP01
Base Amount: 0.00 Internal Tracking Nbr: 52xxxxx6

PF3= Back to 063 PF4= Exit PF6= Indirect Accts PF7= Corrections
---

**Screen 63 – Indirect Accounts (PF6)**

---

**Indirect Account Information for Direct Detailed Transaction Record**

General Ledger: 028906 LIBRARY USE FEE

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>Account Control Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>028906-9620</td>
<td>25.00</td>
<td>Encumb Sum Ledger 2</td>
</tr>
</tbody>
</table>

PF3= Back to 063 PF4= Exit
---

**Basic Steps**

- Enter an account number in the **Account** field and press <ENTER> to view the information.

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

*Action Line*

**Panel 1**

◆ **Account:**

15 digits
Enter a Subsidiary Ledger + Support Account + Object Code.

**Display Ref:**

1 digit
Include the reference number to be displayed.

**Bank Option:**

1 character
Type “Y” to display the bank for each transaction.
N = Default: Does not display the bank.
Screen 63 – Transaction Inquiry by Support Account (cont’d)

**Screen Information**

- **Sbcd:** 4 digits
  Displays the subcode.

- **TC:** 3 digits
  Identifies the transaction code for the type of financial transaction being posted.

- **Ref:** 1 digit
  Designates the reference used for identifying information about posted financial transaction. The number displayed is determined by the entry in the **Display Ref** field.
  - Ref 1: = PO #
  - Ref 2: = Voucher #
  - Ref 3: = A/P Check #
  - Ref 4: = Departmental Voucher #

- **Date:** 4 digits
  Shows date financial transaction was posted.

- **Description:** 12 characters
  Provides a summary description of the posted transaction. The full description is shown on Panel 2.

- **Amount:** 12 digits
  Gives the dollar amount of the transaction.

- **I:** 1 character
  Shows the transaction indicator as credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final).

- **BatRef:** 6 characters/digits
  Designates the individual batch reference header where this transaction was entered.

- **Offset Acct:** 15 digits
  Displays the GL account offsetting the dollar amount of the transaction.
  **OR**
  **Bank:** 5 digits
  Displays the bank account number if “Y” was entered in the **Bank Option** field.

→ **Panel 2 (Displays the full Description for the transaction)**

**Additional Functions**

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

- **PF6**
  **View**
  View the detailed transaction record.

- **PF9**
  **Download**
  Used to download the information through Entire Connection.
SA Summary for SL with Category Totals

To find Support Account summary information for a Subsidiary Ledger (SL) account you can view Screen 65. Information is totaled through a specified month.

If “PY” or “IN,” the display won’t be correct unless the year-end process flag is set to “P” on Screen 6.

Basic Steps

- Type an SL account in the fields provided and press <ENTER> to view the information.
Screen 65 – SA Summary for SL with Category Totals (cont’d)

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

Action Line
◆ SL Acct: 11 digits
Enter a Subsidiary Ledger + Support Account.

Fiscal Year: 4 digits
Indicate the current fiscal year. Change to previous fiscal year, if needed.

Screen Information
➢ Panel 1

Thru Month: 2 digits
Identify through which month the information is to be listed.

FY/PY/IN to Date: 2 characters
Include the code for determining the data to be displayed. For example:
FY = Fiscal Year
PY = Project Year
IN = Inception of the project to date.

If “PY” or “IN”, the display won’t be correct unless the year-end process flag is set to “P” on Screen 6.

Resp Person: PF2 Help 30 characters
Identifies the person responsible for the account.

Support Acct: 10 digits
Designates the number of support accounts for the SL indicated. ( __ of __ ).

Department: PF2 Help 4 characters
Shows department responsible for the account.

Flags: PF2 Help 1 character/3 digits (ABR flag)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject

-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Map Code: PF2 Help 5 digits
The General Ledger map code to which the Subsidiary Ledger is tied.
Screen 65 – SA Summary for SL with Category Totals (cont’d)

Obj: 4 digits
Object codes defining categories where money is expensed or received.

Description: PF2 Help 30 characters
Provides description of object code.

Budget: 12 digits
Shows funds budgeted and the allocation of these funds to expenses.

Actual: 12 digits
Actual dollar amounts spent in object code categories.

Encumbrances: 12 digits
Gives the dollar amounts encumbered for object code categories.

Available: 12 characters
Displays available funds (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.

.Panel 2 (Displays amounts in dollars and cents)
C: PF2 Help 1 character
Indicates the type of Category Control in effect.
Blank = No Budget Control
W = Warning if over budget
R = Reject if over budget

P: PF2 Help 1 character
“P” indicates this budget category is protected from borrowing funds by other budget categories.

CM Actual: 12 digits
Gives the actual dollar amount for the current month.

Additional Functions
PF KEYS
See the Appendix for explanation of the standard PF keys.
Support Account Search

FAMIS will list all support accounts by account number, account description, or title and by the person responsible for the account. Screen 68 lists valid Support Accounts as well as their account number, department code, account title, and responsible person.

Select an item on this screen to advance to Screen 50 for additional information.

<table>
<thead>
<tr>
<th>Sel</th>
<th>Description</th>
<th>Account</th>
<th>Dept</th>
<th>SDept</th>
<th>Resp. Person</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MARKETING &amp; COMMUNICATIONS</td>
<td>271330-00000</td>
<td>VPMC</td>
<td></td>
<td>CORK, CHARLES C</td>
<td>N</td>
</tr>
<tr>
<td>2</td>
<td>SEC COMMUNICATOR'S CONFERENCE</td>
<td>271330-10000</td>
<td>VPMC</td>
<td></td>
<td>CORK, CHARLES C</td>
<td>N</td>
</tr>
<tr>
<td>3</td>
<td>OFFICE OF DATA RESEARCH SERVICE</td>
<td>271340-00000</td>
<td>ODRS</td>
<td></td>
<td>MARSH, MOLLIE M</td>
<td>N</td>
</tr>
<tr>
<td>4</td>
<td>EHSD</td>
<td>271350-00000</td>
<td>EHSRC</td>
<td></td>
<td>ROBERTS, ROGER</td>
<td>N</td>
</tr>
<tr>
<td>5</td>
<td>RADIOACTIVE LICENSE FEES</td>
<td>271350-20001</td>
<td>EHSRC</td>
<td></td>
<td>ROBERTS, ROGER</td>
<td>N</td>
</tr>
<tr>
<td>6</td>
<td>MOLD/L ADE SAMPLE ANALYSIS</td>
<td>271350-20002</td>
<td>EHSRC</td>
<td></td>
<td>ROBERTS, ROGER</td>
<td>N</td>
</tr>
<tr>
<td>7</td>
<td>LEAD SAMPLE ANALYSIS</td>
<td>271350-20003</td>
<td>EHSRC</td>
<td></td>
<td>ROBERTS, ROGER</td>
<td>N</td>
</tr>
<tr>
<td>8</td>
<td>TEXAS AGRILIFE - RESEARCH</td>
<td>271350-20004</td>
<td>EHSRC</td>
<td></td>
<td>ROBERTS, ROGER</td>
<td>N</td>
</tr>
<tr>
<td>9</td>
<td>LAB SAFETY EQUIPMENT</td>
<td>271350-24646</td>
<td>EHSRC</td>
<td></td>
<td>ROBERTS, ROGER</td>
<td>N</td>
</tr>
<tr>
<td>10</td>
<td>UNIVERSITY RISK AND COMPLIANCE</td>
<td>271360-00000</td>
<td>MASD</td>
<td></td>
<td>CLARK, CHARLEY</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>ASSOCIATE VP &amp; CONTROLLER</td>
<td>271370-00000</td>
<td>VPFN3</td>
<td></td>
<td>CRANFORD, CARY</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>CONTRACT ADMINISTRATION</td>
<td>271380-00000</td>
<td>CCOM</td>
<td></td>
<td>ENSON, ENYA E</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>SYSTEM ASSESSMENTS</td>
<td>271400-00000</td>
<td>EXP</td>
<td></td>
<td>CRANFORD, CARY</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>FAMIS - CIS CHARGES</td>
<td>271410-00000</td>
<td>EXP</td>
<td></td>
<td>CRANFORD, CARY</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Enter an account number.
- Press <ENTER> to view the information.
- Type an “X” next to an account, press <ENTER> and FAMIS will display additional detailed information for that account on Screen 50.
- Use **PF9** to download data using Entire Connection. Download is restricted to 5000 records.

Account Search Process

**Searching by Title**

If the account number is not known, the user may search by account description or title. The ability to search for accounts by title has been expanded. You may now use a wildcard asterisk (*) in the **Title Search** field.

Be aware that FAMIS is now searching through the **Title** and the **Long Title** fields in order to return a list to you for viewing.
Screen 68 – Support Account Search (cont’d)

For example, typing *pres* in the field may give you the following:

- ART PRESERVATION 460597-00000 ARTS
- COLLABOR INITIATIVE AG CAREERS 412084-00000 CITR RES1
- DESIGNING LOW BIT RATE SIGNALS 412184-00000 ELEN RES1
- EXPRESSION OF RICH GENE 160300-00042 BIOL
- FURNITURE-PRESIDENT’S RESIDENCE 883003-00000 PHPL

You'll notice that you do not see “PRES” in two of the above titles -- that's because you are looking at the Short Title, while the letters PRES are found in the Long Title visible on the account screens, such as Screen 6.

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

**Action Line**

- **◆ Account:** 11 digits
  Enter a Subsidiary Ledger + Support Account number.

- **Title Search:** PF2 Help 20 characters
  Identify the title, or portion of the account title, you wish to search.

- **Dept/SDept Search:**
  2 fields (5 characters each)
  Enter the department/subdepartment code for the account you wish to search.

- **Resp Person Search:**
  20 characters
  Identify the name, or portion of a name, of the person responsible for the account search.

- **Include Deleted Accts:**
  1 character
  Indicate whether or not (“Y” or “N”) to include the deleted accounts.

**Screen Information**

- **Sel:** 1 character
  Type “X” to select a particular support account. FAMIS will display more detail on Screen 50.

- **Description:** PF2 Help 31 characters
  Shows the description or title of the support account.

- **Account:** 11 digits
  Displays the 11-digit support account number (the first six digits being the attached SL account).

- **Dept:** PF2 Help 4 characters
  Shows the code for the department responsible for the account.
Screen 68 – Support Account Search (cont’d)

**SDept:** PF2 Help 5 characters
Identifies the code for the sub-department responsible for the account.

**Responsible Person:** PF2 Help 18 characters
Shows the person responsible for the account.

**R:** PF2 Help 1 character
Flag set to “Y” identifies the account as an SRS account.

**Additional Functions**

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

**PF9 Dload**
Download
Used to download the information through Entire Connection.

[This download is restricted to 5000 records.]
Support Account List with Category Totals

To find information on specific 11-digit accounts (Subsidiary Ledger account number plus Support Account number), you can view Screen 69. Information is totaled through a specified month.

**Basic Steps**

- Type an account number and fiscal year in the fields provided and press <ENTER> to view the information.
- Use **PF9** to download data using Entire Connection.
Screen 69 – Support Account List with Category Totals (cont’d)

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

**Action Line**

◆ Account: 15 digits
Enter a Subsidiary Ledger + Support Account + Object Code.

Fiscal Year: 4 digits
Indicate the current fiscal year. Change to previous year, if needed.

**Screen Information**

Panel 1
Thru Month: 2 digits
Identify through which month the information is to be listed.

FY/PY/IN to Date: 2 characters
FY = Fiscal Year
PY = Project Year
IN = Inception of the project to date.

If “PY” or “IN”, the display won’t be correct unless year-end process flag is set to “P” on Screen 6.

Zero Balance: 1 character
Enter “Y” if zero balances are to be displayed.

Resp Person: PF2 Help 30 characters
Identifies the name of the person responsible for the account.

Bottom Line PF2 Help 12 digits
Exclusion: Gives the dollar amount excluded from the total.

Department: PF2 Help 4 characters
Designates department responsible for the account.

Flags: PF2 Help 1 character/3 digits (ABR flag)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject

D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule
Screen 69 – Support Account List with Category Totals (cont’d)

Net Dir BBA: 12 digits
Shows the budget balance available attributed to direct expenses.

Map Code: 5 digits
The General Ledger map code to which the Subsidiary Ledger is tied.

Unprotected Available: 12 digits
Shows unprotected portion of budget available not under spending restrictions set on Screen 10C.

Obj: 4 digits
Shows the object codes defining categories where money is expensed or received.

Description: PF2 Help 20 characters
Provides a description of object code.

Budget: 12 digits
Shows the amount budgeted and the allocation of these funds to expenses.

Actual: 12 digits
Displays actual dollar amounts spent in object code categories.

Encumbrances: 12 digits
Shows the dollar amounts encumbered for object code categories.

Available: 12 characters
Displays available funds (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.

Panel 2 (Displays amounts in dollars and cents)

C: PF2 Help 1 character
Indicates the type of category control in effect.
R = Reject if over budget
W = Warning if over budget
Blank = No Budget Control

P: PF2 Help 1 character
“P” indicates this budget category is protected from borrowing funds by other budget categories.

CM Actual: 12 digits
Gives the actual dollar amount for current month.

Additional Functions

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

PF9 Download
Used to download the information through Entire Connection.
Support Account Summary by Budget Pool

Screen 74 displays summary data for budget pools at the Support Account (SA) level.

### Screen 74 - Support Account Summary By Budget Pool (Panel 1)

<table>
<thead>
<tr>
<th>Obj</th>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Revenue Pool</td>
<td>2358735-</td>
<td>110148</td>
<td></td>
<td>2468883-</td>
</tr>
<tr>
<td></td>
<td><strong>Total Revenue</strong></td>
<td>2358735-</td>
<td>110148</td>
<td></td>
<td>2468883-</td>
</tr>
<tr>
<td>1005</td>
<td>Lump Sum Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1006</td>
<td>Salary Savings Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>All Expense Pool</td>
<td>2364383</td>
<td>69678</td>
<td>2294705</td>
<td></td>
</tr>
<tr>
<td>9470</td>
<td>Unrestricted - Alloc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenses</strong></td>
<td>2364383</td>
<td>69678</td>
<td>2294705</td>
<td></td>
</tr>
</tbody>
</table>

* Account Total 5648 110148 69678 174178-

### Screen 74 - Support Account Summary By Budget Pool (Panel 2)

<table>
<thead>
<tr>
<th>Obj</th>
<th>C P</th>
<th>Budget</th>
<th>CM Actual</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td></td>
<td>2358735.00-</td>
<td>110148.30</td>
<td>110148.30</td>
<td></td>
<td>2468883.30-</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>2358735.00-</td>
<td>110148.30</td>
<td>110148.30</td>
<td>2468883.30-</td>
</tr>
<tr>
<td>1005</td>
<td></td>
<td>2364383.00</td>
<td>69678.13</td>
<td>2294704.87</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1006</td>
<td></td>
<td>69678.13</td>
<td>2294704.87</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9470</td>
<td>R P</td>
<td>2364383.00</td>
<td>69678.13</td>
<td>2294704.87</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Total 5648.00 110148.30 110148.30 69678.13 174178.43-

### Basic Steps
- Enter a Subsidiary Ledger account number and Support Account number in the fields provided.
- Press <ENTER> to view the information.
Screen 74 – Support Account Summary by Budget Pool (cont’d)

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

**Action Line**

◆ Account: 11 digits
Enter a Subsidiary Ledger + Support Account Object Codes defining categories where money is expensed or received.

Fiscal Year: 4 digits
Shows the current fiscal year. Change to a previous year, if needed.

**Screen Information**

Panel 1

Thru Month: 2 digits
Identify through which month the information is to be listed.

FY/PY/IN to Date: 2 characters
Include the code for determining the data to be displayed. For example:
FY = Fiscal Year
PY = Project Year
IN = Inception of the project to date.

Calc CM IDC: 1 character
“Y” will calculate current month indirect cost charges for display only.

**Actual posting is a batch job run at month end.**

Resp Person: PF2 Help 30 characters
Identifies the person responsible for the account.

Bottom Line PF2 Help 12 digits
Identifies the person responsible for the account.

Exclusion: PF2 Help 12 digits
Shows the dollar amount that is excluded from the total.

Department: PF2 Help 4 characters
Designates the department responsible for the account.

Flags: PF2 Help 1 character/3 digits (ABR flag)
Indicates values for flag maintenance.

Y = On
N = Off
R = Reject

------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule
Screen 74 – Support Account Summary by Budget Pool (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Dir BBA:</td>
<td>12 digits&lt;br&gt;Shows the Budget Balance Available attributed to direct expenses.</td>
</tr>
<tr>
<td>Map Code:</td>
<td>6 digits&lt;br&gt;Indicates the General Ledger map code to which the Subsidiary Ledger is tied.</td>
</tr>
<tr>
<td>Unprotected Available:</td>
<td>12 digits&lt;br&gt;Displays unprotected portion of budget available that is not under spending restrictions set on Screen 10C.</td>
</tr>
<tr>
<td>Obj:</td>
<td>4 digits&lt;br&gt;Shows the object code defining category where money is expensed or received.</td>
</tr>
<tr>
<td>Description:</td>
<td>PF2 Help 12 characters&lt;br&gt;Provides description of object code.</td>
</tr>
<tr>
<td>Budget:</td>
<td>12 digits&lt;br&gt;Indicates funds budgeted and the allocation of these funds to expenses.</td>
</tr>
<tr>
<td>Actual:</td>
<td>12 digits&lt;br&gt;Give the actual dollar amount spent in object code categories.</td>
</tr>
<tr>
<td>Encumbrances:</td>
<td>12 digits&lt;br&gt;Shows amount encumbered for object code categories.</td>
</tr>
<tr>
<td>Available:</td>
<td>12 digits&lt;br&gt;Displays the available funds (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.</td>
</tr>
<tr>
<td>Account Total:</td>
<td>12 digits&lt;br&gt;Shows actual dollar amount spent in each category.</td>
</tr>
</tbody>
</table>

Panel 2 (Displays amounts in dollars and cents)

C: PF2 Help 1 character<br>Indicates the type of category control in effect.<br>R = Reject if over budget<br>W = Warning if over budget<br>Blank = No Budget Control

P: PF2 Help 1 character<br>“P” indicates this budget category is protected from borrowing funds by other budget categories.

CM Actual: PF2 Help 12 digits<br>Gives the actual dollar amount for current month.

Additional Functions

PF KEYS<br>See the Appendix for explanation of the standard PF keys.
Transactions for a Month by Ref. 2 or 4

Screen 76 is used to find all of the transactions posted in a given month against a specified Support Account number, beginning at a specific Reference 2 or 4 number.

Screen 76 - Transactions for a Month by Ref. 2 or 4 (Panel 1)

<table>
<thead>
<tr>
<th>Sbcd TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>5536 068 1523282 09/08</td>
<td>FULLER COM LTD</td>
<td>50,752.98</td>
<td>INVC02 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5521 068 1547139 09/08</td>
<td>EEOSS INC</td>
<td>25,000.00</td>
<td>INVC02 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3111 068 1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>20.00</td>
<td>PFP340 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3116 068 1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>117.66</td>
<td>PFP340 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3125 068 1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>40.20</td>
<td>PFP340 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3130 068 1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>499.16</td>
<td>PFP340 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3145 068 1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>42.00</td>
<td>PFP340 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3016 068 1601095 09/12</td>
<td>MAURINE M*MOORE</td>
<td>51.94</td>
<td>PFP332 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3111 068 1601183 09/12</td>
<td>EILLEEN E*ELSWORTH</td>
<td>629.80</td>
<td>PFP332 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3125 068 1601183 09/12</td>
<td>EILLEEN E*ELSWORTH</td>
<td>44.64</td>
<td>PFP332 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3130 068 1601183 09/12</td>
<td>EILLEEN E*ELSWORTH</td>
<td>549.92</td>
<td>PFP332 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3145 068 1601183 09/12</td>
<td>EILLEEN E*ELSWORTH</td>
<td>30.00</td>
<td>PFP332 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5215 068 1601183 09/12</td>
<td>EILLEEN E*ELSWORTH</td>
<td>150.00</td>
<td>PFP332 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3016 068 1601224 09/12</td>
<td>MANNIE M*MATTHEWS</td>
<td>261.41</td>
<td>PFP332 027030</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Continued *

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

When you type “Y” in the Bank Option field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.

Screen 76 - Transactions for a Month by Ref. 2 or 4 (Panel 2)

<table>
<thead>
<tr>
<th>Sbcd TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
</tr>
</thead>
<tbody>
<tr>
<td>5536 068 1523282 09/08</td>
<td>FULLER COM LTD</td>
<td>50,752.98</td>
<td>INVC02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5521 068 1547139 09/08</td>
<td>EEOSS INC</td>
<td>25,000.00</td>
<td>INVC02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3111 068 1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>20.00</td>
<td>PFP340</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3116 068 1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>117.66</td>
<td>PFP340</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3125 068 1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>40.20</td>
<td>PFP340</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3130 068 1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>499.16</td>
<td>PFP340</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3145 068 1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>42.00</td>
<td>PFP340</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3016 068 1601095 09/12</td>
<td>MAURINE M*MOORE</td>
<td>51.94</td>
<td>PFP332</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3111 068 1601183 09/12</td>
<td>EILLEEN E*ELSWORTH</td>
<td>629.80</td>
<td>PFP332</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3125 068 1601183 09/12</td>
<td>EILLEEN E*ELSWORTH</td>
<td>44.64</td>
<td>PFP332</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3130 068 1601183 09/12</td>
<td>EILLEEN E*ELSWORTH</td>
<td>549.92</td>
<td>PFP332</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3145 068 1601183 09/12</td>
<td>EILLEEN E*ELSWORTH</td>
<td>30.00</td>
<td>PFP332</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5215 068 1601183 09/12</td>
<td>EILLEEN E*ELSWORTH</td>
<td>150.00</td>
<td>PFP332</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3016 068 1601224 09/12</td>
<td>MANNIE M*MATTHEWS</td>
<td>261.41</td>
<td>PFP332</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Continued *

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

Basic Steps

- Type a Support Account (SA) number and Ref 2 or 4 number for the SA in the fields provided and press <ENTER> to view the information.
- Place the cursor on a transaction and press PF6 to view additional details.
Screen 76 – Transactions for a Month by Reference 2 or 4 (cont’d)

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

Action Line
◆ Account: 11 digits
Enter a Subsidiary Ledger + Support Account.

◆ Month: 2 digits
Designate which month of transactions to display.

◆ Search on Ref: 2 digits
Indicate whether to search on reference number 2 or 4.

Ref Nbr: 7 digits
Enter the user defined reference number/PO number.

Screen Information
➤ Panel 1
Display Ref: 1 digit
Displays information sorted by user defined reference number.

Bank Option: 1 character
Type “Y” to display the bank for each transaction.
N - Default: Does not display the bank for each transaction.

SbCd: 4 digits
Shows a specified subcode transaction record.

TC: 3 digits
Displays the transaction code designating type of transaction.

Ref: 7 characters/digits
Shows the reference number providing details about specified transactions.

Date: 4 digits
Displays the date the batch session was entered.

Description: 30 characters
Provides a summary description of the transaction item.

Amount: 20 digits
Shows amount of the total batch transactions.

I: 1 character
Identifies the transaction indicator as credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final).

BatRef: 7 characters/digits
Displays individual batch reference headers.
Screen 76 – Transactions for a Month by Reference 2 or 4 (cont’d)

Offset Acct: 12 digits
Shows offsetting account for direct double-sided transactions.

DR Bank: 5 digits
Displays the bank account number if “Y” was entered in the Bank Option field.

→ Panel 2 (Provides a full description of the transaction)

Additional Functions

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

PF6 View
View the Detailed Transaction Record.

Panel View

Screen 76 – Detailed Transaction Record (PF6)

<table>
<thead>
<tr>
<th>09/12/2011 : MANNIE M MATTHEWS</th>
<th>$51.94</th>
</tr>
</thead>
<tbody>
<tr>
<td>TransCode: 068 JE – Voucher</td>
<td>Dir/Ind: D</td>
</tr>
<tr>
<td>Account: 270300 03000 3016</td>
<td>NETWORKING Tvl-In-Mileage</td>
</tr>
<tr>
<td>Offset: 027030 00000 2100</td>
<td>COMPUTING INFORMATION SERVICES</td>
</tr>
<tr>
<td>PO/Enc/Ref 1: E135284</td>
<td>Cost Ref1: Fiscal Yr: 2012</td>
</tr>
<tr>
<td>Ref 2: 1601095</td>
<td>2: Proc Month: 01</td>
</tr>
<tr>
<td>Ref 3: 3:</td>
<td>Batch Date: 09/12/2011</td>
</tr>
<tr>
<td>Ref 4: 12042</td>
<td>Bank: 06000</td>
</tr>
<tr>
<td>Vndr/Card Id: vvvvvvvvvv1</td>
<td></td>
</tr>
<tr>
<td>Enc Obj Cd: 3016</td>
<td></td>
</tr>
<tr>
<td>Liquidation Amt: 52.04-</td>
<td>User Id: K702FA</td>
</tr>
<tr>
<td>Indirect Base Code:</td>
<td>Oper Id:</td>
</tr>
<tr>
<td>Base Amount: 0.00</td>
<td>Term Id: STEP01</td>
</tr>
<tr>
<td>Internal Tracking Nbr: 61323978</td>
<td></td>
</tr>
<tr>
<td>Indirect Accounts:</td>
<td></td>
</tr>
</tbody>
</table>

Screen 76 – Indirect Accounts (PF6)

<table>
<thead>
<tr>
<th>General Ledger: 027030 COMPUTING INFORMATION SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>027030-3200</td>
</tr>
<tr>
<td>027030-9620</td>
</tr>
<tr>
<td>027030-9520</td>
</tr>
</tbody>
</table>

PF3= Back to 076 PF4= Exit
Transaction Inquiry on Ref. Number 2 or 4

You can find transactions based on the value of the Reference Number 2 or 4 (usually a voucher number). Screen 77 is the screen to use for this task.

Screen 77 - Transaction Inquiry on Ref. Number 2 or 4 (Panel 1)

<table>
<thead>
<tr>
<th>Sbdc TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>3111</td>
<td>068</td>
<td>1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>20.00</td>
<td>F</td>
<td>PVP340 027030 2100</td>
</tr>
<tr>
<td>3116</td>
<td>068</td>
<td>1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>117.66</td>
<td>F</td>
<td>PVP340 027030 2100</td>
</tr>
<tr>
<td>3125</td>
<td>068</td>
<td>1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>40.20</td>
<td>F</td>
<td>PVP340 027030 2100</td>
</tr>
<tr>
<td>3130</td>
<td>068</td>
<td>1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>499.16</td>
<td>F</td>
<td>PVP340 027030 2100</td>
</tr>
<tr>
<td>3145</td>
<td>068</td>
<td>1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>42.00</td>
<td>F</td>
<td>PVP340 027030 2100</td>
</tr>
</tbody>
</table>

* End of Data *

Screen 77 - Transaction Inquiry on Ref. Number 2 or 4 (Panel 2)

<table>
<thead>
<tr>
<th>Sbdc TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
</tr>
</thead>
<tbody>
<tr>
<td>3111</td>
<td>068</td>
<td>1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>20.00</td>
<td>PVP340</td>
</tr>
<tr>
<td>3116</td>
<td>068</td>
<td>1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>117.66</td>
<td>PVP340</td>
</tr>
<tr>
<td>3125</td>
<td>068</td>
<td>1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>40.20</td>
<td>PVP340</td>
</tr>
<tr>
<td>3130</td>
<td>068</td>
<td>1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>499.16</td>
<td>PVP340</td>
</tr>
<tr>
<td>3145</td>
<td>068</td>
<td>1600397 09/16</td>
<td>LANCE*LORREN</td>
<td>42.00</td>
<td>PVP340</td>
</tr>
</tbody>
</table>

* End of Data *

When you type “Y” in the Bank Option field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.
With the bank option set to Y:

**Screen 77 - Transaction Inquiry on Ref. Number 2 or 4**

<table>
<thead>
<tr>
<th>Sbdc TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>3111</td>
<td>068</td>
<td>09/16</td>
<td>LANCE*LORREN</td>
<td>20.00</td>
<td>F</td>
<td>PVP340 06000</td>
</tr>
<tr>
<td>3116</td>
<td>068</td>
<td>09/16</td>
<td>LANCE*LORREN</td>
<td>117.66</td>
<td>F</td>
<td>PVP340 06000</td>
</tr>
<tr>
<td>3125</td>
<td>068</td>
<td>09/16</td>
<td>LANCE*LORREN</td>
<td>40.20</td>
<td>F</td>
<td>PVP340 06000</td>
</tr>
<tr>
<td>3130</td>
<td>068</td>
<td>09/16</td>
<td>LANCE*LORREN</td>
<td>499.16</td>
<td>F</td>
<td>PVP340 06000</td>
</tr>
<tr>
<td>3145</td>
<td>068</td>
<td>09/16</td>
<td>LANCE*LORREN</td>
<td>42.00</td>
<td>F</td>
<td>PVP340 06000</td>
</tr>
</tbody>
</table>

*End of Data*

**Screen 77 - Transaction Inquiry on Ref. Number 2 or 4 (PF6 View)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Account</th>
<th>Dir/Ind</th>
<th>Fiscal Yr</th>
<th>Proc Month</th>
<th>Batch Date</th>
<th>Batch Ref</th>
<th>User Id</th>
<th>Term Id</th>
<th>Internal Tracking Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/16/2011</td>
<td>LANCE*LORREN</td>
<td>$499.16</td>
<td>027030-3200</td>
<td>D</td>
<td>2012</td>
<td>01</td>
<td>09/16/2011</td>
<td>PVP340</td>
<td>K702FA</td>
<td>STEP01</td>
<td>6xxxxxx3</td>
</tr>
</tbody>
</table>

**Screen 77 - Indirect Accounts (PF6)**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>Account Control Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>027030-3200</td>
<td>499.16</td>
<td>Fund Bal-Designated</td>
</tr>
<tr>
<td>027030-9620</td>
<td>499.16</td>
<td>Encumb Sum Ledger 2</td>
</tr>
<tr>
<td>027030-9520</td>
<td>499.16</td>
<td>Expense Sum Ledger 2</td>
</tr>
</tbody>
</table>

*PF3= Back to 077  PF4= Exit  PF7= Indirect Accts  PF7= Corrections*
Screen 77 – Transaction Inquiry on Reference Number 2 or 4 (cont’d)

**Basic Steps**
- Enter an SL account number and SA number in the fields provided.
- Fill in the **Search on Ref** and **Ref Nbr** fields and press <ENTER> to view the information.

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

**Action Line**
- **Account**: 11 digits
  Enter a Subsidiary Ledger + Support Account requiring transaction.
- **Search on Ref**: 1 digit
  Indicates whether to search on reference 2 or 4.
- **Ref Nbr**: 7 characters/digits
  Enter the user defined reference number/PO number.

**Display Ref**: 1 digit
Indicate the reference number to be used for the display.

**Bank Option**: 1 character
Indicates whether or not ("Y" or "N") to display the bank for each transaction.
N - Default: **Does not display the bank for each transaction**.

**Screen Information**
- **Sbcd**: 4 digits
  Designates a specified subcode.
- **TC**: 3 digits
  Displays the transaction code designating type of transaction.
- **Ref**: 7 characters/digits
  Shows the reference number providing details about specified transactions.
  *Usually, Ref 2 is a voucher number.*
- **Date**: 4 digits
  Displays date the batch session was entered.
- **Description**: 20 characters
  Provides a description of the object code.
- **Amount**: 12 digits
  Gives the dollar amount of the transaction.
- **I**: 1 character
  Shows the transaction indicator as credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final).
### Screen 77 – Transaction Inquiry on Reference Number 2 or 4 (cont’d)

<table>
<thead>
<tr>
<th>BatRef:</th>
<th>6 characters/digits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indicates the batch reference header where this transaction was entered.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offset Acct:</th>
<th>10 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indicates the offsetting account for direct double-sided transactions.</td>
</tr>
</tbody>
</table>

- **OR**

<table>
<thead>
<tr>
<th>Bank:</th>
<th>5 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Displays the bank number if “Y” was entered in the Bank Option field.</td>
</tr>
</tbody>
</table>

### Additional Functions

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

<table>
<thead>
<tr>
<th>PF6</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>View detailed transaction record.</td>
</tr>
</tbody>
</table>
Transactions by Account/Subcode/Month

FAMIS will allow you to locate transactions posted against a Support Account in a given month by specifying a month, an account number, and a subcode. This information is available on Screen 78.

Screen 78 – Transactions by Account/Subcode/Month (Panel 1)

When you type “Y” in the Bank Option field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.

Screen 78 – Transactions by Account/Subcode/Month (Panel 2)
Screen 78 – Transactions by Account/Subcode/Month (cont’d)

Basic Steps

- Type a Subsidiary Ledger account number and object code in the fields provided and press <ENTER> to view the information.
- Place the cursor on a transaction and press PF6 to view the Detailed Transaction Record.

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

**Action Line**

- **Account:** ◆ 15 digits
  Enter a Subsidiary Ledger account number.

- **Month:** 2 digits
  Designate the month of transactions to be displayed.

- **Display Ref:** 1 digit
  Enter the desired user defined reference number to display information sorted by reference number.

- **Bank Option:** 1 character
  Type “Y” to display the bank for each transaction.
  N - Default: **Does not display the bank for each transaction.**

- **Ref:** 7 characters/digits
  Include a user-defined reference number/PO number to place it at the top of the list displayed.

**Screen Information**

- **Sbcd:** 4 digits
  Designates the specified subcode.

- **TC:** 3 characters
  Displays the Transaction Code designating type of transaction.

- **Ref:** 7 characters/digits
  Shows the reference number/PO number providing details about specified transactions. **Usually, Ref 2 is a voucher number.**

- **Date:** 4 digits
  Displays the date the batch session was entered.

- **Description:** 20 characters
  Provides a description of the object code.

- **Amount:** 12 digits
  Shows the dollar amount of the transaction.
Screen 78 – Transactions by Account/Subcode/Month (cont’d)

I: 1 character
Shows the transaction indicator as credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final).

BatRef: 6 characters/digits
Provides the individual batch reference header where this transaction was entered.

Offset Acct: 10 digits
Indicates the offsetting account number for direct double-sided transactions.

--OR--
Bank: 5 digits
Displays the bank account number if “Y” was entered in the Bank Option field.

Additional Functions

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

PF6 View
View Detailed Transaction Record.

Screen 78 – Detailed Transaction Record (PF6)

<table>
<thead>
<tr>
<th>Display of Detailed Transaction Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/08/2011 : TODAY’S BUSINESS SOLUTIONS LLC $22.16</td>
</tr>
<tr>
<td>TransCode: 068 JE - Voucher Dir/Ind: D</td>
</tr>
<tr>
<td>Account: 270300 06000 4010 HELP DESK Supplies - Office General</td>
</tr>
<tr>
<td>Offset: 027030 00000 2100 COMPUTING INFORMATION SERVICES Accounts Payable</td>
</tr>
<tr>
<td>PO/Enc/Ref 1: 027031A Cost Ref1: Fiscal Yr: 2011</td>
</tr>
<tr>
<td>Ref 2: 1512367 2: Proc Month: 10</td>
</tr>
<tr>
<td>Ref 3: 3: Batch Date: 06/08/2011</td>
</tr>
<tr>
<td>Ref 4: 2629928 Bank: 06000 Batch Ref: PVP240</td>
</tr>
<tr>
<td>Vndr/Card Id: 1vvvvvvvvv1</td>
</tr>
<tr>
<td>Enc Obj Cd: 4010</td>
</tr>
<tr>
<td>Ovrd Comp Cd: Processed: 06/08/2011 17:26:48</td>
</tr>
<tr>
<td>Liquidation Amt: 22.16 User Id: K702FA</td>
</tr>
<tr>
<td>Oper Id:</td>
</tr>
<tr>
<td>Indirect Base Code: Processed: 06/08/2011 17:26:48</td>
</tr>
<tr>
<td>Base Amount: 0.00 Internal Tracking Nbr: 53548298</td>
</tr>
<tr>
<td>PF3= Back to 078 PF4= Exit PF6= Indirect Accts PF7= Corrections</td>
</tr>
</tbody>
</table>

Screen 78 – Indirect Accounts (PF6)

<table>
<thead>
<tr>
<th>Indirect Account Information for Direct Detailed Transaction Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger: 027030 COMPUTING INFORMATION SERVICES</td>
</tr>
<tr>
<td>Account</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>027030-3200</td>
</tr>
<tr>
<td>027030-9620</td>
</tr>
<tr>
<td>027030-9520</td>
</tr>
<tr>
<td>PF3= Back to 078 PF4= Exit</td>
</tr>
</tbody>
</table>

Departmental Accounting User Manual
SA Detail Account Statement for a Month

You can locate transactions against an account in a given month by using Screen 79. The information and column headings on this screen will change depending on the reference number entered in the Ref field.

### Screen 79 - SA Detail Account Statement For A Month (Panel 1)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Ref</th>
<th>Budget</th>
<th>Expenses</th>
<th>Encumbrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01</td>
<td>BALANCE FORWARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/21</td>
<td>XIA*YIN</td>
<td>11179</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/28</td>
<td>STORES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/26</td>
<td>MAC RESOURCE COMPUT</td>
<td>11109</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/31</td>
<td>Ending Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Expense Tot**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,089.13</td>
<td>985.38</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*End of data for October*

### Screen 79 - SA Detail Account Statement For A Month (Panel 2)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Ref1</th>
<th>Ref2</th>
<th>Ref4</th>
<th>Offset</th>
<th>F</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01</td>
<td>BALANCE FORWARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>10/21</td>
<td>XIA*YIN</td>
<td>E104872</td>
<td>E104872</td>
<td>11179</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>10/07</td>
<td>MAC RESOURCE COMPUTER &amp; SERVIC</td>
<td>L105367</td>
<td>L105367</td>
<td>11109</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>10/28</td>
<td>STORES</td>
<td>S066866</td>
<td></td>
<td></td>
<td></td>
<td>270260-0523 CR</td>
<td></td>
</tr>
<tr>
<td>10/26</td>
<td>MAC RESOURCE COMPUTER &amp; SERVIC</td>
<td>L105367</td>
<td>1419664</td>
<td>11109</td>
<td></td>
<td>0</td>
<td>027030-2100 CR</td>
</tr>
<tr>
<td>10/31</td>
<td>Ending Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,074.51-</td>
<td></td>
</tr>
</tbody>
</table>

**Account Expense Totals**

*End of data for October*

### Basic Steps

- Type a Subsidiary Ledger account number and Support Account number in the fields provided. Provide additional information as desired.
- Press <ENTER> to view the information.
Screen 79 – SA Detail Account Statement for a Month (cont’d)

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

**Action Line**

◆ **Account:** 11 digits
Enter a Subsidiary Ledger account number + Support Account number.

◆ **Month:** 2 digits
Designate the month of transactions to be displayed.

◆ **Ref:** 1 digit
Enter the desired user-defined reference number to be displayed.

**Rev/Exp:** 1 character
Indicate whether revenue or expense transactions for the month should be listed.

**Page _of_ :** 3 digits
Indicate which page of the report is to be displayed.

**Screen Information**

**Panel 1**

**Date:** 4 digits
Shows the date of the transaction.

**Description:** 20 characters
Provides a description of the transaction.

**Ref _:** 7 characters/digits
Shows user defined reference number for the transaction. The display is determined by the number entered in the Ref field.

**Budget:** 15 digits
Identifies the funds budgeted and the allocation of these funds to expenses.

**Sales or Expenses:** 15 digits
Displays the dollar amount of the transaction as sales or an expense.

**Encumbrances:** 15 digits
Shows dollar amount of the encumbrance.

**Panel 2**

**Ref 1:** 7 characters/digits
Displays user-defined Reference 1 for the transaction.

**Ref 2:** 7 characters/digits
Shows user-defined Reference 2 for the transaction.

**Ref 4:** 7 digits
Displays user-defined Reference 4 for the transaction.
Screen 79 – SA Detail Account Statement for a Month (cont’d)

**P/F:**

1 character
Indicates partial (P) or full (F) encumbrance.

**Offset Account:**

15 digits
Indicates the account number receiving offsetting credit or debit.

**Additional Functions**

**PF KEYS**

See the Appendix for explanation of the standard PF keys.

**PF9**

**Print**

Print the information using Entire Connection.
Section V
Departmental Profile Functions
Departmental Profiles Menus

The following menus show the list of screens that pertain to departmental accounting profiles in FAMIS. On the accounting side (FRS), the menu is M07.

FRS Menu M07 - Departmental Planning Budgets Menu

<table>
<thead>
<tr>
<th>Screen: ___ Account: ______ ____</th>
<th>09/21/11 10:38</th>
<th>FY 2011 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>715 Dept Defined Profile Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>---------------- SL Accounts -------------------</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>720 SL Dept Defined Budget Pool Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>721 SL Summary by Target Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>722 SL Budget Summary by User Defined Categories</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>---------------- SA Accounts -------------------</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>730 SA Dept Defined Budget Pool Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>731 SA Summary by Target Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>732 SA Budget Summary by User Defined Categories</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

In the Sponsored Research (SPR) module, the menu is M12.

SPR Menu M12 – SPR Project Inquiry Menu

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>09/21/11 10:41</th>
<th>FY 2012 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Inquiry Screens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--- General Project and Award Data ---</td>
<td>----- Accounting Data -----</td>
<td></td>
</tr>
<tr>
<td>140 Awards for a Project</td>
<td>150 Project Summary By Budget Pool</td>
<td></td>
</tr>
<tr>
<td>141 Project High Level Summary</td>
<td>151 Project Indirect Cost Assessed</td>
<td></td>
</tr>
<tr>
<td>142 Projects for a Researcher</td>
<td>152 Account Summary for a Project</td>
<td></td>
</tr>
<tr>
<td>143 Project Due/Over Report Tracking</td>
<td>153 Revenue for a Project</td>
<td></td>
</tr>
<tr>
<td>144 Parent Project Inquiry</td>
<td>154 Accounts for a Project</td>
<td></td>
</tr>
<tr>
<td>145 Project Browse by Keyword</td>
<td>155 User Defined Categories</td>
<td></td>
</tr>
<tr>
<td>146 Projects for a Sponsor</td>
<td>156 Project Summ By Target Budget</td>
<td></td>
</tr>
<tr>
<td>147 Awards for a Researcher</td>
<td>157 Project Summ by User Category</td>
<td></td>
</tr>
<tr>
<td>148 Awards for a Sponsor</td>
<td>158 Project Summ by Acct/Budget Pool</td>
<td></td>
</tr>
<tr>
<td>--- Departmental Planning Budgets ---</td>
<td>159 Dept Defined Profile Inquiry</td>
<td></td>
</tr>
<tr>
<td>160 Proj Dept Defined Budget Pool</td>
<td>161 Project Summ by Target Budget</td>
<td></td>
</tr>
<tr>
<td>162 Project Summ by User Category</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp       Next
Departmental Accounting Profiles:
Basic Concepts

Departmental accounting profiles are tools designed to allow you to look at your FAMIS accounts the way YOU want to see them. You can define the way the transactions are grouped together, and you can do this without involving the central fiscal office.

Each profile consists of a set of categories. The profile is unique because you control the naming of your categories and what object codes you want to group into each of your categories. The profile you define is saved, so it can be used over and over again. You may create many different profiles, using them to see transactions in different ways.

Define Departmental Profiles: A Scenario

All of the profile screens displayed in this section will be covered in greater detail in later sections. To find more information on the inquiry screens shown, see the Financial Accounting User's Manual.

How does my account look in FAMIS and why does it look that way?
The fiscal office sets up your accounts in FAMIS. Each account is assigned an ABR rule (Automatic Budget Reallocation). Your account’s ABR rule may be seen on Screen 34, which defines the budget pools considered part of the official accounting records of your institution.

Budgets are posted to your account based on the pools of the ABR rule associated with the account. These budgets, as controlled in the fiscal office, may be viewed on many FAMIS screens, such as Screen 19 and Screen 34.

Screen 34 – SL Summary By Budget Pool (Panel 1)

<table>
<thead>
<tr>
<th>Obj</th>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Revenue Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1005</td>
<td>Lump Sum Salaries</td>
<td>16204</td>
<td></td>
<td></td>
<td>16204</td>
</tr>
<tr>
<td>1006</td>
<td>Salary Savings Budge</td>
<td>1065638</td>
<td>1539</td>
<td>1004888</td>
<td>59211</td>
</tr>
<tr>
<td>1000</td>
<td>All Expense Pool</td>
<td>1110842</td>
<td>1539</td>
<td>1004888</td>
<td>104415</td>
</tr>
<tr>
<td>9470</td>
<td>Unrestricted - Alloc</td>
<td>29000</td>
<td>29000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Account Total 1110842 1539 1004888 104415

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
ABR rules and their budget pools may be viewed on Screen 804. In ABR rule 001 below, three budget pools have been assigned:

- Revenue Pool
  - Pool Object Code: 0001
  - Object Codes: from 0005 to 0999
- All Expense Pool
  - Pool Object Code: 1000
  - Object Codes: from 1011 to 8999
- Indirect Cost Pool
  - Pool Object Code: 9600
  - Object Codes: from 9600 to 9699

This means any income transaction posted with an object code within the range of 0005 to 0999 (i.e. 0292 - Private Gifts) will reduce the estimated income that has been posted to the pool object code of 0001.

Likewise, any expenditure transaction posted with an object code within the range of 1001 to 8999 (i.e. 3310 - Foreign Travel) will reduce the expense budget that has been posted to the pool object code of 1000.

**How can I group my account transactions into different categories?**

The ABR budget pools, as seen on Screen 34 (previous page), are very broad and may not summarize data at meaningful levels for all departments.

**For example:**

Your department receives income for providing sales and services. This income from sales and services must be tracked separately from all the other income that you bring into your account. However, the FAMIS ABR rule lumps all income together, so you have to use another method, perhaps creating an EXCEL spreadsheet and re-keying all of the FAMIS transactions, in order to separate and report the different types of income.

Now, using the FAMIS departmental accounting profiles, you can define your view of the transactions using Screen 715. (For a detailed explanation of how to use Screen 715, see the Profile Maintenance section of this manual.)
Step 1 - Define the Profile

Screen 715 - Department Defined Profile Maintenance

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Low</th>
<th>High</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Revenue</td>
<td>0001</td>
<td>0499</td>
<td></td>
</tr>
<tr>
<td>Sales &amp; Services</td>
<td>0500</td>
<td>0999</td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>1000</td>
<td>1999</td>
<td></td>
</tr>
<tr>
<td>Travel - In State</td>
<td>2000</td>
<td>2999</td>
<td></td>
</tr>
<tr>
<td>Travel - Other</td>
<td>3000</td>
<td>3999</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>4000</td>
<td>4999</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>5000</td>
<td>8999</td>
<td></td>
</tr>
<tr>
<td>Indirect Cost</td>
<td>9000</td>
<td>9999</td>
<td></td>
</tr>
</tbody>
</table>

****** End of List *****

Each profile is defined by a department and with a unique name; the profile above belongs to the department “MISP” and is named “PROFILE1.”

Profile search and select is available for all profiles within a particular department. If you do not know the name of the profile, enter an asterisk (*) in either the Profile Dept or the Profile Name field and press <ENTER> to access a pop-up window. Enter the department code in the Search field and press <ENTER> to display a list of profiles for the department. Type an “X” to the left of the desired profile and press <ENTER> to select the profile.

In PROFILE1, the account revenues are divided into two groups: General Revenue and Sales & Services Revenue. When you link this profile to an account, you will be able to see the actual transactions grouped according to these two categories.

Similarly, the expenses are broken out to reflect two types of travel: In State and Other. The category Office Supplies has also been created so that expenditures on office supplies may be viewed separately from all other expenses.

Every object code should fit into one of the categories. Order is also important. A transaction will be lumped into the first category that its object code “fits.” Categories may include more than one object code range.
Step 2 - Tie Each Account to a Profile

As a time saver, you can attach a profile to each of your accounts. When you do this, the profile view screens (Screen 721, Screen 722, Screen 731, and Screen 733) will show your account detailed at the categories defined by the attached profile without the need for you to key the profile department and name each time.

For account 339999, associated with “Profile1,” the entire FAMIS ABR budget posted by the fiscal office appears in either the FY Unallocated Revenue or FY Unallocated Expense fields (see below).

Screen 720 - SL (6 Digit) Dept Defined Budget Maintenance

<table>
<thead>
<tr>
<th>Category Description</th>
<th>FY Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Revenue</td>
<td></td>
</tr>
<tr>
<td>Sales &amp; Services</td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td></td>
</tr>
<tr>
<td>Travel - In State</td>
<td>100000.00</td>
</tr>
<tr>
<td>Travel - Other</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Indirect Cost</td>
<td></td>
</tr>
</tbody>
</table>

****** End of List ******

Again, you are not required to attach profiles to your accounts. This is merely a convenience.

The bottom portion of the screen shows the categories, as defined by the attached profile. The lines under the FY Budget heading will be used for target budgets, as explained in the next scenario.
Step 3 - Look at Your Account Transactions by Profile

You may view the transactions posted to your account by their user defined categories using either Screen 722, for Subsidiary Ledger (SL) Accounts, or Screen 732, for Support Accounts.

### Screen 722 – SL (6 Digit) Summary by User Defined Categories

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Revenue</td>
<td>599900-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales &amp; Services</td>
<td>100-</td>
<td>100-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Total Revenue **</td>
<td>600000-</td>
<td>100-</td>
<td></td>
<td>599900-</td>
</tr>
<tr>
<td>Salaries</td>
<td>299027</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel - Other</td>
<td>299</td>
<td>299</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>21113</td>
<td>174</td>
<td>20939</td>
<td></td>
</tr>
<tr>
<td>Indirect Cost</td>
<td>300000</td>
<td></td>
<td></td>
<td>300000</td>
</tr>
<tr>
<td>** Total Expenses **</td>
<td>620439</td>
<td>473</td>
<td>619965</td>
<td></td>
</tr>
</tbody>
</table>

Now, you can see the Sales/Service Revenue separate from the remaining income. Because FAMIS is online and real time, when you access the inquiry screens, you will see the transactions that have actually posted to your account up to that point in time.

Should you choose to look at your account using a different profile, you simply change the profile department and/or profile name and press <ENTER>. The data on the screen will then reflect the groupings of the new profile. Profiles may be used across departments since you can link any department’s profile to your account.

Only the department that owns the profile can update the profile categories (Screen 715).

Users of ENTIRE CONNECTION may also print this view of the account by pressing PF9. For information about ENTIRE CONNECTION, consult the ENTIRE CONNECTION User Manual or contact the FAMIS Hotline at (979) 458-6464.
Assign Target Budgets: A Scenario

The previous scenario demonstrated how you can use FAMIS to define a department budget profile to track actual FAMIS transactions using online screens. Departmental profiles may also be used to ask “what if I want to change my view of the budget dollar amounts.....?”

For example:
Your boss asks you to find out how much is left of the department’s internal In-State Travel budget of $100,000.00. Unfortunately, the All Expense Budget pool defined by the ABR rule on the account is all you have.

The FAMIS ABR rule lumps all expenses together, so you have to use another method, perhaps even creating an EXCEL spreadsheet and re-keying all of the FAMIS transactions in order to separate and report the different types of expenses.

However, by using Screen 720, you may create “target budgets” for the profile categories. This can be especially useful at budget planning time and again when the new year is open. You can track how your actuals match up with the target budgets.

Step 1 - Assign the Target Budget on Screen 720

<table>
<thead>
<tr>
<th>Category Description</th>
<th>FY Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Revenue</td>
<td></td>
</tr>
<tr>
<td>Sales &amp; Services</td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td></td>
</tr>
<tr>
<td>Travel - In State</td>
<td>100000.00</td>
</tr>
<tr>
<td>Travel - Other</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Indirect Cost</td>
<td></td>
</tr>
</tbody>
</table>

The amount budgeted for the account by the fiscal office (for the fiscal year specified on the Action Line) will appear in the **FY Unallocated Revenue** or **FY Unallocated Expense** fields. You may distribute these funds across the profile categories as necessary. In this example, $100,000.00 of the expense budget has been moved to the Travel - In State category.
Step 2 - View the Target Budget for Your Account
When you have distributed all necessary funds for the account, you can monitor transactions against your target budgets using the profile categories. Screen 721 will show your target budget (as defined on Screen 720), actual, and encumbrance transactions made against the profile categories, and the resulting target budget balance available.

Screen 721 - SL (6 Digit) Summary by Target Budget

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Target Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uncategorized Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncategorized Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You may change the view of the account by keying another profile department and/or profile name and pressing <ENTER>. The screen will adjust the data to reflect the new profile you have selected. When budget planning is your objective, you can view the current or past year actuals (Actuals FY) against the planning budget for the future year (Budget FY). Profiles may be used across departments since you can link any department’s profile to your account.

Only the department that owns the profile can update the profile categories on Screen 715.

Users of ENTIRE CONNECTION may print this view of the account by pressing PF9. For information about ENTIRE CONNECTION, consult the ENTIRE CONNECTION User’s Manual or contact the FAMIS Hotline at (979) 458-6450.
Section VI
Profile Maintenance
Maintain Department Defined Profiles

Department defined profiles have been designed to allow you to view accounts differently from the central fiscal office. You may use Screen 715 to define profiles for your department. It is possible for your department to have more than one profile.

Screen 715 - Department Defined Profile Maintenance

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Low</th>
<th>High</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>1100</td>
<td>1699</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td>1900</td>
<td>1999</td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>1700</td>
<td>1799</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>4000</td>
<td>4049</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>4051</td>
<td>4090</td>
<td></td>
</tr>
<tr>
<td>Centrex</td>
<td>5100</td>
<td>5199</td>
<td></td>
</tr>
<tr>
<td>Centrex</td>
<td>5770</td>
<td>5770</td>
<td></td>
</tr>
<tr>
<td>Centrex</td>
<td>8445</td>
<td>8445</td>
<td></td>
</tr>
<tr>
<td>Centrex</td>
<td>5471</td>
<td>5471</td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td>5615</td>
<td>5617</td>
<td></td>
</tr>
<tr>
<td>Mail</td>
<td>5650</td>
<td>5655</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>3000</td>
<td>3999</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>5215</td>
<td>5215</td>
<td></td>
</tr>
</tbody>
</table>

*Press ENTER to view more Entries*****

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

Hmenu Help EHelp

Basic Steps

Add New Department Profiles

- Type a profile department and profile name in the fields provided, and press <ENTER>.

  To see all of the profile names tied to a department, type an asterisk (*) in the **Profile Name** field and press <ENTER> to view a list in a pop-up window. You may select a profile name from the pop-up display and press <ENTER> to return to Screen 715.

- Type an “A” in the **F** (Function) field to add a profile category.

- Enter the **Category Description**, the **Low** object code value, and the **High** object code value which define each of the profile categories in the fields provided.

- Press <ENTER> to record the profile information.

Modify Department Profiles

- Type a profile department and profile name in the fields provided and press <ENTER> to display existing profile information.

- Type a “U” in the **F** (Function) field to update a profile category.

- Type data in the available fields, as desired, and press <ENTER> to record the profile information.
Profile Maintenance Process

Profile Categories
Profile categories, as entered on Screen 715, are similar to ABR rule budget pools. However, ABR rules are defined by the central fiscal office for the TAMUS member. In contrast, profile categories and their budgets may be defined by individual departments within a member institution or agency.

For each profile category, you must enter a short description identifying the type of transactions to be tracked by the category and a range of object codes. The object codes determine which transactions you wish to be grouped together to form a category. For instance, The General Revenue and Sales & Services categories could be subsets of an ABR pool for revenue. This allows you to track all sales revenues (transactions with object codes that fall in the range from 0500 to 0999) separately from other revenue transactions, regardless of the ABR rule defining budget pools for the account.

Every object code should fit into one of the categories. Order is also important. A transaction will be lumped into the first category that its object code “fits.” Categories may include more than one object code range.

The category descriptions are limited to 65 items.

Profile Search and Select
Profile search and select is available for all profiles within a particular department. If you do not know the name of the profile, enter an asterisk (*) in the Profile Dept or Profile Name field and press <ENTER> to access a pop-up window (see below). Enter the department code in the Search field and press <ENTER> to display a list of profiles for the department. Type an “X” to the left of the desired profile and press <ENTER> to select the profile and return to Screen 715. Press PF4 if you wish to return to Screen 715 without selecting a profile.

Profile Search and Select Pop-Up Window

+------------------------------------------------------------+
|  2202 Mark field with an “X” to select                     |
| Screen: ___ Search: ADRC_ __________                       |
| Profile          Profile Name                           |
| ADRC ADRC        Admissions and Records                   |
| ADRC ADRCO       ADRC Other                               |
| ADRC SALSVG      ADRC Salary Savings                     |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
| ** END OF LIST - 4 PROFILE(S) FOUND **                     |
| PF4=Exit                                                  |
+------------------------------------------------------------+
Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line
◆ Profile Dept: 5 characters
Identify the department to which the profile belongs.

◆ Profile Name: 10 characters
Indicate the profile to be created or modified.

Screen Information
◆ Profile Long Name: 40 characters
Enter the full name of the profile to add/update.

F:
1 character
Indicates whether you wish to
A = Add a new line to the profile
U = Update/change a line of the profile
D = Delete a line from the profile.

Category
Description: 20 characters
Displays a short description of the profile category. Limit is 65 items.

Low:
4 digits
Identifies the lower boundary of object codes to be tracked for a particular category of the profile.

High:
4 digits
Indicates the upper boundary of object codes to be tracked for a particular category of the profile.

Message:
50 characters
Displays system messages about the status of a particular profile category.

Additional Functions
PF KEYS
See the Appendix for an explanation of the standard PF keys.
SL Department Defined Budget Categories

Once your profile has been created, you may associate it with a Subsidiary Ledger (SL) account using Screen 720. When an account is linked to a profile, the profile inquiry screens (Screen 721 and Screen 722) will display the SL account data detailed at the profile categories without requiring you to separately key in the profile department and name each time. Screen 720 is also used to allocate funds for the individual categories of the profile.

A profile may be associated with many accounts, but in a specific fiscal year an account may only be linked to one profile at a time.

<table>
<thead>
<tr>
<th>Screen 720 - SL (6 Digit) Dept Defined Budget Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>720 SL (6 Digit) Dept Defined Budget Maintenance</td>
</tr>
<tr>
<td>MISP</td>
</tr>
<tr>
<td>Screen: ___ Account: 339999 Fiscal Year: 2012</td>
</tr>
<tr>
<td>Profile Dept: MISP Name: PROFILE1 Profile Number 1</td>
</tr>
<tr>
<td>FY Unallocated Revenue: 0.00</td>
</tr>
<tr>
<td>FY Unallocated Expense: 100000.00</td>
</tr>
<tr>
<td>Category Description</td>
</tr>
<tr>
<td>General Revenue</td>
</tr>
<tr>
<td>Sales &amp; Services</td>
</tr>
<tr>
<td>Salaries</td>
</tr>
<tr>
<td>Travel - In State</td>
</tr>
<tr>
<td>Travel - Other</td>
</tr>
<tr>
<td>Office Supplies</td>
</tr>
<tr>
<td>Other Expenses</td>
</tr>
<tr>
<td>Indirect Cost</td>
</tr>
</tbody>
</table>

****** End of List *****

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

Basic Steps

- Type a Subsidiary Ledger (SL) account number in the Account field and press <ENTER> to display any existing profile information.
- Type a profile department and name and press <ENTER> to link the profile to the account.
- Enter target budget amounts for the profile categories as desired, and press <ENTER> to record the budget changes.

Budget Maintenance Process

**Unallocated Revenue and Expense**

The dollar amount of “unallocated” revenue or expense is the dollar amount budgeted for the Subsidiary Ledger (SL) account by the fiscal department. The ABR budget pools and the amount allocated to them by the fiscal department may be viewed using Screen 19.

Profile “target budgets” set using Screen 720 do not affect the budget pools set by the fiscal department. They are strictly for departmental use. Any funds not distributed among the profile categories will remain “unallocated.”
Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line
◆ Account: 6 digits
Identify the Subsidiary Ledger (SL) account to be viewed with the profile.

◆ Fiscal Year: 4 digits
Enter the fiscal year of the account data.

◆ Profile Dept: 5 characters
Identify the department to which the profile belongs.

◆ Name: 10 characters
Enter the profile name attached to the account.

Screen Information
FY Unallocated Revenue: 15 digits
Shows revenue funds available for an account for a fiscal year not allocated to a profile revenue category.

FY Unallocated Expense: 15 digits
Displays the expense funds available for an account for a fiscal year not allocated to a profile expense category.

Category Description: 30 characters
Shows a short description of the profile category.

FY Budget: 14 digits
Indicates the fiscal year budget amount allocated to the profile category.

Additional Functions
PF KEYS
See the Appendix for an explanation of the standard PF keys.
SA Department Defined Budget Categories

Once your profile has been created, you may attach it to a Support Account (SA) using Screen 730. When your support account is linked to your profile, the profile inquiry screens (Screen 731 and Screen 732) will display the SA data detailed at the profile categories without requiring you to key the profile department and name each time you wish to view the account data. Screen 730 is also used to allocate funds for the individual categories of your profile.

Your profile may be associated with many accounts, but in a specific fiscal year your account may only be linked to only one profile at a time.

### Basic Steps
- Type a Support Account (SA) number in the **Account** field
- Press <ENTER> to display any existing profile information.
- Type a profile department and name.
- Press <ENTER> to attach the profile to the account.
- Type target budget amounts for the profile categories, as desired.
- Press <ENTER> to record the budget changes.

### Budget Maintenance Process

**Unallocated Revenue and Expense**
The dollar amount of “unallocated” revenue or expense is the dollar amount budgeted for the Support Account (SA) by the fiscal department. The ABR budget pools and the amount allocated to them by the fiscal department may be viewed using Screen 74. Profile “target budgets,” as set using Screen 730, do not affect budget pools set by the fiscal department. They are strictly for departmental use. Any funds not distributed among the profile categories will remain “unallocated.”
Screen 730 – SA Dept Defined Budget Maintenance (cont’d)

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

**Action Line**

◆ Account: 6 digits
Identify the Support Account (SA) to be viewed with the profile.

◆ Fiscal Year: 4 digits
Identify the fiscal year of the account data.

◆ Profile Dept: 5 characters
Identify the department to which the profile belongs.

◆ Name: 10 characters
Indicate the profile name attached to the account. The full profile name will be displayed when you press <ENTER>.

**Screen Information**

FY Unallocated Revenue: 15 digits
Displays the revenue funds available for an account for a fiscal year not allocated to a profile revenue category.

FY Unallocated Expense: 15 digits
Displays the expense funds available for an account for a fiscal year not allocated to a profile expense category.

Category Description: 30 characters
Shows a short description of the profile category.

FY Budget: 14 digits
Indicates the fiscal year budget amount allocated to a profile category.

**Additional Functions**

PF KEYS
See the Appendix for an explanation of the standard PF keys.
Sponsored Projects
Department Defined Budget Categories

Once your profile has been created, you may attach it to a Sponsored Research (SPR) project. This is accomplished using SPR Screen 160. When your project is linked to your profile, the project profile inquiry screens (SPR Screen 161 and Screen 162) will display the project account data detailed at the profile categories without requiring you to key the profile department and name each time. Screen 160 is also used to allocate budget for the individual categories of the profile.

Your profile may be associated with many projects, but your project may only be linked to one profile at any given time. All account transactions for a project will be grouped according to the designated profile categories.

<table>
<thead>
<tr>
<th>Category Description</th>
<th>FY Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Revenue</td>
<td>100000.00</td>
</tr>
<tr>
<td>Training Revenue</td>
<td>50000.00</td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>Travel - In State</td>
<td></td>
</tr>
<tr>
<td>Travel - Not n State</td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td>2500.00</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>2500.00</td>
</tr>
<tr>
<td>Indirect Cost</td>
<td></td>
</tr>
</tbody>
</table>

****** End of List ******

Basic Steps
- Type a project number in the Project field and press <ENTER> to display any existing profile information.
- Type a profile department and name and press <ENTER> to attach the profile to the project.
- Type target budget amounts for the profile categories, as desired, and press <ENTER> to record the budget changes.
Budget Maintenance Process

Unallocated Revenue and Expense
The dollar amount of “unallocated” revenue or expense is the amount budgeted for all of the Subsidiary Ledger (SL) and Support Accounts (SA) by the fiscal department. The ABR budget pools and the amount allocated to them may be viewed using FRS Screen 19 and Screen 74, respectively. Profile “target budgets,” set using SPR Screen 160, will not affect budget pools set by the fiscal department. They are strictly for departmental use. Any funds not distributed among the categories will remain “unallocated.”

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

**Action Line**
- **Project:** ◆ Help 10 digits
  Enter the project to be viewed with the profile.
- **Fiscal Year:** 4 digits
  Defaults to the current fiscal year. Change if needed.
- **Profile Dept:** 5 characters
  Include the department to which the profile belongs.
- **Name:** 10 characters
  Enter the project profile name.

**Screen Information**
- **FY Unallocated Revenue:** 15 digits
  Shows revenue funds available for a project for a fiscal year, not allocated to a profile revenue category.
- **FY Unallocated Expense:** 15 digits
  Identifies the expense funds available for a project for a fiscal year, not allocated to a profile expense category.
- **Category Description:** 30 characters
  Displays a short description of the profile category.
- **FY Budget:** 14 digits
  Indicates the fiscal year budget amount to be allocated to a profile category.

**Additional Functions**
- **PF KEYS**
  See the Appendix for an explanation of the standard PF keys.
SL Account Summary by “Target” Budget

You may view your Subsidiary Ledger (SL) account data based on the profiles you defined on Screen 715. You may display your SL accounts and their transactions using Screen 721.

**Screen 721 - SL (6 Digit) Summary by Target Budget (Panel 1)**

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Target</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uncategorized Revenue</td>
<td></td>
<td>8019-</td>
<td>8019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unallocated Budget Exp</td>
<td></td>
<td>35489</td>
<td>35489</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncategorized Expense</td>
<td></td>
<td>15262</td>
<td>15109-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td>15262</td>
<td>20380</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Screen 721 - SL (6 Digit) Summary by Target Budget (Panel 2)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>CM Actual</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uncatego</td>
<td>8018.50</td>
<td>8018.50</td>
<td>8018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unalloca</td>
<td>35489.07</td>
<td>35489.07</td>
<td>35489.07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncatego</td>
<td>153.52-</td>
<td>153.52-</td>
<td>15262.11</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>153.52-</td>
<td>153.52-</td>
<td>15262.11</td>
<td>20380</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Type an account number in the *Account* field and press <ENTER>.
- Type a profile department and name if one is not already linked to the account.
- Press <ENTER> to display the account information.
Target Budget Process

Target budgets are the profile categories you defined on Screen 715 and assigned budgets to on Screen 720. Profile categories, as entered on Screen 715, are similar to the ABR rule budget pools. However, ABR rules are defined by the central fiscal office for a TAMUS member. In contrast, profile categories and their budgets may be defined by individual departments within a member institution or agency.

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

**Action Line**

◆ Account: 6 digits
   Identify the Subsidiary Ledger (SL) account number to display the transaction summary.

◆ Budget FY: 4 digits
   Displays the current fiscal year, but may be changed to display desired year’s target budget.

◆ Actuals FY: 4 digits
   Enter fiscal year for transactions to be displayed.

◆ Thru Month: 2 digits
   Identify the month through which account transaction activity is to be displayed.

◆ FY/PY/IN to Date: 2 characters
   Indicate whether to display account activity for the Fiscal Year (FY), Project Year to date (PY), or from the account’s Inception to date (IN).

◆ Profile Dept: 5 characters
   Include the department to which the profile belongs.

◆ Name: 10 characters
   Indicate the profile name for the categories to be used to view the account transactions.

**Screen Information**

[Panel 1]

Department: PF2 Help 5 characters
   Identifies the department to which the selected account belongs.

Resp Person: PF2 Help 30 characters
   Displays the name of the person responsible for the selected account.
Screen 721 – SL Summary by Target Budget (cont’d)

Flags: 1 character/3 digits (ABR flag)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject
-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Map Code: 5 digits
Shows the General Ledger (GL) account associated with Subsidiary Ledger (SL) account.

Category Description: Displays a brief description of the profile category.

Target Budget: 12 digits
Identifies the dollar amount budgeted for the profile category in the Budget Fiscal Year.

Actual: 12 digits
Indicates actual dollar amount of transactions processed in Actual FY for the profile category.

Encumbrances: 12 digits
Shows the dollar amount of encumbrances processed in the Actual FY for profile category.

Available: 12 digits
Identifies the net amount available after all transactions (actuals and encumbrances) have been processed against target budget category.

Panel 2 CM Actual: 12 digits
Shows dollar amount of actual transactions completed during current month (i.e. month indicated in “Thru Month” for profile category.

Additional Functions

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

PF9 Print Account Information Used to print account information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for more information.
SA Summary by “Target” Budget Category

You may view your Support Account (SA) transactions based on the profiles you defined on Screen 715. You may display your SAs and their transactions using Screen 731.

Screen 731 - SA (11 Digit) Summary by Target Budget (Panel 1)

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unallocated Budget Rev</td>
<td>70551247-</td>
<td></td>
<td></td>
<td>70551247-</td>
</tr>
<tr>
<td>Uncategorized Revenue</td>
<td></td>
<td>22580-</td>
<td></td>
<td>22580</td>
</tr>
<tr>
<td>** Total Revenue **</td>
<td>70551247-</td>
<td>22580-</td>
<td></td>
<td>70528667-</td>
</tr>
<tr>
<td>Unallocated Budget Exp</td>
<td>61607086</td>
<td></td>
<td></td>
<td>61607086</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>179156</td>
<td></td>
<td></td>
<td>179156</td>
</tr>
<tr>
<td>** Total Expenses **</td>
<td>61607086</td>
<td>179156</td>
<td></td>
<td>61427930</td>
</tr>
</tbody>
</table>

Screen 731 - SA (11 Digit) Summary by Target Budget (Panel 2)

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Budget</th>
<th>CM Actual</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unallocated</td>
<td>70551247.00-</td>
<td>22580.00-</td>
<td>22580.00-</td>
<td></td>
<td>70551247.00-</td>
</tr>
<tr>
<td>Uncategorized Revenue</td>
<td></td>
<td>22580.00-</td>
<td>22580.00-</td>
<td></td>
<td>61607086.00</td>
</tr>
<tr>
<td>** Total</td>
<td>70551247.00-</td>
<td>22580.00-</td>
<td>22580.00-</td>
<td></td>
<td>61427929.63</td>
</tr>
</tbody>
</table>

Basic Steps

- Type an account number in the Account field and press <ENTER>.
- Type a profile department and name if one is not already attached to the account.
- Press <ENTER> to display the account information.
Screen 731 – SA Summary by Target Budget Category (cont’d)

Target Budget Process

Target budgets are the profile categories you defined on Screen 715 and assigned budgeting for on Screen 730. Profile categories, as entered on Screen 715, are similar to ABR rule budget pools. However, **ABR rules are defined by the central fiscal office for a TAMUS member.** In contrast, profile categories and their budgets may be defined by individual departments within a member institution or agency.

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

**Action Line**

- ◆ Account: 11 digits
  Identify the Support Account (SA) number for desired transaction summary.

- ◆ Budget FY: 4 digits
  Displays the current fiscal year, but may be changed to view the target budget for a specific fiscal year.

- ◆ Actuals FY: 4 digits
  Indicate the fiscal year for which transactions are to be displayed.

- ◆ Thru Month: 2 digits
  Identify month through which account transaction activity is to be displayed.

- ◆ FY/PY/IN to Date: 2 characters
  Indicate whether to display account activity for the Fiscal Year (FY), Project Year to date (PY), or from the account’s Inception to date (IN).

- ◆ Profile Dept: 5 characters
  Include the department profile.

- ◆ Name: 10 characters
  Identify name of profile whose categories will be used to view the account transactions.

**Screen Information**

- Panel 1
  - Department: PF2 Help 5 characters
    Shows the department to which the selected account belongs.

  - Resp Person: PF2 Help 30 characters
    Displays the name of the person responsible for the selected account.
Screen 731 – SA Summary by Target Budget Category (cont’d)

Flags:  
- **PF2 Help** 1 character/3 digits (ABR flag)  
  Indicates values for flag maintenance.  
  - Y = On  
  - N = Off  
  - R = Reject  

---

- D = Delete  
- F = Freeze  
- B = Bottom Line  
- C = Category Control  
- Z = Freeze direct only  
- G = Generate Expense Budget (GEB)  
- ABR = ABR number rule

Map Code:  
- **PF2 Help** 5 digits  
  Shows General Ledger (GL) account associated with the Support Account (SA).

Category Description:  
- 25 characters  
  Displays a brief description of the profile category.

Target Budget:  
- 12 digits  
  Identifies dollar amount budgeted for profile category in the Budget Fiscal Year.

Actual:  
- 12 digits  
  Indicates the actual dollar amount of transactions processed in Actuals FY for the profile category.

Encumbrances:  
- 12 digits  
  Displays the dollar amount of encumbrances processed in Actuals FY for the profile category.

Available:  
- 12 digits  
  Indicates the net amount available after all transactions (actuals and encumbrances) have been processed against the target budget category.

[Panel 2] CM Actual:  
- 12 digits  
  Identifies dollar amount of actual transactions completed during the current month (i.e. month indicated in the Thru Month field) for the profile category.

**Additional Functions**

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

**PF9**  
**Print Account Information**  
Used to print account information from FAMIS using Entire Connection. **See the FAMIS Entire Connection User’s Manual for greater details.**
SL Account Summary by Categories

You may view your transactions (budget, actuals, and encumbrances) for your Subsidiary Ledger (SL) account with the user-defined categories by accessing Screen 722.

### Screen 722 – SL (6 Digit) Summary by User Defined Categories (Panel 1)

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unallocated Budget Rev</td>
<td>70551247-</td>
<td></td>
<td></td>
<td>70551247-</td>
</tr>
<tr>
<td>** Total Revenue **</td>
<td>70551247-</td>
<td>10381402-</td>
<td></td>
<td>60169845-</td>
</tr>
<tr>
<td>Uncategorized Revenue</td>
<td></td>
<td></td>
<td></td>
<td>10381402-</td>
</tr>
<tr>
<td>Uncategorized Expense</td>
<td></td>
<td>1478228</td>
<td></td>
<td>1478228</td>
</tr>
<tr>
<td>Budget Entries</td>
<td>37082192</td>
<td>37082192</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>16358497</td>
<td>20259</td>
<td></td>
<td>16338238</td>
</tr>
<tr>
<td>Wages</td>
<td>227275</td>
<td>227275</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>3066551</td>
<td>54641</td>
<td></td>
<td>3012010</td>
</tr>
</tbody>
</table>

### Screen 722 – SL (6 Digit) Summary by User Defined Categories (Panel 2)

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>CM Actual</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unallocated</td>
<td>70551247.00-</td>
<td>70551247.00-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncatego</td>
<td>10381402.28-</td>
<td>10381402.28-</td>
<td></td>
<td></td>
<td>10381402.28</td>
</tr>
<tr>
<td>** Total</td>
<td>70551247.00-</td>
<td>10381402.28-</td>
<td>10381402.28-</td>
<td></td>
<td>60169844.72-</td>
</tr>
</tbody>
</table>

### Basic Steps

- Type an account number in the **Account** field and press <ENTER>.
- Type a profile department and name if one is not already linked to the account.
- Press <ENTER> to display the account information.
Transaction Matching Process

FAMIS determines where transactions are displayed on Screen 722 based on their object codes. When you post your transactions on-line, FAMIS compares the object code of your transaction with the profile object code ranges that you specified on Screen 715. Your transaction is then displayed on Screen 722 next to the category name whose object code range it falls into. All data is pulled from the fiscal year entered in the Budget FY field.

For example, on the previous screen shot, a disbursement of $100.00 was processed for account 339999 with an object code of 3010. FAMIS looks at the profile (as defined on Screen 715) and determines that all transactions with an object code of 3010 should fall under the category “Travel - Other.”

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

**Action Line**

◆ Account:
  6 digits
  Enter the Subsidiary Ledger (SL) account number to display transaction summary.

◆ Budget FY:
  4 digits
  Indicate the fiscal year for which transactions are to be displayed.

◆ Thru Month:
  2 digits
  Identify the month through which account transaction activity is to be displayed.

◆ FY/PY/IN to Date:
  2 characters
  Indicate whether to display account activity for the Fiscal Year (FY), Project Year to date (PY), or from the account’s Inception to date (IN).

◆ Profile Dept:
  5 characters
  Identify the department to which the profile belongs.

◆ Name:
  10 characters
  Indicate the name of the profile whose categories will be used to view the account transactions.

**Screen Information**

Panel 1

Department:
  PF2 Help 5 characters
  Identifies the department to which the selected account belongs.

Resp Person:
  PF2 Help 30 characters
  Displays the name of the person responsible for the selected account.
Screen 722 – SL Summary by User Defined Categories (cont’d)

Flags:  
- **PF2 Help** 1 character/3 digits (ABR flag)  
  Indicates values for flag maintenance.
  - Y = On
  - N = Off
  - R = Reject

Map Code:  
- **PF2 Help** 5 digits  
  Shows the General Ledger (GL) account associated with the selected Subsidiary Ledger (SL) account.

Category Description:  
- Displays a description of the profile category.

Budget:  
- 12 digits  
  Identifies the dollar amount of the official budget grouped in the user defined categories.

Actual:  
- 12 digits  
  Shows the actual dollar amount of transactions processed for the profile category.

Encumbrances:  
- 12 digits  
  Indicates the dollar amount of encumbrances processed for the profile category.

Available:  
- 12 digits  
  Displays the net dollar amount available after all transactions (actuals and encumbrances) have been processed against the budget pool.

Panel 2 CM Actual:  
- 12 digits  
  Identifies dollar amount of actual transactions completed during current month (i.e. month indicated in “Thru Month” for the profile category).

Additional Functions

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

PF9  
**Print Account Information**  
Used to print account information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for greater details.
SA Summary Displayed by Categories

You may view your transactions (budget, actuals, and encumbrances) for your Support Account (SA) with the department defined profile categories by accessing Screen 732.

Screen 732 - SA (11 Digit) Summary by User Defined Categories (Panel 1)

Screen: 732 Account: 300090 00000 Budget FY: 2012
Thru Month: September FY/FY/IN to Date: FY
Profile Dept: ATLT Name: GENERAL
Map Code: 30009

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unallocated Budget Rev</td>
<td>70551247-</td>
<td></td>
<td></td>
<td>70551247-</td>
</tr>
<tr>
<td>Uncategorized Revenue</td>
<td></td>
<td>22580-</td>
<td></td>
<td>22580</td>
</tr>
<tr>
<td>** Total Revenue **</td>
<td>70551247-</td>
<td>22580-</td>
<td></td>
<td>70528667-</td>
</tr>
<tr>
<td>Budget Entries</td>
<td>61427930</td>
<td></td>
<td></td>
<td>61427930</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>179156</td>
<td>179156</td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Total Expenses **</td>
<td>61607086</td>
<td>179156</td>
<td></td>
<td>61427930</td>
</tr>
</tbody>
</table>

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

Screen 732 - SA (11 Digit) Summary by User Defined Categories (Panel 2)

Screen: 732 Account: 300090 00000 Budget FY: 2012
Thru Month: September FY/FY/IN to Date: FY
Profile Dept: ATLT Name: GENERAL
Map Code: 30009

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Budget</th>
<th>CM Actual</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unalloc</td>
<td>70551247.00-</td>
<td></td>
<td></td>
<td></td>
<td>70551247.00-</td>
</tr>
<tr>
<td>Uncatego</td>
<td></td>
<td>22580.00-</td>
<td>22580.00-</td>
<td></td>
<td>22580.00</td>
</tr>
<tr>
<td>** Total</td>
<td>70551247.00-</td>
<td>22580.00-</td>
<td>22580.00-</td>
<td></td>
<td>70528667.00-</td>
</tr>
<tr>
<td>Budget E</td>
<td>61427929.63</td>
<td></td>
<td></td>
<td></td>
<td>61427929.63</td>
</tr>
<tr>
<td>Contract</td>
<td>179156.37</td>
<td>179156.37</td>
<td>179156.37</td>
<td></td>
<td>179156.37</td>
</tr>
<tr>
<td>** Total</td>
<td>61607086.00</td>
<td>179156.37</td>
<td>179156.37</td>
<td></td>
<td>61427929.63</td>
</tr>
</tbody>
</table>

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

Basic Steps

- Type an account number in the Account field and press <ENTER>.
- Type a profile department name if one is not already linked to the account.
- Press <ENTER> to display the account information.
Transaction Matching Process

FAMIS determines where transactions are displayed on Screen 732 based on their object codes. When you post your transactions online, FAMIS compares the object code of your transaction with the profile object code ranges that you specified on Screen 715. Your transaction is then displayed on Screen 732 next to the category name into whose object code range it falls. All data is pulled from the fiscal year entered in the **Budget FY** field.

For example, on the previous screen shot, an encumbrance of $43.54 was processed for account 339999 09090 with an object code of 5010. FAMIS looks at the profile (as defined on Screen 715) and determines that all transactions with an object code of 5010 should fall under the category “Other Expenses.”

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

**Action Line**

◆ Account: 11 digits
Enter the Support Account (SA) number for which transactions will be displayed.

◆ Budget FY: 4 digits
Indicate the fiscal year for transactions to be displayed.

◆ Thru Month: 2 digits
Identify through which month to display account transaction activity.

◆ FY/PY/IN to Date: 2 characters
Indicate whether to display account activity for the Fiscal Year (FY), Project Year to date (PY), or from the account’s Inception to date (IN).

◆ Profile Dept: 5 characters
Enter department to which the profile belongs.

◆ Name: 10 characters
Indicate the name of the profile whose categories will be used to view the account transactions.

**Screen Information**

Panel 1

Department: PF2 Help 5 characters
Shows the department to which the selected account belongs.

Resp Person: PF2 Help 30 characters
Displays the name of the person responsible for the selected account.
Screen 732 – SA Summary by User Defined Categories (cont’d)

**Flags:**

<table>
<thead>
<tr>
<th>Flag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>On</td>
</tr>
<tr>
<td>N</td>
<td>Off</td>
</tr>
<tr>
<td>R</td>
<td>Reject</td>
</tr>
<tr>
<td>D</td>
<td>Delete</td>
</tr>
<tr>
<td>F</td>
<td>Freeze</td>
</tr>
<tr>
<td>B</td>
<td>Bottom Line</td>
</tr>
<tr>
<td>C</td>
<td>Category Control</td>
</tr>
<tr>
<td>Z</td>
<td>Freeze direct only</td>
</tr>
<tr>
<td>G</td>
<td>Generate Expense Budget (GEB)</td>
</tr>
<tr>
<td>ABR</td>
<td>ABR number rule</td>
</tr>
</tbody>
</table>

**Map Code:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF2</td>
<td>Shows the General Ledger (GL) account associated with the selected Support Account (SA).</td>
</tr>
</tbody>
</table>

**Category Description:**

Displays a brief description of the profile category.

**Budget:**

Identifies the dollar amount of the official budget grouped in the user-defined categories.

**Actual:**

Indicates the actual dollar amount of transactions processed for the profile category.

**Encumbrances:**

Shows dollar amount of encumbrances processed for the profile category.

**Available:**

Indicates the net dollar amount available after all transactions (actuals and encumbrances) have been processed against the budget pool.

**Panel 2 CM Actual:**

Shows dollar amount of actual transactions completed during current month (i.e. month indicated in “Thru Month” for profile category).

**Additional Functions**

**PF KEYS**

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

**PF9 Print**

Print Account Information

Used to print account information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for greater details.
Section VIII
Sponsored Research
Project Profiles Inquiry
View Departmental Defined Profiles

It is possible for you to display the categories of your profile, which is set up in the FRS module of FAMIS, while working in the Sponsored Research (SPR) module of FAMIS using SPR Screen 159.

**SPR Screen 159 - Department Defined Profile Inquiry**

<table>
<thead>
<tr>
<th>159 Dept Defined Profile Inquiry</th>
<th>09/21/11 11:11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Profile Dept: CLAR_ Profile Name: CHUD________</td>
<td>FY 2012 CC 02</td>
</tr>
<tr>
<td>Profile Long Name: Center for Housing &amp; Urban Development</td>
<td></td>
</tr>
<tr>
<td>Category Description</td>
<td>Low</td>
</tr>
<tr>
<td>Faculty Salaries</td>
<td>1410</td>
</tr>
<tr>
<td>faculty salaries</td>
<td>1410</td>
</tr>
<tr>
<td>Support Staff</td>
<td>1510</td>
</tr>
<tr>
<td>Support Staff-Class</td>
<td>1515</td>
</tr>
<tr>
<td>Graduate Assist 1&amp;2</td>
<td>1525</td>
</tr>
<tr>
<td>Wages</td>
<td>1700</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>8010</td>
</tr>
<tr>
<td>Benefits 1</td>
<td>1610</td>
</tr>
<tr>
<td>Benefits 2</td>
<td>1910</td>
</tr>
<tr>
<td>Travel 1</td>
<td>3010</td>
</tr>
<tr>
<td>Travel 2</td>
<td>3110</td>
</tr>
<tr>
<td>Travel 3</td>
<td>3210</td>
</tr>
<tr>
<td>****** End of List *****</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 a profile department and profile name in the fields provided.
- Press <ENTER> to display user defined categories.

**Departmental Profile Process**

**Profile Categories**
Profile categories, as shown on Screen 159, are similar to ABR rule budget pools. However, ABR rules are defined by the central fiscal office for a TAMUS member. In contrast, profile categories may be defined by individual departments within a member institution or agency.

The object code ranges displayed determine which transactions will be grouped together to form a profile category. In the previous example, the category “Sales & Services” tracks all transactions with an object code that falls in the range from 0500 to 0999. This allows a department to track specific transactions regardless of the ABR rule defining the budget pools for the account.

Departmental profiles may be associated with a project using Screen 160. Once a profile is attached to a project, all account (SL or SA) activity will be grouped according to the profile. Account activity may be tracked for a project by profile categories using Screen 161 and Screen 162.
Profile Search and Select
Profile search and select is available for all profiles within a particular department. If the profile is unknown, enter an asterisk (*) in the Profile Dept or Profile Name field and press <ENTER> to access a pop-up window (see below). Enter the department code in the Search field and press <ENTER> to display a list of profiles for the department. Type an “X” to the left of the desired profile and press <ENTER> to select the profile and return to Screen 159. Press PF4 if you wish to return to Screen 159 without selecting a profile.

Profile Search and Select Pop-Up Window

| 2202 Mark field with an “X” to select |
| Screen: ___ Search: CLAR_ |
| Profile Dept: Profile Name |
| 2 CLAR CHUD Center for Housing & Urban Dev |
| _ CLAR DEANPROJ Dean's Project Feb 00 |
| _ CLAR GRANT grant |
| _ CLAR TRAVEL Travel budget |

** END OF LIST – 4 PROFILE(S) FOUND **

PF4=Exit

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

Action Line
◆ Profile Dept: 5 characters
Enter a department code to view the profile associated with it.

◆ Profile Name: 10 characters
Indicate the name of the profile to be displayed.

Screen Information
Profile Long Name: 40 characters
Shows the full name of the profile.

Category Description: 20 characters
Displays a short description of the profile category.

Low: 4 digits
Identifies the lower boundary of object codes to be tracked for a category of the profile.

High: 4 digits
Indicates the upper boundary of object codes to be tracked for a particular category of the profile.

Additional Functions
PF KEYS
See the Appendix for an explanation of the standard PF keys.
It is possible for you to view a Sponsored Research project’s activity using your profile “target budgets” (set on Screen 160). All transactions against them may be accessed via Screen 161.

### Basic Steps
- Type a project number in the **Project** field and press <ENTER>.
- Type a profile department and name if one is not already linked to the project.
- Press <ENTER> to display the project account information.
- Use **PF9** to print account information using Entire Connection.
Target Budget Process

Target budgets are the profile categories displayed on Screen 159 and budgeted for on Screen 160. Profile categories, as shown on Screen 159, are similar to the ABR rule budget pools. However, ABR rules are defined by the central fiscal office for a TAMUS member. In contrast, profile categories and their budgets may be defined by individual departments within a member institution or agency.

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

Action Line
◆ Project: [Help] 10 digits
Identify the project whose account information is to be displayed.

◆ Budget FY: 4 digits
Indicate the fiscal year for which the target budget is to be displayed.

◆ Actuals FY: 4 digits
Include the fiscal year for which transactions are to be displayed.

◆ Thru Month: 2 digits
Indicate the month through which project transaction activity is to be displayed.

◆ FY/IN to Date: 2 characters
Include whether to display project activity for the Fiscal Year (FY) or from the project’s Inception to date (IN).

Profile Dept: 5 characters
Shows the department to which the profile belongs.

Name: 10 characters
Displays the name of the profile whose categories will be used to view the project account transactions.

Screen Information

Panel 1
Sponsor: PF2 Help 7 digits
Shows sponsor associated with your project.

Begin Date: PF2 Help 10 digits
Identifies the start date of your project.

End Date: PF2 Help 10 digits
Indicates the ending date of the project.

Category Description: 25 characters
Shows a brief description of the profile category.
### SPR Screen 161 – Project Summary by Target Budget (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Target Budget:** | 12 digits  
Identifies the dollar amount you budgeted for the profile category in the Budget Fiscal Year. |
| **Actual:**     | 12 digits  
Shows the actual dollar amount of transactions processed in Actuals FY for the profile category. |
| **Encumbrances:** | 12 digits  
Indicates the dollar amount of encumbrances processed in Actuals FY for the profile category. |
| **Available:**  | 12 digits  
Indicates the net amount available after all transactions (actuals and encumbrances) have been processed against the target budget category. |

#### Panel 2

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **CM Actual:** | 12 digits  
Shows the dollar amount of actual transactions completed during the current month (i.e. the month indicated in the Thru Month field) for the profile category. |

#### Additional Functions

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
</table>
| PF9     | **Print Account Information**  
Used to print account information from FAMIS using Entire Connection. **See the Entire Connection User Manual for additional information.** |
SPR Project Summary by User Categories

SPR Screen 162 allows you to view your sponsored research project’s activity (budget, actual, and encumbrance transactions) using the user defined profile categories.

Inquiry screens, such as Screen 162, may be used to view current data on specific projects using profiles without requesting, printing, and waiting for hard-copy reports.

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unallocated Budget Rev</td>
<td>60330-</td>
<td>60330-</td>
<td>8078-</td>
<td>8078</td>
</tr>
<tr>
<td>Uncategorized Revenue</td>
<td>8078-</td>
<td>8078-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Total Revenue **</td>
<td>60330-</td>
<td>8078-</td>
<td></td>
<td>52252-</td>
</tr>
<tr>
<td>Unallocated Budget Exp</td>
<td>60330</td>
<td>60330</td>
<td>8078</td>
<td>8078</td>
</tr>
<tr>
<td>Uncategorized Expense</td>
<td>8078-</td>
<td>8078-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>** Total Expenses **</td>
<td>60330</td>
<td>8078</td>
<td></td>
<td>52252</td>
</tr>
</tbody>
</table>

Basic Steps

- Type a project number in the Project field and press <ENTER>.
- Type a profile department and name if one is not already linked to the project.
- Press <ENTER> to display the project account information.
- Use PF9 to print account information using Entire Connection.
Transaction Matching Process

FAMIS determines where transactions are displayed on SPR Screen 162 based on their object codes. When you post your transactions online, FAMIS compares the object code of your transaction with the profile object code ranges that you displayed on SPR Screen 159. Your transaction is then displayed on SPR Screen 162 next to the category name whose object code range it falls into. All data is pulled from the fiscal year entered in the Budget FY field.

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

**Action Line**
◆ Project: ▲ Help 10 digits
   Identify the project whose account information will be displayed.

◆ Budget FY: 4 digits
   Indicate the fiscal year for which all transactions will be displayed.

◆ Thru Month: 2 digits
   Include the month through which project transaction activity is to be displayed.

◆ FY/IN to Date: 2 characters
   Indicate whether to display project activity for the Fiscal Year (FY), or from the project’s Inception to date (IN).

◆ Profile Dept: 5 characters
   Identify the department to which the profile belongs.

◆ Name: 10 characters
   Include the profile whose categories will be used to view the project account transactions.

**Screen Information**

Panel 1
   Sponsor: 7 digits
      Shows the sponsor associated with your project.

   Begin Date: 10 digits
      Identifies the start date of your project.

   End Date: 10 digits
      Indicates the ending date of the project.

Category Description: 25 characters
   Displays a brief description of the profile category.

Budget: 12 digits
   Identifies the dollar amount of the official budget grouped in the user-defined categories.
Actual: 12 digits
Indicates the actual dollar amount of transactions processed.

Encumbrances: 12 digits
Indicates the dollar amount of encumbrances processed.

Available: 12 digits
Indicates the net dollar amount available after all transactions (actuals and encumbrances) have been processed against the budget pool.

Panel 2
CM Actual: 12 digits
Identifies the dollar amount of actual transactions completed during the current month (i.e. the month indicated in the Thru Month field) for the profile category.

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

PF9 Print Account Information
Used to print account information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for greater details.
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 PFn, “PF” represents Program Function. Many PCs use the function keys labeled Fn for these PF keys. Others have special combinations of keys to represent the PF keys, for example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the PF1 key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, at the bottom of Screen 164 (Voucher Inquiry by PO Number) there is a PF11 key with the word “Right” under it. This means that by pressing PF11, 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, then 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 input. 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 and then 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                                             01/20/92 11:26
```

Scrolling Through Data

Pressing <ENTER> will scroll through information listed on a screen. On some screens, there are PF keys to use 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 PF2 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

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.

*** D I C T I O N A R Y - H E L P ***

<table>
<thead>
<tr>
<th>VALUES</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>P</td>
<td>Project Year</td>
</tr>
<tr>
<td>E</td>
<td>Encumbrance Only (SL’s only)</td>
</tr>
<tr>
<td>T</td>
<td>Transfer BBA (SL’s Only)</td>
</tr>
<tr>
<td>D</td>
<td>BBA to Different account (SL)</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
Question Mark (?) or Asterisk (*) Help

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

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

**Screen 2 - GL 6 Digit**

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Account: 010100 ED &amp; GEN INCOME-TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Title: ED &amp; GEN INCOME-TUITION</td>
<td>SRS:</td>
</tr>
<tr>
<td>Resp Person: 5uuuuuu4 MASON, MOLLY M</td>
<td>Old Acct: NA</td>
</tr>
<tr>
<td>Year-end Process: F</td>
<td>Reclassify:</td>
</tr>
<tr>
<td>AFR Fund Group:</td>
<td>Fund Group: FG</td>
</tr>
<tr>
<td>Function:</td>
<td>Default Bank: 06000</td>
</tr>
<tr>
<td>Alternate Banks:</td>
<td>Dept</td>
</tr>
<tr>
<td>Primary: REV</td>
<td>UN</td>
</tr>
<tr>
<td>Secondary: VTEA</td>
<td>AA</td>
</tr>
<tr>
<td>Fund Source:</td>
<td>Account Letter: Y</td>
</tr>
<tr>
<td>Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION</td>
<td>Setup Dt: 08/26/1991</td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---</td>
<td></td>
</tr>
</tbody>
</table>

**Screen 2 - GL 6 Digit - Fund Group ?-Help Pop-Up Window**

| ** More Codes - Press <ENTER> to View ** |
| Search Criteria: | |
| AFR | Sub |
| Fund | Fund | Description |
| 01 | CLEARING ACCOUNTS |
| 10 | FG | FUNCTIONAL AND GENERAL |
| 20 | DS | DF | DESIGNATED/FUNCTIONAL & GENERAL |
| 21 | DS | DS | DESIGNATED/SERVICE DEPARTMENTS |
| 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-OTHER OPER EXP |
| 26 | DS | SL | DESIGNATED/SERV DEPT-PRINTING & REP |
| 27 | DS | SP | 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
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 backwards 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

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

Notes

**Notes**
Displays any notes attached to the document header. Use the **Position at Line** field to start the text at a particular line. The **Page (F/B/E)** field scrolls Forward (F), and Backward (B) through the text, or End (E) to exit the window.

```
+------------------------------------------------------------------+
|   F0013 Please enter desired modifications                       |
|  P600026   1.0                           Position at line: ___   |
|  Line      ******** Note Text ********                 |
|     1       >>Notes Entered 10/12/95 BY 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.
# Departmental Accounting Screens List

<table>
<thead>
<tr>
<th>M05</th>
<th>Support Account Inquiry Menu</th>
<th>PAGE I-7</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provides a list of screens</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to create, modify, and view</td>
<td></td>
</tr>
<tr>
<td></td>
<td>support accounts.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M06</th>
<th>Support Account Maintenance</th>
<th>I-7</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provides a list of support</td>
<td></td>
</tr>
<tr>
<td></td>
<td>account maintenance screens.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M07</th>
<th>Dept Planning Budgets</th>
<th>V-3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provides a list of screens</td>
<td></td>
</tr>
<tr>
<td></td>
<td>using departmental profiles.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>50</th>
<th>Dept SA Attributes</th>
<th>II-10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Used by the department to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>create/modify maintain data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for a Support Account (SA).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>51</th>
<th>Support Account Attributes</th>
<th>II-15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Used to create and/ or maintain data for an 11 digit Support Account.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>51C</th>
<th>SA Effort Category Updates</th>
<th>II-21</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Used to update the effort</td>
<td></td>
</tr>
<tr>
<td></td>
<td>category for a support</td>
<td></td>
</tr>
<tr>
<td></td>
<td>account.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>53</th>
<th>SA Budget Move</th>
<th>III-3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Used to transfer budget from</td>
<td></td>
</tr>
<tr>
<td></td>
<td>one Support Account (SA) to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>another.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>54</th>
<th>SA Flag Maintenance</th>
<th>II-23</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Used to set and maintain</td>
<td></td>
</tr>
<tr>
<td></td>
<td>support account flags.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>56</th>
<th>SA Transaction Move</th>
<th>II-27</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Used to move or split an</td>
<td></td>
</tr>
<tr>
<td></td>
<td>expenditure or revenue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>transactions from one</td>
<td></td>
</tr>
<tr>
<td></td>
<td>support account (base included) to another within the same SL.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>57</th>
<th>Departmental Encumbrances</th>
<th>II-31</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Used by departments to add</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and adjust encumbrances</td>
<td></td>
</tr>
<tr>
<td></td>
<td>based on encumbrance type.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>58</th>
<th>Support Account Category</th>
<th>II-34</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maintenance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used by departments to set or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>reset Support Account (SA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>flags at the 11 digit level</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to include bottom line budget</td>
<td></td>
</tr>
<tr>
<td></td>
<td>control and default category control.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>63</th>
<th>Transaction Inquiry by</th>
<th>IV-3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to list detail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>transactions entered against</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a specified SA account.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>64</th>
<th>Support Account Budget Data</th>
<th>III-6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>List</td>
<td></td>
</tr>
<tr>
<td></td>
<td>current and historical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budget information about a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>specified SA account.</td>
<td></td>
</tr>
</tbody>
</table>

| 65    | SA Summary for SL with       | IV-6    |
|-------| Category Totals              |         |
|       | Used to view all SAs for an  |         |
|       | SL’s revenue and expense      |         |
|       | information.                 |         |

<table>
<thead>
<tr>
<th>68</th>
<th>Support Account Search</th>
<th>IV-9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Used to get a listing of SA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>accounts by either department</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or responsible person.</td>
<td></td>
</tr>
</tbody>
</table>

| 69    | 11 Digit List with Category | IV-12   |
|-------| Total                      |         |
|       | Used to display revenue     |         |
|       | and expense information     |         |
|       | about a specified 11-digit  |         |
|       | SA account.                 |         |

<table>
<thead>
<tr>
<th>74</th>
<th>SA Summary by Budget Pool</th>
<th>IV-15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Used to display summary data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for budget pools at the SA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>level.</td>
<td></td>
</tr>
</tbody>
</table>

<p>| 76    | Transactions for Month by    | IV-18   |
|-------| Ref 2 or 4                   |         |
|       | Used to view transactions    |         |
|       | by entering the voucher      |         |
|       | number.                      |         |</p>
<table>
<thead>
<tr>
<th>PAGE</th>
<th>Departmental Accounting Screens List (cont’d)</th>
</tr>
</thead>
</table>
| 77   | Transaction Inquiry for Ref 2 or 4 (15 digits)  
     | Used to view detail transactions in a specified FA batch. |
| 78   | Transactions by Account/Subcode/Month  
     | Used to view detail transactions by account number, month or subcode. |
| 79   | SA Detail Account Statement  
     | Used to view detail support account transactions for a specified month. |
| 715  | Dept Defined Profile Maint  
     | Used to create departmental profile and add /update budget categories. |
| 720  | SL Dept Defined Budget Maintenance  
     | Used to attach a profile to a SL account and add /update dollar amounts for a target budget. |
| 721  | SL Summary by Target Budget  
     | Used to view SL transactions a profile and target budgets. |
| 722  | SL Budget Summary by User Defined Categories  
     | Used to view transactions for a SL using a department profile defined categories. |
| 730  | SA Dept Defined Budget Maintenance  
     | Used to attach a profile to a SA account and add/update dollar amounts when a target budget is desired. |
| 731  | SA Summary by Target Budget  
     | Used to view transactions for a SA using a department profile and target budgets. |
| 732  | SA Budget Summary by User Defined Categories  
     | Used to view transactions for a SA using a department profile defined categories. |
| 754  | Payroll Encumbrance Adjustment – Wage  
     | Used to create or adjust a wage PIN’s or an account’s blanket wage employee’s salary, benefit or longevity encumbrance amount. |
| SPR: | M12 SPR Project Inquiry Menu  
     | Provides a list of SPR screens using departmental profiles. |
| 159  | Dept Defined Profile Maint  
     | Used to create departmental profile and add /update budget categories. |
| 160  | Project Departmental Defined Budget  
     | Used to attach a profile to a project and add /update dollar amounts when a target budget is desired for that account. |
| 161  | Project Summary by Target Budget  
     | Used to view transactions for a project using a department profile and target budgets. |
| 162  | Project Summary by User Category  
     | Used to view transactions for a project using a department profile defined categories. |
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.

### FAMIS Transaction Codes

#### Financial Accounting

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Processing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>02x - Budgets (Screens 10, 10A, 10B, 10C, 10D)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>020</td>
<td>Original Budgets &amp; Original Budget Corrections</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>021</td>
<td>Revised Budgets (General)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>022</td>
<td>Budget Transfers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>023</td>
<td>Base SL to SA (Original)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>024</td>
<td>Base SL to SA (Revised)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>025</td>
<td>SA to SA (Within SL Only)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>027</td>
<td>Begin Year Budget Forward</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>03x - Receipts (Screen 12)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>030</td>
<td>Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)</td>
<td>User Defined</td>
</tr>
<tr>
<td>031</td>
<td>Investment Earnings</td>
<td>User Defined</td>
</tr>
<tr>
<td>032</td>
<td>Gifts</td>
<td>User Defined</td>
</tr>
<tr>
<td>033</td>
<td>Miscellaneous Receipts</td>
<td>User Defined</td>
</tr>
<tr>
<td>034</td>
<td>Cashiers – Vault Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>038</td>
<td>Payroll Interpart Transfers</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>039</td>
<td>Equity Transfer Receipts - Interpart IDTs – Credit to One Part, Disbursement to Other. Receipt of funds via equity transfer from Members to System for share of benefits paid by System</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>04x - Disbursements (Screen 13)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>043</td>
<td>Miscellaneous Disbursements</td>
<td>User Defined</td>
</tr>
<tr>
<td>044</td>
<td>Cashiers – Vault Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>045</td>
<td>Miscellaneous Cash Disbursements (Travel Advance, Work Funds)</td>
<td>User Defined</td>
</tr>
<tr>
<td>046</td>
<td>Change of Source of Funds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>047</td>
<td>AP Check Voids</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>048</td>
<td>AP Disbursements</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>049</td>
<td>Payroll Disbursements, Equity Transfer Disbursements</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>05x - Encumbrances (Screen 11)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>050</td>
<td>Previous Year(s) Encumbrances</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>051</td>
<td>Salary Encumbrances</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>054</td>
<td>Requisition</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>055</td>
<td>Purchase Order</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>057</td>
<td>Encumbrance Begin Year Carry Forward</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>058</td>
<td>Regular Encumbrance</td>
<td>User Defined</td>
</tr>
<tr>
<td>059</td>
<td>Current Year Encumbrances (budget check, regardless of flags)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>E5x</td>
<td>Blanket Wage Encumbrances</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>
## 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>Type</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>Type</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>Type</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>Type</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>Type</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>Type</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>
FAMIS Session Batch Header Codes

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.

<table>
<thead>
<tr>
<th>ACCOUNTS PAYABLE</th>
<th>IDTs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP ACH</td>
<td>Regular</td>
</tr>
<tr>
<td>AP Check</td>
<td>Corrections</td>
</tr>
<tr>
<td>AP State Voucher</td>
<td>Gift Fees</td>
</tr>
<tr>
<td>Fee</td>
<td>Interface IDTs (dept. code)</td>
</tr>
<tr>
<td>Travel</td>
<td>Visa/MC Charges</td>
</tr>
<tr>
<td>Corrections-Travel</td>
<td>Interagency Payments</td>
</tr>
<tr>
<td>Purchase</td>
<td></td>
</tr>
<tr>
<td>Prepaid Vouchers</td>
<td></td>
</tr>
<tr>
<td>Corrections- Purchase</td>
<td></td>
</tr>
<tr>
<td>Delete Vouchers</td>
<td></td>
</tr>
<tr>
<td>Housing Interface</td>
<td></td>
</tr>
<tr>
<td>SIMS Interface</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>Procurement Card</td>
<td></td>
</tr>
<tr>
<td>Corrections-Payroll</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNTS RECEIVABLE</td>
<td></td>
</tr>
<tr>
<td>AR Accounting Feed</td>
<td>Regular</td>
</tr>
<tr>
<td>AR Payments</td>
<td>Corrections</td>
</tr>
<tr>
<td></td>
<td>Gift Fees</td>
</tr>
<tr>
<td></td>
<td>Interface IDTs (dept. code)</td>
</tr>
<tr>
<td></td>
<td>Visa/MC Charges</td>
</tr>
<tr>
<td></td>
<td>Interagency Payments</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>BANK TRANSFERS</td>
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<tr>
<td>Bank Transfers</td>
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<tr>
<td>BUDGET</td>
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</tr>
<tr>
<td>Budget Brought Forward</td>
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</tr>
<tr>
<td>Beginning Entries</td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>Original Budgets</td>
<td></td>
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<tr>
<td>Generated Exp Budget</td>
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</tr>
<tr>
<td>CASH RECEIPTS</td>
<td></td>
</tr>
<tr>
<td>Cashier Deposits-Depts</td>
<td></td>
</tr>
<tr>
<td>Corrections Receipts</td>
<td></td>
</tr>
<tr>
<td>Departmental Deposits</td>
<td></td>
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<tr>
<td>Distribution to S/L</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
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</tr>
<tr>
<td>Interest</td>
<td></td>
</tr>
<tr>
<td>Investment Sales</td>
<td></td>
</tr>
<tr>
<td>Letter of Credit</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>V/MC Charge Back</td>
<td></td>
</tr>
<tr>
<td>V/MC Deposits</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ENCUMBRANCE</td>
<td></td>
</tr>
<tr>
<td>Encumbrance</td>
<td></td>
</tr>
</tbody>
</table>

| JOURNAL ENTRIES                |                           |
| Regular                        | JEN                       |
| Corrections                    | JEC                       |
| Investments                    | JIN                       |

| PAYROLL                        |                           |
| EPA Adjustments                | EPA                       |
| Insurance Billing              | INS                       |
| Insurance Equity Transfer      | INEQ                      |
| Payroll                        | PAY                       |
| Payroll Auto Adjustment        | SEAA                      |
| Salary Encumbrance             | SEN                       |
| Salary Savings                 | SSV                       |

| FIXED ASSETS (FFX)             |                           |
| FFX Accounting Feed            | FFX                       |
| FFX Depreciation Fee           | FFD                       |

| SPONSORED RESEARCH (SPR)       |                           |
| Indirect Cost                  | INDZ                      |

| SUSPENSE                       |                           |
| Sus pense                      | SUS                       |

FAMIS Session Batch Header Codes Table

<table>
<thead>
<tr>
<th>ACCOUNTS PAYABLE</th>
<th>IDTs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP ACH</td>
<td>Regular</td>
</tr>
<tr>
<td>AP Check</td>
<td>Corrections</td>
</tr>
<tr>
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</tr>
<tr>
<td>Fee</td>
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</tr>
<tr>
<td>Travel</td>
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</tr>
<tr>
<td>Corrections-Travel</td>
<td>Interagency Payments</td>
</tr>
<tr>
<td>Purchase</td>
<td></td>
</tr>
<tr>
<td>Prepaid Vouchers</td>
<td></td>
</tr>
<tr>
<td>Corrections- Purchase</td>
<td></td>
</tr>
<tr>
<td>Delete Vouchers</td>
<td></td>
</tr>
<tr>
<td>Housing Interface</td>
<td></td>
</tr>
<tr>
<td>SIMS Interface</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>Procurement Card</td>
<td></td>
</tr>
<tr>
<td>Corrections-Payroll</td>
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</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>ACCOUNTS RECEIVABLE</td>
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<tr>
<td>AR Accounting Feed</td>
<td>Regular</td>
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<tr>
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<td></td>
<td>Gift Fees</td>
</tr>
<tr>
<td></td>
<td>Interface IDTs (dept. code)</td>
</tr>
<tr>
<td></td>
<td>Visa/MC Charges</td>
</tr>
<tr>
<td></td>
<td>Interagency Payments</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>BANK TRANSFERS</td>
<td></td>
</tr>
<tr>
<td>Bank Transfers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>BUDGET</td>
<td></td>
</tr>
<tr>
<td>Budget Brought Forward</td>
<td></td>
</tr>
<tr>
<td>Beginning Entries</td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>Original Budgets</td>
<td></td>
</tr>
<tr>
<td>Generated Exp Budget</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CASH RECEIPTS</td>
<td></td>
</tr>
<tr>
<td>Cashier Deposits-Depts</td>
<td></td>
</tr>
<tr>
<td>Corrections Receipts</td>
<td></td>
</tr>
<tr>
<td>Departmental Deposits</td>
<td></td>
</tr>
<tr>
<td>Distribution to S/L</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td></td>
</tr>
<tr>
<td>Investment Sales</td>
<td></td>
</tr>
<tr>
<td>Letter of Credit</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>V/MC Charge Back</td>
<td></td>
</tr>
<tr>
<td>V/MC Deposits</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>ENCUMBRANCE</td>
<td></td>
</tr>
<tr>
<td>Encumbrance</td>
<td></td>
</tr>
</tbody>
</table>
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 Vouchers Credit Memos Prepaid Vouchers Prepaid Credit Memos Revolving Vouchers Revolving Prepaid Vouchers Change Source of Funds Multi Vendor Vouchers (SL and GL)</td>
<td>05x 06x</td>
<td>PO # or Doc #</td>
</tr>
<tr>
<td></td>
<td>Budget (SL) Budget Transfer</td>
<td>02x</td>
<td>Budget #</td>
</tr>
<tr>
<td></td>
<td>Beg Balance #</td>
<td>098</td>
<td>Beginning Balance (GL)</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)
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.

<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>Disbursements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Memos</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Credit Memos</td>
<td></td>
<td>068</td>
<td>Voucher #</td>
</tr>
<tr>
<td>Revolving Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Source of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Vendor Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revolving Prepaid Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interdepartmental Transfers</td>
<td></td>
<td>030</td>
<td>Bill # or Receipt #</td>
</tr>
<tr>
<td>Receipts</td>
<td></td>
<td>061</td>
<td></td>
</tr>
<tr>
<td>A/R Add’t’l Line Item Entry</td>
<td></td>
<td></td>
<td>A/R Invoice</td>
</tr>
<tr>
<td>A/R Line Item Adjust</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/R Line Item Payment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encumbrance (SL)</td>
<td></td>
<td>05x</td>
<td>Document #</td>
</tr>
<tr>
<td>AFR Entries/Reversals (SL and GL)</td>
<td></td>
<td>060</td>
<td>Document #</td>
</tr>
<tr>
<td>DBR Budget Transfer</td>
<td></td>
<td>022</td>
<td>DBR Document #</td>
</tr>
</tbody>
</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)

<table>
<thead>
<tr>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
<th>Offset</th>
<th>Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010</td>
<td>061</td>
<td>A122411</td>
<td>08/31</td>
<td>KINGDOM ALLIANCE L</td>
<td>17.99- N RYR217 014400 2101</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>A122411</td>
<td>08/31</td>
<td>KINGDOM ALLIANCE L</td>
<td>17.99- N RYR217 014400 2101</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>A122422</td>
<td>08/31</td>
<td>KINGDOM ALLIANCE L</td>
<td>17.99- N RYR217 014400 2101</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>051</td>
<td>A122411</td>
<td>08/31</td>
<td>KINGDOM ALLIANCE L</td>
<td>17.99- N RYR217 014400 2101</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>1601156</td>
<td>09/12</td>
<td>KINGDOM ALLIANCE L</td>
<td>17.99- F PVP332 014400 2100</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>1601156</td>
<td>09/12</td>
<td>KINGDOM ALLIANCE L</td>
<td>17.99- F PVP332 014400 2100</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>1601156</td>
<td>09/12</td>
<td>KINGDOM ALLIANCE L</td>
<td>17.99- F PVP332 014400 2100</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>1601156</td>
<td>09/12</td>
<td>KINGDOM ALLIANCE L</td>
<td>17.99- F PVP332 014400 2100</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>055</td>
<td>045508A</td>
<td>09/20</td>
<td>DELL MARKETING L P</td>
<td>306.33- D ZP0916</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>1601156</td>
<td>09/19</td>
<td>DELL MARKETING L P</td>
<td>306.33- D PVP342 014400 2100</td>
<td></td>
</tr>
<tr>
<td>4011</td>
<td>051</td>
<td>L200100</td>
<td>09/01</td>
<td>PD MORRISON ENTERP</td>
<td>101.19- D ZP0920</td>
<td></td>
</tr>
<tr>
<td>4011</td>
<td>068</td>
<td>1601148</td>
<td>09/12</td>
<td>TEAM SYSTEMS INC</td>
<td>585.00- N RYR217 014400 2101</td>
<td></td>
</tr>
<tr>
<td>4011</td>
<td>068</td>
<td>1603905</td>
<td>09/19</td>
<td>PD MORRISON ENTERP</td>
<td>165.92- D ZP0920</td>
<td></td>
</tr>
</tbody>
</table>

* 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 # 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>
</thead>
<tbody>
<tr>
<td>REF 3</td>
<td>AP Disbursements (GL)</td>
<td>04x</td>
<td>AP Check #</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>068</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepaid Vouchers</td>
<td></td>
<td></td>
<td></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>
<thead>
<tr>
<th>Sboc TC</th>
<th>Ref</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>4075</td>
<td>068</td>
<td>09/19</td>
<td>SYNTHES (USA)</td>
<td>481.10</td>
<td>P</td>
<td>014400 2100</td>
</tr>
<tr>
<td>4075</td>
<td>068</td>
<td>09/19</td>
<td>DYNATRONICS CORP</td>
<td>115.78</td>
<td>P</td>
<td>014400 2100</td>
</tr>
<tr>
<td>4075</td>
<td>555</td>
<td>09/20</td>
<td>SYNTHES (USA)</td>
<td>1,023.31</td>
<td>D</td>
<td>014400 2100</td>
</tr>
<tr>
<td>4090</td>
<td>055</td>
<td>09/16</td>
<td>DELL MARKETING L P</td>
<td>286.90</td>
<td>P</td>
<td>014400 2100</td>
</tr>
<tr>
<td>5110</td>
<td>060</td>
<td>09/12</td>
<td>CENTREX CHARGE:</td>
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<td>1828EA 144004 5110</td>
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<tr>
<td>5115</td>
<td>060</td>
<td>09/12</td>
<td>CENTREX CHARGE:</td>
<td>748.33</td>
<td>N</td>
<td>1828EA 144004 5115</td>
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<tr>
<td>5115</td>
<td>060</td>
<td>09/12</td>
<td>CENTREX CHARGE:</td>
<td>241.20</td>
<td>N</td>
<td>1828EA 144004 5115</td>
</tr>
<tr>
<td>5130</td>
<td>060</td>
<td>09/12</td>
<td>CENTREX CHARGE:</td>
<td>42.09</td>
<td>N</td>
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<tr>
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<td>060</td>
<td>09/12</td>
<td>CENTREX CHARGE:</td>
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<td>060</td>
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<td>CENTREX CHARGE:</td>
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<td>060</td>
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<td>CENTREX CHARGE:</td>
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<td>N</td>
<td>1828EA 144004 5145</td>
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<tr>
<td>5155</td>
<td>060</td>
<td>09/12</td>
<td>CENTREX CHARGE:</td>
<td>8.57</td>
<td>N</td>
<td>1828EA 144004 5155</td>
</tr>
</tbody>
</table>

*Continued*
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>
</thead>
<tbody>
<tr>
<td>REF 4</td>
<td>Vouchers</td>
<td>068</td>
<td>Department Voucher #</td>
</tr>
<tr>
<td></td>
<td>Credit Memo</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 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</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>
</tr>
<tr>
<td></td>
<td>A/R Line Item Adjust</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<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)

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

GL Flags

Delete Flag
The delete flag, when set to “Y” (on), restricts any further activity against an account. It can only be set at the 6-digit level. It logically removes the account from the files, but continues to store it for audit purposes.

A delete flag for a 6-digit GL account can be set to “Y” and then set to “N” to reinstate the account.

Before a delete flag can be set for a GL account, the following conditions must be met:

1. Each asset, liability and fund balance record must have a zero balance.
2. All SL accounts mapped to the GL must be deleted.
3. The account must have been inactive for the current month. FAMIS doesn’t allow an account that has had activity processed during the current month to be deleted. The account can be deleted after the current month-end process has been run.

Attempts to process real time transactions against a deleted account are rejected.

Drop Flag
The drop flag is used to identify an account that is to be physically purged from the file. When the drop flag is set to “Y” (on), the account is removed from the file.

The drop flag can be set for a 6-digit GL account only if the following conditions are met:

1. The delete flag on the GL account must already be set to a value of “Y.”
2. All SL accounts mapped to the GL account must have both the delete and drop flags set to “Y.”

The drop flag may also be set on a 10-digit account, with the additional condition that the 10-digit account must have a zero balance in all dollar fields (i.e., Beginning balance, Current month, Present balance, etc.).

Freeze Flag
The freeze flag restricts posting certain types of direct transactions to an account. This flag may be set ONLY at the 6-digit GL level. Cash receipts, disbursement and journal entries are rejected if processed against a "frozen" account.

Transactions that are accepted against a frozen GL account include attribute modifications, journal entries with a special transaction code of 062 and indirect updates.

All transactions posted against a frozen account generate diagnostic messages.
Flag Maintenance Definitions (cont’d)

SL Flag Definitions

Seven flags help control activity against each SL account. These flags allow review, freezing, deleting or dropping of an account, suppressing "over budget" messages, and controlling automatic budget reallocation (ABR).

Flags may be set to “Y” (on) or “N” (off).

**Freeze Flag**
The freeze flag restricts posting certain types of direct transactions to an account. The following transactions will be rejected or suspended if processed against a frozen SL account:

- original budgets
- encumbrances (except credit encumbrances)
- cash receipts
- cash disbursements
- journal entries, except those with a transaction code of 062.

The following transactions will still be accepted if processed against a frozen SL account:

- attribute modifications
- budgets (excluding original budgets)
- credit encumbrances against an existing OC or Purchase Order
- disbursements liquidating outstanding commitments
- journal entries with a transaction code of 062

All transactions processed against a frozen account generate diagnostic messages.

**Delete Flag**
The delete flag, when set to “Y” (on), restricts all further activity against an account. It can only be set at the 6-digit level. It logically removes the account from the files but continues to store it for auditing and comparative reporting purposes. the account can be reinstated by setting the flag to “N” (off), unless the delete flag for the related GL account is on.

Before the delete flag can be set, the following conditions must be met:

1. The budget balance available must be zero (0).
2. There can be no outstanding or open encumbrances against the account.
3. The account must have been inactive during the current month. The system will not delete an account that has had activity during the current month.
Flag Maintenance Definitions (cont’d)

**Drop Flag**
The drop flag identifies an account that is to be physically purged from the file. When the drop flag is set to “Y” (on), the account is removed from the file. It is recommended that an account not be dropped except at the end of the fiscal year, or if the account was created in error and has no dollar activity. Before the drop flag can be set, the delete flag for the account must be set to “Y” (on).

**Annual Budget Reallocation (ABR)**
The ABR flag specifies the automatic budget reallocation rule that applies to the account (set to 001-009).
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.

**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.
Appendix – Glossary (cont’d)

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

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

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

COA
See Chart of Accounts.

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

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

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.
Appendix – Glossary (cont’d)

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

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

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

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

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

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

Disbursement
Record money paid out by the institution from GL, SL and SA or bank account. 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.
Appendix – Glossary (cont’d)

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

**Expended**
Depleted, used up.

**Expense**
Cost, disbursement, payments.

**FA**
See Financial Accounting.

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

**Field**
That part of a control record, transaction or established for displaying or entering information.

**File**
A storage area established within a computer system or database for organizing similar kinds if data.

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

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

**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.

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.

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.

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.

JCL
See Job Control Language.
Appendix – Glossary (cont’d)

**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.

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

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

**Liquidate**
Reduce encumbrance through payment; pay off debt.

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

**Mandatory**
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 <ENTER>.

**Memo Bank Account**
An account that represents the balances of demand deposits for operating accounts.

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

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

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

**Open Commitment**
An encumbrance.

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

**Purpose**
The function.
Appendix – Glossary (cont’d)

R

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

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

Regular Order
A type or purchase order that denotes a typical order.

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

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

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

Revenue
Income or receipts.

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

S

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.
Appendix – Glossary (cont’d)

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.

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

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

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

**Vendor**
A provider of goods and/or services.

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

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

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

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

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