Enterers
User Manual

FAMIS Services
The Texas A&M University System
Introduction

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

All associated screens and processing information are included along with field descriptions. The required fields are indicated, for your convenience, in the field descriptions of each section.

By utilizing the information and guidelines contained in this manual, a user should be able to enter, process, and track purchasing documents through the complete process.

The FAMIS User Manuals are in a constant state of revision, due to screen updates, changes in procedures, or any one of a multitude of reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6450, or copy the page with the error, note the correction or suggestion and send it to:

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  
200 Technology Way  
College Station, TX 77845-3424
# Table of Contents

## I Introduction
M20, M22, M24, M34, M90

- **Purchasing Menus** ................................................................. I-8
- **Encumber Funds in Purchasing**
  - Encumbrances ................................................................. I-10
  - Requisitions ...................................................................... I-10
  - Purchase Orders .............................................................. I-10
  - User Reference Number .................................................. I-11
  - Open Commitment Screens ......... I-11

## II Requisitions

- **Requisitions Basic Concepts**
  - General Requisition Information ...................................... II-3
  - Required Information ...................................................... II-3
  - Automatic Requisition Creation ....................................... II-5
  - Catalogue Orders ............................................................ II-6
  - Change a Requisition ...................................................... II-7
  - Route the Document ....................................................... II-7
  - Rejected Documents ....................................................... II-7

- **Screen 250** Create/Modify Requisition Headers ................ II-9
  - Create a New Requisition ................................................ II-9
- **Screen 251** Enter Requisition Shipping and Text ........... II-14
  - Text Codes ........................................................................ II-14
- **Screen 254** Create/Modify a Requisition Line Item .... II-18
  - Line Item Entry .............................................................. II-18
  - Multiple Accounts on a Line Item ................................... II-19
  - Master Order ..................................................................... II-19
  - Processing Codes ............................................................ II-19
  - Inventory Part Number .................................................... II-20

- **Screen 256** Close a Requisition Document ..................... II-23
  - Encumbrance Process ....................................................... II-23
- **Screen 252** Add Additional Requisition Header Text .... II-27
- **Screen 253** Enter Sole Source Justification .................. II-29
- **Screen 255** Enter a Requisition Item Description ....... II-31
- **Screen 258** Set/Reset Requisition Flags ....................... II-33
- **Screen 259** Enter Notes on a Requisition ..................... II-35
  - View Requisition Notes .................................................. II-36
  - Header Notes vs. Item Notes ........................................... II-36

- **Screen 247** Copy a Document to a Requisition .......... II-37
  - Copy Items to a New Requisition ................................... II-37
  - Copy/Transfer Items to an Existing Requisition .......... II-37
  - Transfer/Copy Functions ............................................... II-38
<table>
<thead>
<tr>
<th>III</th>
<th>Purchasing Inquiry</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Document Inquiry Basic Concepts</td>
<td>III-3</td>
</tr>
<tr>
<td></td>
<td>Inquiry Access</td>
<td>III-3</td>
</tr>
<tr>
<td></td>
<td>Position the Display</td>
<td>III-3</td>
</tr>
<tr>
<td></td>
<td>Document Classes</td>
<td>III-3</td>
</tr>
<tr>
<td></td>
<td>Use the PF Keys</td>
<td>III-3</td>
</tr>
<tr>
<td></td>
<td>Screen 280 Document Browse</td>
<td>III-4</td>
</tr>
<tr>
<td></td>
<td>Screen 281 Document Browse by Department</td>
<td>III-7</td>
</tr>
<tr>
<td></td>
<td>Screen 282 Document Browse by Account</td>
<td>III-10</td>
</tr>
<tr>
<td></td>
<td>Screen 284 Document Browse by User Reference</td>
<td>III-13</td>
</tr>
<tr>
<td></td>
<td>Screen 285 Document Browse by Vendor</td>
<td>III-16</td>
</tr>
<tr>
<td></td>
<td>Screen 286 Document Browse by State Requisition Number</td>
<td>III-19</td>
</tr>
<tr>
<td></td>
<td>Screen 287 Document Browse by State Order Number</td>
<td>III-22</td>
</tr>
<tr>
<td></td>
<td>Screen 271 Browse Documents Closed But Not Routed</td>
<td>III-25</td>
</tr>
<tr>
<td></td>
<td>Screen 272 Document Browse by Status Code</td>
<td>III-28</td>
</tr>
<tr>
<td></td>
<td>Screen 275 Incomplete Receiving and Invoicing</td>
<td>III-31</td>
</tr>
<tr>
<td></td>
<td>Screen 288 Document Summary</td>
<td>III-34</td>
</tr>
<tr>
<td></td>
<td>Screen 278 Document Inquiry</td>
<td>III-39</td>
</tr>
<tr>
<td></td>
<td>Screen 279 Document Line Item Inquiry</td>
<td>III-44</td>
</tr>
<tr>
<td></td>
<td>Screen 288 Document Tracking Inquiry</td>
<td>III-47</td>
</tr>
<tr>
<td></td>
<td>Screen 291 Document Tracking Cross Reference</td>
<td>III-49</td>
</tr>
<tr>
<td>IV</td>
<td>Document Boxes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FAMIS Bulletin Board</td>
<td>IV-3</td>
</tr>
<tr>
<td></td>
<td>Screen 910 Document In-Box</td>
<td>IV-4</td>
</tr>
<tr>
<td></td>
<td>Position the Display</td>
<td>IV-6</td>
</tr>
<tr>
<td></td>
<td>Approve or Reject Documents</td>
<td>IV-7</td>
</tr>
<tr>
<td></td>
<td>Purchasing Document Cover Sheet</td>
<td>IV-9</td>
</tr>
<tr>
<td></td>
<td>Screen 911 Document In-Box by Name</td>
<td>IV-12</td>
</tr>
<tr>
<td></td>
<td>Approve or Reject Documents</td>
<td>IV-14</td>
</tr>
<tr>
<td></td>
<td>Purchasing Document Cover Sheet</td>
<td>IV-14</td>
</tr>
<tr>
<td></td>
<td>Screen 912 Document Out-Box</td>
<td>IV-17</td>
</tr>
<tr>
<td></td>
<td>Screen 913 Document Out-Box by Name</td>
<td>IV-21</td>
</tr>
<tr>
<td>V</td>
<td>Document History</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Screen 918 Documents by Department</td>
<td>V-3</td>
</tr>
<tr>
<td></td>
<td>Screen 914 Document Routing History</td>
<td>V-6</td>
</tr>
<tr>
<td>VI</td>
<td>Approval Profiles</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Screen 915 Approval Profile by Name</td>
<td>VI-3</td>
</tr>
</tbody>
</table>
Table of Contents (cont’d)

VII  Limited Purchases  

<table>
<thead>
<tr>
<th>Screen 240</th>
<th>Create/Modify a Limited Purchase Header</th>
<th>VII-6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Create a New Limited Purchase Header</td>
<td>VII-6</td>
</tr>
<tr>
<td></td>
<td>Modify an Existing Limited Purchase Header</td>
<td>VII-7</td>
</tr>
<tr>
<td></td>
<td>Create Limited Purchase Order Document Numbers</td>
<td>VII-7</td>
</tr>
<tr>
<td></td>
<td>Vendor Search and Select</td>
<td>VII-8</td>
</tr>
<tr>
<td></td>
<td>LDT Codes</td>
<td>VII-8</td>
</tr>
<tr>
<td></td>
<td>Processing Codes</td>
<td>VII-8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Screen 241</th>
<th>Create/Modify Limited Purchase Items</th>
<th>VII-12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Line Item Entry</td>
<td>VII-13</td>
</tr>
<tr>
<td></td>
<td>Copy Account Number from Item to Item</td>
<td>VII-13</td>
</tr>
<tr>
<td></td>
<td>Multiple Accounts</td>
<td>VII-13</td>
</tr>
<tr>
<td></td>
<td>Change the Document</td>
<td>VII-13</td>
</tr>
<tr>
<td></td>
<td>Inventory Part Number</td>
<td>VII-13</td>
</tr>
<tr>
<td></td>
<td>Processing Codes</td>
<td>VII-14</td>
</tr>
<tr>
<td></td>
<td>Object Codes</td>
<td>VII-14</td>
</tr>
<tr>
<td></td>
<td>TIBH</td>
<td>VII-15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Screen 242</th>
<th>Close a Limited Purchase Order</th>
<th>VII-18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Encumbrance Process</td>
<td>VII-18</td>
</tr>
<tr>
<td></td>
<td>Change the Document</td>
<td>VII-19</td>
</tr>
<tr>
<td></td>
<td>Route the Document</td>
<td>VII-19</td>
</tr>
<tr>
<td></td>
<td>Rejected Documents</td>
<td>VII-19</td>
</tr>
</tbody>
</table>

| Screen 243 | Set/Reset Limited Purchase Flags     | VII-22 |
| Screen 244 | Enter Notes to a Limited Purchase    | VII-25 |
|            | Enter Document Notes                 | VII-25 |
|            | View Document Notes                  | VII-26 |

| Screen 245 | Copy Your Limited Purchase Order     | VII-27 |
|            | Copy Items to a New Document         | VII-27 |
|            | Copy Items to an Existing Document   | VII-27 |
|            | Automatic Limited Purchase Order Creation | VII-28 |

VIII  Exempt/Delegated Purchases  

<table>
<thead>
<tr>
<th>Screen 235</th>
<th>Create/Modify Exempt/Delegated Purchase Header</th>
<th>VIII-9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Create a New Exempt/Delegated Purchase Header</td>
<td>VIII-9</td>
</tr>
<tr>
<td></td>
<td>Modify an Existing Exempt/Delegated Purchase Header</td>
<td>VIII-9</td>
</tr>
<tr>
<td></td>
<td>When to Create an Exempt/Delegated Purchase Order</td>
<td>VIII-9</td>
</tr>
<tr>
<td></td>
<td>Create Exempt/Delegated Purchase Order Documents</td>
<td>VIII-10</td>
</tr>
<tr>
<td></td>
<td>Vendor Information</td>
<td>VIII-11</td>
</tr>
<tr>
<td></td>
<td>LDT Codes</td>
<td>VIII-11</td>
</tr>
<tr>
<td>Screen 236</td>
<td>Create/Modify an Exempt Purchase Item .................................................. VIII-15</td>
<td></td>
</tr>
<tr>
<td>Screen 236</td>
<td>Line Item Entry .................................................................................. VIII-15</td>
<td></td>
</tr>
<tr>
<td>Screen 236</td>
<td>Multiple Accounts ............................................................................ VIII-15</td>
<td></td>
</tr>
<tr>
<td>Screen 236</td>
<td>Change the Document ......................................................................... VIII-16</td>
<td></td>
</tr>
<tr>
<td>Screen 236</td>
<td>Inventory Part Number ....................................................................... VIII-16</td>
<td></td>
</tr>
<tr>
<td>Screen 236</td>
<td>TIBH ..................................................................................................... VIII-16</td>
<td></td>
</tr>
<tr>
<td>Screen 237</td>
<td>Close an Exempt Purchase Order ......................................................... VIII-19</td>
<td></td>
</tr>
<tr>
<td>Screen 237</td>
<td>Encumbrance Process ......................................................................... VIII-19</td>
<td></td>
</tr>
<tr>
<td>Screen 237</td>
<td>Change the Document ......................................................................... VIII-20</td>
<td></td>
</tr>
<tr>
<td>Screen 237</td>
<td>Route the Document ............................................................................ VIII-20</td>
<td></td>
</tr>
<tr>
<td>Screen 237</td>
<td>Rejected Documents ........................................................................... VIII-20</td>
<td></td>
</tr>
<tr>
<td>Screen 238</td>
<td>Set/Reset Exempt Purchase Flags ......................................................... VIII-23</td>
<td></td>
</tr>
<tr>
<td>Screen 239</td>
<td>Enter Notes to an Exempt Purchase ...................................................... VIII-25</td>
<td></td>
</tr>
<tr>
<td>Screen 239</td>
<td>Enter Document Notes ......................................................................... VIII-25</td>
<td></td>
</tr>
<tr>
<td>Screen 239</td>
<td>Document Notes .................................................................................. VIII-26</td>
<td></td>
</tr>
<tr>
<td>Screen 233</td>
<td>Copy Your Exempt Purchase Order ....................................................... VIII-27</td>
<td></td>
</tr>
<tr>
<td>Screen 233</td>
<td>Copy Items to a New Document ............................................................ VIII-27</td>
<td></td>
</tr>
<tr>
<td>Screen 233</td>
<td>Copy Items to an Existing Document ..................................................... VIII-27</td>
<td></td>
</tr>
<tr>
<td>Screen 233</td>
<td>Automatic Exempt Purchase Order Creation ......................................... VIII-28</td>
<td></td>
</tr>
</tbody>
</table>

**IX Purchasing Invoice Documents**

| Screen 341 | Invoice Header Create (Department) ...................................................... IX-3 |
| Screen 341 | Wire Transfer ..................................................................................... IX-4 |
| Screen 341 | Tips ....................................................................................................... IX-4 |
| Screen 350 | List Invoices by Purchase Order Numbers ........................................ IX-10 |
| Screen 350 | Document Status ................................................................................ IX-11 |
| Screen 350 | Matching Status ................................................................................ IX-11 |
| Screen 351 | List Invoices by Vendor ................................................................. IX-13 |
| Screen 351 | Document Status ............................................................................... IX-14 |
| Screen 351 | Matching Status ................................................................................. IX-14 |
| Screen 358 | Invoice Document Inquiry .......................................................... IX-16 |
| Screen 358 | Document Status ............................................................................... IX-16 |
| Screen 358 | Matching Status ................................................................................ IX-17 |
| Screen 358 | Routing Status .................................................................................. IX-17 |
| Screen 359 | Invoice Line Item Summary ........................................................ IX-20 |
| Screen 359 | Document Status ............................................................................... IX-20 |
| Screen 359 | Matching Status ............................................................................... IX-21 |
| Screen 359 | Voucher Status .................................................................................. IX-21 |
| Screen 359 | Routing Status .................................................................................. IX-21 |

**X Appendix**

| Document Inquiry Pop-Up Windows .................................................. X-3 |
| Instructions ....................................................................................... X-6 |
| Enterers Screens List .................................................................... X-11 |
| Standard PF Keys ........................................................................... X-14 |
| Glossary .......................................................................................... IX-16 |
Menu M20 - Purchasing Module Menu displays a number of submenus that contain various functions of the Purchasing Module. M22 - Purchasing Document Inquiry show a list of all available inquiry screens, M23 - PO and Master Order Menu and M24 - Requisition and Limited Purch Menu list all screens for these various purchasing functions.

Menu M20 – Purchasing Module Menu

<table>
<thead>
<tr>
<th>M20 Purchasing Module Menu</th>
<th>03/02/11 10:46</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>FY 2011 CC 02</td>
</tr>
</tbody>
</table>

* ------ Purchasing Menus --------------- *
M21  Purchasing Vendor Menu
M22  Purchasing Document Inquiry Menu
M23  PO and Master Order Menu
M24  Requisitions, Limited, Exempt Menu
M25  Receiving Menu
M26  Invoice Menu
M27  Departmental Fixed Assets Menu
M28  Commodity and CMBL Bidders Menu
M29  Bids and Bid Lists Menu
M30  Bid List Inquiry
M31  Purchasing Controls Menu

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

Menu M22 - Purchasing Inquiry Menu

<table>
<thead>
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</thead>
<tbody>
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<td>Screen: ___</td>
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</tr>
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* ----------------* Document Inquiry *------------------------------ *
271  Documents Closed But Not Routed 280  Document Browse by Number
272  Documents by Status 281  Document Browse by Dept.
273  Document Browse by Account 282  Document Browse by Buyer
274  Document Browse by State Req. 285  Document Browse by Vendor
275  Incomplete Receiving/Invoicing 286  Document Browse by State Req.
276  Document Inquiry - w/Paid Amts 287  Document Browse by GSC Order
277  Document Inquiry by Campus 288  Document Summary
278  Document Line Item Inquiry 290  Document Tracking Inquiry
279  Document Line Item Inquiry 291  SciQuest Document Xref
292  Document Tracking Cross Ref 295  SciQuest Document Xref
293  PIP Document Browse 296  SciQuest Document Xref
294  PIP Browse by Invoice

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
### Menu M24 - Requisitions and Limited Purchase Entry Menu

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>03/02/11 10:48</th>
<th>FY 2011 CC 02</th>
</tr>
</thead>
</table>

* -------- Requisitions * ------- *       * ----- Limited Purchases ---- *
250  Req. Header Create/Modify 240  Limited Purch. Header
251  Req. Shipping and Text Info. 241  Limited Purch. Items
252  Req. Additional Header Text 242  Limited Purch. Close
254  Req. Item Create/Modify 244  Limited Purch. Notes
255  Req. Item Description Cont'd 245  Copy Limited to Limited
256  Req. Document Close 246  Limited Purch. GFE Response
257  Req. Transfer/Copy 258  Req. Flag Maintenance
259  Req. Notes 250  Req. Header Create/Modify
232  Exempt Purch. GFE Response
233  Copy Exempt to Exempt
235  Exempt Purch. Header
247  Copy Document to Req. 236  Exempt Purch. Items
237  Exempt Purch. Close
234  Part Description Maintenance 238  Exempt Purch. Flag Maint.
239  Exempt Purch. Notes

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

### Menu M34 - Purchasing Invoice Menu

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>03/02/11 10:48</th>
<th>FY 2011 CC 02</th>
</tr>
</thead>
</table>

* -------- Invoice Updates -------- *
340  Invoice Header Create
341  Invoice Header Create (Dept.)
342  Invoice Line Create
343  Voucher Good Faith Effort Response
344  Invoice Frt/Tax/Ins/Oth Items
345  Invoice Pending Vchr Create/Mod
346  Invoice Document Close

* -------- Invoice Inquiry -------- *
350  Invoice Doc. Inq. by PO Doc Nbr
351  Invoice Doc. Inq. by Vendor Nbr
358  Invoice Document Inquiry
359  Invoice Item Summary

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

### Menu M90 - Routing and Approval Menu

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>03/02/11 10:48</th>
<th>FY 2011 CC 02</th>
</tr>
</thead>
</table>

910  Document In-Box
911  Document In-Box by Name
912  Document Out-Box
913  Document Out-Box by Name
914  Document Routing History
915  Approval Profile by Name
916  Document En Route-Box
918  Documents by Department

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

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

Encumbrances

Encumbrances in the FAMIS purchasing module are established when a document is closed. The encumbrances are created at the account and object code level. An encumbrance is generated for each account and object code combination on a document. The encumbrance is keyed primarily by the document (requisition or purchase order number).

All encumbrances established by the purchasing module are posted into the financial accounting module. These encumbrances may be viewed on the Open Commitment Screens (see the Open Commitment Section below).

Requisitions

Encumbering in the FAMIS purchasing system begins with the requisition. Most requisitions, except for those which set up a blanket order or code UP (used by TAMU Physical Plant), are encumbered. The encumbrances are established using the 7-digit document ID created when the requisition is entered.

The encumbrances are not established until the document is closed on Screen 256. Once the document is closed, no changes can be made unless the document is reopened. If changes are made which affect any amount, adjustments will be made in the encumbrances when the document is closed again.

If the document was submitted to routing when it was closed, it cannot be reopened without recalling the document from routing.

Purchase Orders

Purchase orders are also encumbered by FAMIS. In most cases, a purchase order will be established by the purchasing department transferring items from a requisition.

When a purchase order document is closed, the system will check to see if this purchase order was created from transferring a requisition. If it was, the system will release the encumbrances created from the requisition and establish new encumbrances under the purchase order number.

If a requisition is transferred to a bid document, the encumbrances will remain under the requisition number until the bids are opened and the purchase order is created and closed.
User Reference Number

The user reference number entered on the header of the requisition will be transferred to the purchase order. Therefore the encumbrances will contain the same user reference number for both the requisition and purchase order.

Open Commitment Screens

Screen 20 - OC 10 Digit List
This screen requires an object code for a 6 digit account. It shows a summary amount for a specific object code and the detail which make up the total. The ‘REF’ field contains the document

Screen 21 - OC File List
All encumbrances for a 6 digit account are listed on this screen.

Screen 22 - OC File List by User Ref or PO Number
This screen allows the encumbrances to be viewed either by the document number or by the User Reference number entered on the header of the document. Note only the characters that appear after the 6 digit account on the header are used.

Screen 26 - OC Inquiry by Reference
This screen lists the encumbrances for a particular reference number. The reference number for purchasing encumbrances is the 7-digit document number assigned by the system when the document was entered.
Requisitions - Basic Concepts

General Requisition Information

A requisition is used to capture information that pertains to the request for purchase of merchandise.

For each requisition you will use the following screens:

250  Requisition Header
251  Requisition Ship To/Invoice To addresses and text
254  Requisition Line Items
256  Requisition Document Close

Additional screens which may be used are:

252  Requisition Header Text Continued
253  Requisition Sole Source Justification
255  Requisition Item Description Continued
247  Copy Document
259  Requisition Note Text

Required Information

FAMIS requires you to enter standard information in order to process a purchase requisition online. The information required includes the following:

- You must specify the DEPARTMENT originating this requisition as well as any additional departments that may be splitting this order.

- The CATEGORY, which is used to define certain accounting and receiving characteristics about the requisition, must be identified prior to processing the requisition. Type a question mark (?) in the document category field (Cat.:) and press <ENTER> to access a pop-up window with a complete list of valid document categories. Type an ‘X’ next to the desired category and press <ENTER> to select the category and return to the screen. Some of the valid categories are explained below:

  RO  Regular Order  Category used for Requisitions and Purchase Orders with ‘regular processing’; usually has a three-way match.

  BU  Blanket Unencumbered  A category of BU on your requisition instructs Purchasing to establish a vendor agreement for Quantity Discounts (MQ) or discount off list price (MD). Since funds are not encumbered separate requisitions (category BO) will have to be issued to purchase on the Master Order.
Requisitions - Basic Concepts (cont’d)

BO  Blanket Order referencing a Master Order
The category BO identifies a blanket order that is issued to buy items referenced on an existing Master Order (MD or MQ) that would have been set up through a requisition sent to Purchasing with a category of BU.

BE  Blanket Order Encumbered
A blanket encumbered requisition (category of BE) is issued for orders with estimated quantities, while still encumbering the necessary funds. You can order off this Blanket Order for the entire term of the contract without issuing another requisition.

CO  Catalogue Order
A catalogue purchase is defined as purchasing, products or services that are associated with automation (computers) or telecommunication systems. Includes hardware, software, programming, maintenance, repair, and installation of systems.

xx  Other
This denotes any requisition category that has been set up specifically for your agency/institution.

- You must provide the USER REFERENCE NUMBER, which is a unique identifier assigned by your department for tracking this purchase requisition. Typically, the User Reference number is made up of the subsidiary ledger account number that will be paying for the order followed by the departmental reference number (often the departmental voucher associated with the order).

- The TYPE OF FUNDS to be used for an order must be specified on the requisition header. The type of funds indicates the highest restricted fund used for purchases (i.e., whether they are state/local funds). You must also identify the TYPE OF ORDER for the requisition, which classifies the order based on Type of Funds.

- You must ask yourself, “Will the items being requested be used for RESEARCH purposes”? If so, you must indicate it on the requisition header (Screen 250).

- You should also ask yourself, “Is the merchandise I am requesting a SOLE SOURCE item?” (Meaning that you can only purchase the order from a single specific vendor). If so, Screen 253 (Sole Source) needs to be completed before the requisition may be processed.

- Is this an EMERGENCY purchase? Emergency purchases must be identified on the requisition header (Screen 250).
Requisitions - Basic Concepts (cont’d)

- You need to provide a VENDOR IDENTIFICATION NUMBER or Federal Employer Identification Number for all of your suggested vendors are required. If you are not sure of it, the Vendor Identification Number can be found on-line by typing the name, or a portion of the name, of your vendor in the vendor ID field. This accesses an alphabetical listing of all vendors found on the system.

- ADDRESSES for shipping and invoicing are also required in order to process your requisition.

- You must include a complete DESCRIPTION of all of the items you are requesting. Item descriptions are entered on Screen 254. If you run out of room, you may continue your item description on Screen 255.

- Finally, you must indicate all of the ACCOUNTS that will be responsible for the purchase of the items on the requisition.

Automatic Requisition Creation

FAMIS will automatically assign the seven (7) character requisition number. This is accomplished by entering the desired requisition prefix (R) followed by a zero (0) in the Doc: field on the Action Line.

Purchasing prefix values are set by the FAMIS Team using Screen 854 and may be viewed using Screen 855 (see below). The assigned requisition number will automatically be displayed on the Action Line after all of the header information has been successfully entered.

Screen 855 - Purchasing Type/Prefix Display

<table>
<thead>
<tr>
<th>Type</th>
<th>Fy</th>
<th>Prfx</th>
<th>Next Doc.</th>
<th>Last Doc.</th>
<th>Number of Records</th>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET TRANSFER</td>
<td>2010</td>
<td>N</td>
<td>000003</td>
<td>000502</td>
<td>500</td>
<td></td>
<td>TRNS DEPT PROPE</td>
</tr>
<tr>
<td>BID</td>
<td>2010</td>
<td>B</td>
<td>000155</td>
<td>000655</td>
<td>500</td>
<td>B</td>
<td>BIDS</td>
</tr>
<tr>
<td>BID</td>
<td>2010</td>
<td>C</td>
<td>000001</td>
<td>000501</td>
<td>500</td>
<td>B</td>
<td>CATALOGUE ORDER</td>
</tr>
<tr>
<td>DEPT BUDGET</td>
<td>2010</td>
<td>U</td>
<td>000063</td>
<td>000263</td>
<td>200</td>
<td></td>
<td>DEPT BUDGET REQ</td>
</tr>
<tr>
<td>DEPT CORRECT</td>
<td>2010</td>
<td>J</td>
<td>000005</td>
<td>000205</td>
<td>200</td>
<td></td>
<td>DEPT CORRECT RE</td>
</tr>
<tr>
<td>EXEMPT PURCH</td>
<td>2010</td>
<td>E</td>
<td>000569</td>
<td>001039</td>
<td>500</td>
<td>E</td>
<td>EXEMPT PURCHASE</td>
</tr>
<tr>
<td>INVOICE PROBLEM</td>
<td>2010</td>
<td>I</td>
<td>000196</td>
<td>000491</td>
<td>300</td>
<td></td>
<td>INVOICE PROB (P)</td>
</tr>
<tr>
<td>LIMITED PURCH</td>
<td>2010</td>
<td>A</td>
<td>000001</td>
<td>000501</td>
<td>500</td>
<td>L</td>
<td>LIMITED PURCHAS</td>
</tr>
<tr>
<td>LIMITED PURCH</td>
<td>2010</td>
<td>L</td>
<td>002082</td>
<td>003976</td>
<td>2000</td>
<td>L</td>
<td>LIMITED PURCHAS</td>
</tr>
<tr>
<td>MASTER ORDER</td>
<td>2010</td>
<td>M</td>
<td>000383</td>
<td>000482</td>
<td>100</td>
<td>M</td>
<td>MASTER ORDERS</td>
</tr>
<tr>
<td>PURCHASE ORDER</td>
<td>2010</td>
<td>D</td>
<td>000001</td>
<td>000101</td>
<td>100</td>
<td>P</td>
<td>PHYS PLANT ORDE</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp
Requisitions - Basic Concepts (cont’d)

After typing the prefix followed by a zero (0), press <ENTER> to display a pop-up window requesting departments and sub-departments. Enter all Department/Sub-Departments that will have approval and accounts on this document. **At least one department is required to create a requisition.** Press <PF4> to Exit and return to Screen 250.

```
+-------------------------------------------------------------------+
|        Enter all Campus Codes and Departments/SubDepartments      |
|        that will have accounts on this document                   |
|                                                                   |
|                   Dept        SubDept       CC                    |
|                   ANTH_        _____        02                    |
|                   CLLA_        _____        02                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                        Press <PF4> to Exit                        |
+-------------------------------------------------------------------+
```

The creator’s default department will automatically be filled in. The department for each account used in the requisition must be entered on the header. You can check the department on each account by using Screen 6 or Screen 29.

**Catalogue Orders**

Catalogue orders are determined by typing ‘Y’ in the Catalogue Order: field.

You may wish to set up a separate prefix for catalogue orders. This can be done by contacting FAMISHELP or the FAMIS Hotline. This is recommended for those who are using on-demand print. It will prevent the need to print a range of numbers twice.

For a catalogue order, type the prefix, usually ‘C’, then zero (0) in the Doc: field. You will also need to type ‘Y’ in the Catalogue Order: field. This Catalogue Order flag is displayed on Screen 220, and is required to be entered on Screen 410.

For on-demand print, when only one document is printed, the programs will default to the Bid/Catalogue form based on the catalogue flag on the document. For a range of documents, the program will default to printing bids. If the catalogue form is needed when printing a range, you must specify the catalogue flag on Screen 216. Because of the limitations of on-demand print, if a range of numbers is printed, the program will print only bids or only catalogue orders based on the flag on Screen 216. This would require printing the bids then changing the catalogue order flag and then printing the catalogue orders.

For batch printing, the catalogue orders will be separated to print on a different forms code based on the catalogue flag.
Requisitions - Basic Concepts (cont’d)

Change a Requisition

Sometimes you may need to make changes to your requisition. However, changes may only be processed when the requisition is reopened. To reopen a document, advance to Screen 258 and set the Reopen Document flag to ‘Y’. If changes are made which affect any amount, adjustments will be made in the encumbrance when the document is closed again.

If the document is already in the routing and approvals system, it must be recalled from your Out-Box in order to open it.

You may open and close, reopen and close your document as many times as is necessary before you send it into the routing and approval system of FAMIS. But you may need to make changes to it after it has already been sent into routing. For example, you may need to change an account object code on a document after you have closed it and sent it into routing.

However, before you can make those changes, you must remove the document from the routing system. To do this, you should:

- Advance to Screen 912 (your document Out-Box).
- Locate the document you would like to reopen and type an ‘X’ next to it.
- Press PF5 to recall the document from the routing and approval system.
- Advance to Screen 258 to reopen the document.

Route the Document

A closed document may be submitted to the routing and approval process by pressing the PF7 key on the appropriate close screen (Screen 256).

If the document is submitted to routing when it is closed, it cannot be reopened without first recalling the document from routing.

Rejected Documents

If errors are detected to your document while in routing, it will be rejected and returned to your In-Box for correction. When this happens, you should:

1. Select the document by typing an ‘X’ next to it in your In-Box and then press the PF8 (Sel) key.

2. Once the Routing Document Information pop-up window appears, <TAB> down to the Action: prompt and type NOT to display the routing notes (which will contain the reason(s) for its rejection).
Requisitions - Basic Concepts (cont’d)

3. Re-open the document on Screen 258 by setting the Reopen Document flag to ‘Y’ and pressing <ENTER>.

4. Make the necessary changes using Screens 250-259.

5. Finally, advance to Screen 256 to close and re-route the document.
Create/Modify Requisition Headers

The first step to creating a requisition involves specifying header information pertaining to the entire order, regardless of individual line item information. You may use Screen 250 to enter this general requisition information. Header information typically includes the document category, the originating and, when necessary, supporting departments, people to contact, and suggested vendors.

The Special Text Codes used are maintained on Screen 313.

Basic Steps

Create a New Requisition

- Advance to Screen 250.
- Type an ‘R’ prefix followed by a zero (0) and press <ENTER>. The Dept: and SubDept: fields will be filled in with the appropriate data. If not, you must enter the necessary codes in these fields. If no information is included, everything you enter on this screen will be lost when you press <ENTER>.
- Enter the category, indicate whether the requisition is for research, enter the User Reference number, type of funds, type of order, and document summary.
- Indicate whether the requisition is an emergency purchase, or a sole source purchase.
- Type additional information in the available fields, as desired, and press <ENTER> to record the requisition information.
- If all information has been successfully entered, the system assigned requisition number will be displayed on the Action Line.
Modify an Existing Requisition

- Advance to Screen 250.
- Type a valid requisition number in the Action Line and press <ENTER>.
- Type or modify valid data in the available fields, as desired, and press <ENTER> to record the requisition information.

See Basic Concepts for further explanation of the following:

Automatic Requisition Creation
Document Categories
Vendor Search and Select

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

**Action Line**

◆ Doc: 7 character/digits
Enter R and zero (0) to have FAMIS assign a requisition number, or type the existing requisition number to be modified.

**Screen Information**

Doc. Year: 4 digits
Indicate the fiscal year of the document. The field defaults to the current system fiscal year.

Total Amount: 15 digits
Shows the total dollar amount of all line items entered on the requisition, as calculated by the system.

**Dates**

◆ Document: 8 digits
Indicate the date the requisition is created. The field defaults to the current system date.

Required: 8 digits
Identify the date the requested order is required.

Start: 8 digits
Identify the start date (usually the first day of the fiscal year) for a Maintenance Agreement or a Blanket Order.

End: 8 digits
Identify the last date of a Maintenance Agreement or Blanket Order.

Change: 8 digits
Include the date that the last change was made to the requisition.
Screen 250 – Requisition Header Create/Modify (cont’d)

◆ Cat: [Help] 2 characters
Identify the document category used to define the accounting and receiving characteristics of the document.

◆ User Ref: 14 digits
Identify the User Reference number which indicates the subsidiary ledger (SL) account number used for the order followed by the departmental requisition number.

St Req: 10 digits
Include the state requisition number assigned by the State to reference the document.

Contact Person: 20 characters
Enter the name of the person to contact if there are any questions/problems regarding the requisition.

PH: 10 digits
Indicate the area code and phone number for the requisition’s contact person.

Buyer: [Help] 3 characters
Enter the initials of the buyer for the requisition.

Ph: 10 digits
Indicate the buyer’s area code and phone number.

◆ Research (Y/N): 1 character
Indicate whether or not (‘Y’ or ‘N’) the purchase items are intended for research purposes.

◆ Type Funds: [Help] 1 character
Identify the type of funds (State or Local) to be used for the purchase of the requested item(s). The Special Text Codes used are maintained on Screen 313.

Type Order: 4 characters
Enter the type of order to be placed for the requested items.

No: 3 digits
Shows the number of times the purchase order has been changed.

Print Doc?: 1 character
Identify (‘Y’ or ‘N’) if document is to be printed. Requisitions are not currently printed.

◆ Dept: [Help] 5 characters
Indicate the department of the primary account responsible for the requisition.

◆ SubDept: [Help] 5 characters
Enter the sub-department of the primary account responsible for the requisition.

Attachments: 1 character
Indicate whether or not (‘Y’ or ‘N’) there are attachments for the requisition.
Screen 250 – Requisition Header Create/Modify (cont’d)

◆ Doc Summary: 50 characters
Identify a brief summary of the requisition document as a whole. This description will be displayed on the document inquiry screens.

◆ Sole Source (Y/N): 1 character
Indicate whether or not ('Y' or 'N') the merchandise requested is a sole source item (i.e.: whether or not only one vendor may fulfill the order).

◆ Emergency (Y/N): 1 character
Identify whether or not ('Y' or ‘N’) this is an emergency purchase.

Catalogue Order (Y/N): 1 character
If this is a catalogue order you must type ‘Y’ in this field. If not, this field is not required.

Suggested Vendors (2 can be added on the screen. Press PF10 to add additional Suggested Vendors.)

This allows the department to suggest vendors for the requisition.

Note: You can access the vendor search and select pop-up window by typing an asterisk (*) in the Vendor ID fields.

Vn ID: 11 digits
Type '*' to select a vendor or enter the FAMIS Vendor Identification number.

or FEI: 9 digits
Identify the Federal Employer Identification number, if not using the vendor ID.

Addr: 90 characters
Shows mailing address of the suggested vendor.

PH: 10 digits
Provides the area code and phone number of the suggested vendor.

FAX: 10 digits
Includes the area code and FAX number of the suggested vendor.

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

PF5 Next
Used to advance to the next screen (Screen 251).

PF7 SResn Sole Source Reason
Indicates the reason that the Sole Source flag has been set to ‘Y.’

PF8 EResn Emergency Reason
Displays the reason that the Emergency flag has been set to ‘Y.’
<table>
<thead>
<tr>
<th>Key Code</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF9</td>
<td>Notes</td>
</tr>
<tr>
<td>PF10</td>
<td>AdVen</td>
</tr>
<tr>
<td>PF11</td>
<td>AdDpt</td>
</tr>
</tbody>
</table>
Enter Requisition Shipping and Text

Before submitting a requisition, you must first identify where information and products are to be shipped. For example, you must provide the address to which items will be shipped as well as the address to which the invoice should be mailed. Special vendor instructions, in the form of text codes must also be specified before an order may be processed. You may enter all of the above information using Screen 251.

**Screen 251 - Requisition Shipping and Text**

<table>
<thead>
<tr>
<th>251 Req. Shipping and Text</th>
<th>09/11/09 13:55</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: R900071</td>
<td>FY 2010 CC 02</td>
</tr>
</tbody>
</table>

- **Ship To**
  - Address Nbr: ___
  - Name: VET MED SMALL ANIMAL MED & SUR
  - Addr: SMALL ANIMAL HOSP. BLDG. 1085
  - ATTN: GI LAB
  - 4474 TAMU

- **Invoice To**
  - Address Nbr: ___
  - Name: VET MED SMALL ANIMAL MED & SUR
  - Addr: SMALL ANIMAL HOSP. BLDG. 1085
  - ATTN: HARRY HARRIS
  - 4474 TAMU

- **City:** COLLEGE STATION
- **State:** TX
- **Zip:** 77843
- **Country:** __
- **Phone:** __
- **FAX:** __

<table>
<thead>
<tr>
<th>Text codes: 046</th>
<th>__</th>
<th>__</th>
<th>__</th>
<th>__</th>
<th>__</th>
<th>__</th>
<th>__</th>
<th>__</th>
<th>__</th>
<th>__</th>
<th>__</th>
<th>__</th>
<th>__</th>
</tr>
</thead>
</table>

- **Text Lines:** Blanket Order for Items as Listed Below from September 1, 2007 through August 31, 2008.
- **Continued:** Guarantee purchase. Delivery to be made at.

Type ‘Y’ to access Screen 252, where 99 additional lines of text can be entered.

**Basic Steps**

- Advance to Screen 251.
- Type your requisition number on the Action Line and press <ENTER> to display existing information, if any.
- Enter a valid address number, if known, or type in the address where the requested items should be delivered as well as the address where the invoice should be mailed.
- Type up to 20 numeric text codes and/or enter additional vendor instructions on the lines provided.
- Press <ENTER> to record the information.

**Requisition Text Entry Process**

**Text Codes**

Text codes specify special instructions to the vendor about the requisition as a whole. Typing a question mark (?) in the Text codes: field and pressing <ENTER> will access a pop-up window with a complete list of valid text codes. Type an ‘X’ next to as many as 20 text codes to be applied to the requisition. To view an extended description of a text code, place the cursor on a code and press PF5.
Press PF4 to return to Screen 251 where the text codes selected will be displayed.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>_001</td>
<td>DELIVERY MAY BE A FACTOR IN THE AWARD.</td>
<td>N</td>
</tr>
<tr>
<td>_002</td>
<td>IF QUOTING OTHER THAN SPECIFIED, BIDDERS</td>
<td>N</td>
</tr>
<tr>
<td>_003</td>
<td>BIDDERS MUST GIVE ESTIMATED DELIVERY</td>
<td>N</td>
</tr>
<tr>
<td>_004</td>
<td>BULK PACKAGING AND SINGLE SHIPMENT ARE</td>
<td></td>
</tr>
<tr>
<td>_005</td>
<td>VENDOR MAY BE REQUESTED TO SUBMIT A</td>
<td>N</td>
</tr>
<tr>
<td>_006</td>
<td>ONCE THE ORDER IS PLACED, SUBSTITUTIONS</td>
<td></td>
</tr>
<tr>
<td>_007</td>
<td>TEXAS A&amp;M UNIVERSITY RESERVES THE RIGHT</td>
<td></td>
</tr>
<tr>
<td>_008</td>
<td>LENGTH OF DELIVERY TIME MAY BE A FACTOR</td>
<td>N</td>
</tr>
<tr>
<td>_009</td>
<td>ATTENTION: DO NOT USE THIS TEXT CODE, UNABLE</td>
<td></td>
</tr>
<tr>
<td>_010</td>
<td>NO SUBSTITUTION OF MANUFACTURER WILL BE</td>
<td>N</td>
</tr>
<tr>
<td>_011</td>
<td>PRESENT CONTRACT WILL BE IN EFFECT</td>
<td>N</td>
</tr>
<tr>
<td>_012</td>
<td>UNACCEPTABLE PERFORMANCE BY VENDOR MAY</td>
<td></td>
</tr>
</tbody>
</table>

Select up to 18 Text Codes or Press <PF4> to Quit

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

Action Line
◆ Doc: 7 character/digits
Identify the requisition document number to be modified.

Screen Information
Ship To
◆ Address Nbr: Help 3 digits
Indicate the address number code which identifies the address where items purchased are to be delivered.

◆ Name: 30 characters
Identify the name of the person or vendor items are to be shipped to.

◆ Addr: 30 characters/digits (4 lines each)
Enter the street address to which items purchased will be delivered.
Filled in automatically if an Address Nbr: is specified.

◆ City: 20 characters/digits
Enter the name of the city where purchases are to be delivered.
Filled in automatically if an Address Nbr: is specified.

◆ State: 2 characters
Include the state code.
Filled in automatically if an Address Nbr: is specified.

◆ Zip: 9 digits
Enter the ship to zip code.
Filled in automatically if an Address Nbr: is specified.
Screen 251 – Requisition Shipping and Text (cont’d)

**Country:**
3 characters
Identify the ship to country code if outside the United States.
*Filled in automatically if an Address Nbr: is specified.*

**Phone:**
10 digits
Include the phone number of the contact person where items will be shipped.
*Filled in automatically if an Address Nbr: is specified.*

**FAX:**
10 digits
Include the fax number.
*Filled in automatically if an Address Nbr: is specified.*

**Invoice To**

**Address Nbr:**
Help 3 digits
Enter the address number code for the address where items purchased are to be billed.

**Name:**
30 characters/digits
Identify the name of the department to which items purchased are to be billed.
*Filled in automatically if an Address Nbr: is specified.*

**Addr:**
30 characters/digits (4 lines each)
Indicate the street address to which items purchased are to be billed.
*Filled in automatically if an Address Nbr: is specified.*

**City:**
20 characters/digits
Enter the name of the city where the invoice is to be sent.
*Filled in automatically if an Address Nbr: is specified.*

**State:**
2 characters
Include the state code.
*Filled in automatically if an Address Nbr: is specified.*

**Zip:**
9 digits
Enter the invoice to zip code.
*Filled in automatically if an Address Nbr: is specified.*

**Country:**
3 characters
Identify the country code where the invoice is to be sent, if outside the United States.  
*Filled in automatically if an Address Nbr: is specified.*

**Phone:**
10 digits
Include the phone number of the contact person for the invoice.
*Filled in automatically if an Address Nbr: is specified.*

**FAX:**
10 digits
Include the fax number.
*Filled in automatically if an Address Nbr: is specified.*
### Screen 251 – Requisition Shipping and Text (cont’d)

**Text codes:**
3 characters
Include up to 20 special vendor instruction codes that need to be added to the purchase requisition. Enter PF5 for extended description of Text codes.

**Additional Text Lines:**
180 characters
Enter any special instructions that need to be added to purchase requisition that do not have an assigned text code in FAMIS.

**More text lines:**
1 character
Indicate whether or not (‘Y’ or ‘N’) additional lines of text are required.
Type “Y” to access Screen 252 where 99 additional lines of text can be entered.

### Additional Functions

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

**PF5 Next**
Advances to the next required screen (Screen 254), for entering additional line item information.

**PF9 Notes**
Used to enter free-form notes about the requisition.
These are on-line reference notes regarding the document. They will not be printed.
Create/Modify Requisition Line Items

Entering item information is perhaps the most important step in the process of creating your requisition. It is here, on Screen 254, that you provide information about the items you are requesting for purchase. Each individual line item for the requisition must be entered separately. You may input up to 900 different lines for a single requisition. You must specify the unit price, the description, and provide a list of all accounts responsible for payment for each of the items requested.

Screen 254 - Requisition Line Item Create/Modify

<table>
<thead>
<tr>
<th>FY</th>
<th>CC</th>
<th>Account</th>
<th>Pct</th>
<th>Amt $</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>02</td>
<td>144013</td>
<td>44000</td>
<td>5513</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>


Basic Steps

- Advance to Screen 254.
- Type a valid requisition number on the Action Line and press <ENTER> to display existing line item information.
- Type the quantity you are requesting, the unit of measure, the unit price, the commodity code, and the line item description.
- Type the account number(s) and object code(s).
- Enter either a percentage or a dollar amount to be paid by the account.  
  Do NOT enter both a percentage and a dollar amount.
- Type additional data in the available fields, as desired, and press <ENTER> to record the line item information.

Requisition Line Item Process

Line Item Entry
Documents may have up to 500.0 items. The item number will default to 1.0 when the document is being created. FAMIS automatically increments the item number by one for each additional item you need to enter on the document. Use the decimal position of the item number to represent a text only item for the document.
**Multiple Accounts**

When payment of an item is split across several accounts, each account must be entered separately for that item. Up to 40 accounts may be specified for a single item. Press PF11 to access the multi-account pop-up window where additional accounts may be entered.

Payment by an account may be specified either by dollar amount or percentage of the line item balance. Either the percentage of the line item balance or the amount paid by each account must be entered to process the line item information. The total percentage amounts must equal 100%. It is recommended that percentage be used rather than dollar amounts. If any dollar amount is specified for an account, these amounts are subtracted from the extended price and the percentages are applied to the remaining balance to calculate each account total.

**Master Orders**

Requisitions that have a category of BO will display the master order information, including the master order document number, the master order line item, and the master order category (see below).

**Screen 254 - Req. Line Item Create/Modify**

<table>
<thead>
<tr>
<th>Commodity: 931-30</th>
<th>Proc Cd: X Cost Ref 1: 2: 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Nbr: _________</td>
<td>Desc: Technician's Hourly Rate______________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY 2007 02</th>
<th>Account</th>
<th>Pct</th>
<th>Amt $</th>
</tr>
</thead>
<tbody>
<tr>
<td>300210 0000</td>
<td>5512 100.00</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>


**Processing Codes**

Important here is the ‘M’ (multiple invoices) processing code. An ‘M’ means there can be multiple invoices so the document will not automatically finalize when quantity has been reached. If the Proc Cd: field is left blank, the document matches and completes when all items are received.

For example, the quantity of "1 lot" causes the purchase document to "complete" as soon as the first invoice is processed because the UOM is matched. But using the ‘M’ code overrides that match and completed instead based on dollars. The receiving document does not contain dollar information, so FAMIS uses one-to-one matching for receiving documents and invoicing documents.
**Inventory Part Number**

The inventory part number is used to define specific inventory items within a department. This is especially useful for supplies that are repeatedly ordered. It may also be used to tie FAMIS purchasing information to departmental inventory records.

The inventory part number is based on the first department on the requisition. Departments may use Screen 234 (below) to set up inventory part numbers. When the part number is entered on Screen 254 its description will automatically be filled in by the system.

![Screen 234 Part Description Maintenance](image)

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

**Action Line**

◆ **Doc:** 7 character/digits
Identify the requisition document number to add or modify line item information.

◆ **Item:** 4 digits
Enter the item number to be created or modified.

**Screen Information**

◆ **Quantity:** 10 digits
Indicate the purchase quantity of the specified line item.

◆ **UOM:** Help 4 characters
Identify the Unit of Measure for the line item to be printed on the requisition.

◆ **Estimated Unit Price:** 16 digits
Include the estimated dollar amount to be paid per unit of measure.

**Extended Price:** 16 digits
Displays the total item amount calculated by the system.
Screen 254 – Requisition Line Item Create/Modify (cont’d)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commodity:</strong></td>
<td>15 digits Help Identify the commodity code for classifying goods and services.</td>
</tr>
<tr>
<td><strong>Proc Cd:</strong></td>
<td>1 character Help Indicate the processing code if the item needs special processing (i.e.: vendor discount, trade in, no charge), or if the item has been transferred to a Purchase Order.</td>
</tr>
<tr>
<td><strong>Cost Ref 1, 2, 3:</strong></td>
<td>7 characters/digits Enter the user-defined cost accounting reference number, if desired. This reference number is used to provide additional details about the processing of the specified line item.</td>
</tr>
<tr>
<td><strong>Part Nbr:</strong></td>
<td>15 digits Help Include the part number for specific inventory items within a department.</td>
</tr>
<tr>
<td><strong>Desc:</strong></td>
<td>4 lines (45 characters each) Enter a description of the specified line item.</td>
</tr>
<tr>
<td><strong>FY:</strong></td>
<td>4 digits Help Identify the fiscal year the requisition will be paid. If left blank, the year will default to current fiscal year.</td>
</tr>
<tr>
<td><strong>CC:</strong></td>
<td>2 digits Help Indicate the Campus Code of the agency purchasing items. If left blank, it defaults to the current campus code.</td>
</tr>
<tr>
<td><strong>Account:</strong></td>
<td>15 digits Help Identify the account number (subsidiary ledger + support account + object code) responsible for payment.</td>
</tr>
<tr>
<td><strong>Pct.:</strong></td>
<td>5 digits Help Specify the percentage of the total dollar amount of the line item to be paid by the specified account.</td>
</tr>
<tr>
<td><strong>Amt $:</strong></td>
<td>14 digits Help Indicate the dollar amount to be paid by the specified account.</td>
</tr>
<tr>
<td><strong>More Desc (Y/N):</strong></td>
<td>1 character Help Indicate whether or not ('Y' or 'N') additional lines of description are needed for the specified line item.</td>
</tr>
<tr>
<td><strong>More Items (Y/N):</strong></td>
<td>1 character Help Signify whether or not ('Y' or 'N') additional line items are to be processed for the requisition.</td>
</tr>
</tbody>
</table>

---

If a percentage was not specified in the previous field, then the dollar amount to be paid will be required.
Screen 254 – Requisition Line Item Create/Modify (cont’d)

Print Line: 1 character
Indicate whether or not (‘Y’ or ‘N’) line item information should be printed.
This field is not currently in use for requisitions.

Item Deleted: 1 character
Signify whether or not (‘Y’ or ‘N’) the item has been marked for deletion from the requisition.

Additional Functions

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

PF5 Next
Next Advances to next screen required screen (Screen 256).

PF9 Requisition Notes
Notes Used to enter free-form notes about the requisition.
These are on-line reference notes and will not be printed.

PF10 Copy Account
CAcct Used to copy account information from the previous item to the current item.
All dollar amounts are left blank and require either amount or percentage for a new item to be specified.

PF11 Multiple Accounts
MAcct Used to add as many as forty accounts for a specified item.
Close a Requisition

You should close your requisition after you have entered all of the required information. This prevents further changes from accidentally being made to your requisition. Closing your document will also encumber the funds you have requested to pay for the purchase.

You may close and reopen your document multiple times in order to make changes, as long as it has not yet entered the routing and approval system of FAMIS.

Screen 256 - Requisition Document Close

Basic Steps

- Advance to Screen 256.
- Type a valid requisition number in the Action Line.
- Press <ENTER> to display existing requisition information.
- Set the Close Document: flag to "Y" and press <ENTER>.
- Indicate whether or not you would like to send the requisition into the routing and approval system of FAMIS.
- If all required information has been properly entered, the message “Document closed successfully” will appear in the message line.

Requisition Close Process

Encumbrance Process

Closing the document generates encumbrances which set aside funds to pay for the requested purchase. All requisitions, except those that set up a blanket order, are encumbered. The encumbrances are established using the 7-digit document ID created when the requisition is entered. The user reference number entered on the header of the requisition will be transferred to the purchase order and the encumbrances. These encumbrances may be viewed on Screens 20, 21, 22, and 26.
Screen 256 – Requisition Document Close (cont’d)

See Basic Concepts for further explanation of the following:

Changing a Requisition
Routing the Document
Rejected Documents

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

**Action Line**  
◆ Doc: 7 character/digits  
Identify the document number selected to be closed.

**Screen Information**  

**Dates**  

Document: 8 digits  
Indicates the date the document was created by the system.

Start: 8 digits  
Identifies the start date (usually the first day of the fiscal year) for a Maintenance Agreement or Blanket Order.

End: 8 digits  
Shows the end date for a Maintenance Agreement or Blanket Order.

Required: 8 digits  
Displays the date by which the requested order is required.

Change: 8 digits  
Identifies the date the last change was made to the requisition.

Cat: 2 characters  
Displays the document category which defines the accounting and receiving characteristics of the requisition.

User Ref: 14 digits  
Represents the user reference number which is used to identify the SL account number for the order followed by the departmental reference number.

St Req: 10 digits  
Indicates the State Requisition number assigned by the State to reference the document.

Contact Person: 20 characters  
Displays the name of the person to contact regarding the requisition.

Ph: 10 digits  
Indicates the area code and phone number for the requisition’s contact person.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer:</td>
<td>3 characters Identifies the initials of the buyer for the purchase.</td>
</tr>
<tr>
<td>Ph:</td>
<td>10 digits Indicates the area code and phone number of the buyer for the requisition.</td>
</tr>
<tr>
<td>Research (Y/N):</td>
<td>1 character Indicates whether or not ('Y' or 'N') the purchase items are intended for research purposes.</td>
</tr>
<tr>
<td>Type Funds:</td>
<td>1 character Identifies the type of funds to be used for the purchase of the requested item.</td>
</tr>
<tr>
<td>Type Order:</td>
<td>4 characters Indicates the type of order to be placed for the requested items.</td>
</tr>
<tr>
<td>No.</td>
<td>2 digits Shows the number of times purchase order has been changed.</td>
</tr>
<tr>
<td>Last Print Date:</td>
<td>8 digits Identifies the date the document was last printed. Requisitions are not currently printed.</td>
</tr>
<tr>
<td>Sole Source:</td>
<td>1 character Indicates whether or not ('Y' or 'N') the merchandise requested is a sole source item (i.e. whether or not only one vendor may fulfill the order).</td>
</tr>
<tr>
<td>Emergency:</td>
<td>1 character Indicates whether or not ('Y' or 'N') this is an emergency purchase.</td>
</tr>
<tr>
<td>Doc Summary:</td>
<td>50 characters Displays a brief summary of the requisition which will be seen on inquiry screens.</td>
</tr>
<tr>
<td>Total Amount:</td>
<td>17 digits Identifies the total dollar amount required for purchase of the requested items.</td>
</tr>
<tr>
<td>Untransferred Total:</td>
<td>17 digits Shows the total dollar amount that has not been transferred to a purchase order.</td>
</tr>
<tr>
<td>Close Document?:</td>
<td>1 character Indicate whether or not ('Y' or ‘N’) the selected document should be closed.</td>
</tr>
<tr>
<td>Budget Balance Override:</td>
<td>1 character Identify whether or not ('Y' or ‘N’) the purchase will be allowed to exceed the available budget.</td>
</tr>
<tr>
<td>Session:</td>
<td>6 characters/digits Shows the batch session number.</td>
</tr>
</tbody>
</table>
Screen 256 – Requisition Document Close (cont’d)

| Date:   | 8 digits
|         | Displays the date of the batch session.

**Additional Functions**

**PF KEYS**

**PF5**

**Next**

Advances to the next screen.

**PF6**

**Item**

Displays the document inquiry pop-up window to view all items for the document.

**PF7**

**Route Document**

Sends a closed document into the routing and approval process.

**PF12**

**Warns**

Identifies any FAMIS warnings.
Add Additional Requisition Header Text

You may find it necessary to include instructions to the vendor about your requisition that do not already have a text code assigned to them in FAMIS. When this happens, or when you run out of room for instructions on Screen 251, you may use Screen 252 to enter these instructions on your requisition.

You may add as many as ninety-nine lines of additional instruction using this screen.

There is no word wrap feature. To prevent a word from being split between two lines, use the TAB key to advance to the next available text line.

Screen 252 - Requisition Header Text Continued

<table>
<thead>
<tr>
<th>Line</th>
<th>Additional Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TEXAS A&amp;M UNIVERSITY IS ISSUING THIS PURCHASE</td>
</tr>
<tr>
<td>2</td>
<td>ORDER FOR A BLANKET AGREEMENT FOR POOL__________</td>
</tr>
<tr>
<td>3</td>
<td>CHEMICALS FOR THE RECREATIONAL SPORTS___________</td>
</tr>
<tr>
<td>4</td>
<td>DEPARTMENT PER THE TERMS, CONDITIONS, AND________</td>
</tr>
<tr>
<td>5</td>
<td>SPECIFICATIONS._______________________________</td>
</tr>
<tr>
<td>6</td>
<td>********************************************************</td>
</tr>
<tr>
<td>7</td>
<td>THE VENDOR SHALL PROVIDE AND MAINTAIN, UNTIL___</td>
</tr>
<tr>
<td>8</td>
<td>THE EXPIRATION OF THIS BLANKET AGREEMENT, ALL___</td>
</tr>
<tr>
<td>9</td>
<td>INSURANCE COVERAGES AS SPECIFIED WITHIN BID______</td>
</tr>
<tr>
<td>10</td>
<td>_______________________________________________</td>
</tr>
<tr>
<td>11</td>
<td>NO DELIVERIES WILL BE RECEIVED UNTIL THE_________</td>
</tr>
<tr>
<td>12</td>
<td>REQUIRED CERTIFICATES OF INSURANCE ARE__________</td>
</tr>
<tr>
<td>13</td>
<td>RECEIVED AND ON FILE AT TEXAS A&amp;M UNIVERSITY___</td>
</tr>
<tr>
<td>14</td>
<td>PURCHASING SERVICES.___________________________</td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 252.
- Type a valid requisition number in the Action Line and press <ENTER> to display existing requisition text, if any.
- Add or modify requisition instructions in the available fields, as desired, and press <ENTER> to save the information to the requisition.

Requisition Text Entry Process

Page through Text
The F/B/E: field is used to scroll through all of the lines of text added on Screen 252. Entering an ‘F’ will scroll one page forward. Entering a ‘B’ will scroll one page backwards. Entering an ‘E’ will “end” the editing session and take you to the next required requisition screen.
Field Descriptions  (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆ Doc: 7 character/digits
Identify the requisition document number to be modified.

Screen Information
Position at line __ of __: 3 digits
Indicate which line of text should be positioned at the top of the screen. Also shows how many pages of text are included.

Page (F/B/E): 1 character
Signify whether to scroll forward (F) through text lines, scroll backward (B) through text lines, or end (E) the editing session and advance to the next required requisition screen.

Line: 2 digits
Displays the line number(s) of additional text to help track and/or search for specific text.

Additional Text: 99 lines
Enter additional information or instructions. There is no word wrap feature.

Additional Functions
PF KEYS
See the Appendix for an explanation of the standard PF Keys.
Enter the Sole Source Justification

Requisitions that have been flagged as a sole source purchase will need to have the reason for sole source purchasing recorded. The purpose for the item(s) to be requested, proprietary functions or features, any other companies with similar items, and why they are unsatisfactory will be required on Screen 253. Need for installation and use with other equipment are also indicated on this screen.

If the sole source flag is set to “N” on the document header screens, you will be able to remove the information from this sole source screen.

All information must be removed from the screen (including the PF10 pop-up window) or you will receive an error message.

Screen 253 - Requisition Sole Source

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Is this item required for use in: Research? Classroom? Lab? Other?</td>
<td>WASTEWATER PLANT</td>
</tr>
<tr>
<td>2) List proprietary functions or features. List qualities that are essential to accomplish your work.</td>
<td>REQUESTING THAT THIS BE DIESEL ENGINE AND MEET ALL SPECS LISTED ON THE REQUISITION.</td>
</tr>
<tr>
<td>3) List other companies who manufactures a similar item with similar functions.</td>
<td>TWO COMPANIES WERE CONTACTED FOR QUOTES AND COUPAL PRAYER PROVIDED THE BEST PRICE.</td>
</tr>
<tr>
<td>4) Why won’t these competing products be satisfactory?</td>
<td>AS THERE MAY BE OTHERS WITH SIMILAR COMPONENTS THE GATRO HFX 4X4 DIESEL APPEARS TO BE THE MOST OUTSTANDING.</td>
</tr>
<tr>
<td>5) Will installation be required? Y (Y/N)</td>
<td></td>
</tr>
<tr>
<td>6) Will this item be used with existing equipment? N (Y/N)</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 253.
- Type a valid requisition number in the Action Line and press <ENTER> to display existing document sole source information.
- Add or modify information for the questions, as applicable, and press <ENTER> to record the information.

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

**Action Line**

◆ Doc: 7 character/digits

Identify the requisition document number to add or modify sole source justification information.
Screen 253 – Requisition Sole Source (cont’d)

**Screen Information**

- **Is this item required for use in:** 1 character/3 fields/20 characters
  - Identify the **area** for which the item is **required**. : Research, Classroom, Lab, Other. Type ‘X’ in the appropriate field or enter information in the Other? field.

- **List proprietary functions or features.** 280 characters
  - Indicate **why the item requested is essential** to accomplish your work.

- **List other companies who manufacture a similar item with similar functions.** 140 characters
  - Enter other manufacturers that may be used to purchase the requested item.

- **Why won’t these competing products be satisfactory?** 210 characters
  - Include the **reason alternate vendors should not be used** for the purchase of the requested item.

- **Will installation be required?** 1 character
  - Identify whether or not (‘Y’ or ‘N’) **installation will be required** for the requested item.

- **Will this item be used with existing equipment?** 1 character
  - Indicate whether or not (‘Y’ or ‘N’) the requested **item will be used in conjunction with existing equipment**.

**Additional Functions**

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

- **PF5 Next**
  - Advances to the **next required screen** (Screen 254).

- **PF9 Notes**
  - Used to enter on-line **notes about the requisition**. **These will not be printed**.

- **PF10 ExEq**
  - Used to enter information about any **existing equipment** the requested item will be used in conjunction with.
Enter the Requisition Line Item Description

Sometimes there is not enough space to type in the whole description for the items you have entered on Screen 254. When this happens, you may have to use Screen 255 to add more information. Screen 255 can hold up to ninety-nine additional lines of text about your line item. Any text you enter on this screen will appear on the purchase order when printed.

There is no word wrap feature. To prevent a word from being split between two lines, use the TAB key to advance to the next available text line.

Screen 255 - Requisition Item Description

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Page (F/B/E):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ACETONE, 100%, VIRGIN MATERIAL NOT RECYCLED</td>
<td>F</td>
</tr>
<tr>
<td>2</td>
<td>MATERIAL, APPROXIMATELY 362 POUND DRUM</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>APPROXIMATELY 55 GALLONS</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CONTAMINATED DRUMS WILL NOT BE ACCEPTED</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>DUE TO LIMITED STORAGE SPACE AVAILABLE, IT</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>IS REQUIRED THAT DELIVERY BE MADE WITHIN</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>24 HOURS OF REQUESTED SHIPMENT</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 255.
- Type a valid requisition number on the Action Line and press <ENTER> to display existing requisition text.
- Add or modify requisition text in the available fields, as desired, and press <ENTER> to record the information.

Requisition Line Item Process

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 252. Entering an ‘F’ will scroll one page forward. Entering a ‘B’ will scroll one page backwards. Entering an ‘E’ will “end” the editing session and take you to the next required requisition screen.

You may also type in a line number in the Position at line: field to advance to a specific line in the additional text.
Screen 255 – Requisition Item Description (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ?, asterisk = Field Help Available)

**Action Line**

◆ Doc: 7 character/digits
Identify the requisition document number to add or modify line item descriptions.

◆ Item: 4 digits
Enter the item number to be created or modified.

**Screen Information**

Position at line __ of __: 3 digits
Indicate which line of text should be positioned at the top of the screen.

Line: 3 digits
Displays line number(s) of the description to help track and/or position the display.

Description: 45 characters each (99 lines)
Type a complete description of your line item. **There is no word wrap feature.**

Page (F/B/E): 1 character
Signify whether to scroll forward (F) or backward (B) through text lines or end (E) the editing session and advance to the next required requisition screen.

**Additional Functions**

PF KEYS
See the Appendix for an explanation of the standard PF Keys.
Set/Reset Requisition Flags

There are many functions you can perform on your requisition that are just not addressed on the main data entry screens. Some of these functions include reopening your requisition, deleting items from your requisition, or even canceling it all together. You may use Screen 258 to perform these general maintenance functions on your requisition.

**Screen 258 - Requisition Flag Maintenance**

<table>
<thead>
<tr>
<th>258 Req. Flag Maintenance</th>
<th>NO VENDOR ON DOCUMENT</th>
<th>09/11/09 14:46</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: R900962</td>
<td>In Process</td>
<td></td>
</tr>
<tr>
<td>Cancel / Delete Document: Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freeze Document: N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reopen Document: N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete all Items: N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete/Undelete Item: ____ thru Item: ____</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp</td>
<td>Track Accts Extnd Items Warns</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**
- Advance to Screen 258.
- Type a valid requisition number in the Action Line and press <ENTER> to display current requisition flag settings.
- Modify flags as necessary and press <ENTER> to record requisition flag changes.

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

**Action Line**
◆ Doc: 7 character/digits
  Identify the document number on which flags will be set/re-set.

**Screen Information**
Cancel / Delete Document: 1 character
  Indicate whether or not ('Y' or 'N') the document should be removed from the system.

Freeze Document: 1 character
  Signify whether or not ('Y' or 'N') the requisition should be restricted from further activity.
Screen 258 – Requisition Flag Maintenance (cont’d)

Reopen Document: 1 character
Specify whether or not ('Y' or 'N') the document that has been closed should be returned to an open status so that additions and modifications may be processed.

Delete all Items: 1 character
Identify whether or not ('Y' or 'N') all items from the specified document should be marked for deletion by the system.

Delete/Undelete Item: 5 digits
Enter the specific line item or the first item in a range of items on the requisition you wish to delete.

thru Item: 5 digits
Identify the specific line item, or the last item in a range of items on the requisition you wish to delete.
If you are only deleting a single line item, place the same line item number in this field as well as the previous field.

Additional Functions

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

PF7 Track
Shows the action taken on a document.

PF9 Accts
Identifies the account(s) used.
Press PF5 to see if there is any over budget message displayed.

PF10 Extnd
Document Header Extended Information
Shows extended information for the document.

PF11 Items
Displays the line items on the document.

PF12 Warns
Identifies any FAMIS warnings on document.
Enter Notes on a Requisition

You may have an occasion to make a note about your requisition. For example, you may need to note an alternate contact person for the order or a condition that needs to be addressed before the order can be processed. Screen 259 has been provided for you to enter such notes about your requisition. Using this screen, you may enter as many as 99 lines of notes on an open or a closed requisition.

There is no word wrap feature. To avoid splitting text between two lines, use the TAB key to advance to the next available text line.

Screen 259 - Requisition Note Text

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&gt;&gt;Note entered 10/13/08 BY KING, KANDY K.</td>
</tr>
<tr>
<td>2</td>
<td>INVOICE # GE809027</td>
</tr>
<tr>
<td>3</td>
<td>FULL PAGE ADVERTISEMENT FOR DISTANCE</td>
</tr>
<tr>
<td>4</td>
<td>EDUCATION IN THE G. I. EDUCATION HANDBOOK.</td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
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<td>7</td>
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<td>10</td>
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<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 259.
- Type a valid requisition number in the Action Line and press <ENTER> to display existing requisition notes, if any.
- Add or modify requisition text in the available fields and press <ENTER> to record the information.

Requisition Notes Entry Process

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 259. Entering ‘F’ will scroll one page forward, ‘B’ will scroll one page backwards, ‘E’ will “end” the editing session and take you to the next required requisition screen.
Screen 259 – Requisition Note Text (cont’d)

View Requisition Notes
When notes are attached to document items they can be viewed with the NOTES PF Key indicated at the bottom of the screens. The document header and all items that have notes attached will display the word “NOTE” at the top of the screens.

Header Notes vs. Item Notes
Using Screen 259, you may enter a note that pertains to the requisition as a whole or you may enter a note that applies only to a selected line item on the requisition. You should use the Item: field on the Action Line to distinguish between line items.

To enter a note that pertains to the entire requisition, enter a line item number of zero (0.00).

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**
◆ Doc: 7 character/digits
Identify the requisition document number to which you want to add notes.

Item: 4 digits
Indicate the item number to attach the note.

**Screen Information**
Position at line __: 3 digits
Identify which line of text should be positioned at the top of the screen.

Line: 3 digits
Shows line numbers for the notes entered.

Description: 45 characters each (99 lines)
Enter notes about the requisition. There is no word wrap feature.

Page (F/B/E): 1 character
Indicate whether to scroll forward (F) or backward (B) through text lines or end (E) the editing session and advance to the next required requisition screen.

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

PF7
PItem
Previous Item
Allows you to back up to the previous line item.

PF8
NItem
Next Item
Allows you to advance to the next line item.
Copy a Document to a Requisition

You may find it beneficial to copy or transfer frequently purchased items (i.e. general supplies) from existing documents to requisitions. Screen 247 allows you to retrieve a purchasing document previously entered and copy or transfer its line items to an existing or newly created requisition.

Screen 247 - Copy Documents to Requisition

Basic Steps

Copy Items to a New Requisition

- Advance to Screen 247.
- Type a valid document number in the Action Line and press <ENTER>.
- Type a valid requisition prefix followed by a zero (0) in the Doc: field and a valid category in the Cat: field.
- Press <ENTER> to view a list of line items available for copy.
- Type a valid function code next to all line items you want to copy and press <ENTER> to copy the items and create the new requisition number.

Copy/Transfer Requisition Items to an Existing Requisition

- Advance to Screen 247.
- Type a valid document number in the Action Line and press <ENTER>.
- Type a valid requisition number in the Doc: field and press <ENTER> to view a list of line items available for copy.
- Type a valid function code next to all line items you want to copy.
- Press <ENTER> to copy the selected items.
Requisition Copy/Transfer Process

Transfer/Copy Functions
There are two distinct functions on this screen. Function “C” allows a line item to be copied to either an existing document or create a new document for the item. Function “T” allows a line item to be transferred to an existing document or create a new document for the item.

When an item is transferred, the transfer is noted in the document tracking system. The encumbrances created for the source document will be liquidated when the “To” document is closed. After transferring, items on the source document cannot be updated. Once a line item has been transferred, it will be marked with an “X” in the “Proc. Cd” column and can only be copied to other documents.

Items that are copied are not tracked and encumbrances for the source document are not liquidated. Copying an item does not affect the ability to update the source item. Only requisitions may be created by this screen.

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

Action Line
◆ Doc: 7 character/digits
Enter the desired requisition document number.

Item: 4 digits
Indicate the item number to be positioned on the first line of the display.

From Vendor: 25 characters
Provides the name of the vendor from which the items were originally purchased.

From Doc FY: 4 digits
Identifies the fiscal year items are purchased in. The field defaults to the current system fiscal year if left blank.

◆ New Doc: 7 character/digits
Identify the document prefix followed by a zero (0) that instructs FAMIS to automatically assign a new requisition number.

--OR--
Existing Doc: 7 character/digits
Include the existing requisition number you wish to copy items to.

◆ FY: 4 digits
Indicate the fiscal year items are purchased in. The field defaults to the current system fiscal year if left blank.
Screen 247 – Copy Documents to Requisition (cont’d)

◆ Cat.: 2 characters
Enter the document category that defines the accounting and receiving characteristics of the requisition.

Dt: 8 digits
Indicates the date the new requisition or purchase order is created. Will default to the current system date if left blank.

Screen Information

Header Screen: 1 character
Indicate (‘Y’ or ‘N’) if the system should advance to the header of the new document after line items are copied.

Func: 1 character
Identify the function to be performed: items should be copied (C) from the source document to the new or existing document specified or leave blank if no action is to be taken.

Item: 5 digits
Indicates the item number to be copied.

Desc: 20 characters
Displays a short description of the line item.

Quantity: 9 digits
Identifies the purchase quantity of the line item.

Unit Price: 11 digits
Indicates the line item price per unit of measure.

UOM: 3 characters
Shows the Unit of Measure for the line item.

Ext. Price: 12 digits
Reflects the total extended price of the item, as computed by the system.

Proc Cd: 1 character
Indicates if the processing code for the requisition, if the requisition needs special processing or if it has been transferred to a Purchase Order.

Additional Functions

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

PF11 AdDpt
Additional Departments
Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this document.
Section III
Purchasing Inquiry Information
Inquiry Access

Access to any particular document depends on a number of factors. For example, your user security must match certain data on the document you wish to view in order for it to be displayed on the screen. With the exception of TAMU, most users will only be able to access documents for their individual department.

Position the Display

Several document inquiry screens allow you to position a particular document at the top of the inquiry screen. This is accomplished by entering as much information on the Action Line as possible. For example, entering a particular document number on the Action Line of Screen 280 will display that document on the first informational line of the listing.

Document Classes

Classes are used to group documents by function. Placing a question mark (?) in the Class: field and pressing <ENTER> will access a pop-up window with a complete listing of valid document classes. Type an ‘X’ next to the desired class and press <ENTER> to return to the document inquiry screen. Press PF4 to return to the inquiry screen without selecting a document class. Valid values are:

<table>
<thead>
<tr>
<th>M</th>
<th>VALUES</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>BID</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>EXEMPT PURCH</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>LIMITED PURCH</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>MASTER ORDER</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>PURCHASE ORDER</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>REQUISITION</td>
<td></td>
</tr>
</tbody>
</table>

Field: PD-CLASS

Use the PF Keys

The PF keys are used to provide additional information about a particular document. In order to view information about a document using the PF keys, you must first select it for display. To select a document, move the cursor to the desired line by tabbing or by using your arrow keys. Then press the PF keys to display additional information as desired.
Screen 280 is a useful screen that displays all purchasing documents created, and shows the status of the document in the routing and approval process. Users may limit the selection displayed by typing a document class type in the Class: field. For example, if you want to view only Limited Purchase documents, type 'L' in this field.

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

### Basic Steps

- Advance to Screen 280.
- Type a valid document class in the Class: field on the Action Line and press <ENTER>. You may also include a document number to advance it to the top of the display list.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the SL: field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

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

#### Action Line

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

- **Doc:**
  7 character/digits
  Identify the first document number to be displayed.
**Screen Information**

**SL:** 1 character
Type an 'X' to **select a document** for display on Screen 278.

**CL:** 1 character
Identifies the **class of the document**: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

**NT:** 1 character
An asterisk (*) indicates whether or not **notes** are **attached** to the document.

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

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

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

**User Ref:** 14 digits/characters
Displays the **user reference** used to indicate the subsidiary ledger (SL) account number used for the order, followed by the departmental reference number.

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

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

**St:** 3 characters
Indicates the **status of the document**. Common document status codes include:
- CL = Closed
- CO = Completed
- FR = Frozen
- IP = In Process
- TR = Transferred
- PRT = Printed
- DL = Deleted

**Additional Functions**

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

**PF5**
**Invvc**
Used to view the **invoice details**.

**PF6**
**Recv**
View the **receiving information** associated with the selected document.
### Screen 280 – Document Browse (cont’d)

<table>
<thead>
<tr>
<th>PF7</th>
<th>Audit</th>
<th>Audit Information</th>
<th>View the audit information for the selected document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF8</td>
<td>Accts</td>
<td>Accounts</td>
<td>Shows the account distribution used for the document selected.</td>
</tr>
<tr>
<td>PF9</td>
<td>PIP</td>
<td>PIP</td>
<td>Shows the PIP documents.</td>
</tr>
<tr>
<td>PF10</td>
<td>Headr</td>
<td>Header</td>
<td>Shows the document header information that was entered when the document was created.</td>
</tr>
<tr>
<td>PF11</td>
<td>Items</td>
<td>Items</td>
<td>Lists the line item information for the document.</td>
</tr>
<tr>
<td>PF12</td>
<td>Track</td>
<td>Track</td>
<td>Allows you to track the routing history of the selected document.</td>
</tr>
</tbody>
</table>
Browsing information on requisitions and purchase orders by the department and sub-department is accomplished using Screen 281. By default, this screen displays those documents that are currently incomplete (have not been paid). However, you can also specify that only completed documents are displayed.

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

**Basic Steps**

- Advance to Screen 281.
- Type a valid department code in the Dept: field on the Action Line. If you want to include completed documents, type ‘Y’ in the Completed Docs: field.
- Type additional data in the available fields, if desired, and press <ENTER> to view a complete list of all documents for the specified department.
- Type an ‘X’ in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place cursor in the SL: field next to a document and use the PF keys available to view additional information.

**Field Descriptions**

**Action Line**

- **Dept:** 5 characters
  - Identify the department for which you want to browse documents.
- **SubDept:** 5 characters
  - Indicate the sub-department to be included in the display.
Screen 281 – Document Browse By Dept/SubDept (cont’d)

**Class:**
1 character  
Enter the class of document to inquire on.

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

**Completed Docs:**
1 character  
Enter ‘Y’ to include completed documents in the display.

**Screen Information**

**SL:**
1 character  
Type ‘X’ and press <Enter> to select a document for display on Screen 278.

**CL:**
1 character  
Identifies class of document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

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

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

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

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

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

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

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

**St:**
3 characters  
Indicates the status of the document. Common document status codes include:
- CL = Closed
- CO = Completed
- FR = Frozen
- IP = In Process
- TR = Transferred
- PRT = Printed
- DL = Deleted
## Additional Functions

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

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

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

To view completed documents, type “Y” in the Completed Docs: field.

Basic Steps

- Advance to Screen 282.
- Type a valid document class and account number on the Action Line.
- Type additional data in the available fields, if desired, and press <ENTER> to view a complete list of all documents for the specified account and document class.
- Type an ‘X’ in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place cursor in the SL: field next to a document and use the PF keys available to view additional information.

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

**Action Line**

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

- **Acct:**
  - 11 digits
  - Enter the account number for the documents to be displayed.
Screen 282 – Document Browse by Account (cont’d)

◆ Acct CC: 2 digits
Indicate the campus code for the account purchasing the items. This will default to the current campus code if not otherwise specified.

◆ Acct FY: 4 digits
Identify the fiscal year for the documents to be displayed. This will default to the current fiscal year unless otherwise specified.

Doc: 7 character/digits
Type the first document number to be displayed at the top.

Completed Docs: 1 character
Enter ‘Y’ to include completed documents in the display.

Screen Information

SL: 1 character
Type ‘X’ and press <Enter> to select a document for display on Screen 278.

CL: 1 character
Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

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

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

Supp Acct: 5 digits
Identifies the Support Account number used to purchase the items.

Vendor Name: 16 characters
Identifies the vendor name.

Date: 6 digits
Indicates the date the document was set-up on the system.

User Ref: 14 digits/characters
Shows the user reference that indicates the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.

Amount: 8 digits
Indicates the total dollar amount of all line items for the document.
### Screen 282 – Document Browse by Account (cont’d)

**St:**
3 characters
Shows the status of the document. For example:
- **CL** = Closed
- **CO** = Completed
- **FR** = Frozen
- **IP** = In Process
- **TR** = Transferred
- **PRT** = Printed
- **DL** = Deleted

#### Additional Functions

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

- **PF5**
  - **Inv**
  - **Invoice**
  - Used to view the invoice details.

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

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

- **PF8**
  - **Accts**
  - **Accounts**
  - Shows the account distribution used for the document selected.

- **PF9**
  - **PIP**
  - Shows the PIP documents.

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

- **PF11**
  - **Items**
  - Lists the line item information for the document.

- **PF12**
  - **Track**
  - Allows you to track the routing history of the selected document.
Document Browse by User Reference

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

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

Include the User Reference number on the Action Line to view only matching documents.

Screen 284 - Document Browse by User Reference

<table>
<thead>
<tr>
<th>Screen: ___  User Ref.: ______________  Include: Only Class: _</th>
</tr>
</thead>
<tbody>
<tr>
<td>S C N</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>_ L</td>
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<tr>
<td>_ L</td>
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<td>_ L</td>
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</tr>
<tr>
<td>_ L</td>
</tr>
</tbody>
</table>

Basic Steps

• Advance to Screen 284.
• Type a valid user reference on the Action Line, if desired, and press <ENTER> to view a complete list of all documents.
• Type an ‘X’ in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
• Place the cursor in the SL: field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

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

**Action Line**

User Ref: 14 digits/characters
Identify the user reference number to be displayed at the top of the list.

Include: 1 character
Enter the class of document to be displayed.
Screen Information

SL: 1 character
Type an 'X' to select a document for display on Screen 278.

CL: 1 character
Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

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

User Ref: 14 digits/characters
Displays the user reference used to indicate the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.

Doc: 7 character/digits
Identifies document number(s) for the class of document specified.

Vendor Name: 16 characters
Identifies the vendor’s name.

Date: 6 digits
Indicates the date the document was set up on the system.

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

Amount: 13 digits
Indicates the total dollar amount of all line items for the document.

St: 3 characters
Shows the status of the specified document. Common document status codes include:
- CL = Closed
- CO = Completed
- FR = Frozen
- IP = In Process
- TR = Transferred
- PRT = Printed
- DL = Deleted

Additional Functions

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

PF5 Invoice
Inv
Used to view the invoice details.

PF6 Receive
Recv
View the receiving information associated with the selected document.
<table>
<thead>
<tr>
<th>PF7</th>
<th>Audit</th>
<th>Audit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Audit</td>
<td>View the audit information for the selected document.</td>
</tr>
<tr>
<td>PF8</td>
<td>Accts</td>
<td>Accounts</td>
</tr>
<tr>
<td></td>
<td>Accts</td>
<td>Shows the account distribution used for the document selected.</td>
</tr>
<tr>
<td>PF9</td>
<td>PIP</td>
<td>PIP</td>
</tr>
<tr>
<td></td>
<td>PIP</td>
<td>Shows the PIP documents.</td>
</tr>
<tr>
<td>PF10</td>
<td>Headr</td>
<td>Header</td>
</tr>
<tr>
<td></td>
<td>Headr</td>
<td>Shows the document header information that was entered when the document was created.</td>
</tr>
<tr>
<td>PF11</td>
<td>Items</td>
<td>Items</td>
</tr>
<tr>
<td></td>
<td>Items</td>
<td>Lists the line item information for the document.</td>
</tr>
<tr>
<td>PF12</td>
<td>Track</td>
<td>Track</td>
</tr>
<tr>
<td></td>
<td>Track</td>
<td>Allows you to track the routing history of the selected document.</td>
</tr>
</tbody>
</table>
To find a document when the best information you have available is the name of the vendor, use Screen 285. This is a good choice when a vendor calls for information about a purchase. This screen automatically displays incomplete documents (those that have not been paid).

**Basic Steps**

- Advance to Screen 285.
- Type the vendor identification number or name and document class on the Action Line. You may also type an asterisk (*) in the Vendor: field to select the desired vendor from the pop-up window.
- Type additional data in the available fields, as desired, and press <ENTER> to view a complete list of all documents for the specified vendor and document class.
- Type an ‘X’ in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the SL: field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

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

**Action Line**

**Vendor:**  
◆ 11 digits  
Enter the desired FAMIS vendor identification number or name.

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

**Doc:**  
7 character/digits  
Enter the first document number to be displayed.
Screen 285 – Document Browse by Vendor (cont’d)

Completed Docs: 1 character
Type ‘Y’ to include completed documents in the display.

All Mail Codes: 1 character
Enter ‘Y’ to display all documents for the vendor.

**Screen Information**

**SL:** 1 character
Type an ‘X’ to select a document for display on Screen 278.

**CL:** 1 character
Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

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

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

**MC:** 1 character
Shows the state mail code for the specified vendor.

**First Dept:** 5 characters
Identifies the first department listed on the document header.

**Doc Summary:** 11 characters
Displays a brief summary description of the document header.

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

**Date:** 6 digits
Indicates the date the document was set-up on the system.

**User Ref:** 11 digits/characters
Displays the user reference used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.

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

**St:** 3 characters
Shows the status of the document. Common document status codes include:
- CL = Closed
- CO = Completed
- FR = Frozen
- IP = In Process
- TR = Transferred
- PRT = Printed
- DL = Deleted
### Additional Functions

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

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

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

Screen 286 - Document Browse by State Requisition Number

<table>
<thead>
<tr>
<th>SCN</th>
<th>State</th>
<th>L</th>
<th>T</th>
<th>Req Number</th>
<th>Doc</th>
<th>Vendor Name</th>
<th>Date</th>
<th>User Ref</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>4/30/07</td>
<td>R703622</td>
<td>05/07</td>
<td>219960-0000</td>
<td>345.00</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>453316</td>
<td>R200288</td>
<td>01/02</td>
<td>250422-0000</td>
<td>14,916.00</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>51</td>
<td>B600204</td>
<td>09/05</td>
<td>270280-000002</td>
<td>14,916.00</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>51</td>
<td>R600308</td>
<td>08/05</td>
<td>270280-000002</td>
<td>14,916.00</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>556-4-1279</td>
<td>R403523</td>
<td>05/04</td>
<td>805188-8963</td>
<td>6,460.00</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>5757641118</td>
<td>R302768</td>
<td>02/03</td>
<td>218190-3039</td>
<td>14,916.00</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>5877</td>
<td>R403922</td>
<td>06/04</td>
<td>219490-0001</td>
<td>5,938.40</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>711-0-022</td>
<td>M200189</td>
<td>08/07</td>
<td>241505-0001</td>
<td>285,000.00</td>
<td>PRT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>711-0-022</td>
<td>M300182</td>
<td>08/02</td>
<td>241505-0001</td>
<td>315,000.00</td>
<td>PRT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>711-0-022</td>
<td>M400016</td>
<td>04/03</td>
<td>241505-0001</td>
<td>315,000.00</td>
<td>PRT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>711-0-194</td>
<td>P000199</td>
<td>08/09</td>
<td>132005-0000</td>
<td>1,421.28</td>
<td>PRT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>711-0-2</td>
<td>P000248</td>
<td>09/09</td>
<td>246549-0429</td>
<td>38,932.20</td>
<td>PRT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 286.
- Type valid data in the available fields to limit the display and press <ENTER> to view a complete list of all documents with a state requisition number.
- Type an ‘X’ in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the SL: field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

Document Browse Process

State Requisition Number

The State Requisition field is used to group documents by a State assigned reference number. Entering a state requisition number on the Action Line will display a list of all documents with a state requisition number, beginning with the requisition number specified.

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

Action Line

State Req: 11 digits/characters
Identify the first state requisition number to be displayed.
Screen 286 – Document Browse by State Requisition Number (cont’d)

Class: 1 character
Signify the class of document to inquire on.

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

Completed Docs: 1 character
Type ‘Y’ to include completed documents in the display.

Screen Information

SL: 1 character
Type an ‘X’ to select a document for display on Screen 278.

CL: 1 character
Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

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

State Req Number: 9 digits/characters
Identifies the State Requisition Number of the specified document.

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

Vendor Name: 14 characters
Identifies the name of the vendor the items were purchased from.

Date: 2 digits
Indicates the date the document was set-up on the system.

User Ref: 11 digits/characters
Displays the user reference used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.

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

St: 3 characters
Shows the status of the document: Common document status codes include:
  - CL = Closed
  - CO = Completed
  - FR = Frozen
  - IP = In Process
  - TR = Transferred
  - PRT = Printed
  - DL = Deleted
### Additional Functions

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF5 Invc</td>
<td>Invoice Used to view the <strong>invoice details</strong>.</td>
</tr>
<tr>
<td>PF6 Recv</td>
<td>Receive View the <strong>receiving information</strong> associated with the selected document.</td>
</tr>
<tr>
<td>PF7 Audit</td>
<td>Audit Information View the <strong>audit information</strong> for the selected document.</td>
</tr>
<tr>
<td>PF8 Accts</td>
<td>Accounts Shows the <strong>account distribution</strong> used for the document selected.</td>
</tr>
<tr>
<td>PF9 PIP</td>
<td>PIP Shows the <strong>PIP documents</strong>.</td>
</tr>
<tr>
<td>PF10 Headr</td>
<td>Header Shows the <strong>document header information</strong> that was entered when the document was created.</td>
</tr>
<tr>
<td>PF11 Items</td>
<td>Items Lists the <strong>line item information</strong> for the document.</td>
</tr>
<tr>
<td>PF12 Track</td>
<td>Track Allows you to <strong>track</strong> the <strong>routing history</strong> of the selected document.</td>
</tr>
</tbody>
</table>
If the state order number is the best or only identification you have for a document, you can use Screen 287 to view on-line document information. This screen automatically displays incomplete documents (those that have not been paid).

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

### Basic Steps

- Advance to Screen 287.
- Type valid data in the available fields to limit the display and press <ENTER> to view a complete list of all documents with a state order number.
- Type an ‘X’ in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the SL: field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

### Document Browse Processes

#### State Order Number

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

#### Field Descriptions

(◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

- **State Order:** 6 digits
  
  Identify the first State Order Number to be displayed.
Screen 287 – Document Browse by State Order Number (cont’d)

**Class:**
Help 1 character  
Enter the class of document to inquire on.

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

**Completed Docs:**
1 character  
Type ‘Y’ to include completed documents in the display.

**Screen Information**

**SL:**
1 character  
Type ‘X’ and press <ENTER> to select a document for display on Screen 278.

**CL:**
1 character  
Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

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

**St Ord. Number:**
6 digits  
Identifies the State Order Number of the document.

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

**Vendor Name:**
18 characters  
Shows the name of the vendor the items were purchased from.

**Date:**
4 digits  
Indicates the date the document was set-up on the system.

**User Ref:**
11 digits  
Displays the user reference number used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.

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

**St:**
3 characters  
Shows the status of the specified document. Common document status codes include:
- CL = Closed
- CO = Completed
- FR = Frozen
- IP = In Process
- TR = Transferred
- PRT = Printed
- DL = Deleted
**Additional Functions**

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

**PF5 Invoice**
Used to view the **invoice details**.

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

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

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

**PF9 PIP**
Shows the **PIP documents**.

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

**PF11 Items**
Lists the **line item information** for the document.

**PF12 Track**
Allows you to track the **routing history** of the selected document.
Browse Documents Closed but Not Routed

There are many steps along the line to getting a purchase document paid. Sometimes the only thing holding up the payment of a document is that it has not received the proper approvals because it was never sent into the on-line routing and approval system.

Screen 271 is available for you to display your documents that have been closed, but have not been sent into the routing and approval system.

### Screen 271 - Documents Closed But Not Routed

<table>
<thead>
<tr>
<th>S</th>
<th>C</th>
<th>N</th>
<th>Doc</th>
<th>Buy</th>
<th>Vendor Name</th>
<th>User Ref.</th>
<th>Date</th>
<th>S-Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>_L</td>
<td>_L</td>
<td>_L</td>
<td>_L</td>
<td>JJ</td>
<td>MORRIS CHANCE</td>
<td>2416092010</td>
<td>01/28/10</td>
<td></td>
<td>479.99</td>
</tr>
<tr>
<td>_M</td>
<td>M500352</td>
<td>DMK</td>
<td>JAMES</td>
<td>J*JENSON</td>
<td>214910 5689</td>
<td>10/14/04</td>
<td>31,200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_M</td>
<td>M600046</td>
<td>JWF</td>
<td>JAMES</td>
<td>J*JENSON</td>
<td>214910 5689</td>
<td>06/16/05</td>
<td>31,200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_M</td>
<td>*M600470</td>
<td>SBB</td>
<td>JAMES</td>
<td>J*JENSON</td>
<td>214910 5689</td>
<td>04/26/06</td>
<td>31,200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_M</td>
<td>M700004</td>
<td>SBB</td>
<td>JAMES</td>
<td>J*JENSON</td>
<td>214910 5689</td>
<td>04/26/06</td>
<td>31,200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P001424</td>
<td>AGC</td>
<td>PERCUSIVE</td>
<td>500262EN8330</td>
<td>11/12/09</td>
<td>74,335.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P001958</td>
<td>AGC</td>
<td>CANTON INDUSTRY</td>
<td>41100000025</td>
<td>12/11/09</td>
<td>21,340.20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P002111</td>
<td>AGC</td>
<td>JAIL MEDICAL INC</td>
<td>2152801019</td>
<td>12/21/09</td>
<td>11,270.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>*P002114</td>
<td>AGC</td>
<td>DAYTIME SOLUTIONS</td>
<td>80501000000</td>
<td>12/21/09</td>
<td>47,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>*P002120</td>
<td>AGC</td>
<td>COHN TECHNOLOGIES</td>
<td>270409000920</td>
<td>12/21/09</td>
<td>11,308.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P002139</td>
<td>AGC</td>
<td>WINSTON PLAINS</td>
<td>27049000919</td>
<td>12/21/09</td>
<td>12,620.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>*P002153</td>
<td>AGC</td>
<td>PERSH SCIENTIFIC</td>
<td>23008201146</td>
<td>12/22/09</td>
<td>7,075.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More Entries - Press <Enter> to continue

Basic Steps

- Advance to Screen 271.
- Type the desired department code on the Action Line. Enter the SubDept code if you wish to include it in the list to be displayed.
- Press <ENTER> to view a complete list of all documents in your department/sub-department that have been closed but not routed.
- Type an ‘X’ in the SL: field to select a document and advance to Screen 278, where detailed information will be displayed.

Field Descriptions

**Action Line**

- **Dept:** 5 characters
  - Enter the department whose documents you would like to display.

- **SubDept:** 5 characters
  - Identify the sub-department to be included in the display.

- **Class:** 1 character
  - Enter the class of document to inquire on.
Screen 271 – Documents Closed but Not Routed (cont’d)

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

Screen Information
SL: 1 character
Type 'X' and press <ENTER> to select a document for display on Screen 278.

CL: 1 character
Identifies the class of the document: Requisition (R), Purchase Order (P),
Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

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

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

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

Vendor Name: 18 characters
Identifies the name of the vendor the items were purchased from.

User Ref.: 11 digits/characters
Displays the user reference which is used to identify the subsidiary ledger (SL)
account number used for the order followed by the departmental reference number.

Date: 6 digits
Indicates the date the document was set-up on the system.

S-Dept: 5 characters
Displays the sub-department associated with the purchase document.

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

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

PF4 Print
Print
t document information from FAMIS using Entire Connection. See
the FAMIS Entire Connection User’s Manual for greater details.

PF5 Invoice
Invc
Used to view the invoice details.

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

FAMIS makes it possible for you to browse through your purchase documents, sorted by their status code. Using Screen 272, you can also filter your list by subdepartment, class or route status.

**Screen 272 - Documents by Status**

<table>
<thead>
<tr>
<th>S</th>
<th>C</th>
<th>N</th>
<th>L</th>
<th>L</th>
<th>T</th>
<th>Doc</th>
<th>Buy Vendor Name</th>
<th>St</th>
<th>Rt</th>
<th>User Ref.</th>
<th>Date</th>
<th>S-Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>A336008</td>
<td>RICHARD A*S IP</td>
<td>3000903508</td>
<td>02/18/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>A339162</td>
<td>TEXAS A&amp;M U IP</td>
<td>3000903603</td>
<td>05/26/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>A400727</td>
<td>BRYAN/COLE IP</td>
<td>3000902276</td>
<td>10/03/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>A401191</td>
<td>ALLIED SUPP IP</td>
<td>3000800230</td>
<td>01/22/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>A402763</td>
<td>INTERNATION IP</td>
<td>5112010029</td>
<td>01/22/04</td>
<td>820.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>A403639</td>
<td>READING INC IP</td>
<td>3000800256</td>
<td>02/03/04</td>
<td>3,887.28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>A404596</td>
<td>PERPETUAL P IP CN</td>
<td>3000901741</td>
<td>09/19/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>A404707</td>
<td>CENTRAFLEX IP</td>
<td>3000902512</td>
<td>02/02/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>A409119</td>
<td>TEXAS A&amp;M U IP</td>
<td>3000902741</td>
<td>02/04/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>A414809</td>
<td>BRIARCHREST IP</td>
<td>5106160000</td>
<td>12/31/03</td>
<td>1,840.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>A417540</td>
<td>301 CHURCH IP CN</td>
<td>5106160055</td>
<td>01/05/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>A418248</td>
<td>BENTON COA IP</td>
<td>3000902926</td>
<td>01/31/04</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Advance to Screen 272.
- Type a department code on the Action Line.
- You must enter a status code. For example: In Progress (IP); Closed (CL), Deleted (DL), Completed (CO), and Transferred (TR).
- Press <ENTER> to view a list of documents in your department that match the status code entered.
- Type an 'X' in the SL: field to select a document and press <ENTER> to advance to Screen 278, where detailed information will be displayed.
- Place the cursor in the SL: field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

**Field Descriptions**

(◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ **Dept:**

Enter the **department** whose documents you would like to display.

◆ **SubDept:**

Identify the **sub-department** to be included in the display.

**Class:**

Enter the desired **class of document**.
Screen 272 – Documents by Status (cont’d)

<table>
<thead>
<tr>
<th>Doc:</th>
<th>7 character/digits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Include the <strong>first document number</strong> to be displayed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status:</th>
<th>2 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Help</strong></td>
</tr>
<tr>
<td></td>
<td>Identify a <strong>status code</strong> to limit the display. Valid values are:</td>
</tr>
<tr>
<td></td>
<td><strong>IP</strong> = In Process</td>
</tr>
<tr>
<td></td>
<td><strong>CL</strong> = Closed</td>
</tr>
<tr>
<td></td>
<td><strong>DL</strong> = Deleted</td>
</tr>
<tr>
<td></td>
<td><strong>CO</strong> = Completed</td>
</tr>
<tr>
<td></td>
<td><strong>TR</strong> = Transferred</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Route Status:</th>
<th>2 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Help</strong></td>
</tr>
<tr>
<td></td>
<td>Signify which <strong>routing status code</strong> to display. Valid routing status codes include:</td>
</tr>
<tr>
<td></td>
<td><strong>RJ</strong> = Rejected – returned to creator</td>
</tr>
<tr>
<td></td>
<td><strong>RC</strong> = Recalled – in creator’s In-Box</td>
</tr>
<tr>
<td></td>
<td><strong>DR</strong> = Routing at Department Level</td>
</tr>
<tr>
<td></td>
<td><strong>ER</strong> = Routing at Executive Level</td>
</tr>
<tr>
<td></td>
<td><strong>PR</strong> = Routing at Processing office</td>
</tr>
<tr>
<td></td>
<td><strong>FY</strong> = Routing to Person FYA/FRA</td>
</tr>
<tr>
<td></td>
<td><strong>FN</strong> = Final – Completed Routing</td>
</tr>
<tr>
<td></td>
<td><strong>CN</strong> = Cancelled – Doc cancelled</td>
</tr>
</tbody>
</table>

**Screen Information**

<table>
<thead>
<tr>
<th>SL:</th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Type ‘X’ and press &lt;ENTER&gt; to <strong>select a document</strong> for display on <strong>Screen 278</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CL:</th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identifies the <strong>class of the document</strong>: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NT:</th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An asterisk (*) indicates <strong>notes</strong> are <strong>attached to the document</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doc:</th>
<th>7 character/digits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identifies <strong>document numbers</strong> for the class of document specified.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Buy:</th>
<th>3 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Displays the <strong>initials of the buyer</strong> for the purchase document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th>11 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identifies the <strong>name of the vendor</strong> the items were purchased from.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>St:</th>
<th>3 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shows the current <strong>status of the documents for the status specified on the Action Line</strong>. Common document status codes include:</td>
</tr>
<tr>
<td></td>
<td><strong>IP</strong> = In Process</td>
</tr>
<tr>
<td></td>
<td><strong>CL</strong> = Closed</td>
</tr>
<tr>
<td></td>
<td><strong>DL</strong> = Deleted</td>
</tr>
<tr>
<td></td>
<td><strong>CO</strong> = Completed</td>
</tr>
<tr>
<td></td>
<td><strong>TR</strong> = Transferred</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Rt:           | 2 characters  
               Displays the current routing status of the document. |
| User Ref.:    | 13 digits/characters  
               Displays the user reference used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number. |
| Date:         | 6 digits  
               Indicates the date the document was set-up on the system. |
| S-Dept:       | 5 characters  
               Identifies the sub-department associated with the document. |
| Amount:       | 10 digits  
               Indicates the total dollar amount of all line items for the document. |

**Additional Functions**

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

- **PF5 Invoice**  
  Used to view the invoice details.

- **PF6 Receiving**  
  View the receiving information associated with the selected document.

- **PF7 Audit**  
  View the audit information for the selected document.

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

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

- **PF11 Items**  
  Lists the line item information for the document.

- **PF12 Track**  
  Allows you to track the routing history of the document.
**Incomplete Receiving and Invoicing**

Screen 275 is useful in determining why a payment has not been made. This screen displays the document number and whether or not receiving or invoicing has been completed. Status and matching information is also available.

Several PF keys are available at the bottom of this screen to provide additional information regarding each document listed. To access this information, place the cursor either in the SL: field to select the item, or anywhere on the first line of the item description line and press the desired PF key. A pop-up screen will be displayed showing the information requested.

**Screen 275 – Incomplete Receiving/Invoicing**

<table>
<thead>
<tr>
<th>Doc</th>
<th>Summary</th>
<th>Date</th>
<th>Cd /MS Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A705667</td>
<td>SUPPLIES - RESEARCH STOCKROOM</td>
<td>01/20/2007</td>
<td>CL LP</td>
<td>68.92</td>
</tr>
<tr>
<td>INV: 8151700 VCH: 1774590</td>
<td>01/22/2007</td>
<td>IP</td>
<td>68.92</td>
<td></td>
</tr>
<tr>
<td>A706303</td>
<td>SUPPLIES - HILTY</td>
<td>02/22/2007</td>
<td>CL LP</td>
<td>22.80</td>
</tr>
<tr>
<td>INV: *** NO INVOICING ***</td>
<td></td>
<td></td>
<td>** NO RECEIVING **</td>
<td></td>
</tr>
<tr>
<td>A712167</td>
<td>SCANTRON - CHEM 101</td>
<td>03/13/2007</td>
<td>CL LP</td>
<td>1522.00</td>
</tr>
<tr>
<td>INV: *** NO INVOICING ***</td>
<td></td>
<td></td>
<td>** NO RECEIVING **</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 275.
- Type a valid department code on the Action Line, and subdepartment code, if needed. You may also add a specific document class or document number to narrow the search for the desired information.
- Press <Enter> to view a list of documents that have not completed the matching process. “No Invoicing” and/or “No Receiving” will be displayed on these documents.
- Type an “X” in the SL: field to advance to Screen 278 to view detailed information about the selected document.
- Additional information is available by placing the cursor on the first line of a document’s information, or in the SL: field, and press the desired PF key shown at the bottom of the screen.

Invoice is in process (IP)
Screen 275 – Incomplete Receiving/Invoicing (cont’d)

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

**Action Line**

**◆ Dept:**

[Help] 5 characters
Enter the department code to be displayed.

**SubDept:**

5 characters
Indicate the sub-department to be included in the display.

**Class:**

[Help] 1 character
Identify the class of document to be displayed.

**Doc:**

7 character/digits
Enter the document number to be displayed on the first line.

**Number Of Days:**

3 digits
Used to include the incomplete documents that are over the specified number of days old. (For example, over 10 days old.)

**Screen Information**

**SL:**

1 character
Type ‘X’ to select a document for display on Screen 278.

**Doc:**

7 character/digits
Shows the document number assigned when created.

**Summary:**

3 lines/30 characters
Shows the document summary information, including invoicing and receiving status.

**Date:**

8 digits
Indicates the date the document was set up on the system.

**St Cd:**

2 characters
Indicates the status code.

**Cat/MS:**

2 characters
Displays the category/matching status.

**SubDept:**

5 characters
Indicates the sub-department for which you want to browse documents.

**Amount:**

10 digits
Displays the total dollar amount of all line items for the document.

**Additional Functions**

**PF KEYS**

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

**PF7 Audit**

Audit
View audit information for selected document.
Screen 275 – Incomplete Receiving/Invoicing (cont’d)

<table>
<thead>
<tr>
<th>PF8</th>
<th>Accounts</th>
<th>Shows the account distribution of funds used for the items on this selected document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF10</td>
<td>Header</td>
<td>Displays extended document header detail for the created document.</td>
</tr>
<tr>
<td>Headr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF11</td>
<td>Items</td>
<td>Shows the line items on file for the document.</td>
</tr>
<tr>
<td>Items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF12</td>
<td>Track</td>
<td>Allows you to see the tracking history of a document through creation process.</td>
</tr>
<tr>
<td>Track</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A complete view of the entire document in a format similar to that of a printed document may be viewed on Screen 288.

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

The number of pages displayed varies from document to document.

**Screen 288 - Document Summary (Page 1)**

<table>
<thead>
<tr>
<th>Date: 09/11/09 4:09PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2010 CC 02</td>
</tr>
</tbody>
</table>

**VENDOR:**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Doc: P600465</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICAN SW MERCANTILE INC DBA ABCO WHOLESALE</td>
<td></td>
</tr>
<tr>
<td>P O BOX 88888</td>
<td>USER REF: 300210-7089</td>
</tr>
<tr>
<td>AUSTIN, TX 78706</td>
<td></td>
</tr>
</tbody>
</table>

**CONFIRMATION:**

| M600187 |

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

<table>
<thead>
<tr>
<th>Date: 09/11/09 4:09PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2010 CC 02</td>
</tr>
</tbody>
</table>

**CONFIRMATION:**

| M600187 |

**ADDITIONAL TEXT:**

| M600187 |

**CONFIRMATION:**

| M600187 |
### Screen 288 - Document Summary (Page 3)

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

**Total:** 3,326.10

**Account Distribution:**

02 2006 300210-00000-4015 FOOD SERVICES

Account Total: 3,326.10

**Catalogue Order:**

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

Hmenu Help EHelp                   Bkwd  Fwrd

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

**Document Date:** 09/20/2005

**Discount:** 0.000

**Discount Due Date:** 0

**Discount Ind:** No

**Pay Due Date:** 30

**F.O.B.:** DP

**Vendor Ref:** ZOE ZILLER 555-555-5555

**Delivery Date:** 08/31/2006

**Delivery Req'd By:**

Dept Contact: DARLENE DILLARD

Phone No.: 979-458-8888

**Catalogue Order:**

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

Hmenu Help EHelp                   Bkwd  Fwrd

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

**Bidding Vendor**

<table>
<thead>
<tr>
<th>Vendor Contact</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABCO WHOLESALE</td>
<td>ZOE ZILLER</td>
</tr>
<tr>
<td>BEN E KEITH FOODS</td>
<td>CANDY CARTER</td>
</tr>
<tr>
<td>F N SUPPLY CO</td>
<td>F.F. FIELDS</td>
</tr>
</tbody>
</table>

**Reason For Award To Other Than Low Bidder:**

**Catalogue Order:**

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

Hmenu Help EHelp                   Bkwd  Fwrd
Basic Steps

- Advance to Screen 288.
- Enter the document number you wish to display.
- Enter the number of description lines to display per item, and press <ENTER> to retrieve document information.
- Continue to press <ENTER> to scroll through the pages of the document or use PF7 and PF8 to scroll backwards and forwards through the pages.

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

**Action Line**

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

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

**Screen Information**

**Page 1**

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

**Page 2**

- **<<Additional Text>>**
- **<<Sub Text>>** Additional information for document summary, if available.
Page 3

**Item:**
3 digits
Identifies line item number(s) on the document.

**Description:**
27 characters
Displays a brief description of the line item.

**Quantity:**
10 digits
Indicates the purchase quantity of the line item.

**UOM:**
4 characters
Identifies the Unit of Measure for the line item to be printed on the purchase order.

**Unit Price:**
10 digits
Displays the dollar amount to be paid per unit of measure.

**Extended Price:**
10 digits
Indicates the total item amount as calculated by the system.

**>>Account Distribution<<**
60 characters
Displays a breakdown of accounts responsible for payment of the items.

Page 4

**Catalogue Order:**
1 character
‘Y’ indicates this is a catalogue order.

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

**Disc Pct:**
5 digits
Identifies the discount percentage applied to the purchase by the vendor.

**Disc Due DD:**
8 digits
Displays the discount due date, or the date by which the invoice has to be paid in order to receive the discount.

**Disc Ind:**
1 character
Signifies the discount indicator. This is usually ‘N’ (for net) which indicates the net (invoice amount discount) may be paid. An ‘I’ indicates that no discount is allowed.

**Pay DD:**
8 digits
Displays the pay due date, or the date by which the invoice must be paid.

**F.O.B.:**
2 characters
Indicates the freight code defining conditions by which purchased goods will be transported/delivered.

**Vendor Ref:**
35 digits/characters
Displays the reference number assigned by the vendor, if any.
Screen 288 – Document Summary (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Date:</td>
<td>8 digits. Identifies the <strong>date</strong> the items were <strong>delivered</strong>.</td>
</tr>
<tr>
<td>Delivery Req'd By:</td>
<td>8 digits. Indicates the <strong>day</strong> by which the <strong>delivery</strong> of items requested is <strong>required</strong>.</td>
</tr>
<tr>
<td>Dept Contact:</td>
<td>10 characters. Displays the <strong>name of the person</strong> in the <strong>department</strong> to <strong>contact</strong> regarding the purchase.</td>
</tr>
<tr>
<td>Phone No.:</td>
<td>10 digits. Identifies <strong>area code and phone number</strong> for the document’s <strong>contact person</strong>.</td>
</tr>
<tr>
<td>Sole Source Reason:</td>
<td>50 characters. Displays the <strong>reason for</strong> the <strong>sole source purchase</strong>.</td>
</tr>
<tr>
<td>Bidding Vendor:</td>
<td>3 lines/30 characters. Identifies a <strong>vendor submitting a bid</strong> for the purchase.</td>
</tr>
<tr>
<td>Vendor Contact:</td>
<td>25 characters. Displays the <strong>name of the person to contact</strong> with the <strong>vendor</strong> regarding bids for this order.</td>
</tr>
<tr>
<td>Bid Amount:</td>
<td>15 digits. Indicates the <strong>total dollar amount</strong> the <strong>vendor bids</strong> for the purchase.</td>
</tr>
<tr>
<td>Reason for Award to Other Than Low Bidder:</td>
<td>15 digits. Indicates the <strong>reason why the purchase did not go to the lowest bidder</strong>, if applicable.</td>
</tr>
<tr>
<td>Document Notes:</td>
<td>150 characters. Displays the <strong>document notes</strong>, if available.</td>
</tr>
</tbody>
</table>

**Additional Information**

**PF KEYS** See the Appendix for an explanation of the standard PF Keys.
When the document number is known, the most comprehensive information available is found on Screen 278. You may also advance to Screen 278 after selecting a document for display from one of the other document inquiry screens.

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

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

---

**Screen 278 - Document Inquiry (Panel 1)**

<table>
<thead>
<tr>
<th>S Line</th>
<th>Quantity</th>
<th>UOM</th>
<th>Description</th>
<th>P</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>12.00</td>
<td>EA</td>
<td>Service Agreement to inc M</td>
<td>514.5000</td>
<td>6174.00</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>12.00</td>
<td>EA</td>
<td>Note to Bidder:</td>
<td>514.5000</td>
<td>6174.00</td>
<td></td>
</tr>
</tbody>
</table>

---

**Screen 278 - Document Inquiry (Panel 2)**

<table>
<thead>
<tr>
<th>S Line</th>
<th>Received Date</th>
<th>Recvd Date</th>
<th>Invoiced Date</th>
<th>Matched Date</th>
<th>Mtchd Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>08/31/2009</td>
<td>12.00</td>
<td>09/01/2008</td>
<td>12.00</td>
<td>09/15/2008</td>
</tr>
<tr>
<td>1.1</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The INV UOM field is filled in each time an invoice posting occurs to this line. It comes from Screen 342. Each subsequent posting will overly this value.

Basic Steps
- Advance to Screen 278.
- Enter the document number to be displayed and press <ENTER>. Each line item is listed at the bottom of the screen.
- Type an 'X' next to the line item or position the cursor in the S: field to select, and press <ENTER> to advance to Screen 279 where detailed information will be provided.

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

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

Screen Information
Panel 1
Doc Summary: 50 characters/digits
Displays a summary description of the document selected.

Vendor: 11 digits/30 characters
Displays the vendor’s identification number and name.

Reimburse ID: 11 characters/digits
Shows the ID number of the individual who is being reimbursed for items already purchased.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc FY:</td>
<td>4 digits&lt;br&gt;Indicates the fiscal year in which the document is processed.</td>
</tr>
<tr>
<td>Doc Amt:</td>
<td>15 digits&lt;br&gt;Displays the total dollar amount for document.</td>
</tr>
<tr>
<td>User Ref:</td>
<td>14 digits&lt;br&gt;Shows the user reference that is used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.</td>
</tr>
<tr>
<td>Status:</td>
<td>2 characters&lt;br&gt;Indicates the status of the document. For example: In Process (IP), Closed (CL), Deleted (DL), and Completed (CO).</td>
</tr>
<tr>
<td>Amt Inv:</td>
<td>15 digits&lt;br&gt;Shows the total dollar amount invoiced for document.</td>
</tr>
<tr>
<td>Doc Date:</td>
<td>8 digits&lt;br&gt;Identifies the date the document was processed by the system.</td>
</tr>
<tr>
<td>Route St:</td>
<td>2 characters&lt;br&gt;Displays a purchasing document’s status in the Routing and Approval System.</td>
</tr>
<tr>
<td>Amt Vchr:</td>
<td>15 digits&lt;br&gt;Shows the total dollar amount vouchered.</td>
</tr>
<tr>
<td>Class:</td>
<td>1 character&lt;br&gt;Identifies the class code of the document.</td>
</tr>
<tr>
<td>Oth A/P Src:</td>
<td>2 characters&lt;br&gt;Shows any additional accounts payable source.</td>
</tr>
<tr>
<td>Inv Forced:</td>
<td>1 character&lt;br&gt;‘Y’ indicates an invoice has been forced for the document selected.</td>
</tr>
<tr>
<td>Category:</td>
<td>2 characters&lt;br&gt;Defines the accounting and receiving category of the document.</td>
</tr>
<tr>
<td>USAS Doc Type:</td>
<td>1 digit&lt;br&gt;Displays the document type for USAS processing.</td>
</tr>
<tr>
<td>Req Delivery Date:</td>
<td>8 digits&lt;br&gt;Shows the date items were requested to be delivered.</td>
</tr>
<tr>
<td>LP Received:</td>
<td>10 digits&lt;br&gt;Indicates whether or not goods/services for a limited purchase were received before it was closed/routed. If the items were received, the date they were received will be displayed.</td>
</tr>
</tbody>
</table>
Screen 278 – Document Inquiry (cont’d)

Buyer: 20 characters/digits
Displays the name of the buyer for the document, and phone extension, if available.

Nbr Invoices: 3 digits
Indicates the number of invoices processed.

Catalogue Order: 1 character
‘Y’ indicates the document is a catalogue order.

Delg: 1 character
‘Y’ identifies this as a delegated purchase.

Contact: 15 characters
Shows name of the person to contact regarding the document.

S: 1 character
Type an ‘X’ to select a line item for display on Screen 279.

Line: 3 digits
Shows the line item number for the document.

Quantity: 10 digits
Identifies the purchase quantity of the line item.

UOM: 3 characters
Represents the unit of measure for line item.

Description: 25 characters
Displays a brief description of the line item.

P: 1 character
Displays a brief description of the line item.

Unit Price: 10 digits
Displays the dollar amount to be paid per unit of measure.

Extended Price: 10 digits
Indicates the total item amount as calculated by the system.

Panel 2

Received: 10 digits
Shows the quantity of items received.

Date Recvd: 8 digits
Identifies the date the line item was received.

Invoiced: 10 digits
Displays the quantity of items invoiced.
Screen 278 – Document Inquiry (cont’d)

**Date Invcd:** 8 digits
Signifies the *date the line item was invoiced.*

**Matched:** 10 digits
Indicates the *quantity of matched items.*

**Date Mtchd:** 8 digits
Shows the *date the line item was matched.*

**Panel 3**

**INV UOM:** 4 characters
Identifies the *invoiced unit of measure.* This field is filled in each time an invoice posting occurs to this line. It comes from Screen 342. Each subsequent posting will overly this value.

**Paid Quantity:** 10 digits
Shows the *quantity paid.*

**Paid Amount:** 10 digits
Shows the *amount paid.*

**Remaining Balance:** 10 digits
Identifies the *remaining amount to be paid.*

---

**Additional Information**

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

**PF5 Invoice**
Invc
Used to view the *invoice details.*

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

**PF7 Download Print**
DIPrt
Allows you to *download the screen information through Entire Connection.*
See the FAMIS Entire Connection User’s Manual for details.

**PF8 Accounts**
Accts
Shows the *account distribution* used.

**PF9 Print**
Print
Used to *print document information from FAMIS using Entire Connection.*
See the FAMIS Entire Connection User’s Manual for details.
Document Line Item Inquiry

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

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

Screen 279 - Document Line Item Inquiry

<table>
<thead>
<tr>
<th>279 Document Line Item Inquiry</th>
<th>09/11/09 4:28PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Document: P900247</td>
</tr>
<tr>
<td>Vendor: 2vvvvvvvv1 AMY ANDERSON DBA*SERVICE TECH</td>
<td></td>
</tr>
<tr>
<td>User Ref: 241801-0415A</td>
<td></td>
</tr>
<tr>
<td>Item UOM: EA</td>
<td></td>
</tr>
<tr>
<td>Item Qty: 12.00</td>
<td></td>
</tr>
<tr>
<td>Item Unit Price: 514.5000</td>
<td></td>
</tr>
<tr>
<td>Item Discount:</td>
<td></td>
</tr>
<tr>
<td>Item Ext Price: 6174.00</td>
<td></td>
</tr>
<tr>
<td>Item Proc Cd: M</td>
<td></td>
</tr>
<tr>
<td>Commodity Code: 93862</td>
<td></td>
</tr>
<tr>
<td>First Account: 241801-00099-xxxx Cost Ref1: 2: 3:</td>
<td></td>
</tr>
<tr>
<td>Item Desc: Service Agreement to include the following four (4) Reverse Osmosis Water Systems:</td>
<td></td>
</tr>
<tr>
<td>TIBH Code:</td>
<td></td>
</tr>
<tr>
<td>Delete Flag:</td>
<td></td>
</tr>
<tr>
<td>Freeze Flag:</td>
<td></td>
</tr>
<tr>
<td>Capital/Inv Flag:</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Screen 279 – PF7 Invoice Detail

<table>
<thead>
<tr>
<th>279 Document Line Item Inquiry</th>
<th>09/11/09 4:29PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Document: P900247</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Completed Docs: N</td>
<td></td>
</tr>
<tr>
<td>Invoice Nbr</td>
<td>Vch Nbr</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
</tr>
<tr>
<td>10076</td>
<td>lxxxxxx7 CO MS 09/01/08</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>12.00</td>
<td>6174.00</td>
</tr>
</tbody>
</table>

End of Valid Invoices Found
PF3= Back to 279  PF4=Exit
Screen 279 – Document Line Item Inquiry (cont’d)

Basic Steps

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

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

*Action Line*

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

Item: __ of __: 4 digits
Indicate the item number to be displayed. The default is the first line item number.

*Screen Information*

Vendor: 11 digits/30 characters
Displays the identification number and name of the vendor from which items are purchased.

User Ref: 14 digits/characters
Signifies the user reference used to identify the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.

Item UOM: 3 characters
Shows the unit of measure for the line item.

Item Qty: 10 digits
Identifies the purchase quantity of the line item.

Item Unit Price: 10 digits
Displays the dollar amount to be paid per unit of measure.

Item Discount: 5 digits
Shows the discount percentage for the line item.

Item Ext Price: 10 digits
Indicates the total extended item amount, as calculated by the system.

Item Proc Cd: 1 character
Shows the processing code for any special processing needs for the document.

Commodity Code: 5 digits
Displays the commodity code for classifying goods and services.

First Account: 15 digits
Identifies the first FAMIS account number for this document.
Screen 279 – Document Line Item Inquiry (cont’d)

Cost Ref 1, 2, 3: 7 characters
Identifies the user-defined cost accounting reference for the line item.

Item Desc: 50 characters/digits
Displays a short description of the line item purchased.

TIBH Code: 1 character/digit
Shows the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as vendor for the bid/purchase. Valid values are:
N = Not Provided by TIBH
T = TIBH Purchase
1 = Quantity
2 = Quality
3 = Delivery Time
4 = Life Cycle
5 = Price

Delete Flag: 1 character
‘Y’ indicates the item has been deleted from the system.

Freeze Flag: 1 character
‘Y’ identifies the item has been frozen from further activity within the system.

Capital/Inv Flag: 1 character
‘Y’ indicates the item will be inventoried or capitalized within the system.

Received, Invoiced, Matched

UOM: 3 characters
Represents the unit of measure for the line item.

Dt: 8 digits
Indicates the date item was received, invoiced, and/or matched.

Qty: 10 digits
Identifies the purchase quantity of the line item received, invoiced, or matched.

Additional Information

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

PF7 Invoice Detail
Displays detailed invoice information about the document.

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

PF11 Item Description
Place cursor on line item and press this key to see detailed description of the item.
Document Tracking Inquiry

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

Press ENTER to scroll through the list, or type a valid document number on the Action Line to display it at the top of the list. You may also enter the document prefix (without a number) to view a list of documents for a specific document class. You must also enter the document number to see the User ID of the last person to act on the document.

### Screen 290 - Document Tracking Inquiry

<table>
<thead>
<tr>
<th>C</th>
<th>L</th>
<th>Document</th>
<th>Item</th>
<th>To Cls</th>
<th>To Document</th>
<th>Item</th>
<th>Action</th>
<th>Date</th>
<th>Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>P</td>
<td>P900007</td>
<td>CREATE</td>
<td>05/09/08</td>
<td>09:55</td>
<td>KxxxxxP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P</td>
<td>P900007</td>
<td>CLOSED</td>
<td>05/09/08</td>
<td>10:23</td>
<td>KxxxxxM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P</td>
<td>P900007</td>
<td>COMPLETE</td>
<td>07/07/09</td>
<td>11:26</td>
<td>KxxxxxM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P</td>
<td>P900008</td>
<td>CREATE</td>
<td>05/12/08</td>
<td>09:57</td>
<td>KxxxxxY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P</td>
<td>P900008</td>
<td>CLOSED</td>
<td>05/12/08</td>
<td>10:00</td>
<td>KxxxxxY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P</td>
<td>P900008</td>
<td>1.0</td>
<td>P</td>
<td>P000106</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>07/22/09</td>
<td>08:54</td>
<td>WxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P</td>
<td>P900008</td>
<td>2.0</td>
<td>P</td>
<td>P000106</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>07/22/09</td>
<td>08:54</td>
<td>WxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P</td>
<td>P900009</td>
<td>CREATE</td>
<td>05/13/08</td>
<td>09:27</td>
<td>BxxxxxP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P</td>
<td>P900009</td>
<td>CLOSED</td>
<td>05/13/08</td>
<td>15:10</td>
<td>KxxxxxM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P</td>
<td>P900009</td>
<td>0.1</td>
<td>M</td>
<td>M900062</td>
<td>0.1</td>
<td>TRNSFR</td>
<td>05/21/08</td>
<td>14:24</td>
<td>BxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P</td>
<td>P900009</td>
<td>1.0</td>
<td>M</td>
<td>M900062</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>05/21/08</td>
<td>14:24</td>
<td>BxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P</td>
<td>P900010</td>
<td>CREATE</td>
<td>05/15/08</td>
<td>11:26</td>
<td>MxxxxxP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More records - Press ENTER to scroll

**Basic Steps**

- Advance to Screen 290.
- Press ENTER to scroll through the list, or type a valid document number on the Action Line to display it at the top of the list. You may also enter the document prefix (without a number) to view a list of documents for a specific document class.
- Press <ENTER> to view the desired list of all documents.

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

### Action Line

◆ Doc: 7 character/digits

Enter the document number to be displayed.

### Screen Information

Cl: 1 character

Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).
Screen 290 – Document Tracking Inquiry (cont’d)

Doc: 7 character/digits
Identifies the document number for the class of document specified.

Item: 3 digits
Shows the number of line items on the document.

To CIs: 1 character
Identifies the class of document the document item was transferred to.

To Document: 7 character/digits
Displays the document number the item was transferred to.

To Item: 3 digits
Identifies the item number on the document it was transferred to.

Action: 7 characters
Designates the type of action that was taken against the document.

Action Date: 6 digits
Shows the date the action was performed on the document.

Action Time: 4 digits
Displays the time the action was performed on the document.

By User: 8 characters/digits
Indicates the user ID of the person performing the action on the document.

Additional Information
PF KEYS See the Appendix for an explanation of the standard PF Keys.
FAMIS allows you to cross reference a document from its original source document. Cross references for purchasing documents may be viewed using Screen 291. The “To Document” number is created when items are transferred on the “From Document.”

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

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

### Screen 291 - Document Tracking Cross Reference

<table>
<thead>
<tr>
<th>Document</th>
<th>Item</th>
<th>CL</th>
<th>From Document</th>
<th>Item</th>
<th>Action</th>
<th>Date</th>
<th>Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>P900012</td>
<td>1.0</td>
<td>R</td>
<td>R900084</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>05/19/08</td>
<td>09:16</td>
<td>TxxxxxP</td>
</tr>
<tr>
<td>P900012</td>
<td>2.0</td>
<td>R</td>
<td>R900084</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>05/19/08</td>
<td>09:16</td>
<td>TxxxxxP</td>
</tr>
<tr>
<td>P900012</td>
<td>3.0</td>
<td>R</td>
<td>R900084</td>
<td>3.0</td>
<td>TRNSFR</td>
<td>05/19/08</td>
<td>09:16</td>
<td>TxxxxxP</td>
</tr>
<tr>
<td>P900013</td>
<td>0.1</td>
<td>R</td>
<td>R803603</td>
<td>0.1</td>
<td>TRNSFR</td>
<td>05/20/08</td>
<td>09:38</td>
<td>KxxxxxP</td>
</tr>
<tr>
<td>P900013</td>
<td>1.0</td>
<td>R</td>
<td>R803603</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>05/20/08</td>
<td>09:38</td>
<td>KxxxxxP</td>
</tr>
<tr>
<td>P900013</td>
<td>2.0</td>
<td>R</td>
<td>R803603</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>05/20/08</td>
<td>09:38</td>
<td>KxxxxxP</td>
</tr>
<tr>
<td>P900013</td>
<td>3.0</td>
<td>R</td>
<td>R803603</td>
<td>3.0</td>
<td>TRNSFR</td>
<td>05/20/08</td>
<td>09:38</td>
<td>KxxxxxP</td>
</tr>
<tr>
<td>P900013</td>
<td>4.0</td>
<td>R</td>
<td>R803603</td>
<td>4.0</td>
<td>TRNSFR</td>
<td>05/20/08</td>
<td>09:38</td>
<td>KxxxxxP</td>
</tr>
<tr>
<td>P900013</td>
<td>5.0</td>
<td>R</td>
<td>R803603</td>
<td>5.0</td>
<td>TRNSFR</td>
<td>05/20/08</td>
<td>09:38</td>
<td>KxxxxxP</td>
</tr>
<tr>
<td>P900013</td>
<td>6.0</td>
<td>R</td>
<td>R803603</td>
<td>6.0</td>
<td>TRNSFR</td>
<td>05/20/08</td>
<td>09:38</td>
<td>KxxxxxP</td>
</tr>
<tr>
<td>P900013</td>
<td>7.0</td>
<td>R</td>
<td>R803603</td>
<td>7.0</td>
<td>TRNSFR</td>
<td>05/20/08</td>
<td>09:38</td>
<td>KxxxxxP</td>
</tr>
</tbody>
</table>

More records - Press ENTER to scroll

Basic Steps

- Advance to Screen 291.
- Enter the document number on the Action Line to display it at the top of the list and press <ENTER>. Type only the document prefix to view a list of documents for a specific class.

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

**Action Line**

◆ Doc:

Identify the document number to be displayed.

**Screen Information**

CL:

1 character

Shows the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).
Screen 291 – Document Tracking Cross Reference (cont’d)

To Document: 7 character/digits
Displays the document number the item was transferred to.

To Item: 3 digits
Identifies the item number on the document it was transferred to.

From Cls: 1 character
Identifies the class of document the document item was transferred from.

From Document: 7 character/digits
Identifies the document number the item was transferred from.

From Item: 3 digits
Identifies the item number on the document from which the item was transferred.

Action: 7 characters
Designates the type of action that was taken against the document.

Action Date: 6 digits
Date the action was performed on the document.

Action Time: 4 digits
Time the action was performed on the document.

By User: 8 characters/digits
Indicates the user ID of the person performing the action on the document.

Additional Information
PF KEYS
See the Appendix for an explanation of the standard PF Keys.
Section IV
Document Boxes
When you logon to FAMIS, the first screen you will see is the FAMIS Bulletin Board.

FAMIS Bulletin Board

When you logon to FAMIS, the first screen you will see is the FAMIS Bulletin Board.

FAMIS Bulletin Board

Welcome to FAMIS

*  
  Users of TAMU Procurement Services:  
  DEADLINES-Purchase Requisitions for FY 2009 and 2010 are now available on FAMIS Bulletin Board Screen B21.  
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  TAMU CIS performs maintenance on Sunday mornings - FAMIS may be unavailable until noon.  Call CIS Help Desk Central at 979.845.8300 if you have concerns.  

FAMIS Website - www.tamus.edu/offices/famis  
FAMIS Hotline (979) 458-6464  
Email: famishelp@tamus.edu  
07/21/09

If you have documents that you must approve or sign, a pop-up window will display across the Bulletin Board to let you know. You may then proceed to Screen 910, your document In-Box, to see the documents that await your approval.

The Routing and Approval Menu, M90, will help you identify which screens to see when working with documents that are being routed.

FAMIS Bulletin Board
Document In-Box

The document In-Box displays all the documents awaiting your action. Documents listed on this screen may be there because they:

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

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

Documents will appear in the following order:

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

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

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

Also, if you don’t have approval authority for a particular document, you WILL NOT SEE the Action: field on the Cover Sheet.
### Section I – Main Screen

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

<table>
<thead>
<tr>
<th>Sel Document ID</th>
<th>FY</th>
<th>Submitted by</th>
<th>Submitted</th>
<th>Arrived</th>
<th>CC</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRQSAR000009</td>
<td>2000</td>
<td>JENSEN, JULIE J</td>
<td>03/27/2000</td>
<td>04/18/2000</td>
<td>SA</td>
<td></td>
</tr>
<tr>
<td>PRQSAR100001</td>
<td>2001</td>
<td>JENSEN, JULIE J</td>
<td>11/21/2000</td>
<td>04/03/2003</td>
<td>SA</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Sel Document ID</th>
<th>FY</th>
<th>Submitted by</th>
<th>Submitted</th>
<th>Arrived</th>
<th>CC</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRQSAR000009</td>
<td>2000</td>
<td>JENSEN, JULIE J</td>
<td>03/27/2000</td>
<td>04/18/2000</td>
<td>SA</td>
<td></td>
</tr>
<tr>
<td>PRQSAR100001</td>
<td>2001</td>
<td>JENSEN, JULIE J</td>
<td>11/21/2000</td>
<td>04/03/2003</td>
<td>SA</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

Approve or Reject Documents

- Advance to Screen 910.
- Press <ENTER> to scroll through documents in your In-Box.
- Type an ‘X’ next to all documents you would like to approve and press PF8.
  -OR-
- Press PF9 to select all of the documents in your In-Box.
- This will bring up the Routing Document Information Pop-Up Window.
- Type APP in the Action: field, type ‘Y’ in the pop-up box to confirm that you would like to approve the document and press <ENTER>.
- If you are rejecting a document, type REJ in the Action: field, enter the reason that you are rejecting the document in the pop-up window provided and press <ENTER> to return the document to its creator.
- This will return you to the Routing Document Information window. Press PF5 to move to the next document requiring action or press PF4 to return to Screen 910.

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

**Action Line**

- **Document:** 12 characters/digits
  Enter the document number, if known, or leave blank to display all documents. You can also use wildcards to search for types of documents (for example: PP*).

- **Office:** 10 characters
  Enter the title of the electronic office for the documents awaiting action. Must be used in conjunction with the Desk: field.

- **Desk:** 10 characters
  Type the name of the desk where the documents are awaiting action. Must be used in conjunction with the Office: field.

- **Approvals Only:** 1 character
  Indicate whether or not (‘Y’ or ‘N’) to display only items that need to be approved.

**Screen Information**

**Panel 1**

- **Sel:** 1 character
  Type an ‘X’ in this field and press PF8 to select a document for further review.

- **Document ID:** 12 characters/digits
  Displays the document identification number used in routing and approval; consists of the form (3 characters) + the campus code (2 digits) + the document number (7 character/digits).
Screen 910 – Document In-Box (cont’d)

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

Doc Summary: 40 characters/digits
Displays a summary description of the document.

Requested Action: 11 characters
Shows the requested action that needs to be taken on the document.

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

Panel 2
FY: 4 digits
Indicates the fiscal year that the document was created.

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

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

Arrived: 8 digits
Shows the date the document arrived at the In-Box.

Current
CC: 2 digits
Identifies the current location of the document by TAMUS member campus code.

Unit: 10 characters
Shows the current department/sub-department in which the document is being routed.

Panel 3
Current
Office: 10 characters
Displays the current office the document is being routed through.
Screen 910 – Document In-Box (cont’d)

Desk: 10 characters
Indicates the current desk/PID where the document is awaiting action.

View: 10 characters
Displays the name of the view where a person has approval authority on a signer or creator desk. This is only applicable to signer/creator desks.

Additional Functions

PF KEYS
See the Appendix for a detailed description of the standard PF keys.

PF6 Discd
Discards selected document(s) from the In-Box.

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

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

PF9 All
Select All Documents
Selects all the documents in your In-Box and displays the routing document information pop-up window. The documents are displayed sequentially.

Section II – Cover Sheet Pop-Up Window

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

If routing notes exist, a message ‘*ROUTING NOTES*’ will be displayed near the top of the screen. If not, there will be no message.
## Screen 910 – Document In-Box (cont’d)

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

#### Action Line

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

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

#### Screen Information

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

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

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

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

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

**by:** 25 characters
Shows the name of the person routing the documents.

**(Type of Document):** 7 characters/digits
Displays the type of document and indicates the identification number (i.e.,
“Limited Purch” and document number.)

**Contact Person:** 25 characters
Identifies the name of the person to contact about the document.
Screen 910 – Document In-Box (cont’d)

**Dept Name:** 25 characters

Name of first department listed on the purchasing document header.

**Doc Total:** 15 digits

Shows total dollar amount on the purchasing document before any transfers are processed.

**Untransferred Total:** 15 digits

Identifies the total dollar amount on the purchasing document that has not been transferred to another document.

### Additional Functions

**PF KEYS**

See the Appendix for a detailed description of the standard PF keys.

**PF4**

Exit Cover Sheet Pop-Up Window

Exit

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

**PF5**

Next Document

NDoc

Used to view the next document selected.

**PF6**

Document Summary

Summ

View the document summary information.

**PF7**

Routing History

RHist

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

**PF8**

Audit Information

Audit

Shows the audit trail of who created or modified the document.

**PF9**

Notes

Notes

Displays a pop-up window to select the type of notes to view: Document Notes or Routing Notes. Select type of notes to view by typing “X” and press <ENTER>.

**PF10**

Document Header Extended Information

Headr

Displays the document header extended information for the document.

**PF11**

Line Items

Items

Shows information about the line items on the document.

**PF12**

Document Tracking

Track

Identifies the actions taken on the document.
Document In-Box by Name

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

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

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

Security element “10” allows security officers, and certain members of the Purchasing Office/Fiscal Office to have viewing access to the cover sheet and all routing documents on Screens 911 and 913 in order to provide assistance in resolving routing and approval problems.

Section I – Main Screen

Documents will appear in the following order:

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

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

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

<table>
<thead>
<tr>
<th>Sel</th>
<th>Document ID</th>
<th>Doc Summary</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EBRS0001911</td>
<td>EBR: Janice Jones PIN: Sxxxx3</td>
<td>Ntfy/Signed</td>
<td>In Proc Rt</td>
</tr>
<tr>
<td>2</td>
<td>PLPSAL400099</td>
<td>OFFICE SUPPLIES</td>
<td>Ntfy/Final</td>
<td>Final</td>
</tr>
<tr>
<td>3</td>
<td>PRQSR400022</td>
<td>COP</td>
<td>Ntfy/Final</td>
<td>Final</td>
</tr>
<tr>
<td>4</td>
<td>PLPSAL400090</td>
<td>PENT</td>
<td>Ntfy/Final</td>
<td>Final</td>
</tr>
<tr>
<td>5</td>
<td>EWRS0001915</td>
<td>EWR: Roger Reese - Wage Position</td>
<td>Ntfy/Signed</td>
<td>In Proc Rt</td>
</tr>
<tr>
<td>6</td>
<td>EBRS0001917</td>
<td>EBR: Vacant PIN: Sxxxx6</td>
<td>Ntfy/Final</td>
<td>Final</td>
</tr>
</tbody>
</table>

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

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

This is Linda’s In-Box

Type ‘Y’ to view only documents for approval.
Screen 911 - Document In-Box by Name (Panel 2)

911 Document In-Box by Name                                    09/15/09 13:47
Screen: __ Name: LAWRENCE, LINDA L                                    Document: __________
<More> Approvals Only: N Panel: 02 More>>
Sel Document ID   FY      Submitted by      Submitted   Arrived   CC    Unit
--- ------------ ---- --------------------- ---------- ---------- -- ----------
 _  PLPSAL400089 2004 LAWRENCE, LINDA L     09/21/2004 06/23/2008 SA
 _  PRQSAR400022 2004 LAWRENCE, LINDA L     09/21/2004 06/24/2005 SA
 _  PLPSAL400090 2004 LAWRENCE, LINDA L     09/21/2004 06/23/2008 SA

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

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

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

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

+---------------------------------------------------------------------------+
|   EWRSA0001915                                    Position at line: __    |
| Ln ******** Routing History ********                       |
|   1 The following people have seen this document:          |
|   2 Submitted  11/04/04 10:18  LAWRENCE, LINDA L (979-458-6111) |
|   3 Signed     06/23/08 09:55  PETERS, PAULA P (979-458-6222) |
|   4 Approved   06/23/08 10:05  PETERS, PAULA P (979-458-6222) |
|   5 This document is currently in CC SA office PAYROLLWS    |
|   6 on desk BUDGET-1 - Arrival Date: 06/23/2008 10:05     |
|   7 Desk workers are:                                     |
|   8 DOGAN, DUKE D (979-458-0000)                         |
|   9 WILSON, WANDA W A (sub) (979-458-1111)                |
|   10 GRANT, GINA G (979-845-2222)                         |
|   11 JONES, JAMES J (979-458-3333)                        |
|   12 STRALEY, STARLA S (979-458-4444)                     |
|   13 The following people have an Info/Notify copy of this document: |
|   14 Info 06/23/08 09:55 LAWRENCE, LINDA L **Voided**      |
|   15 FF4=Exit    FF7=Bck     FF8=Fwd                      |
+---------------------------------------------------------------------------+

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

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

See Screen 910 for field descriptions and PF Keys.

Section II – Cover Sheet Pop-Up Window

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

Screen 911 – Cover Sheet Window

---end---
Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**

**Action:**

3 characters
Enter the action you wish to take on the document.

*If you don’t have approval authority, you will not see this field displayed.*

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

**Screen Information**

**Doc ID:**

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

**Status:**

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

**Requested Action:**

12 characters
Shows action to be taken with routed document.

**Doc Summary:**

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

**Released:**

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

**by:**

25 characters
Shows the name of the person routing the documents.

**Attachments:**

1 character
‘Y’ indicates attachments are included. This is only displayed on requisitions.

**(Type of Document):**

7 characters/digits
Displays the type of document and indicates the identification number (i.e., “Limited Purch” and document number.)
Screen 911 – Document In-Box by Name (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td>25 characters&lt;br&gt;Identifies the name of the person to contact about the document.</td>
</tr>
<tr>
<td>Dept Name:</td>
<td>25 characters&lt;br&gt;Name of first department listed on the purchasing document header.</td>
</tr>
<tr>
<td>Doc Total:</td>
<td>15 digits&lt;br&gt;Indicates the total dollar amount on the purchasing document before any transfers are processed.</td>
</tr>
<tr>
<td>Untransferred Total:</td>
<td>15 digits&lt;br&gt;Identifies the total dollar amount on purchasing document that has not been transferred to another document.</td>
</tr>
</tbody>
</table>

**Additional Functions**

View the Appendix for a detailed description of the standard PF keys.

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF4</td>
<td>Exit Cover Sheet Pop-Up Window&lt;br&gt;Exit&lt;br&gt;Used to exit current the Cover Sheet pop-up window and return to Screen 910.</td>
</tr>
<tr>
<td>PF5</td>
<td>Next Document&lt;br&gt;Used to view the next document selected.</td>
</tr>
<tr>
<td>PF6</td>
<td>Document Summary&lt;br&gt;View the document summary information.</td>
</tr>
<tr>
<td>PF7</td>
<td>Routing History&lt;br&gt;Displays the routing history of the document to track where a document is in the routing process.</td>
</tr>
<tr>
<td>PF8</td>
<td>Audit Information&lt;br&gt;Shows audit trail of who created and modified the document.</td>
</tr>
<tr>
<td>PF9</td>
<td>Notes&lt;br&gt;Displays a pop-up window to select the type of notes to view: Document Notes or Routing Notes. Type “X” to select and press &lt;ENTER&gt; to view notes.</td>
</tr>
<tr>
<td>PF10</td>
<td>Document Header Extended Information&lt;br&gt;Displays the document header extended information for the document.</td>
</tr>
<tr>
<td>PF11</td>
<td>Line Items&lt;br&gt;Shows information about the line items on the document.</td>
</tr>
<tr>
<td>PF12</td>
<td>Document Tracking&lt;br&gt;Identifies the actions taken on the document.</td>
</tr>
</tbody>
</table>
The document Out-Box displays all the documents that you have taken action on and lists them in order of the date the action was taken. You can filter the data by using the “Date From” and “Date To” fields.

Use the “Include Finished” field to determine the documents to be displayed: type ‘Y’ to include finished documents; type ‘N’ to exclude them.

Screen 912 - Document Out-Box (Panel 1)

<table>
<thead>
<tr>
<th>Sel Document ID</th>
<th>Action Date/Time</th>
<th>Form Name</th>
<th>FY</th>
<th>Submitted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLPAML400006</td>
<td>06/07/2007 11:19</td>
<td>LIMITED PRCH</td>
<td>2004</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PLPAML400008</td>
<td>11/13/2006 15:01</td>
<td>LIMITED PRCH</td>
<td>2004</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PLPAML400006</td>
<td>11/13/2006 14:57</td>
<td>LIMITED PRCH</td>
<td>2004</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PBDAMB000003</td>
<td>03/04/2004 14:53</td>
<td>BID</td>
<td>2000</td>
<td>YEATS, YOLANDA Y</td>
</tr>
<tr>
<td>PLPSAL000030</td>
<td>01/13/2004 17:04</td>
<td>LIMITED PURC</td>
<td>2000</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PLPAML000305</td>
<td>12/15/2003 14:11</td>
<td>LIMITED PRCH</td>
<td>2000</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PLPSAL000022</td>
<td>07/13/2001 00:00</td>
<td>LIMITED PURC</td>
<td>2000</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PLPSAR100004</td>
<td>11/21/2000 15:53</td>
<td>REQUISITION</td>
<td>2001</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PLPSAR100006</td>
<td>11/21/2000 15:52</td>
<td>REQUISITION</td>
<td>2001</td>
<td>CARSON, CARLA C</td>
</tr>
</tbody>
</table>

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

Screen 912 - Document Out-Box (Panel 2)

<table>
<thead>
<tr>
<th>Sel Document ID</th>
<th>Action Date/Time</th>
<th>Form Name</th>
<th>FY</th>
<th>Submitted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLPAML400006</td>
<td>06/07/2007 11:19</td>
<td>LIMITED PRCH</td>
<td>2004</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PLPAML400008</td>
<td>11/13/2006 15:01</td>
<td>LIMITED PRCH</td>
<td>2004</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PLPAML400006</td>
<td>11/13/2006 14:57</td>
<td>LIMITED PRCH</td>
<td>2004</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PBDAMB000003</td>
<td>03/04/2004 14:53</td>
<td>BID</td>
<td>2000</td>
<td>YEATS, YOLANDA Y</td>
</tr>
<tr>
<td>PLPSAL000030</td>
<td>01/13/2004 17:04</td>
<td>LIMITED PURC</td>
<td>2000</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PLPAML000305</td>
<td>12/15/2003 14:11</td>
<td>LIMITED PRCH</td>
<td>2000</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PLPSAL000022</td>
<td>07/13/2001 00:00</td>
<td>LIMITED PURC</td>
<td>2000</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PLPSAR100004</td>
<td>11/21/2000 15:53</td>
<td>REQUISITION</td>
<td>2001</td>
<td>CARSON, CARLA C</td>
</tr>
<tr>
<td>PLPSAR100006</td>
<td>11/21/2000 15:52</td>
<td>REQUISITION</td>
<td>2001</td>
<td>CARSON, CARLA C</td>
</tr>
</tbody>
</table>

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

Screen 912 - Document Out-Box (Panel 3)

<table>
<thead>
<tr>
<th>Sel</th>
<th>Document ID</th>
<th>Submitted</th>
<th>Finished</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>PLPAML400006</td>
<td>11/13/2006</td>
<td>Y</td>
</tr>
<tr>
<td>_</td>
<td>PLPAML400008</td>
<td>11/13/2006</td>
<td>N</td>
</tr>
<tr>
<td>_</td>
<td>PLPAML400006</td>
<td>11/13/2006</td>
<td>Y</td>
</tr>
<tr>
<td>_</td>
<td>PBDAMB000003</td>
<td>02/10/2000</td>
<td>N</td>
</tr>
<tr>
<td>_</td>
<td>PLPSAL000030</td>
<td>03/28/2000</td>
<td>N</td>
</tr>
<tr>
<td>_</td>
<td>PLPAML000005</td>
<td>03/20/2000</td>
<td>N</td>
</tr>
<tr>
<td>_</td>
<td>PLPSAL000022</td>
<td>03/21/2000</td>
<td>Y</td>
</tr>
<tr>
<td>_</td>
<td>PLPAML100143</td>
<td>12/08/2000</td>
<td>N</td>
</tr>
<tr>
<td>_</td>
<td>PRQSAR100004</td>
<td>11/21/2000</td>
<td>N</td>
</tr>
<tr>
<td>_</td>
<td>PRQSAR100006</td>
<td>11/21/2000</td>
<td>N</td>
</tr>
</tbody>
</table>

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

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

Basic Steps
- Advance to Screen 912.
- Optionally, complete the Action Line information to limit the display to a specific type of document and press <ENTER> to display all of the documents that you have taken action on.

Routing Process

Browse Your Out-Box
The current status and location of a document and when it arrived there can be checked using your Out-Box.

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

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

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

- Include Finished: 1 character
  Indicate whether or not (‘Y’ or ‘N’) to include finished documents that have completed routing.
Screen 912 – Document Out-Box (cont’d)

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

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

Screen Information
Panel 1
◆ Sel: 1 character
Type ‘X’ to select documents one at a time.

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

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

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

Status: 14 characters
Identifies the status of the document as it relates to the user. For example:
Blank = In Process
CN = Cancelled
CO = Completed
DR = In Dept routing
ER = In Exec routing
FN = Final
FY = FYA/FRA routing
PR = In Proc routing
RC = Recalled
RJ = Rejected

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

Panel 2
Action Date/Time: 12 digits
Identifies the date and time document was sent to the Out-Box.

Form Name 12 characters
Indicates the document form name: requisition, purchase order, limited
purchase order, or an exempt purchase order.

FY: 4 digits
Shows the fiscal year for the document.
Screen 912 – Document Out-Box (cont’d)

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

Panel 3
Submitted: 8 digits
Identifies the date the document was submitted for approval.

Finished: 1 character
Indicates whether the document has finished the routing process.

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

PF5 Recall the Document
Recall the document back to your In-Box.
This is valid for only the creator of the document and the last person who approved the document.

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

PF7 Routing History
Displays routing history of the selected document. See Screen 914. Auto approves are designated by “(A)”.

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

PF9 Routing Notes
Displays routing notes on the document.
Document Out-Box by Name

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

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

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

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

Screen 913 – Document Out-Box by Name (Panel 2)
### Basic Steps
- Advance to Screen 913.
- Type the name of the user whose Out-Box is to be displayed, including additional desired criteria.
- Press <ENTER> to display the contents of the selected person’s Out-Box.
- Type ‘X’ in the Sel: field and press <ENTER> to view the document cover sheet, or press one of the PF keys at the bottom of the screen. For example, to view details of the document routing history, press PF7.

### Out-Box Process

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

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

**Action Line**

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

- **Document:**
  12 characters/digits
  Enter the routing document number to be positioned on the first line of the display.
Screen 913 – Document Out-Box by Name (cont’d)

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

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

**Include Finished:**
1 character
‘Y’ in this field includes documents that have successfully completed the routing process; ‘N’ excludes finished documents.

**Screen Information**

**Panel 1**

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

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

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

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

**Status:**
14 characters
Indicates a document’s status through the routing and approval system.
- Blank = In Process
- CN = Cancelled
- CO = Completed
- DR = In Dept routing
- ER = In Exec routing
- FN = Final
- FY = FYA/FRA routing
- PR = In Proc routing
- RC = Recalled
- RJ = Rejected

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

**Panel 2**

**Action Date:**
12 digits
Identifies the date and time action was taken on the document.
Screen 913 – Document Out-Box by Name (cont’d)

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

**FY:**
4 digits
Indicates the fiscal year of the document.

**Submitted by:**
21 characters
Identifies the name of the person who submitted the document to the Routing and Approval system.

**Panel 3**

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

Finished:
1 character
Indicates whether the document has finished the routing process.

**Additional Functions**

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

**PF5**
Recall
Recalls the document back to your In-Box.

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

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

**PF7**
Routing History
Used to display the routing history of the document. This is also available on Screen 914. Auto approves are designated by “(A)”.

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

**PF9**
Notes
Used to display routing notes for the selected document.
Section V
Document History
Documents by Department

You may use Screen 918 to access routing documents by department. If you wish to include finished documents in the list displayed, type ‘Y’ in the Finished: field on the Action Line.

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

### Screen 918 – Documents by Department (Panel 1)

<table>
<thead>
<tr>
<th>Sel Document ID</th>
<th>Creator</th>
<th>Doc Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIP02I612202</td>
<td>REINER, RHONDA R</td>
<td>SUPPLIES - BATTEAS</td>
</tr>
<tr>
<td>PIP02I616453</td>
<td>KENSINGTON, KARLA K</td>
<td>LASER SYSTEM - RUSSELL</td>
</tr>
<tr>
<td>PIP02I616454</td>
<td>KENSINGTON, KARLA K</td>
<td>SERVICE CONTRACT - SIMANEK</td>
</tr>
<tr>
<td>PLP02L000230</td>
<td>HARRIS, HARRIETT H</td>
<td>SUPPLIES-YANG</td>
</tr>
<tr>
<td>PLP02L002043</td>
<td>HARRIS, HARRIETT H</td>
<td>INSURANCE-ROAD SHOW</td>
</tr>
<tr>
<td>PLP02L002114</td>
<td>HARRIS, HARRIETT H</td>
<td>SUPPLIES-GLADYSZ</td>
</tr>
<tr>
<td>PLP02L002214</td>
<td>HARRIS, HARRIETT H</td>
<td>SUPPLIES-GOODMAN</td>
</tr>
<tr>
<td>PLP02L002721</td>
<td>HARRIS, HARRIETT H</td>
<td>SUPPLIES-ELECTRONIC SHOP</td>
</tr>
<tr>
<td>PLP02L002723</td>
<td>HARRIS, HARRIETT H</td>
<td>SUPPLIES-ELECTRONIC SHOP</td>
</tr>
<tr>
<td>PLP02L002736</td>
<td>HARRIS, HARRIETT H</td>
<td>SUPPLIES-GLASS SHOP</td>
</tr>
<tr>
<td>PLP02L002755</td>
<td>HARRIS, HARRIETT H</td>
<td>CYLINDER-GLADYSZ</td>
</tr>
</tbody>
</table>

*** PRESS ENTER TO VIEW MORE DOCUMENTS ***

### Screen 918 – Documents by Department (Panel 2)

<table>
<thead>
<tr>
<th>Sel Document ID</th>
<th>Form Name</th>
<th>FY</th>
<th>Status</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIP02I612202</td>
<td>INVOICE PROB</td>
<td>Rejected 06/14/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIP02I616453</td>
<td>INVOICE PROB</td>
<td>Rejected 08/31/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLP02L000230</td>
<td>LIMITED PRCH 2009</td>
<td>In Dept Rt 09/15/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLP02L002043</td>
<td>LIMITED PRCH 2010</td>
<td>In Dept Rt 09/15/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLP02L002114</td>
<td>LIMITED PRCH 2010</td>
<td>In Dept Rt 09/11/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLP02L002214</td>
<td>LIMITED PRCH 2010</td>
<td>In Dept Rt 09/15/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLP02L002721</td>
<td>LIMITED PRCH 2010</td>
<td>In Dept Rt 09/15/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLP02L002723</td>
<td>LIMITED PRCH 2010</td>
<td>In Dept Rt 09/15/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLP02L002736</td>
<td>LIMITED PRCH 2010</td>
<td>In Dept Rt 09/15/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLP02L002755</td>
<td>LIMITED PRCH 2010</td>
<td>In Dept Rt 09/15/2009</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** PRESS ENTER TO VIEW MORE DOCUMENTS ***
Basic Steps

• Advance to Screen 918.
• Type a valid department on the Action Line.
• Include subdepartment and form type to narrow the search and display list.
• Enter ‘Y’ in the Finished: field if you wish to include finished documents in the list displayed.
• Press <ENTER> to display a list of documents for the specified department.
• Type an ‘X’ next to the document you wish to select.
• Press the PF Keys, as desired, to obtain detailed information about the documents.

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

Action Line
◆ Dept:
  5 characters
  Indicate the department code to view deleted documents.

SubDept: 5 characters
  Identify a sub-department code, if needed.

Form: 3 characters
  Specify the type of document to be displayed, if desired.

Finished: 1 character
  Type ‘Y’ to include documents that have successfully completed the routing process.

Screen Information
Panel 1
Sel: 1 character
  Type an ‘X’ to select a document.

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

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

Creator: 14 characters
  Displays the name of the person who submitted the document for Routing and Approval.

Doc Summary: 30 characters
  Displays a summary description taken from the original document.
Screen 918 – Documents by Department (cont’d)

Panel 2

**Form Name:**
- 12 characters
- Displays the type of purchasing document displayed.

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

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

**Created:**
- 8 digits
- Displays the date the document was created.

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

*Additional Functions*

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

**PF7 Routing History**
- Shows routing history of the document. See Screen 914.

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

**PF9 Notes**
- Used to display routing notes for the selected document.
Document Routing History

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

Screen 914 - Document Routing History

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

Basic Steps
- Advance to Screen 914.
- Type a valid document number on the Action Line and press <ENTER> to display the routing history.
- Press <ENTER> to scroll through the display, if necessary.

Routing Process

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

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

Information Displayed on Screen 914
Actions cancelled by a later “reject” or “recall” of the document are shown with “voided” in the phone number area of the display.

The date and time of the action taken on the specified document have been added to this screen.
Screen 914 – Document Routing History (cont’d)

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

**Action Line**
- **Document:** 12 characters/digits
  Identify the document number to be displayed. The document ID consists of: Form + Campus Code + Document Number.

- **Position at line:** 2 digits
  Indicate the line number to be displayed at the top of the screen.

**Screen Information**
- **Ln:** 2 digits
  Displays sequential line numbers to identify historical actions.

- **Description:** 70 characters/digits
  Describes the routing history of the document, including actions taken, date and time, person involved and their phone number.

**Additional Functions**
- **PF KEYS**
  See the Appendix for a detailed description of the standard PF keys.

- **PF6**
  **Names**
  Place the cursor on the Office, Desk, or Dept/Sub Dept displayed in the Potential Routing Path area of the screen and press this key to view names of assigned users.

<table>
<thead>
<tr>
<th>DESK: SIGNER DSK</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATUS</td>
</tr>
<tr>
<td>S</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>S</td>
</tr>
</tbody>
</table>

*** END OF LIST - 3 WORKERS FOUND |

PF4 to Quit
Section VI
Approval Profiles
Approval Profile by Name

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

### Screen 915 - Approval Profile by Name

<table>
<thead>
<tr>
<th>Campus Cd</th>
<th>Office</th>
<th>Desk</th>
<th>Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>PURCHASING</td>
<td>APPROVER</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>PURCHASING</td>
<td>CREATE DSK</td>
<td></td>
<td>PURCHASING</td>
</tr>
<tr>
<td>02</td>
<td>GRAPHICS</td>
<td>SIGNER DSK</td>
<td></td>
<td>VIEW01</td>
</tr>
<tr>
<td>02</td>
<td>PURCHASING</td>
<td>CREATE PIP</td>
<td></td>
<td>PURCHASING</td>
</tr>
<tr>
<td>23</td>
<td>PURCHASING</td>
<td>ADMIN</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>MAIL</td>
<td>MAIL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>MAIL</td>
<td>SIGNER DSK</td>
<td>S</td>
<td>MAILVW</td>
</tr>
<tr>
<td>02</td>
<td>MAIL</td>
<td>CREATE DSK</td>
<td></td>
<td>MAILVW</td>
</tr>
<tr>
<td>02</td>
<td>MAIL</td>
<td>APPROVER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>LOGISTICS</td>
<td>LOGISTICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>LOGISTICS</td>
<td>SIGNER DSK</td>
<td>S</td>
<td>LOGISTICS</td>
</tr>
<tr>
<td>02</td>
<td>LOGISTICS</td>
<td>CREATE DSK</td>
<td></td>
<td>LOGISTICS</td>
</tr>
<tr>
<td>02</td>
<td>LOGISTICS</td>
<td>CREATE E**</td>
<td></td>
<td>LOGISTICS</td>
</tr>
<tr>
<td>02</td>
<td>LOGISTICS</td>
<td>CREATE DBR</td>
<td></td>
<td>LOGISTICS</td>
</tr>
</tbody>
</table>

More Entries - Press <ENTER> to continue

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

### Basic Steps

- Advance to Screen 915.
- Type the name of the person whose approval structure you wish to display on the Action Line and press <ENTER> to view all of the approval structures that the person is attached to within your campus code.
- Press <ENTER> to scroll through the listing.

### Field Descriptions

**Action Line**

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

**Screen Information**

- **Campus Cd:**
  - 2 digits
  - Identifies the campus code of the TAMUS Member to which the profile belongs. This is especially useful when a person has approval authority with more than one TAMUS member.
Screen 915 – Approval Profile by Name (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office:</td>
<td>10 characters&lt;br&gt;Displays the title of the office in which the person has approval authority.</td>
</tr>
<tr>
<td>Desk:</td>
<td>10 characters&lt;br&gt;Identifies the name of the desk where the person has approval authority.</td>
</tr>
<tr>
<td>Status:</td>
<td>Help 1 character&lt;br&gt;Indicates the status of how the document should go to the desk.&lt;br&gt;Blank = Approval&lt;br&gt;I = Information&lt;br&gt;N = Notification</td>
</tr>
<tr>
<td>View:</td>
<td>10 characters&lt;br&gt;Displays the name of the view where a person has approval authority on a signer or creator desk. This is only applicable to signer/creator desks.</td>
</tr>
</tbody>
</table>

**Additional Information**

PF Keys<br>See the Appendix for explanation of the standard PF Keys.
Limited Purchases - Basic Concepts

A limited purchase screen is entered to capture information that pertains to the purchase of merchandise that is below a certain dollar amount not requiring a bid.

For each limited purchase entered into the system you will use the following screens:

- **240** Limited Purchase Header
- **241** Limited Purchase Items
- **242** Limited Purchase Close
- **341** Invoice Header Create (Dept.)

Additional screens which may be used are:

- **243** Limited Purchase Flag Maintenance
- **244** Limited Purchase Note Text
- **245** Copy Limited Purchase Order to Limited Purchase Order

Information required to enter a limited purchase will need to be acquired in order to complete the transaction. This information consists of the following:

- **Department** for which this purchase is originating and any additional departments that may be splitting this purchase.

- **Vendor**, if known prior to making the purchase. It will have to be supplied in order to close the document.

- **Reimburse ID** for the person who paid for the items and will receive the check generated for reimbursement.

- **User reference**, which is a unique identifier assigned by your department for tracking this purchase.

- **Address** for shipping and invoicing.

- **All accounts** that will be responsible for the purchase of the items.

**Handle Credit Memos**

The procedures listed below are for processing credit memos. As soon as the credit memo is processed by Accounts Payable the account(s) listed will reflect the entry. The next payment to the vendor will be combined with the credit memo. Both the invoice and the credit memo will be listed on the check stub to the vendor.
1. It is the department’s responsibility to first verify that the credit memo has not previously been used OR that the original invoice was not “short paid” by the credit memo amount. The credit should always be processed using the same account and expenditure codes as the original invoice.

2. Create a new Limited Purchase document (Screens 240-242) for the credit memo:

3. On Screen 241 use a processing code of “V” to create a negative amount.

4. The description must reference the original invoice number AND the original purchase document (limited, exempt, or purchase document). If the original voucher number (i.e., 270420-0120).

5. The description must also explain why the company issued a credit memo to the department.

6. Mark the new limited purchase document number on the credit memo and forward to your Fiscal Office.

7. If you have both the original and the credit memo you may enter the credit memo as a separate line item at the same time you enter the limited or exempt purchase document for the original invoice.

**Screen 240 – Limited Purchase Header**

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Doc: A100610</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc Year: 2001</td>
<td>Order Date: 08/01/2001</td>
<td>Cat.: LP State:</td>
</tr>
<tr>
<td>Dept: BEUT_</td>
<td>Subdept: ____</td>
<td>Total Amt: -148.76</td>
</tr>
<tr>
<td>Doc Summary: RX-CREDIT FOR RETURNED MEDICAL ITEMS</td>
<td>Vendor: lvvvvvvvv0 DILLON ENTERPRISES INC</td>
<td>LDT Cd: __</td>
</tr>
<tr>
<td>Reimburse ID: ___________</td>
<td>FOB: __</td>
<td></td>
</tr>
<tr>
<td>User Ref: 300370-1273__</td>
<td>All Items Received: Y</td>
<td>Date Received: 08/01/2001</td>
</tr>
<tr>
<td>Ship To</td>
<td>Address Nbr: 106</td>
<td>Invoice To</td>
</tr>
<tr>
<td>Name: DEPARTMENT OF STUDENT HEALTH</td>
<td>Name: DEPARTMENT OF STUDENT HEALTH__</td>
<td></td>
</tr>
<tr>
<td>Addr: SERVICES</td>
<td>Addr: SERVICES</td>
<td></td>
</tr>
<tr>
<td>ATTN: ACCOUNTS PAYABLE</td>
<td>ATTN: ACCOUNTS PAYABLE</td>
<td></td>
</tr>
<tr>
<td>1112 TAMU</td>
<td>1112 TAMU</td>
<td></td>
</tr>
<tr>
<td>City: COLLEGE STATION</td>
<td>State: TX</td>
<td>City: COLLEGE STATION</td>
</tr>
<tr>
<td>Zip: 778431264</td>
<td>Country:</td>
<td>Zip: 778431264</td>
</tr>
<tr>
<td>Phone: 409-845-5555 Fax: 409-845-3333</td>
<td>Phone: 409-845-5555 Fax: 409-845-3333</td>
<td></td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Limited Purchases: Basic Concepts (cont’d)

Credit Memo Example

Screen 241 – Limited Purchase Item

241 Limited Purchase Item 06/25/08 08:50
DILLON ENTERPRISES INC FY 2008 CC 02
Screen: ___ Doc: A100610 Item: 1.0

Item St Account Qty. UOM Price --Disc.-- Ext.
1.0 CO 300370 00000 4045 1.00 LOT 148.7600 148.76

Comm: __________________ Desc: CREDIT FOR RETURNED MEDICAL ITEMS

Part: _______________ INV#CM4545
Proc cd: V St: Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

Comm: __________________ Desc:______________

Part: _______________ INV#CM4545__
Proc cd: _ St: Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

Comm: __________________ Desc:______________

Part: _______________ INV#CM4545__
Proc cd: _ St: Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

Comm: __________________ Desc:______________

Part: _______________ INV#CM4545__
Proc cd: _ St: Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

Comm: __________________ Desc:______________

Part: _______________ INV#CM4545__
Proc cd: _ St: Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

Page (F/B): _ Document Total: -148.76

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next Item Route Recal Warns

Screen 242 – Limited Purchase Close

242 Limited Purchase Close 06/25/08 08:52
FY 2008 CC 02
Screen: ___ Doc: A100610 Completed

Close Document: __

=============================================================================
Doc Summary: RX-CREDIT FOR RETURNED MEDICAL ITEMS
Doc Year: 2001 Doc Date: 08/01/2001 Cat: LP State:
Dept: BEUT Sub Dept: Total Amt: -148.76
Vendor: 1vvvvvvv0 DILLON ENTERPRISES INC LDT Cd:
Reimburse Id: FOB:
User Ref: 300370-1273 All Items Received: Y
Date Received: 08/01/2001

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next Item Route Recal Warns

Page VII-5
The limited purchase document was designed to purchase smaller items that do not need to be processed by the purchasing office. The total for this document may not exceed the threshold amount requiring a bid set by each agency. For example, the threshold amount currently set by TAMU is $5,000.00 for local accounts and $5,000.00 for state accounts.

General information that pertains to the entire purchase such as the category defaults depending on whether you are on Limited or Exempt Screen (240 or 235), departments, vendor, and ship to/invoice to addresses should be entered using Screen 240.

**Screen 240 - Limited Purchase Header**

```
240 Limited Purchase Header                          09/15/09  15:32
Screen: ___  Doc: L000183                             FY 2010  CC 02
Doc Year: 2010  Order Date: 08/28/2009  Cat.: LP  State:  
Dept: CLAR_  Subdept: _____  Total Amt:  
Doc Summary: DALE - DOCKING STATION FOR ALICE ANDERSON  
Vendor: 1vvvvvvvvvI DALE MARKETING L P  LDT Cd:  
Reimburse ID: ___________  All Items Received: N  
User Ref: 500225-0000__  Date Received: __________  
Ship To Address Nbr: 572  Invoice To Address Nbr: 572  
Name: COLLEGE OF ARCHITECTURE  
Addr: LANGFORD ROOM A999  
3137 TAMU  
City: COLLEGE STATION  
Zip: 778433137  Phone: ____________  Fax: ____________  
“GFE Solicited” field is displayed if the LP Good Faith Effort Required: field is required on Screen 311.
```

**Basic Steps**

**Create a New Limited Purchase Header**

- Advance to Screen 240, type a document prefix followed by zero in the Action Line and press <ENTER>.
- Enter the department, document summary, and user reference.
- Indicate whether or not the items have been received and the date they arrived (if they have been received), as well as the ship to and invoice to addresses.
- Type additional data in the available fields, as desired, and press <ENTER> to record the purchase information.
- If all information has been successfully entered, the system assigned limited purchase order number will be displayed on the Action Line.
Modify an Existing Limited Purchase Header

- Advance to Screen 240, type a valid limited purchase order number in the Action Line and press <ENTER>.
- Enter valid data in the available fields, as desired, and press <ENTER> to record the information.

Limited Purchase Creation Process

Create Limited Purchase Order Document Numbers
Type a document prefix (usually an “L,” abbreviation for limited purchase) followed by a zero (0) to have the system automatically assign a document number and then press <ENTER>. You may also manually assign the number using the following format (xxxxnnn), where “xxxx” represents the first department on the document and “nnn” is a sequentially assigned number logged by the department.

A pop-up window for entering departments and sub-departments will then be displayed. Type all department/sub-departments that will have accounts on this document. At least one department is required to create a limited purchase document. Up to 10 extra departments/sub-departments can be added on the header of a limited purchase order document that will have approval and accounts. This pop-up window also allows you to split purchase orders between two or more accounts with different department/subdepartment codes.

Press <PF4> to exit this pop-up window.

Department/Sub-Department Pop-Up Window

<table>
<thead>
<tr>
<th>Dept</th>
<th>SubDept</th>
<th>CC</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td></td>
<td>02</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The creator’s default department will automatically be filled in. The department for each account used in the requisition must be entered on the header. You can check the department on each account by using Screen 6 or Screen 29.

Once the system has returned to the limited purchase header screen you will receive the message “Document number will be created automatically” above the Action Line.
Vendor Search and Select
Vendor search and selection is available for all vendor ID numbers. If the vendor ID is unknown, type an asterisk (*) in the Vendor: field and press <ENTER> to access a pop-up window. This window will display a list of vendors and their ID numbers. Type an ‘X’ next to the desired vendor and press <ENTER> to select the vendor and return to Screen 240. Press PF4 if you wish to return to Screen 240 without selecting a vendor. The vendor is not required to create a new limited purchase order, but it must be entered before the document may be closed.

LDT Codes
Legal Descriptive Text (LDT) codes specify certain attributes of the purchase as a whole. Placing a question mark (?) in the LDT Cd: field and pressing <ENTER> will access a pop-up window with a complete list of valid codes. Type an ‘X’ next to the code to be applied to the purchase and press <ENTER> to select an LDT code and return to Screen 240. Press PF4 to return to Screen 240 without selecting a code.

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

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

Action Line
◆ Doc: 7 character/digits
Type “L0” (zero) to create a new header document, or type the existing limited purchase order document number to be modified.

Screen Information
Doc Year: 4 digits
Indicates the fiscal year the document was created. The field always defaults to the current fiscal year.

◆ Order Date: 8 digits
The date the limited purchase is made. This can be modified once a date is entered. A future date in this field is not allowed.

Cat.: 2 characters
Displays the document category which is used to define accounting and receiving characteristics of the selected document. It will be filled in automatically by the system.

State: 1 character
‘Y’ indicates that state funds are used for this purchase.

◆ Dept: 5 characters
Indicate the department for the primary account responsible for the purchase.
Screen 240 – Limited Purchase Header (cont’d)

Subdept:  
Help 5 characters  
Indicates the sub-department for the primary account responsible for the purchase.

Total Amt:  
15 digits  
Displays the total dollar amount of all items that have been added to this document. This field is blank until items are entered against this document.

Doc Summary:  
50 characters  
Identify a brief description of the entire purchase.

Vendor:  
11 digits  
Indicates the FAMIS vendor identification number.

LDT Cd:  
Help 2 characters  
Represents the Legal Descriptive Text Code that identifies any special instructions for the purchase.

Reimburse ID:  
11 digits  
Identifies the vendor ID number to whom the reimbursement check should be made out, if the items were paid for at the time of purchase.

FOB:  
Help 2 characters  
Indicates the freight code defining conditions by which purchased goods will be transported/delivered.

User Ref:  
14 digits  
Identify the User Reference number used to indicate the subsidiary ledger (SL) account number for the order followed by the departmental reference number.

All Items Received:  
1 character  
Indicates whether or not (‘Y’ or ‘N’) all items purchased have been received.  
Entry required if ‘Y’ is entered.

GFE Solicited:  
1 character  
This field is displayed and required if set up on Screen 311.

Date Received:  
8 digits  
Identifies the date the items purchased were received.

Ship To  

Address Nbr:  
Help 3 digits  
Indicate the code which identifies the address to which items purchased will be delivered.

Name:  
30 characters/digits  
Enter the name of the department to which items purchased will be delivered. This is filled in automatically if an Address Nbr: is specified.
Screen 240 – Limited Purchase Header (cont’d)

- **Addr:** 120 characters/digits
  Indicate the street address to which items purchased will be delivered. Will be filled in automatically if an Address Nbr is specified.

- **City:** 20 characters/digits
  Enter the name of the city where purchases are to be delivered. Will be filled in automatically if an Address Nbr is specified.

- **State:** 2 characters
  Include the state code.

- **Zip:** 9 digits
  Enter the ship to zip code.

- **Country:** 3 characters
  Identify the ship to country code if outside the United States.

**Phone:** 10 digits
Include the phone number of the contact person where items will be shipped.

**Fax:** 10 digits
Include the fax number.

**Invoice To**

- **Address Nbr:** 3 digits
  Enter the code which identifies the address to which items purchased will be billed.

- **Name:** 30 characters/digits
  Identify the name of the department to which items purchased will be billed. This is filled in automatically if an Address Nbr is specified.

- **Addr:** 120 characters/digits
  Indicate the street address to which items purchased will be billed. Will be filled in automatically if an Address Nbr is specified.

- **City:** 20 characters/digits
  Enter the name of the city where the invoice is to be sent. Will be filled in automatically if an Address Nbr is specified.

- **State:** 2 characters
  Include the state code.

- **Zip:** 9 digits
  Enter the invoice to zip code.

- **Country:** 3 characters
  Identify the country code where the invoice is to be sent, if outside the United States.
Phone: 10 digits
Include the phone number of the contact person for the invoice.

Fax: 10 digits
Include the fax number.

**Additional Functions**

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

**PF4 ADDR Address**
Displays the vendor’s address and business information.

**PF5 Next**
Advances to the next screen.

**PF7 Resn Reason**
Used to enter a reason code why no GFE was solicited.

**PF9 Notes (Document Notes)**
Used to enter notes about the purchase.
These are on-line reference notes regarding the document. They will not be printed.

**PF11 AdDpt Additional Departments**
Used to enter up to 10 additional departments/sub-departments on the header of a limited purchase order document that will have approval and accounts.
This allows you to split purchase orders between two or more accounts with different department/subdepartment codes.
Create/Modify Limited Purchase Items

Information that pertains to each item on the limited purchase document, such as account, quantity, and unit price, are entered on this screen.

Flags set on Screen 310 determine if the Commodity Code and TIBH Code (Texas Industries for the Blind and Handicapped) on Screen 241 are required.

These flags are set on a campus by campus basis.

<table>
<thead>
<tr>
<th>Item</th>
<th>Account</th>
<th>Qty.</th>
<th>UOM</th>
<th>Price</th>
<th>Disc.--</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>CO 270280 20000</td>
<td>1.00</td>
<td>EA</td>
<td>56.10</td>
<td>0</td>
<td>56.10</td>
</tr>
<tr>
<td>Comm:</td>
<td>Belt Clip for Radio</td>
<td>Part:</td>
<td>INV# 89954485</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proc cd:</td>
<td></td>
<td>St:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>CO 270280 20000</td>
<td>1.00</td>
<td>EA</td>
<td>54.40</td>
<td>0</td>
<td>54.40</td>
</tr>
<tr>
<td>Comm:</td>
<td>Battery</td>
<td>Part:</td>
<td>INV# 89937755</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proc cd:</td>
<td></td>
<td>St:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>CO 270280 20000</td>
<td>1.00</td>
<td>EA</td>
<td>778.26</td>
<td>0</td>
<td>778.26</td>
</tr>
<tr>
<td>Comm:</td>
<td>Batteries</td>
<td>Part:</td>
<td>INV# 89952466</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proc cd:</td>
<td></td>
<td>St:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If a plus sign (+) is displayed between the “Account” and “Qty” fields, there are multiple accounts on that line item.

<table>
<thead>
<tr>
<th>Item</th>
<th>Account</th>
<th>Qty.</th>
<th>UOM</th>
<th>Price</th>
<th>Disc.--</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>CO 110512 00000</td>
<td>1.00</td>
<td>LOT</td>
<td>552.98</td>
<td>0</td>
<td>552.98</td>
</tr>
<tr>
<td>Comm:</td>
<td>FAMIS PRINTING SERVICES</td>
<td>Part:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proc cd:</td>
<td></td>
<td>St:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 241.
- Type a valid limited purchase order number in the Action Line and press <ENTER> to display existing line item information.
- Enter a valid account number, support account number (if used) and object code.
- Enter a valid quantity, unit of measure, unit price, and line item description.
- Enter additional information in the available fields, as desired.
- You may search for the desired commodity code by typing a question mark (?), at least three alpha characters, or surround the commodity name by asterisks, such as *PAPER*.
- Press <ENTER> to record the line item information.
Line Item Process

**Line Item Entry**
Documents may have up to 900.0 items. The item number will default to 1.0 when the document is being created. FAMIS automatically increments the item number by one for each additional item you need to enter on the document. Use the decimal position of the item number to represent a text only item for the document.

**Copy Account Number from Item to Item**
To copy the account number from item 1 to item 2, enter the information for the line item first, then press PF10 instead of <ENTER>. This copies all the accounts from the previous item to the current item.

**Multiple Accounts**
When payment of an item is split across several accounts, each account must be entered for that item. Up to 40 accounts may be specified for an item by using <PF11> to access an additional pop-up window.

Payment by an account may be specified either by dollar amount or percentage of the line item balance. Either the percentage of the line item balance or the amount paid by each account must be entered to process the line item information. The total percentage amounts must equal 100%. It is recommended that percentage be used rather than dollar amounts. If any dollar amount is specified for an account, these amounts are subtracted from the extended price and the percentages are applied to the remaining balance to calculate each account total.

**Change the Document**
Closing a document encumbers the estimated amount. The document may be reopened using Screen 242 once the purchase is made so that adjustments can be made. The vendor may also be changed at this time. When the document is closed again, any changes to amounts will adjust the encumbrances from a previous close.

**Inventory Part Number**
The inventory part number is used to define specific items within a department. This is especially useful for supplies that are repeatedly ordered. It may also be used to tie FAMIS purchasing information to departmental inventory records.

The inventory part number is based on the first department on the limited purchase document. Departments may use Screen 234 to set up inventory part numbers. When the part number is entered on Screen 241 its description will automatically be filled in by the system.
Part Number and Description Maintenance
Screen 234 is used to maintain the part numbers and descriptive text to be displayed.

Screen 234 – Part Description Maintenance

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Dept: CHEM_</th>
<th>Part Nbr: AX0102-8</th>
<th>Delete: _</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text: 175-13-60014-2, ACETONE, GR, 4X4L</td>
<td>AX0120-8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Please enter text in UPPER and LOWER case.

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

Processing Codes – (See Basic Concepts for further explanation)
These codes are used to tell the system about any special processing the item may need. Valid processing codes include the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLANK</td>
<td>Normal Processing</td>
</tr>
<tr>
<td>N</td>
<td>Treats this item as a NO CHARGE item.</td>
</tr>
<tr>
<td>R</td>
<td>Treats this item as a TRADE-IN or a REDUCTION IN INVENTORY.</td>
</tr>
<tr>
<td>V</td>
<td>Vendor Discount</td>
</tr>
<tr>
<td>M</td>
<td>Multiple invoice (QTY NOT MATCHED)</td>
</tr>
</tbody>
</table>

Not all Parts use this “M” code.

Valid Object Codes-Use of Revenue Object Codes
Typically we only think of expense object codes being used on limited and exempt purchase order line items. However, there are instances where you might need to use a revenue code.

For example, let’s say that your department is sponsoring a seminar and you take in money for registration. You deposit all of this money using a specific revenue object code, but someone cancels their registration and you need to issue them a refund. You can use the same revenue object code on your limited or exempt purchase order to generate their refund without having to pull funds from somewhere else. This is only allowed when Screen 310 is set to include revenue codes.

No encumbrances are generated when a revenue code is used.
Screen 241 – Limited Purchase Item (cont’d)

**TIBH (Texas Industries for the Blind and Handicapped)**
The TIBH field is used to indicate the reason that TIBH was or was not used as the vendor for the
bid/purchase. This field is optional and can be set to be required on a campus by campus basis.
If the TIBH flag is set, the TIBH field is required on both Screen 224 and Screen 241.

It is also on Screen 236 but is not required if the TIBH required flag is set.

> TIBH reporting must be done on the commodity code level.

**Field Descriptions** (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**
◆ **Doc:** 7 character/digits
Identify the limited purchase document number to add or modify line item information.

◆ **Item:** 4 digits
Identify the item number to be created or modified.

**Screen Information**
◆ **Item:** 3 digits
The number assigned to this line item.

◆ **St:** 2 characters
Shows the status of the specified item.

◆ **Account:** 15 digits
Identify the account number (subsidiary ledger + support account + object code) used for payment of the specified line item.

◆ **Qty.:** 10 digits
Indicate the purchase quantity of the line item.

◆ **UOM:** Help 4 characters
Identify the unit of measure for the specified line item to be printed on the purchase order.

◆ **Unit Price:** 16 digits
Indicate the estimated dollar amount to be paid per unit of measure.

◆ **Disc.:** Help 1 character/5 digits
Signify whether the discount entered is a dollar amount (D) or a percentage (P) followed by the amount of the discount to be taken for the specified line item.

◆ **Ext. Price:** 16 digits
Displays the total item amount as calculated by the system.
Screen 241 – Limited Purchase Item (cont’d)

Comm: 15 digits
Include the code for classifying goods and services.

❖ Desc: 2 lines (45 characters each)
Identify a detailed description of the specified line item.

Part: 15 digits
Represents the number that is used to define specific items within a department’s inventory.

Proc cd: 1 character
Include the processing code which indicates whether or not the item needs special processing (i.e.: vendor discount, trade in, no charge).

St: 1 character
‘Y’ indicates the document has a state bank on it in the account PE.

Cost Ref 1, 2, 3: 7 characters/digits
Represents the user-defined cost accounting reference number. This reference number is used to provide additional details about the processing of the selected line item.

TIBH: 1 character/digit
Shows the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as the vendor for the bid/purchase. Valid values include:
N = Not Provided by TIBH
T = TIBH Purchase
1 = Quantity
2 = Quality
3 = Delivery Time
4 = Life Cycle
5 = Price

Page (F/B): 1 character
Indicate whether to scroll forward (F) or backward (B) one page through the line items.

Document Total: 16 digits
Displays the total of all line items for the document.

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

PF5 Next
Advances to the next screen.

PF6 Item Description
Displays the extended item description for the item the cursor is placed on.
<table>
<thead>
<tr>
<th>PF10</th>
<th><strong>Copy Account</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CAcct</td>
<td>Used to copy account information from the previous item to the current item. All dollar amounts are left blank and require either amount or percentage for a new item to be specified.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF11</th>
<th><strong>Multiple Account</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAcct</td>
<td>Provides a pop-up window to continue adding accounts, support accounts or expense object codes to the document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF12</th>
<th><strong>Warnings</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Warns</td>
<td>Identifies any FAMIS warnings.</td>
</tr>
</tbody>
</table>
Close a Limited Purchase Order

You should close the limited purchase document after all required information has been successfully entered in order to prevent changes from being inadvertently added. Closing a document will also encumber the necessary funds.

It is possible to close and reopen a limited purchase document multiple times in order to make changes as long as it has not entered the routing and approval system of FAMIS.

**Screen 242 - Limited Purchase Document Close**

<table>
<thead>
<tr>
<th>242 Limited Purchase Close</th>
<th>09/15/09 15:45</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: L000105</td>
<td>FY 2010  CC 02</td>
</tr>
<tr>
<td>Close Document: Y</td>
<td></td>
</tr>
</tbody>
</table>

=========================================================================  
Doc Summary: VALVES  
Doc Year: 2010  Doc Date: 08/04/2009  Cat: LP  State:  
Dept: CYCL  Sub Dept:  Total Amt: 2942.60  
Vendor: 1vvvvvvvvv2 KURTZ PARTS COMPANY  LDT Cd:  
Reimburse Id:  FOB:  
User Ref: 270490-0034  All Items Received: Y  
Date Received: 09/08/2009  

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

Basic Steps

- Advance to Screen 242.
- Type a valid limited purchase document number in the Action Line and press <ENTER> to display existing document information.
- Type a ‘Y’ in the pop-up window to Close Document and press <ENTER>.
- Type a ‘Y’ in the pop-up window and press <ENTER> to submit to Routing and Approval; or type an ‘N’ and press <ENTER>. The document will not be submitted to Routing and Approval if an ‘N’ is typed in the pop-up window.

Limited Purchase Close Process

**Encumbrance Process**

Closing the document generates encumbrances which set aside funds to pay for the purchase. All documents, except those which set up a blanket order, are encumbered. The encumbrances are established using the 7-digit document id created when the limited purchase is entered. The User Reference number entered on the header of the limited purchase will be transferred to the encumbrances. The encumbrances may be viewed on Screens 20, 21, 22, and 26.
Change the Document
Closing a document encumbers the estimated amount. The document may be reopened using Screen 243 once the purchase is made so that adjustments can be made. The vendor may also be changed at this time. When the document is closed again, any changes to amounts will adjust the encumbrances from a previous close.

You may open and close, reopen and close your limited purchase order as many times as is necessary before you send it into the routing and approval system of FAMIS. But you may need to make changes to it after it has already been sent into routing. For example, you may need to change an account object code on a document after you have closed it and sent it into routing. However, before you can make those changes, you must remove the document from the routing system. To do this, you should:

- Advance to Screen 912 (your document Out-Box).
- Locate the document you would like to reopen and type an ‘X’ next to it.
- Press PF5 to recall the document from the routing and approval system.
- Advance to Screen 243 to reopen the document.

Route the Document
A closed document may be submitted to the routing and approval process by pressing the PF7 key.

If the document is submitted for routing after it is closed, it cannot be reopened without recalling the document from routing. (See above for instructions on recalling a document.)

Rejected Documents
If errors are detected to your document while in routing, it will be rejected and returned to your In-Box for correction. When this happens, you should:

1. Select the document by typing an ‘X’ next to it in your In-Box and then pressing the PF8 (Sel) key.
2. Once the Routing Document Information pop-up window appears, <TAB> down to the Action: prompt and type NOT to display the routing notes (which will contain the reason(s) for its rejection).
3. Reopen the document on Screen 243 by setting the Reopen Document flag to ‘Y’ and pressing <ENTER>.
4. Make the necessary changes using Screens 240-244.
5. Finally, advance to Screen 242 to close and re-route the document.

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

Action Line
◆ Doc: 7 character/digits
Identify the limited purchase document number to be closed.
Screen 242 – Limited Purchase Document Close (cont’d)

**Screen Information**

- **Close Document:** 1 character
  Indicate whether or not (‘Y’ or ‘N’) the selected document should be closed.

- **Doc Summary:** 50 characters
  Displays a description of the purchase.

- **Doc Year:** 4 digits
  Indicates the fiscal year the document was created.

- **Doc Date:** 8 digits
  Indicates the date on which the purchase was entered into the system.

- **Cat:** 2 characters
  Displays the category which is used to define the accounting and receiving characteristics of the document.

- **State:** 1 character
  ‘Y’ indicates a State account is used for this purchase.

- **Dept:** 5 characters
  Indicates the department for the primary account responsible for the purchase.

- **Sub Dept:** 5 characters
  Shows the sub-department for the primary account responsible for the purchase.

- **Total Amt:** 15 digits
  Displays the total dollar amount of all items that have been entered.

- **Vendor:** 11 digits
  Identifies the FAMIS identification number for the vendor.

- **LDT Cd:** 2 characters
  Represents the Legal Descriptive Text Codes which are used to indicate any special instructions for the purchase.

- **Reimburse Id:** 11 digits
  Identifies the vendor ID number to whom the reimbursement check should be made out, if the items were paid for at the time of purchase.

- **FOB:** 2 characters
  Indicates the freight code defining conditions by which purchased goods will be transported/delivered.

- **User Ref:** 14 digits
  Shows the user reference number that identifies the subsidiary ledger (SL) account used for the order followed by the departmental reference number.

- **All Items Received:** 1 character
  ‘Y’ indicates all items have been received.
Date Received: 8 digits
Signifies the date the items purchased were received.

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

PF5 Next
Next Advances to the next screen.

PF6 Item
Item Displays a list of all items entered on the limited purchase document.

PF7 Route the Document
Route Submits the document through routing and approval system in order to be paid.

PF8 Recall Document
Recall Recalls the document for further processing or changes.

PF12 Warnings
Warns Identifies any FAMIS warnings.
Set/Reset Limited Purchase Flags

Maintenance to a limited purchase document or items on a limited purchase document is performed using Screen 243. A document may be canceled/deleted, frozen, or reopened. Specific items or all items on a limited purchase document may also be deleted using this screen.

If you type ‘Y’ in the Complete PO: field, a tracking record will be created and displayed on Screen 291. **Documents that are completed normally will not be displayed on Screen 291.**

### Screen 243 - Limited Purchase Flag Maintenance

<table>
<thead>
<tr>
<th>Cancel / Delete Document: Y</th>
<th>Freeze Document: N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reopen Document: N</td>
<td>Delete all Items: Y</td>
</tr>
<tr>
<td></td>
<td>Delete/Undelete Item: _____ thru Item: _____</td>
</tr>
</tbody>
</table>

Completing a document finalizes it and liquidates all encumbrances. This process CANNOT be reversed. Do NOT complete a document unless you are certain that no invoicing or receiving will be done in the future.

**Complete PO: N**

If a document is **cancelled** or **uncancelled**, you must enter a reason in the pop-up window provided.

---

**PNMWDCH 0013 NAT1011 Requested function key not allocated.**

**Cancel/Delete Reason:** MERCHANDISE PURCHASED ON ANOTHER ORDER

---

**Basic Steps**

- Advance to Screen 243.
- Type a valid limited purchase document number in the Action Line and press <ENTER> to display current flag settings.
- Modify flags as necessary.
- Press <ENTER> to record limited purchase flag changes.
Screen 243 – Limited Purchase Flag Maintenance (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**

◆ Doc: 7 character/digits
Identify the document number on which flags will be set/re-set.

**Screen Information**

**Cancel / Delete Document:**
1 character
Indicate whether or not ('Y' or 'N') the document should be removed from the system.

**Freeze Document:**
1 character
Indicate whether or not ('Y' or 'N') the document should be restricted from further activity.

**Reopen Document:**
1 character
Signify whether or not ('Y' or 'N') a document that has been closed should be returned to an open status so that additions and modifications may be processed.

◆ Delete all Items:
1 character
Signify whether or not ('Y' or 'N') all items from the specified document should be marked for deletion by the system.

◆ Delete/Undelete Item:
5 digits
Identify the specific line item, or the first item in a range of items, on the document you wish to delete/undelete.

◆ thru Item:
5 digits
Include the specific line item, or the last item in a range of items, on the document you wish to delete/undelete. If you are deleting a single item, place the same number in this field as you entered in the previous field.

◆ Complete PO:
1 character
Indicate whether or not ('Y' or 'N') a document status should be changed to complete.

Completing a document finalizes it and liquidates all encumbrances. It may not be reopened after it has been completed.

**Additional Functions**

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

**PF7 Track**
Displays the routing history of the selected document.

**PF8 Cancel/Delete Reason**
A reason for canceling or deleting a document is required.
### Screen 243 – Limited Purchase Flag Maintenance (cont’d)

<table>
<thead>
<tr>
<th>PF9</th>
<th>Accounts</th>
<th>Displays the accounts distribution used on the document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF10</td>
<td>Document Header Extended Information</td>
<td>Shows the extended document header data.</td>
</tr>
<tr>
<td>PF11</td>
<td>Document Items</td>
<td>Displays a list of the items on the document.</td>
</tr>
<tr>
<td>PF12</td>
<td>Warnings</td>
<td>Identifies any FAMIS warnings.</td>
</tr>
</tbody>
</table>
Enter Notes to a Limited Purchase

You may enter informational notes about your limited purchase document using Screen 244. With this screen, you may type as many as ninety-nine lines of notes on an open or closed document.

There is no word wrap feature on this screen. To avoid splitting a word between two lines, use the TAB key to advance to the next available text line.

**Screen 244 - Limited Purchase Note Text**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&gt;&gt;Note entered 09/08/09 BY CRAMER, CONNIE C__</td>
</tr>
<tr>
<td>2</td>
<td>THIS IS A FULL YEAR SUBSCRIPTION FROM________</td>
</tr>
<tr>
<td>3</td>
<td>12-13-09 THRU 12-13-10</td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

To view the document header notes, type 0.0 in the Item: field.

**Basic Steps**

- Advance to Screen 244.
- Type a valid limited purchase document number in the Action Line. To view the header notes, type 0.0 in the Item: field.
- Press <ENTER> to display existing document notes.
- Add or modify text in the available lines, as desired, and press <ENTER> to record the information.

**Document Notes Entry Process**

**Enter Document Notes**

When notes have been entered regarding the limited purchase, the top line will automatically show the enterer and the date the entry was made.

**Page through Text**

The F/B/E: field is used to scroll through all of the lines of text added on Screen 244. Entering an ‘F’ will scroll one page forward. Entering a ‘B’ will scroll one page backwards. Entering an ‘E’ will take you to the “end” of the document notes.
Screen 244 – Limited Purchase Note Text (cont’d)

**View Document Notes**
When notes are attached to document items they may be viewed with the NOTES PF Key indicated at the bottom of certain screens. The document header and all items that have notes attached will display the word “NOTE” at the top of these screens.

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

**Action Line**

◆ Doc: 7 character/digits
Identify the limited purchase document number to be modified.

Item: 4 digits
Indicate the item number to attach the note.

**Screen Information**

Position at line: 3 digits
Identify which line of text should be positioned at the top of the screen.

Line: 2 digits
Shows the line number of each line of note text.

Description: 45 characters (99 lines)
Record information about the limited purchase.

Page (F/B/E): 1 character
Signify whether to scroll forward (F) or backward (B) through text lines, or scroll to the end (E) of the document notes.

**Additional Functions**

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

PF7 Previous Item
PFItem Go to the previous item.

PF8 Next Item
PFNItem Go to the next item.
Copy Your Limited Purchase Order

When you process similar orders over and over (i.e. general supplies), you may find it convenient to copy old limited purchase documents to new ones. Screen 245 allows you to retrieve a limited purchase order that you previously entered and copy its line items to an existing or newly created limited purchase order.

**Screen 245 - Copy Limited Purchase to Limited Purchase**

| Screen: ___ Doc: L700052 Item: _____ From Vendor: FISHER MICRO SUPPLIES |
| From Doc FY: 2010 |
| or |
| Existing Doc: ______ |
| New ___ Doc: 00____ FY: 2010 Cat.: LP Dt: 09/15/2010 |

---

**Basic Steps**

**Copy Limited Purchase Items to a New Document**

- Advance to Screen 245.
- Indicate the limited purchase order from which you wish to copy line items on the Action Line and press <ENTER>.
- Type the limited purchase document prefix followed by a zero (0) in the New Doc: field and press <ENTER>.
- Indicate whether or not you wish to advance to the limited purchase header (Screen 240) after copying items to the new document.
- Type a ‘C’ next to the item(s) you wish to copy to the new document.
- Press <ENTER> to create the new limited purchase order with the copied item information.

**Copy Limited Purchase Items to an Existing Document**

- Advance to Screen 245.
- Indicate the limited purchase order from which you wish to copy line items on the Action Line and press <ENTER>.
- Type the limited purchase order to which you would like to copy the line item(s).
- Indicate whether or not you wish to advance to the limited purchase header (Screen 240) after copying items to the specified document.
- Type a ‘C’ next to the item(s) you wish to copy to the specified document and press <ENTER> to copy the line items to the document.
Document Copy Process

**Automatic Limited Purchase Order Creation**
FAMIS will automatically assign the seven character limited purchase order number. This is accomplished by entering the limited purchase prefix followed by a zero (0) in the Doc: field. Purchasing prefix values are set by the FAMIS Services Team using Screen 854. However, you may view these values using Screen 855. The newly assigned limited purchase order number will be displayed after all items have been successfully copied to the new document.

**Field Descriptions** (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**

◆ **Doc:**
  7 character/digits
  Identify the limited purchase order number from which you wish to copy line item information.

**Item:**
  4 digits
  Indicate the item number to position on the first line of the display.

**From Vendor:**
  25 characters
  Shows the name of the vendor from whom the items were purchased.

**From Doc FY:**
  4 digits
  Identifies the fiscal year in which the original limited purchase order was processed.

◆ **New Doc:**
  7 character/digits
  Enter the limited purchase document prefix followed by a zero (0) that instructs FAMIS to automatically assign a new document number.

-- or --

◆ **Existing Doc:**
  7 character/digits
  Include the existing limited purchase document number to which you wish to copy line item.

◆ **FY:**
  4 digits
  Indicate the fiscal year in which items are purchased. The field defaults to the current system fiscal year if left blank.

**Cat.:**
  2 characters
  Enter the category that defines the accounting and receiving characteristics of the document. This defaults to LP for limited purchase orders.

**Dt:**
  8 digits
  Indicate the date the new document is created. Defaults to the current system date if left blank.
Screen 245 – Copy Limited Purchase to Limited Purchase (cont’d)

**Screen information**

**Header Screen:**
- 1 character
- Type ‘Y’ if system should advance to the header of the new document upon completion of copy.

**Func:**
- Help [1 character]
- Identify the function (i.e. copy line items) you wish perform on the selected line item(s).

**Item:**
- 5 digits
- Shows the number of the document line item.

**Desc:**
- 20 characters
- Displays a description of line item to be copied.

**Quantity:**
- 9 digits
- Identifies the purchase quantity of the line item.

**Unit Price:**
- 11 digits
- Indicates the line item price per unit of measure.

**UOM:**
- 3 characters
- Represents the Unit of Measure for the line item.

**Ext. Price:**
- 12 digits
- Reflects the total extended price of the item, as computed by the system.

**Proc Cd:**
- 1 character
- Shows the processing code indicating if item has been transferred to another document.

**Additional Functions**

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

**PF11 AdDpt**
- **Additional Departments**
- Allows the addition of 10 extra department/sub-departments that will have approval and accounts on this requisition.
Exempt/Delegated Purchases Basic Concepts

An **exempt purchase** is a type of purchase where the merchandise or service is exempt from the Member or State of Texas purchasing requirements.

A **delegated purchase** is one where the ‘delegation of authority’ to purchase certain goods or services has been granted by the Member to a specific department.

Both types of purchases can only use specific object codes that are defined on Screen 306. The specific list of object codes is verified before the purchase document is closed.

For each exempt purchase entered into the system you will use the following screens:

- **235** Exempt/Delegated Purchase Header
- **236** Exempt Purchase Items
- **237** Exempt Purchase Close

Additional screens which may be used are:

- **233** Copy Exempt Purchase Order to Exempt Purchase Order
- **238** Exempt Purchase Flag Maintenance
- **239** Exempt Purchase Note Text

Information required to enter an exempt purchase consists of the following:

- **Department** for which this purchase is originating and any additional departments that may be splitting this purchase.

- **Vendor** if known prior to making the purchase. It will have to be supplied in order to close the document.

- **Reimburse ID** for the person who paid for the items and will receive the check generated for reimbursement.

- **User reference** which is a unique identifier assigned by your department for tracking this purchase.

- **Address** for shipping and invoicing.

- **All accounts** that will be responsible for the purchase of the items.
Exempt/Delegated Purchases Setup

Delegated purchases may be entered on either the Exempt Purchasing screens or the Purchase Order screens. They are controlled by class (only P or E), department/subdepartment, account, object code and delegation type.

The following chart displays the connection of the various Screens and fields that are used to create and execute a Delegated purchase.
Exempt/Delegated Purchases Setup (cont’d)

When Purchase Orders are used for delegated purchases, the entity security for the user should be set up with a specific department. This ensures that the user is restricted by department and object codes that can be used. If the entity security is set up with a specific department the user cannot use non-delegated categories such as “RO” which do not limit the subcodes that can be used on a document.

In order to use delegated purchases, five fields must be set up on Screen 312. A new purchasing document category must be established by FAMIS personnel. The document class, the delegation type, and the department and subdepartment fields must be entered with the appropriate values. The subdepartment may be all asterisks (**) to allow all subdepartments to use the category.

A separate category must be set up for each combination of class, department / subdepartment and delegation type.

**Screen 312 – Doc. Category Maintenance**

<table>
<thead>
<tr>
<th>312 Doc. Category Maintenance</th>
<th>09/15/09 16:08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Doc. Cat: UP</td>
</tr>
<tr>
<td>Document Description: UNENCUMB - PHYS PL__</td>
<td></td>
</tr>
</tbody>
</table>
* ------------------------ * Processing Control Switches * ------------------------ *
Verify Account Numbers........... Y  Feed Requisitions to Accounting.. N
Check Budget Balance............. N  Feed Encumbrances to Accounting.. N
Check Commodity Code............. N  Perform 3-way Match.............. Y
Delegation Type.................. C  Drop Flag........................ N

Dept.... CONS_   Subdept.... *****  Class............................ P
* ------------------------ * Tolerance Checking * ------------------------ *
Unit Price Control (UPC) $: __________    Ext. Price Control (XPC) $: ______

<table>
<thead>
<tr>
<th>Above (A):</th>
<th>Percent</th>
<th>Cap Amount</th>
<th>Percent</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below (B):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

The Class: field indicates the type of document. The class may be either E (exempt) or P (purchase order).
Exempt/Delegated Purchases Setup (cont’d)

You can place your cursor on the Doc. Cat: field, press PF2 and press <ENTER> to view a list of document categories:

Screen 312 – Doc. Category Maintenance Pop-Up Window

You can place your cursor on the Doc. Cat: field, press PF2 and press <ENTER> to view a list of document categories:

<table>
<thead>
<tr>
<th>Screen 312 – Doc. Category Maintenance Pop-Up Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>F2202 Mark field with an “X” to select</td>
</tr>
<tr>
<td>Screen: ___  Search Criteria: Doc. Cat.: ___</td>
</tr>
<tr>
<td>Drop: N</td>
</tr>
<tr>
<td>Cat.  Description  Drop</td>
</tr>
<tr>
<td>BE  BLANKET ENCUMBERED  N</td>
</tr>
<tr>
<td>BO  REP. BLANKET ORDER  N</td>
</tr>
<tr>
<td>BU  BLANKET UNENCUMBERED  N</td>
</tr>
<tr>
<td>EP  EXEMPT PURCHASES  N</td>
</tr>
<tr>
<td>LP  LIMITED PURCHASE  N</td>
</tr>
<tr>
<td>MQ  MASTER ORDER (DISC)  N</td>
</tr>
<tr>
<td>RO  REGULAR ORDERS  N</td>
</tr>
<tr>
<td>UP  UNENCUMB - PHYS PL  N</td>
</tr>
</tbody>
</table>

When a purchasing document is entered with a delegated category, the department/subdepartment will be checked against the Screen 312 data. If “*****” is entered in the subdepartment on Screen 312, any subdepartment for the specified department can be used.

The delegation type field has been added to Screens 4, 8, and 51. If a delegation type exists on the category entered on the purchasing document, then all accounts on the document must match the delegation type on the document.

Screen 4 – GL Attributes 2

| Screen: ___ Account: 026000 ___  DISTANCE LEARNING - NONFUNDED CLR |
| Payroll Acct Analysis: ___  Acct: ___ Pct: ___ |
| Accountant Responsible: 5uuuuuu4  Acct: ___ Pct: ___ |
| CRAMER, CHARLES C  Acct: ___ Pct: ___ |
| Interest Exempt: ___  Low High Match |
| Interest GL Acct: ___  ___ ___ |
| Capital Campaign: ___  ___ ___ |
| Delegation Type: ___  ___ ___ |
| Comments: DISTANCE LEARNING CLASSES ARE FOR OUT OF STATE RESIDENTS ONLY. NO EXPENSES RELATED TO IN STATE WEB CLASSES ALLOWED. |

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

Enterers User Manual  Page VIII-6
A program has been written to set the delegation type on the accounts. This program will set the type based on department and sub-department. A range of accounts may also be specified. The program name is XXFGDLG. It can be run for GLs, SLs and SAs.

The delegation type is a one character field. The user entering a document is not required to enter the delegation type. The only thing required by the enterer is the document category. The delegation type may be determined by each agency. **These codes are set up by the FAMIS team on Screen 899 (table IAFRS-FS-DELG-TYPE).** Some options might be:

- C = Physical Plant Construction
- F = Food Services
- G = Graphic Services
- L = Library
- P = Printing Center

Screen 306 has been changed to allow object codes to be specified for a delegation type. Account controls as well as object codes can be specified on Screen 306. Only the object codes/account controls defined on Screen 306 for the delegation type can be entered on a document if a special delegated category is entered. The current Exempt codes are viewable by typing ‘E’ in the “Exempt/Delg” field.
**Exempt/Delegated Purchases Setup (cont'd)**

### Screen 306 – Maintain Exempt/Delegation Type Object Code Table

<table>
<thead>
<tr>
<th>Low</th>
<th>High</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>0290</td>
<td>PRIVATE GIFTS - VARIOUS</td>
</tr>
<tr>
<td>-</td>
<td>0688</td>
<td>COMPONENT PATENT INCOME</td>
</tr>
<tr>
<td>-</td>
<td>1516</td>
<td>QATAR PAYROLL</td>
</tr>
<tr>
<td>-</td>
<td>1517</td>
<td>QATAR PAYROLL</td>
</tr>
<tr>
<td>-</td>
<td>1782</td>
<td>TAMUQ HOUSING ALLOWANCE</td>
</tr>
<tr>
<td>-</td>
<td>1790</td>
<td>TAMUQ LOCAL HIRE ALLOWANCE</td>
</tr>
<tr>
<td>-</td>
<td>1792</td>
<td>QATAR PAYROLL</td>
</tr>
<tr>
<td>-</td>
<td>1900</td>
<td>EXEMPT - BENEFITS</td>
</tr>
<tr>
<td>-</td>
<td>3010</td>
<td>EXEMPT - TRAVEL</td>
</tr>
<tr>
<td>-</td>
<td>4015</td>
<td>EXEMPT - SUPPLIES FOOD SERVICES/SOFQ ONLY</td>
</tr>
<tr>
<td>-</td>
<td>4017</td>
<td>SOFC - OFFICE SUPPLIES</td>
</tr>
<tr>
<td>-</td>
<td>4025</td>
<td>DIRECT PUBS ONLY - SUBS, PERIODICALS &amp; INFO SYS</td>
</tr>
<tr>
<td>-</td>
<td>4045</td>
<td>TAMU PHARMACY ONLY - MEDICAL SUPPLIES</td>
</tr>
<tr>
<td>-</td>
<td>5010</td>
<td>EXEMPT - UTILITIES</td>
</tr>
</tbody>
</table>

More Data -- Press <ENTER> to View

### Screen 306 – Maintain Exempt/Delegation Type Object Code Table

<table>
<thead>
<tr>
<th>Low</th>
<th>High</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>5450</td>
<td>ARCH. AND ENG. SERVICES</td>
</tr>
<tr>
<td>-</td>
<td>6930</td>
<td>SPECIAL TRADE CONSTRUCTION CONTRACTS</td>
</tr>
<tr>
<td>-</td>
<td>6931</td>
<td>HEAVY CONSTRUCTION OTHER THAN BUILDING CONTRACTS</td>
</tr>
<tr>
<td>-</td>
<td>6932</td>
<td>BLDG CONST, INCLUDING GEN CONTR AND OPERATIVE BLDR</td>
</tr>
<tr>
<td>-</td>
<td>6933</td>
<td>OTHER SERVICES CONTRACTS</td>
</tr>
<tr>
<td>-</td>
<td>6934</td>
<td>PROFESSIONAL SERVICES CONTRACTS</td>
</tr>
<tr>
<td>-</td>
<td>6935</td>
<td>COMMODITIES CONTRACTS</td>
</tr>
<tr>
<td>-</td>
<td>8711</td>
<td>C.I.P</td>
</tr>
<tr>
<td>-</td>
<td>____</td>
<td>____</td>
</tr>
<tr>
<td>-</td>
<td>____</td>
<td>____</td>
</tr>
<tr>
<td>-</td>
<td>____</td>
<td>____</td>
</tr>
<tr>
<td>-</td>
<td>____</td>
<td>____</td>
</tr>
</tbody>
</table>

**PF2 Key used on Exempt/Delg: field**

```
*** DICTIONARY - HELP ***

M VALUES MEANING
   _ BLANK NO DELEGATION TYPE
   C CONSTRUCT/ PHPL
   F FOOD SERVICES
   G GRAPHIC SERVICES
   L LIBRARY

Select a Value or Press <PF4> to Quit
```
Exempt/Delegated Purchase Headers

An exempt/delegated purchase order is entered on Screen 235 to capture information that pertains to the purchase of merchandise that is either exempt from Member and GSC purchasing requirements or where the purchasing authority has been delegated to the department.

General information that pertains to the entire purchase such as the category, all departments, the vendor, and the ship to/invoice to addresses will be found on this screen.

**Screen 235 – Exempt/Delegated Header**

<table>
<thead>
<tr>
<th>235 Exempt/Delegated Header</th>
<th>09/15/09 16:21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Screen:</strong> ___ Doc: E000073</td>
<td>In Process</td>
</tr>
<tr>
<td><strong>Doc Year:</strong> 2010 <strong>Order Date:</strong> 09/04/2009</td>
<td><strong>Cat.: EP State:</strong></td>
</tr>
<tr>
<td><strong>Dept:</strong> PHPL</td>
<td><strong>Subdept:</strong> ___</td>
</tr>
<tr>
<td><strong>Doc Summary:</strong> ONE YEAR RENEWAL</td>
<td><strong>Vendor:</strong> 1vvvvvvvvv1 SAGE SOFTWARE INC</td>
</tr>
<tr>
<td><strong>Reimburse ID:</strong> 150003-00143</td>
<td><strong>LDT Cd:</strong> ___</td>
</tr>
<tr>
<td><strong>All Items Received:</strong> Y</td>
<td><strong>Ship To Address Nbr:</strong> 462</td>
</tr>
<tr>
<td><strong>Invoice To Address Nbr:</strong> 462</td>
<td><strong>Date Received:</strong> 09/04/2009</td>
</tr>
<tr>
<td><strong>Name:</strong> PHYSICAL PLANT ACCTG.</td>
<td><strong>Addr:</strong> AGRONOMY ROAD</td>
</tr>
<tr>
<td><strong>City:</strong> COLLEGE STATION <strong>State:</strong> TX</td>
<td><strong>Zip:</strong> 778431371</td>
</tr>
<tr>
<td><strong>Country:</strong> __</td>
<td><strong>Phone:</strong> __</td>
</tr>
<tr>
<td><strong>Fax:</strong> __</td>
<td><strong>Phone:</strong> __</td>
</tr>
</tbody>
</table>

**Basic Steps**

**Create a New Exempt/Delegated Purchase Header**
- Enter the department, document summary, and user reference.
- Indicate whether or not the purchase items have been received, the date they arrived (if they have been received), as well as the ship to and invoice to addresses.
- Type additional information in the available fields, as desired, and press <ENTER> to record the purchase information.
- If all information has been successfully entered, the system-assigned exempt/delegated purchase order number will be displayed on the Action Line.

**Modify an Existing Exempt/Delegated Purchase Header**

*The document must be open to make any changes.*
- Advance to Screen 235, type a valid exempt/delegated purchase order number in Doc: field on the Action Line and press <ENTER>.
- Enter valid data in the available fields, as desired, and press <ENTER> to record the information.
Exempt/Delegated Purchase Creation Process

When to Create an Exempt/Delegated Purchase Order
Exempt/delegated purchase orders are created in order to record the purchase of merchandise that is exempt from TAMU and State of Texas (GSC) purchasing requirements. Purchase of exempt items is signified by the use of Exempt Object Codes. These codes are recorded on Screen 306. See below for a sample list of exempt object codes and their description, as displayed on Screen 306.

Type “GL” or “SL” in the Acct Type: field to view codes for the desired account type.

Create Exempt/Delegated Purchase Order Document Numbers
Type a document prefix (usually an “E,” the abbreviation for exempt purchase) followed by a zero and then press <ENTER> to have the system automatically assign a document number. You may also manually assign the number using the following format (xxxxnnn), where “xxxx” represents the first department on the document and “nnn” is a sequentially assigned number logged by the department.
A pop-up window requesting departments and sub-departments will then be displayed. Type all Departments/Sub-Departments that will have accounts on this document. At least one department is required to create an exempt purchase document. Press <PF4> to exit this pop-up window.

**Department/Sub-Department Pop-Up Window**

```
+-------------------------------------------------------------------+
|        Enter all Campus Codes and Departments/SubDepartments      |
|        that will have accounts on this document                   |
|                                                                   |
|                   Dept        SubDept       CC                    |
|                   ANTH_        _____        02                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                   _____        _____        __                    |
|                        Press <PF4> to Exit                        |
+-------------------------------------------------------------------+
```

Once the system has returned to the exempt purchase header screen you will receive the message “Document number will be created automatically” above the Action Line.

Before you can close your exempt purchase order, the primary department must be entered for each account on the document.

**Vendor Information**
Vendor search and selection is available for all vendor ID numbers. If the vendor ID is unknown, enter an asterisk (*) in the Vendor: field and press <ENTER> to access a pop-up window. This window will display a list of vendors and their ID numbers. Type an ‘X’ next to the desired vendor and press <ENTER> to select the vendor and return to Screen 235. Press PF4 if you wish to return to Screen 236 without selecting a vendor. The vendor is not required to create a new exempt purchase order, but it must be entered before the document may be closed.

**LDT Codes**
Legal Descriptive Text (LDT) codes specify certain attributes of the purchase as a whole. Type a question mark (?) in the LDT Cd: field and press <ENTER> to access a pop-up window with a complete list of valid codes. Type an ‘X’ next to the code to be applied to the purchase and press <ENTER> to select the code and return to Screen 235. Press PF4 to return to Screen 235 without selecting a code.

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

**Action Line**
◆ Doc: 7 character/digits
Identify the exempt/delegated purchase order document number to be created/modified.
Screen 235 – Exempt/Delegated Header (cont’d)

**Screen Information**

- **Doc Year:** 4 digits
  Indicate the fiscal year the document was created. This field always defaults to the current system fiscal year.

- **Order Date:** 8 digits
  The date the limited purchase is made. This can be modified once a date is entered. **A future date in this field is not allowed.**

- **Cat.:** 2 characters
  Shows document category used to define the accounting and receiving characteristics of the exempt/delegated purchase document. It will be filled in automatically by the system.

- **State:** 1 character
  ‘Y’ indicates a State account is used for this purchase.

- **Dept:** Help 5 characters
  Indicate the department for the primary account responsible for the purchase.

- **Subdept:** Help 5 characters
  Indicate the sub-department for the primary account responsible for the purchase.

- **Total Amt:** 15 digits
  Displays the total dollar amount of all items that have been added to this document. This field is blank until items are entered against this document.

- **Doc Summary:** 50 characters
  Include a brief description of the entire purchase.

- **Vendor:** 11 digits
  Indicate the FAMIS vendor identification number.

- **LDT Cd:** Help 2 characters
  Include the Legal Descriptive Text codes which are used to identify any special instructions that need to be added to the purchase.

- **Reimburse ID:** 11 digits
  Identify the vendor ID number to whom the reimbursement check should be made out, if the items were paid for at the time of purchase.

- **FOB:** Help 2 characters
  Indicate the freight code defining conditions by which purchased goods will be transported/delivered.

- **User Ref:** 14 digits
  Identify the user reference number which is used to indicate the subsidiary ledger (SL) account number used for the purchase followed by the departmental reference number.
Screen 235 – Exempt/Delegated Header (cont’d)

 All Items Received: 1 character
    Indicate whether or not ('Y' or 'N') all items purchased have been received.

Date Received: 8 digits
    Identify the date the items purchased were received.
    Entry required if 'Y' is entered in All Items Received: field.

Ship To
 Address Nbr: Help 3 digits
    Indicate the code which identifies the address to which items purchased will be delivered.

 Name: 30 characters
    Identify the department to which items purchased will be delivered. This will be filled in automatically if an “Address Nbr” is specified.

 Addr: 120 characters/digits
    Type the street address to which items purchased will be delivered. This will be filled in automatically if an “Address Nbr” is specified.

 City: 20 characters
    Indicate the city to which items purchased will be delivered. Will be filled in automatically if an “Address Nbr” is specified.

 State: 2 characters
    Enter the state to which items purchased will be delivered. This will be filled in automatically if an “Address Nbr” is specified.

 Zip: 9 digits
    Identify the zip code to which items purchased will be delivered. This will be filled in automatically if an “Address Nbr” is specified.

 Country: 3 characters
    If shipment is to be made outside the United States, enter the country code. This will be filled in automatically if an “Address Nbr” is specified.

Phone: 12 digits
    Include the phone number for the contact person at the address where items are being shipped. This will be filled in automatically if an “Address Nbr” is specified.

Fax: 12 characters
    Enter the fax number for the contact person at the address where items are being shipped. This will be filled in automatically if an “Address Nbr” is specified.

Invoice To
 Address Nbr: Help 3 digits
    Include the code which identifies the address to which items purchased will be billed. This will be filled in automatically if an “Address Nbr” is specified.
Screen 235 – Exempt/Delegated Header (cont’d)

- **Name:**
  30 characters
  Enter the name of the department to which items purchased will be billed. This will be filled in automatically if an “Address Nbr” is specified.

- **Addr:**
  120 characters/digits
  Identify the street address to which items purchased will be billed. This will be filled in automatically if an “Address Nbr” is specified.

- **City:**
  20 characters
  Indicate the city to which items purchased will be billed. This will be filled in automatically if an “Address Nbr” is specified.

- **State:**
  2 characters
  Enter the state to which the invoice will be sent. This will be filled in automatically if an “Address Nbr” is specified.

- **Zip:**
  9 digits
  Identify the zip code for the invoice address. This will be filled in automatically if an “Address Nbr” is specified.

- **Country:**
  3 characters
  If invoice is sent to an address outside the United States, enter the country code. This will be filled in automatically if an “Address Nbr” is specified.

**Additional Functions**

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

PF8 ADDR
Address
Displays vendor’s address and addition vendor information.

PF5 Next
Next
Advances to the next screen.

PF9 Notes (Document Notes)
Notes
Used to enter free-form notes about the purchase.

| Notes | These are on-line reference notes regarding the document. They will not be printed. |

PF11 AdDpt
Additional Departments
Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this document.
Create/Modify Exempt Purchase Items

Screen 236 is used to enter information for each item on the exempt purchase document. This screen is also used to make any necessary changes on the items purchase. Use the PF keys at the bottom of this screen to view additional information about the exempt purchase item.

Screen 236 - Exempt Purchase Item

<table>
<thead>
<tr>
<th>Item</th>
<th>St</th>
<th>Account</th>
<th>Qty.</th>
<th>Unit</th>
<th>Ext.</th>
<th>Price</th>
<th>--Disc.--</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>CO</td>
<td>241607</td>
<td>10000</td>
<td>xxxx</td>
<td>1.00</td>
<td>EA</td>
<td>627.7700</td>
<td>_</td>
</tr>
<tr>
<td>Comm:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Desc:</td>
<td>Airfare, roundtrip, IAH to Toronto, Canada.</td>
<td></td>
</tr>
<tr>
<td>Part:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proc cd:</td>
<td>_</td>
<td>St:</td>
<td>Cost Ref 1:</td>
<td>2:</td>
<td>3:</td>
<td>TIBH:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>CO</td>
<td>241607</td>
<td>10000</td>
<td>xxxx</td>
<td>1.00</td>
<td>EA</td>
<td>77.2300</td>
<td>_</td>
</tr>
<tr>
<td>Part:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proc cd:</td>
<td>_</td>
<td>St:</td>
<td>Cost Ref 1:</td>
<td>2:</td>
<td>3:</td>
<td>TIBH:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>CO</td>
<td>241607</td>
<td>10000</td>
<td>xxxx</td>
<td>1.00</td>
<td>EA</td>
<td>95.0000</td>
<td>_</td>
</tr>
<tr>
<td>Comm:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Desc:</td>
<td>Registration 9/3-6/09. Max reimbursement for this trip is $800.00.</td>
<td></td>
</tr>
<tr>
<td>Part:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proc cd:</td>
<td>_</td>
<td>St:</td>
<td>Cost Ref 1:</td>
<td>2:</td>
<td>3:</td>
<td>TIBH:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page (F/B):</td>
<td>_</td>
<td>Document Total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>800.00</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 236.
- Type a valid exempt purchase order number in the Doc: field on the Action Line and press <ENTER> to display existing line item information.
- Enter a valid account number, support account number (if used) and object code.
- Enter a valid quantity, unit of measure, unit price, and line item description.
- Enter additional information in the available fields, as desired, and press <ENTER> to record the line item information.
- You may search for the desired commodity code by typing a question mark (?), at least three alpha characters, or surround the commodity name with asterisks (i.e. *PAPER*).

Line Item Process

Line Item Entry
Documents may have up to 900.0 items. The item number will default to 1.0 when the document is being created. FAMIS automatically increments the item number by one for each additional item you need to enter on the document. Use the decimal position of the item number to represent a text only item for the document.

Multiple Accounts
When payment of an item is split across several accounts, each account must be entered for that item. Up to 40 accounts may be specified for an item by using <PF11> to access an additional pop-up window.
Payment by an account may be specified either by dollar amount or percentage of the line item balance. Either the percentage of the line item balance or the amount paid by each account must be entered to process the line item information. The total percentage amounts must equal 100%. It is recommended that percentage be used rather than dollar amounts. If any dollar amount is specified for an account, these amounts are subtracted from the extended price and the percentages are applied to the remaining balance to calculate each account total.

**Change the Document**
Closing a document encumbers the estimated amount. The document may be reopened using Screen 237 once the purchase is made so that adjustments can be made. The vendor may also be changed at this time. When the document is closed again, any changes to amounts will adjust the encumbrances from a previous close.

**Inventory Part Number**
The inventory part number is used to define specific items within a department. This is especially useful for supplies that are repeatedly ordered. It may also be used to tie FAMIS purchasing information to departmental inventory records.

The inventory part number is based on the first department on the exempt purchase document. Departments may use Screen 234 (below) to set up inventory part numbers. **When the part number is entered on Screen 236 its description will automatically be filled in by the system.**

**TIBH (Texas Industries for the Blind and Handicapped)**
The TIBH field is used to indicate the reason that TIBH was or was not used as the vendor for the bid/purchase. This field is optional and can be set to be required on a campus by campus basis. **If the TIBH flag is set, the TIBH field is required on both Screen 224 and Screen 241.**

It is also on Screen 236 but is not required if the TIBH required flag is set.

TIBH reporting must be done on the commodity code level.
Screen 236 – Exempt Purchase Item (cont’d)

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

Action Line
◆ Doc: 7 character/digits
Identify the exempt purchase document number to add or modify line item information.

◆ Item: 4 digits
Type the item number to be created or modified.

Screen Information
Item: 3 digits
Shows the line item number assigned.

St: 3 characters
Indicates the status of the specified item.

◆ Account: 15 digits
Identify the account number (subsidiary ledger + support account + object code) responsible for payment of the specified line item.

◆ Qty.: 10 digits
Indicate the purchase quantity of the specified line item.

◆ UOM: Help 4 characters
Identify the Unit of Measure for the specified line item to be printed on the purchase order.

◆ Unit Price: 16 digits
Indicate the estimated dollar amount to be paid per unit of measure.

Disc.: Help 1 character/6 digits
Identify whether the discount entered is a dollar amount (D) or a percentage (P) followed by the amount of the discount to be taken for the specified line item.

Ext. Price: 16 digits
Displays the total item extended amount calculated by the system.

Comm: Help 15 digits
Include the commodity code for classifying goods and services.

◆ Desc: 2 lines (45 characters each)
Identify a detailed description of the specified line item.

Part: Help 15 digits
Include the part number that is used to define specific items within a department’s inventory.
Screen 236 – Exempt Purchase Item (cont’d)

Proc cd: 1 character
Identify the processing code which indicates whether or not the item needs special processing (i.e.: vendor discount, trade in, no charge).

St: 1 character
‘Y’ indicates State funds were used for purchase.

Cost Ref 1, 2, 3: 7 characters/digits
Enter the user-defined cost accounting reference number. This reference number is used to provide additional details about the processing of the selected line item.

TIBH: 1 character/digit
Include the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as the vendor for the bid/purchase. Valid values include:
N = Not Provided by TIBH
T = TIBH Purchase
1 = Quantity
2 = Quality
3 = Delivery Time
4 = Life Cycle
5 = Price

Page (F/B): 1 character
Indicate whether to scroll forward (F) or backwards (B) one page through the line items.

Document Total: 16 digits
Shows total dollar amount of all line items.

Additional Functions

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

PF5 Next
Advances to the next screen (Screen 237) to close the document.

PF6 IDesc
Item Description
Place cursor on an item and press this key to view extended item description.

PF10 CAcct
Copy Account
Used to copy account information from the previous item to the current item. All dollar amounts are left blank and require either amount or percentage for a new item to be specified.

PF11 MAcct
Multiple Account
Provides a pop-up window to continue adding multiple accounts, support accounts or expense object codes to the document.

PF12 Warns
Warnings
Displays any FAMIS warnings.
Close an Exempt Purchase Order

You should close your exempt purchase document after all required information has been successfully entered to prevent changes from being inadvertently added. Closing your document will also encumber the necessary funds.

It is possible to close and reopen a document as many times as necessary in order to make changes, providing the exempt purchase document has not entered the routing and approval system of FAMIS.

Screen 237 - Exempt Purchase Close

237 Exempt Purchase Close                                      09/15/09 16:37
Screen: ___  Doc: E000818             Closed

Close Document: Y

Doc Summary: REFERENCE MATERIAL
Doc Year: 2010    Doc Date: 09/11/2009    Cat: EP State:
Dept: LIBR    Sub Dept:             Total Amt: 165.00
Vendor: 1vvvvvvvvv1 EDISON ELECTRIC INSTITUTE       LDT Cd: LE
Reimburse Id:                                           FOB:
User Ref: 289010-40000                     All Items Received: Y
Date Received: 10/26/2009

Basic Steps
• Advance to Screen 237.
• Type a valid exempt purchase document number on the Action Line.
• Press <ENTER> to display existing document information.
• Set the Close Document flag to ‘Y’ and press <ENTER>. If all required information has been properly entered, the message “Document closed successfully” will appear in the message line.
• Type ‘Y’ to submit to routing and approval.

Exempt Purchase Close Process

Encumbrance Process
Closing the document generates encumbrances which set aside funds to pay for the purchase. All documents, except those which set up a blanket order, are encumbered. The encumbrances are established using the 7-digit document ID created when the exempt purchase is entered. The User Reference number entered on the header of the exempt purchase will be transferred to the encumbrances. The encumbrances may be viewed on Screens 20, 21, 22, and 26.
Change the Document
Closing a document encumbers the estimated amount. The document may be reopened using Screen 238 once the purchase is made so that adjustments can be made. The vendor may also be changed at this time. When the document is closed again, any changes to amounts will adjust the encumbrances from a previous close.

You may open and close, or reopen and close your document, as many times as is necessary before you send it into the Routing and Approval system of FAMIS. But you may need to make changes to it after it has already been sent into routing. For example, you may need to change an account object code on a document after you have closed it and sent it into routing. However, before you can make those changes, you must remove the document from the routing system. To do this, you should:

- Advance to Screen 912 (your document Out-Box).
- Locate the document you would like to reopen and type an ‘X’ next to it.
- Press PF5 to recall the document from the Routing and Approval system.
- Advance to Screen 238 to reopen the document.

Route the Document
A closed document may be submitted to the routing and approval process by pressing the PF7 key.

Rejected Documents
If errors are detected to your document while in routing, it will be rejected and returned to your In-Box for correction. When this happens, you should:

1. Select the document by typing an ‘X’ next to it in your In-Box and press the PF8 (Sel) key.
2. When the Purchasing Document Cover Sheet pop-up window appears, type ‘NOT’ in the Action: field to display the routing notes that explain the reason for the rejection.
3. Reopen the document on Screen 238 by setting the Reopen Document flag to ‘Y’ and press <ENTER>.
4. Make the necessary changes using Screens 235 to 239.
5. Finally, advance to Screen 237 to close and re-route the document.

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

Action Line
◆ Doc: 7 character/digits
Identify the exempt purchase document number to be closed.

◆ Close Document: 1 character
Indicate whether or not (‘Y’ or ‘N’) the selected document should be closed.
Screen 237– Exempt Purchase Close (cont’d)

**Screen Information**

- **Doc Summary:** 50 characters
  Displays a brief *description* of the entire purchase.

- **Doc Year:** 4 digits
  Shows the *fiscal year* the *document* was created.

- **Doc Date:** 6 digits
  Indicates the *date* on which the purchase was *entered* into the system.

- **Cat:** 2 characters
  Displays the *category* which is used to define the accounting and receiving characteristics of the document.

- **State:** 1 character
  Indicates whether or not (‘Y’ or ‘N’) *State funds* were used for this purchase.

- **Dept:** 5 characters
  Indicates the *department* for the primary account responsible for the purchase.

- **Sub Dept:** 5 characters
  Indicates the *sub-department* for the primary account responsible for the purchase.

- **Total Amt:** 15 digits
  Displays the *total dollar amount* of all items that have been entered.

- **Vendor:** 11 digits/30 characters
  Identifies the FAMIS identification number for the vendor associated with the purchase.

- **LDT Cd:** 2 characters
  Represents the *Legal Descriptive Text Codes* which are used to indicate any *special instructions* that need to be added to the purchase.

- **Reimburse Id:** 11 digits
  Identifies the vendor ID number to whom the reimbursement check should be made out, if the items were paid for at the time of purchase.

- **FOB:** 2 characters
  Indicates the *freight code* defining conditions by which purchased goods will be transported/delivered.

- **User Ref:** 14 digits
  Displays the *User Reference number* which identifies the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.

- **All Items Received:** 1 character
  Indicates whether or not (‘Y’ or ‘N’) *all items* purchased have been *received.*
Screen 237 – Exempt Purchase Close (cont’d)

**Date Received:**
8 digits
Displays the date the items purchased were received. This date is required.

### Additional Functions

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

**PF5**
**Next**
Advances to the next screen (Screen 235).

**PF6**
**Item**
Displays a list of all items entered on the exempt purchase document.

**PF7**
**Route the Document**
Submits the document through the Routing and Approval system in order to be paid.

**PF8**
**Recall the Document**
Select this PF key to recall the document for further processing.

**PF12**
**Warnings**
Identifies any FAMIS warnings.
Set/Reset Exempt Purchase Purchase Flags

Maintenance to an exempt purchase document or items on an exempt purchase document is performed using Screen 238. A document may be canceled/deleted, frozen, or reopened. Specific items or all items on an exempt purchase document may also be deleted using this screen.

Screen 238 - Exempt Purchase Flag Maintenance

<table>
<thead>
<tr>
<th>Action Line</th>
<th>Screen Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc: E000021</td>
<td>Doc: ___</td>
</tr>
<tr>
<td>FY 2010 CC 02</td>
<td>Doc: ___</td>
</tr>
<tr>
<td>Cancel / Delete</td>
<td>Freeze Document: N</td>
</tr>
<tr>
<td>Document: Y</td>
<td>Reopen Document: N</td>
</tr>
<tr>
<td>Delete all Items: Y</td>
<td>Delete/Undelete Item: _____ thru Item: _____</td>
</tr>
</tbody>
</table>

Completing a document finalizes it and liquidates all encumbrances. This process CANNOT be reversed. Do NOT complete a document unless you are certain that no invoicing or receiving will be done in the future.

Complete PO: N

If a document is cancelled or uncancelled, you must enter a reason in the pop-up window provided.

Basic Steps
- Advance to Screen 238.
- Type a valid exempt purchase document number on the Action Line and press <ENTER> to display current flag settings.
- Modify flags as necessary and press <ENTER> to record exempt purchase flag changes.

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

Action Line
◆ Doc: 7 character/digits
Identify the document number on which flags will be set/re-set.

Screen Information
◆ Cancel / Delete Document: 1 character
Indicate (‘Y’ or ‘N’) if the document should be removed from the system.
**Screen 238 – Exempt Purchase Flag Maintenance (cont’d)**

- **Freeze Document:** 1 character
  Indicate whether or not (‘Y’ or ‘N’) the document should be restricted from further activity.

- **Reopen Document:** 1 character
  Identify whether or not (‘Y’ or ‘N’) a document that has been closed should be returned to an open status so that additions and modifications may be processed.

- **Delete all Items:** 1 character
  Indicate whether or not (‘Y’ or ‘N’) all items from the specified document should be marked for deletion by the system.

- **Delete/Undelete Item:** 5 digits
  Identify the specific line item, or the first item in a range of items, on the document you wish to delete/undelete.

- **thru Item:** 5 digits
  Enter the specific line item, or the last item in a range of items, on the document you wish to delete/undelete. If you are deleting a single item, type the same number in this field as you entered in the previous field.

- **Complete PO:** 1 character
  Indicate whether or not (‘Y’ or ‘N’) a document status should be changed to complete.

  Completing a document finalizes it and liquidates all encumbrances. It may not be reopened after it has been completed.

**Additional Functions**

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

- **PF7 Track**
  Displays the routing history of the selected document.

- **PF8 CnclR**
  Enter the reason for canceling or deleting a document is required.

- **PF9 Accts**
  Displays the accounts distribution used on the document.

- **PF10 Extnd**
  Shows the extended document header data.

- **PF11 Items**
  Displays a list of the items on the document.

- **PF12 Warns**
  Identifies any FAMIS warnings.
Enter Notes to an Exempt Purchase

You may enter informational notes about your exempt purchase document using Screen 239. With this screen, you may type as many as ninety-nine lines of notes on an open or closed document.

To view the document header notes, type 0.0 in the Item: field.

There is no word wrap feature on this screen. To keep a word from being split between two text lines, use the TAB key to advance to the next available text line.

Basic Steps

- Advance to Screen 239.
- Type a valid exempt purchase document number in the Doc: field on the Action Line.
- Type the item number in the Item: field. Enter ‘0.0’ to view the document header notes.
- Press <ENTER> to display existing document notes.
- Add or modify text in the available lines, as desired, and press <ENTER> to record the information.

Document Notes entry Process

Enter Document Notes

When notes have been entered regarding the exempt purchase, the top line will automatically show the enterer and the date the entry was made.

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 239. Entering an ‘F’ will scroll one page forward. Entering a ‘B’ will scroll one page backwards. Entering an ‘E’ will take you to the “end” of the document notes.
Document Notes
When notes are attached to document items they may be viewed with the NOTES PF Key indicated at the bottom of certain screens. The document header and all items that have notes attached will display the word “NOTE” at the top of these screens.

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

Action Line
◆ Doc: 7 character/digits
Identify the exempt purchase document number to be modified.

Item: 4 digits
Indicate the particular item number to attach the note.

Screen Information
Position at line: 3 digits
Enter which line of text should be positioned at the top of the screen.

Line: 2 digits
Provides a line number for each line of description entered.

Description: 45 characters (99 lines)
Enter the desired notes to be included on the document.

Page (F/B/E) 1 character
Indicate whether to scroll forward, (F) or backward (B) through text lines, or scroll to the end (E) of the document notes.

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

PF7 PItem
Go to previous line item.

PF8 NItem
Go to next line item.
Copy Your Exempt Purchase Order

When you process similar orders over and over (i.e. general supplies), you may find it convenient to copy old exempt purchase documents to new ones. Screen 233 allows you to retrieve an exempt purchase order that you previously entered and copy its line items to an existing or newly created exempt purchase order.

Screen 233 - Copy Exempt Purchase to Exempt Purchase

<table>
<thead>
<tr>
<th>233 Copy Exempt Purchase to Exempt Purchase</th>
<th>09/16/09 09:07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: E710059 Item: ______</td>
<td>FY 2010 CC 02</td>
</tr>
<tr>
<td>From Vendor: AWARDS ETC</td>
<td></td>
</tr>
<tr>
<td>From Doc FY: 2007</td>
<td></td>
</tr>
<tr>
<td>New Doc: E0____   FY: 2010</td>
<td></td>
</tr>
<tr>
<td>Cat.: EP   Dt: 09/16/2010</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Existing Doc: ______</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Header Screen: _</td>
<td>Proc</td>
</tr>
<tr>
<td>Func Item ----- Desc ------ Quantity Unit Price UOM Ext. Price Cd</td>
<td></td>
</tr>
<tr>
<td>_   1.0 picture frames        1.00     102.3000 LOT      102.30</td>
<td></td>
</tr>
<tr>
<td>Enter<del>PF1</del>PF2<del>PF3</del>PF4<del>PF5</del>PF6<del>PF7</del>PF8<del>PF9</del>PF10<del>PF11</del>PF12~</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp AdDpt</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

**Copy Exempt Purchase Items to a New Document**
- Advance to Screen 233.
- Indicate the exempt purchase order from which you wish to copy line items on the Action Line and press <ENTER>.
- Type the exempt purchase document prefix followed by a zero (0) in the New Doc: field and press <ENTER>.
- Indicate whether or not you wish to advance to the exempt purchase header (Screen 235) after copying items to the new document.
- Type a ‘C’ next to the item(s) you wish to copy to the new document.
- Press <ENTER> to create the new exempt purchase order with the copied item information.

**Copy Exempt Purchase Items to an Existing Document**
- Advance to Screen 233.
- Indicate the exempt purchase order from which you wish to copy line items on the Action Line and press <ENTER>.
- Type the exempt purchase order to which you would like to copy the item(s).
- Indicate whether or not you wish to advance to the exempt purchase header (Screen 235) after copying items to the specified document.
- Type a ‘C’ next to the item(s) you wish to copy to the specified document.
- Press <ENTER> to copy the line items to the document.
Document Copy Process

**Automatic Exempt Purchase Order Creation**
FAMIS will automatically assign the seven character/digits exempt purchase order number. This is accomplished by entering the exempt purchase prefix followed by a zero (0) in the Doc: field. Purchasing prefix values are set by the FAMIS Services Team using Screen 854. However, you may view these values using Screen 855. The newly assigned exempt purchase order number will be displayed after all items have been successfully copied to the new document.

**Field Descriptions** (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**

◆ **Doc:**
7 character/digits
Enter the exempt purchase order document number from which you wish to copy line item information.

Item: 4 digits
Indicate the item number to be copied.

From Vendor: 25 characters
Shows the name of the vendor from which the items were purchased.

From Doc FY: 4 digits
Identifies the fiscal year in which the original exempt purchase order was processed.

◆ **New Doc:**
7 character/digits
Identify the exempt purchase document number prefix followed by a zero that instructs FAMIS to automatically assign a new document number.

--OR--

◆ **Existing Doc:**
7 character/digits
Identify the existing exempt purchase document number to which you wish to copy line item information.

◆ **FY:**
4 digits
Indicate the fiscal year in which items are purchased. The field defaults to the current system fiscal year if left blank.

Cat.: Help 2 characters
Identify the category that defines the accounting and receiving characteristics of the document. This field defaults to “EP” for exempt purchase orders.

Dt: 8 digits
Indicate the date the new document is created. Will default to the current system date if left blank.
**Screen 233 – Copy Exempt Purchase to Exempt Purchase (cont’d)**

### Screen information

**Header Screen:**

1 character

Indicate whether or not ('Y' or 'N') the system should take you to the header of the new document upon completion of the copy of line items.

**Func:**

1 character

Identify the function you wish perform on the selected line item(s). (For example, “C” to copy line items.)

**Item:**

5 digits

Indicates the number of the specified document line item.

**Desc:**

20 characters

Displays a short description of the line item to be copied.

**Quantity:**

9 digits

Identifies the purchase quantity of the specified line item.

**Unit Price:**

11 digits

Indicates the line item price per unit of measure.

**UOM:**

3 characters

Represents the Unit of Measure for the specified line item.

**Ext. Price:**

12 digits

Reflects the total extended price of the item computed by the system.

**Proc Cd:**

1 character

Shows the processing code that indicates whether or not the item has been transferred to another document.

### Additional Functions

**PF KEYS**

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

**PF11**

**AdDpt**

Additional Departments

Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this requisition.
In order to meet the legislative requirements for Prompt Pay interest calculations, Screen 341 was created to enable the system to determine the goods or services received date once a purchasing document is closed. It will then determine the payment due date based on the invoice received date and the delivery date.

The PF11 key has been added to allow an invoice to be canceled. An invoice can be cancelled using this screen if no items have been entered by the Fiscal Office. Once any items have been entered, the invoice must be cancelled using Screen 346.

A change has been made to this screen to allow an invoice to be cancelled even if the purchasing document has been flagged as completed.

The various types of notes (invoice, receiving and document) may be viewed by pressing PF9.
Wire Transfer

Entering ‘Y’ in the Wire Transfer: field indicates payment is made or to be made by use of a wire transfer. The resulting transaction will post with a transaction type of ‘6’ (TC=146) and the Prepaid Voucher: field on Screen 345 will be set to ‘Y’.

FAMIS does not make the wire transfer to the bank; the actual wire transfer must still be made by someone in the Business Office.

When originally entered on Screen 340 or Screen 341, the value in the Wire Transfer: field will ‘carry forward’ and display on Screen 345.

On the other hand, if you enter ‘Y’ in the Wire Transfer: field directly on Screen 345, this will not change the value in the Wire Transfer: field originally entered and displayed on Screen 340 or Screen 341. To change that value, you must return to Screen 340 or Screen 341 to make the change.

Basic Steps

- Advance to Screen 341.
- Type in the document number and the invoice number on the Action Line and press <ENTER>.
- Enter the total amount of the invoice being paid and press <ENTER>.
- Type the date of the invoice being paid. If there is no invoice, type the date the invoice was received in the department and press <ENTER>.
- Fill in the remaining information, as required by your department and press <ENTER> to record the information in FAMIS.

Invoice Header Create Process

Tips

- Key the invoice number exactly as it is on the invoice.
- All punctuation such as dashes, commas, or slashes needs to be entered.
- Key one space between letters or numbers.
- If the invoice number is too long to fit in the Inv: field, take out the punctuation starting at the beginning of the number. If it is still too long, take off letters or numbers at the beginning of the number until it fits in the field. For example: if invoice #D-1234 is entered as D1234, and someone tries to pay the same invoice but enters D-1234, FAMIS will not recognize the invoice number as a duplicate.
• The Vendor ID is pulled automatically from the information entered on Screens 240 or 234, and from what Purchasing entered on Screens 220, 227 or 417 when they transferred your R document to a P. In some cases it will pull from what you entered in the department on Screen 257. The corresponding vendor name and mailing address information will pull to the right of this field.

• The invoice amount is the total on the invoice or the amount that you are paying. If you are not paying the full amount of the invoice, an explanation is required stating why the amount paid is different.

• On a credit memo, enter "Y" in the Cr: field. After the information has been entered on this screen, press <ENTER> and the cursor will move to the Invoice Amt: field, and a dash ("-") will appear in front of the amount. There will also be an error message: “Please enter a positive invoice amount.” Press the space bar to remove the dash and press <ENTER> to submit the information.

• If there is no invoice date on the invoice, enter the date it was received in your department.

• Documentation is required to substantiate your request to mail a copy of the invoice with the check to the vendor, and should be included in the Doc Notes or on the invoice.

• On STATE ACCOUNTS ONLY, enter today’s date for all advance payments, membership subscription, conference registration fee, professional license fee, advance payment for books and software, rentals, and maintenance agreements. Documentation is required to substantiate your request either in Doc notes or on the invoice. For both STATE AND LOCAL accounts, enter the date the discount is due.

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

**Action Line**

Doc: 7 character/digits
Enter an L, E or P document number.

Inv: 14 characters/digits
Type exactly as it appears on the invoice keying in all punctuation.

**Screen Information**

Vendor: 11 digits
Number is pulled from information entered on Screens 240 or 235, and from information Purchasing entered on Screen 220, 227 or 417 when they transferred an R document to a P document. Also displays vendor’s name and address.

Vendor ID’s: 9 digits
Displays the vendor’s Tax ID numbers.
### Screen 341 – Invoice Header Create (Dept.) (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Amt:</td>
<td>12 digits. Enter the total amount on the invoice or the amount being paid.</td>
</tr>
<tr>
<td></td>
<td>If not paying the full amount, you must include an explanation.</td>
</tr>
<tr>
<td>Cr:</td>
<td>1 character. Enter “Y” if this is a credit memo.</td>
</tr>
<tr>
<td>Invoice Dt:</td>
<td>Help 8 digits. Enter the date of the invoice. If none is available, enter</td>
</tr>
<tr>
<td></td>
<td>the date it was received in the department.</td>
</tr>
<tr>
<td>Terms:</td>
<td>4 fields. If needed, enter the payment terms from the invoice.</td>
</tr>
<tr>
<td>Due Dt:</td>
<td>Help 8 digits. Enter the due date.</td>
</tr>
<tr>
<td>Disc. Due Dt:</td>
<td>8 digits. Displays the payment due date to receive the discount.</td>
</tr>
<tr>
<td>Req Pay Dt:</td>
<td>8 digits. Specify the requested payment date.</td>
</tr>
<tr>
<td>Receive Dt:</td>
<td>Help 8 digits. Enter the date the invoice was received in your department.</td>
</tr>
<tr>
<td>Invoice:</td>
<td>Enter the date the invoice was received in your department.</td>
</tr>
<tr>
<td>Original Inv:</td>
<td>14 characters/digits. If needed, enter the number from the original invoice.</td>
</tr>
<tr>
<td></td>
<td>This is for information only.</td>
</tr>
<tr>
<td>Cust AR Nbr:</td>
<td>25 characters/digits. Include the customer’s Accounts Receivable number</td>
</tr>
<tr>
<td></td>
<td>assigned by vendor: account number, customer number, or department name</td>
</tr>
<tr>
<td></td>
<td>as billed on invoice.</td>
</tr>
<tr>
<td>Enclosure Code:</td>
<td>Help 1 character/digit. Enter “Y” to mail a copy of the invoice to the</td>
</tr>
<tr>
<td></td>
<td>vendor. Enclosure code valid values are:</td>
</tr>
<tr>
<td></td>
<td>A = Auditor</td>
</tr>
<tr>
<td></td>
<td>BLANK = Not Specified</td>
</tr>
<tr>
<td></td>
<td>C = Comptroller</td>
</tr>
<tr>
<td></td>
<td>L = Local</td>
</tr>
<tr>
<td></td>
<td>S = Audit Services</td>
</tr>
<tr>
<td></td>
<td>Y = Enclosures</td>
</tr>
<tr>
<td></td>
<td>1 = Housing Deposit Refunds</td>
</tr>
<tr>
<td></td>
<td>2 = SIMS Stipends</td>
</tr>
<tr>
<td>Alt.Vendor:</td>
<td>11 digits. The alternate vendor ID number is automatically pulled from</td>
</tr>
<tr>
<td></td>
<td>information entered in the Reimburse ID: field on Screen 240 or 235.</td>
</tr>
</tbody>
</table>
IC: 1 character
Enter the interest control code. If not blank, include information in the Reason:
field. Valid values are:
A = Accept scheduling of late payment
Blank = None
F = Force interest calculation
R = Refuse interest calculation

Reason: 2 characters
Indicate reason for code used in IC: field. Valid values are:
AD = Agency discretion exercised
AI = Automation issue(s)
DP = Disputed payment
DT = Direct payment of travel expenses
FC = Fed. Contract / terms prohibit payment
GE = GSC exemption granted and documented
MI = Mailing instructions on PO not followed
NI = No invoice received

Wire Transfer: 1 character
‘Y’ indicates payment is made or to be made by use of wire transfer.
FAMIS does not make the wire transfer to the bank.

Vchr Amt: 11 digits
Displays the total dollar amount of all items that have been entered.

Other Parts Amt: 11 digits
Identifies the total dollar amount from other A&M System parts.

Dup Inv Ovrd: 1 character
Enter “Y” to override warning of duplicate invoice and include reason in Doc
Notes or on invoice.

PF8 - Purchase Order Information
Vndr: 11 digits and 31 characters
Shows the FAMIS vendor ID number and vendor name for the suggested
vendor.

Tax ID: 9 digits
Displays a Social Security Number or Federal Employer Identification Number
that is available for 1099 report preparation.

Document Dt: 8 digits
Indicates the date the requisition was created.

Cat.: 2 characters
Shows the document category which is used to define the accounting and
receiving characteristics of the document.
Screen 341 – Invoice Header Create (Dept.) (cont’d)

**User Ref:**
14 digits
Identifies the user reference number which indicates the subsidiary ledger (SL) account number used for order followed by departmental requisition number.

**Start Dt:**
8 digits
Identifies the start date (usually the first day of the fiscal year) for a Maintenance Agreement or a Blanket Order.

**Contact Person:**
20 characters
Displays the name of the person to contact if there are any questions/problems regarding the purchase voucher.

**Ph:**
10 digits
Shows area code and phone number for purchase voucher’s contact person.

**End Dt:**
8 digits
Identifies the last date of a Maintenance Agreement or Blanket Order.

**Buyer:**
Help 3 characters
Displays the initials of the buyer for the requisition.

**Ph:**
10 digits
Shows the area code and phone number for the buyer’s contact.

**Exp. Dlvry Dt:**
8 digits
Displays the date by which the requested order is expected.

**FOB:**
Help 2 characters
Shows freight code defining conditions by which purchased goods will be transported/delivered.

**Type Funds/Ord:**
4 characters
Identifies the type of funds or order (State or Local).

**PO Total:**
12 digits
Displays the total amount of the purchase order.

*Additional Functions*

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

**PF4**
ACH
View vendor’s ACH information.

**PF5**
Next
Advances to next screen (Screen 342).

**PF7**
Vendor Search
Used to search for vendor.
Screen 341– Invoice Header Create (Dept.) (cont’d)

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF8</td>
<td>Information</td>
</tr>
<tr>
<td>Info</td>
<td>Displays the <strong>Purchase Order Information</strong>.</td>
</tr>
<tr>
<td>PF9</td>
<td>Notes</td>
</tr>
<tr>
<td>Notes</td>
<td>Allows you to view document, invoice and receiving <strong>notes</strong> included on the document. Type 'X' to select the type of notes to be displayed and press ENTER.</td>
</tr>
<tr>
<td>PF10</td>
<td>Accounts</td>
</tr>
<tr>
<td>Accts</td>
<td>Displays the <strong>account distribution</strong> used.</td>
</tr>
<tr>
<td>PF11</td>
<td>Cancel</td>
</tr>
<tr>
<td>Cncl</td>
<td><strong>Cancel</strong> document.</td>
</tr>
</tbody>
</table>
List Invoices by Purchase Order Numbers

To access invoice information when you know the purchase order (PO) number, use Screen 350. This screen gives you summary information about invoices sorted by their PO number. A specific invoice may be viewed by typing an ‘X’ in the S (select) column and pressing <ENTER>. The system will then take you to Screen 358 to show you more detailed information about that invoice.

Basic Steps

• Advance to Screen 350.
• Type a specific purchase order number in the Doc: field and press <ENTER> to display it at the top of the list. You may use the backward and forward PF keys at the bottom of the screen to scroll through the invoice list. You may also type a page number in the Pg: field to quickly move to a specific page.
• Type an ‘X’ in the S: (select) column to the left of a document and press <ENTER> to advance to Screen 358 where detailed invoice information will be displayed.

Invoice Browse Process

Position the Listing
The invoice listing may be positioned by entering a valid purchase order number in the Doc: field on the Action Line. The document number specified will be displayed on the first information line of the listing.
Document Status

The status field is used to group documents by their level of processing. This field indicates whether or not the document is available for further corrections. Sample values include:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP</td>
<td>In Process (open and available for additions/corrections)</td>
</tr>
<tr>
<td>RE</td>
<td>Re-opened (re-opened for additions/corrections)</td>
</tr>
<tr>
<td>CL</td>
<td>Closed (not currently available for additions/corrections)</td>
</tr>
<tr>
<td>CN</td>
<td>Cancelled / Deleted (removed from the system)</td>
</tr>
<tr>
<td>CO</td>
<td>Completed (no longer available for corrections)</td>
</tr>
</tbody>
</table>

Matching Status

The matching status field indicates whether or not all information has been processed for the document. All information must be processed before the documents may be completed. Valid values include:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR</td>
<td>No Receiving (meaning no receiving processed or did not match)</td>
</tr>
<tr>
<td>MF</td>
<td>Match Forced</td>
</tr>
<tr>
<td>MS</td>
<td>Match Successful</td>
</tr>
</tbody>
</table>

PF Keys

The PF keys are used to provide additional information for a particular document. To select a document with a PF key, first move the cursor to the desired line by tabbing or by using the arrow keys. Then press the PF key to display additional information.

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

**Action Line**

7 character/digits
Identify the first document number to display, if desired.

3 digits
Shows the current page number and the number of pages to be displayed. Enter the desired page number to advance forward or backward to a specific page.

1 character
Type an ‘x’ in this field to select an invoice for display on Screen 358.

1 character
An asterisk (*) indicates that there are notes attached to the invoice.
Screen 350 – Invoice Inquiry by PO Document (cont’d)

**Doc:**
7 character/digits
Identifies the **document number** associated with the invoice.

**PI:**
1 character
An asterisk (*) in this field indicates that a **PIP** (purchasing invoice problem) has been **processed** for this invoice.

**Invoice:**
14 characters/digits
Displays the **invoice number**. This number is used to identify the invoice header (created on Screen 340 or 341).

**Nbr Itm:**
3 digits
Shows the **number of items** processed on the invoice.

**Invoice Tot:**
14 digits
Displays the **total dollar amount** processed for this invoice.

**St:**
2 characters
Indicates the **status of the invoice**. Valid values are:
- IP = In Process
- CL = Closed
- CN = Cancelled / Deleted
- RE = Re-opened for process
- CO = Completed

**Voucher:**
7 digits
Identifies the pending **voucher number** assigned when the invoice was processed.

**M St:**
2 characters
Displays the **matching status** for the specified document. Valid values are:
- MS = Match Successful
- NR = No Receiving
- MF = Match Forced

**Invoice Date:**
8 digits
Indicates the **date** the **invoice** was **processed** by the system.

**Vndr Name:**
11 characters
Identifies the **name of the vendor** for the specified purchase.

**Additional Functions**
**PF KEYS**
See the Appendix for an explanation of the standard PF Keys.
List Invoices by Vendor

You may display all invoices for a specific vendor using Screen 351. Invoice header records for a vendor are displayed sorted by Purchase Order (PO) document number. You may key in a particular PO document number as a starting point.

### Screen 351 - Invoice Inquiry by Vendor

<table>
<thead>
<tr>
<th>Nbr</th>
<th>M Invoice</th>
<th>St Voucher St</th>
<th>Date</th>
<th>Doc Summ</th>
</tr>
</thead>
<tbody>
<tr>
<td>913.48</td>
<td>IP</td>
<td>TAMUZ - G</td>
<td>08/21/09</td>
<td></td>
</tr>
<tr>
<td>2217.54</td>
<td>IP</td>
<td>TAMUZ - G</td>
<td>08/21/09</td>
<td></td>
</tr>
<tr>
<td>146.21</td>
<td>IP</td>
<td>TAMUZ - G</td>
<td>08/21/09</td>
<td></td>
</tr>
<tr>
<td>2588.70</td>
<td>IP</td>
<td>TAMUZ - G</td>
<td>08/21/09</td>
<td></td>
</tr>
<tr>
<td>1037.15</td>
<td>CO</td>
<td>MEDIC PRE</td>
<td>09/04/01</td>
<td></td>
</tr>
<tr>
<td>122.12</td>
<td>CO</td>
<td>MEDIC PRE</td>
<td>09/06/01</td>
<td></td>
</tr>
<tr>
<td>115.76</td>
<td>CO</td>
<td>MEDIC PRE</td>
<td>09/19/01</td>
<td></td>
</tr>
<tr>
<td>374.08</td>
<td>CO</td>
<td>MEDIC PRE</td>
<td>09/10/01</td>
<td></td>
</tr>
<tr>
<td>370.12</td>
<td>CO</td>
<td>MEDIC PRE</td>
<td>09/17/01</td>
<td></td>
</tr>
<tr>
<td>122.12</td>
<td>CO</td>
<td>MEDIC PRE</td>
<td>09/18/01</td>
<td></td>
</tr>
<tr>
<td>115.76</td>
<td>CO</td>
<td>MEDIC PRE</td>
<td>09/31/01</td>
<td></td>
</tr>
<tr>
<td>122.12</td>
<td>CO</td>
<td>MEDIC PRE</td>
<td>09/05/01</td>
<td></td>
</tr>
<tr>
<td>115.76</td>
<td>CO</td>
<td>MEDIC PRE</td>
<td>09/31/01</td>
<td></td>
</tr>
</tbody>
</table>

### Basic Steps
- Advance to Screen 351.
- Type a valid vendor ID number in the Vendor: field on the Action Line.
- If desired, type a specific document number to place it at the top of the list displayed.
- Press <ENTER> to view a complete list of all invoices for the specified vendor.
- Type an ‘X’ in the S: field to the left of a document number and press <ENTER> to select the document and advance to Screen 358 where additional detailed invoice information will be displayed.

### Invoice Browse Process

#### Vendor Search and Select

Vendor search and selection is available for all vendor ID numbers. If the vendor ID is unknown, enter an asterisk (*) in the Vendor: field and press <ENTER> to access a pop-up window. This window will display a list of vendors and their ID numbers. Type an ‘X’ to the left of the desired vendor and press <ENTER> to select the vendor and return to Screen 351. Press PF4 if you wish to return to Screen 351 without selecting a vendor.

#### Position the Listing

The invoice listing may be positioned by entering a valid purchase order number in the Doc: field on the Action Line. The document number specified will be displayed on the first information line of the listing.
**Document Status**
The status field is used to group documents by their level of processing. This field indicates whether or not the document is available for further corrections. Sample values include:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP</td>
<td>In Process (open and available for additions/corrections)</td>
</tr>
<tr>
<td>RE</td>
<td>Re-opened (re-opened for additions/corrections)</td>
</tr>
<tr>
<td>CL</td>
<td>Closed (not currently available for additions/corrections)</td>
</tr>
<tr>
<td>CN</td>
<td>Cancelled / Deleted (removed from the system)</td>
</tr>
<tr>
<td>CO</td>
<td>Completed (no longer available for corrections)</td>
</tr>
</tbody>
</table>

**Matching Status**
The matching status field indicates whether or not all information has been processed for the document. All information must be processed before the documents may be completed. Valid values include:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR</td>
<td>No Receiving (meaning no receiving processed or did not match)</td>
</tr>
<tr>
<td>MF</td>
<td>Match Forced</td>
</tr>
<tr>
<td>MS</td>
<td>Match Successful</td>
</tr>
</tbody>
</table>

**Use the PF Keys**
The PF keys are used to provide additional information for a particular document. To select a document with a PF key, first move the cursor to the desired line by tabbing or by using the arrow keys. Then press the PF key to display additional information.

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

- **Screen Information**
  - **S:** 1 character
    Type an ‘X’ in this field to select an invoice for display on Screen 358.
  - **NT:** 1 character
    An asterisk (*) indicates that there are notes attached to the invoice.
Screen 351 – Invoice Inquiry by Vendor (cont’d)

**Doc:**
7 character/digits
Shows document number associated with invoice.

**PI:**
1 character
An asterisk (*) in this field indicates that a PIP (purchasing invoice problem) has been processed for this invoice.

**Invoice:**
14 characters/digits
Displays the invoice number. This number is used to identify the invoice header (created on Screen 340 or 341).

**Nbr Itm:**
3 digits
Shows number of items processed on invoice.

**Invoice Tot:**
14 digits
Displays the total dollar amount processed for this invoice.

**St:**
2 characters
Indicates status of the invoice. Valid values are:
- **IP** = In Process
- **CL** = Closed
- **CN** = Cancelled / Deleted
- **RE** = Reopened for process
- **CO** = Completed

**Voucher:**
7 digits
Identifies the pending voucher number assigned when the invoice was processed.

**M St:**
2 characters
Displays the matching status for the specified document. Valid values are:
- **MS** = Match Successful
- **NR** = No Receiving
- **MF** = Match Forced

**Invoice Date:**
8 digits
Indicates the date the invoice was processed by the system.

**Doc Summ:**
11 characters
Displays a brief summary of the document as a whole

**Additional Functions**

**PF KEYS**
See the Appendix for an explanation of the standard PF Keys.
Invoice Document Inquiry

Detailed invoice information, including its status, its matching status, and its voucher number and status can all be displayed by keying a valid Purchase Order (PO) and invoice number on the Action Line of Screen 358. You can see more information on a specific invoice line item by typing an ‘X’ next to it and pressing <ENTER> to advance to Screen 359.

You may also select a document on Screen 351 and view the details on Screen 358.

**Screen 358 - Invoice Document Inquiry**

```
358 Invoice Document Inquiry                      02/15/11 10:16
Screen: ___  Doc: P000257  Inv: TO-84128____
Vendor: lvvvv4 TILLEY OIL                        Voucher: 1200875
Inv Amount: 2535.50                             Status: CO 09/10/2009
Inv Dt: 09/02/2009                               Vchr FY: 2010
Inv Rcvd Dt: 09/02/2009                          Matched St: MS Match Successful
Terms: Voucher St: PAID                         Encl Cd:
Inv Rcvd Dt: 09/02/2009                          Routing St:  PO Lig Ind: P
Force Pymt: N Reason:                           Posted: Y

Last Modified by: JENSON, JENNY                 Date: 09/10/2009
Itm  Conv       Inv
S Nbr  Quantity  UOM  Unit Price  Ext Price       Item Description
     ----------- ------- -------- ---------- -----------------------
- 001  110.00 GAL  GAL  8.0300        883.30  SUPER SELECT MOTOR OIL,
- 002  220.00 GAL  GAL  7.5100       1652.20  DEXRON/MERCON III ATF

*** End of Items List ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp       SqMlt PIP   Audit       Notes
```

**Basic Steps**

- Advance to Screen 358.
- Type valid document and invoice numbers in the Action Line.
- Press <ENTER> to display the invoice information. Each line item will be listed at the bottom of the screen.
- Type an ‘X’ in the S: (select) column to the left of a line item to advance to Screen 359, where more detailed invoice information will be provided.

**Invoice Browse Process**

**Document Status**
The status field is used to group documents by their level of processing. This field indicates whether or not the document is available for further corrections. Sample values include:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP</td>
<td>In Process (open and available for additions/corrections)</td>
</tr>
<tr>
<td>RE</td>
<td>Re-opened (re-opened for additions/corrections)</td>
</tr>
<tr>
<td>CL</td>
<td>Closed (not currently available for additions/corrections)</td>
</tr>
<tr>
<td>CN</td>
<td>Cancelled / Deleted (removed from the system)</td>
</tr>
<tr>
<td>CO</td>
<td>Completed (no longer available for corrections)</td>
</tr>
</tbody>
</table>
Matching Status
The matching status field indicates whether or not all information has been processed for the
document. All information must be processed before the documents may be completed. Valid
values include:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR</td>
<td>No Receiving (no receiving processed or did not match invoicing)</td>
</tr>
<tr>
<td>MF</td>
<td>Match Forced</td>
</tr>
<tr>
<td>MS</td>
<td>Match Successful</td>
</tr>
</tbody>
</table>

Routing Status
The routing status field indicates a document’s progress through the routing and approval
system. Valid values include:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>RJ</td>
<td>Rejected and sent back to the creator.</td>
</tr>
<tr>
<td>RC</td>
<td>Recalled.</td>
</tr>
<tr>
<td>DL</td>
<td>Routing at the Departmental Level.</td>
</tr>
<tr>
<td>EL</td>
<td>Routing at the Executive Level.</td>
</tr>
<tr>
<td>RL</td>
<td>Routing at the Regulatory Level.</td>
</tr>
<tr>
<td>PL</td>
<td>Routing at the Processing Level.</td>
</tr>
<tr>
<td>CO</td>
<td>Successfully completed routing and approval.</td>
</tr>
</tbody>
</table>

PF Keys
The PF keys are used to provide additional information for a particular document. To select a
document with a PF key, first move the cursor to the desired line by tabbing or by using the
arrow keys. Then press the PF key to display additional information.

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

Action Line
◆ Doc: 7 character/digits
Identify the PO document number used to create the invoice header.

◆ Inv: 14 digits
Indicate the invoice number used to create the invoice header.

Screen Information
Vendor: 11 digits
Identifies the vendor ID number and name on the invoice.

Voucher: 7 digits
Identifies voucher number assigned when pending voucher was created.

Inv Amount: 11 digits
Displays the total dollar amount of the invoice.
**Status:**

2 characters
Identifies the status of the invoice as well as the date the status was assigned to the invoice.

**Vchr FY:**

4 digits
Displays the fiscal year in which the voucher was processed.

**Inv Dt:**

8 digits
Indicates the date on the invoice.

**Matched St:**

2 characters
Displays the matching status for the specified document.

**Encl Cd:**

1 digit
Shows the code for how enclosures are to be handled.

- This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.

**Inv Rcvd Dt:**

8 digits
Displays the date the invoice was received.

**Routing St:**

2 characters
Indicates a document’s status through the routing and approval system.

**PO Liq Ind:**

1 character
Displays the PO liquidation indicator that is used to signify whether the encumbrances for the document have been fully liquidated (F), partially liquidated (P), or not liquidated (N).

**Terms:**

6 digits/3 digits/1 character/3 digits
Identifies the payment terms for the invoice. (Ex: 2/10/n/30 - 2% discount if paid before the 10th, pay net amount if paid after the 10th and by the 30th.)

**Voucher St:**

4 characters
Indicates the status of the voucher. Common voucher status codes include: outstanding (OUT), reconciled (RECN), paid (PAID), and in cycle (CYCL).

**Posted:**

1 character
‘Y’ indicates a pending voucher has been posted to the system.

**Orig Inv:**

14 digits
Indicates the invoice number entered on the original invoice (if this is a follow-up invoice).

**SciQuest Inv:**

14 digits
Identifies the SciQuest invoice number.

**Force Pymt:**

1 character
‘Y’ indicates payment for the invoice has been forced.
Reason: 70 characters
Displays the reason for the forced payment.

Last Modified by: 25 characters
Shows the person’s name who last modified document.

Date: 8 digits
Displays the session date entered on the batch header.

S: 1 character
Type ‘X’ and press <ENTER> to select an invoice for display on Screen 359.

Itm Nbr: 3 digits
Identifies the number for the specified line item.

Quantity: 10 digits
Indicates the item quantity invoiced.

UOM: 4 characters
Displays the unit of measure for the item as invoiced.

Conv UOM: 4 characters
Represents the converted item unit of measure (if needed to match the PO).

Unit Price: 12 digits
Displays the dollar amount to be paid per unit of measure for the line item.

Inv Ext Price: 12 digits
Indicates the total extended price for the item, as calculated by the system.

Item Description: 25 characters
Displays a brief description of the specified line item.

Additional Functions

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

PF5 SciQuest Multi-Voucher
SqMlt
If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.

PF6 Purchasing Invoice Problems
PIP
Used to display any purchasing invoice problems (PIPs) associated with the selected invoice.

PF7 Audit
Audit
View the audit information for the selected Vendor.

PF9 Notes
Notes
Free form notes can be entered on a document.
These are on-line reference notes regarding the document. They will not be printed.
Invoice Line Item Summary

Screen 359 displays detailed invoice line item information for a valid purchase order (PO) number, invoice number, and line item number.

Screen 359 - Invoice Item Summary

<table>
<thead>
<tr>
<th>359 Invoice Item Summary</th>
<th>02/09/10 09:42</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: 000440A Inv: 34-000440A Item: 1__</td>
<td>FY 2009 CC AB</td>
</tr>
<tr>
<td>Vendor: lvvvvvvvv0 STERNIS CORPORATION</td>
<td>Voucher: 9000197</td>
</tr>
<tr>
<td>Inv Amount: 100.00</td>
<td>Status: CO 11/06/2009</td>
</tr>
<tr>
<td>Inv Dt: 04/13/2009</td>
<td>Vchr FY: 2009</td>
</tr>
<tr>
<td>Inv Rcvd Dt:</td>
<td>Matched St: MS Match Successful</td>
</tr>
<tr>
<td>Terms:</td>
<td>Voucher St: PAID</td>
</tr>
<tr>
<td>Item Desc: Product Description for R81 UIT</td>
<td></td>
</tr>
<tr>
<td>Last Modified by: NO NAME FOUND</td>
<td>Date: 05/13/2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Invoice:</td>
<td>10.00</td>
<td>EA</td>
<td>10.0000</td>
</tr>
<tr>
<td>Converted:</td>
<td>10.00</td>
<td>EA</td>
<td>10.0000</td>
</tr>
<tr>
<td>Total Ordered:</td>
<td>20.00</td>
<td>EA</td>
<td>10.0000</td>
</tr>
<tr>
<td>Received for PO:</td>
<td>10.00</td>
<td>EA</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 359.
- Type valid document, invoice, and item numbers on the Action Line and press <ENTER> to display the invoice item summary information.
- Use the PF keys at the bottom of the screen to view additional detail about the invoice.

Invoice Browse Process

Document Status

The status field is used to group documents by their level of processing. This field indicates whether or not the document is available for further corrections. Sample values include:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP</td>
<td>In Process (open and available for additions/corrections)</td>
</tr>
<tr>
<td>RE</td>
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<td>CL</td>
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<tr>
<td>CN</td>
<td>Cancelled / Deleted (removed from the system)</td>
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<td>CO</td>
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</table>
Matching Status
The matching status field indicates whether or not all information has been processed for the document. All information must be processed before the documents may be completed. Valid values include:

<table>
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<tbody>
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<td>NR</td>
<td>No Receiving (meaning no receiving processed or did not match)</td>
</tr>
<tr>
<td>MF</td>
<td>Match Forced</td>
</tr>
<tr>
<td>MS</td>
<td>Match Successful</td>
</tr>
</tbody>
</table>

Voucher Status
The voucher status field indicates the level of system processing of the voucher. Valid values include:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>No Pending Voucher has been Created</td>
</tr>
<tr>
<td>PEND</td>
<td>Pending Voucher has been Created</td>
</tr>
<tr>
<td>P-CL</td>
<td>Pending Voucher has been Closed</td>
</tr>
<tr>
<td>CYCL</td>
<td>Pending Voucher is in Cycle</td>
</tr>
<tr>
<td>PAID</td>
<td>Pending Voucher has been Paid</td>
</tr>
<tr>
<td>RECN</td>
<td>Pending Voucher has been Reconciled</td>
</tr>
</tbody>
</table>

Routing Status
The routing status field indicates a document’s progress through the routing and approval system. Valid values include:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>RJ</td>
<td>Rejected and sent back to the creator.</td>
</tr>
<tr>
<td>RC</td>
<td>Recalled.</td>
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<td>PL</td>
<td>Routing at the Processing Level.</td>
</tr>
<tr>
<td>CO</td>
<td>Successfully completed routing and approval.</td>
</tr>
</tbody>
</table>

PF Keys
The PF keys are used to provide additional information for a particular document. To select a document with a PF key, first move the cursor to the desired line by tabbing or by using the arrow keys. Then press the PF key to display additional information.
Screen 359 – Invoice Item Summary (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

Action Line
◆ Doc: 7 character/digits
Identify the PO document number used to create the invoice header.
◆ Inv: 14 digits
Indicate the invoice number to display.
◆ Item: 3 digits
Identify the desired line item number.

Screen Information
Vendor: 11 digits
Identifies the vendor ID number and name on the invoice.
Ttl Amount: 11 digits
Displays the total dollar amount processed for this invoice.
Invoice Dt: 8 digits
Indicates the date the invoice was processed by FAMIS.
Status: 2 characters
Shows the status of the invoice. The status code is used to indicate the level of processing on the invoice and the date the status was assigned to the invoice.
PO Liq Ind: 1 character
Displays the PO Liquidation Indicator used to identify whether the encumbrances for the document have been fully liquidated (F), partially liquidated (P), or not liquidated (N).
Matched St: 2 characters
Displays the matching status for the document.
Voucher: 7 digits
Identifies the voucher number assigned when the pending voucher was created for the invoice.
FY: 2 characters
Displays fiscal year of the voucher.
Voucher St: 4 characters
Displays the processing status of the voucher.
Posted: 1 character
‘Y’ indicates a pending voucher has been posted to the system.
Routing St: 2 characters
Shows the status of a document’s progress through the routing and approval system.
Screen 359 – Invoice Item Summary (cont’d)

**Item Desc:**
- 30 characters
- Displays a brief description of the selected item.

**This Invoice**
- **Quantity:** 10 digits
  - Identifies the quantity invoiced from the invoice for the selected item.
- **UOM:** 4 characters
  - Indicates the unit of measure for the specified line item.
- **Unit Price:** 12 digits
  - Displays the price per unit ordered from the invoice for the selected item.
- **Extended Price:** 12 digits
  - Shows the item extended price from the invoice.

**Converted**
- **Quantity:** 10 digits
  - Displays the quantity after converted to match purchase order.
- **UOM:** 4 characters
  - Indicates the unit of measure for the specified line item after conversion to match the purchase order.
- **Unit Price:** 12 digits
  - Displays the item unit price after being converted to match the purchase order.
- **Extended Price:** 12 digits
  - Shows the item extended price from the invoice.

**Total Ordered**
- **Quantity:** 10 digits
  - Indicates the total quantity of the selected item ordered.
- **UOM:** 4 characters
  - Indicates the unit of measure for the specified line item as ordered.
- **Unit Price:** 12 digits
  - Displays the item unit price as ordered.
- **Extended Price:** 12 digits
  - Displays the item extended price as ordered.

**Received for PO**
- **Quantity:** 10 digits
  - Indicates the total number of the item received to date.
- **UOM:** 4 characters
  - Indicates the unit of measure for the specified line item as received.
- **Unit Price:** 12 digits
  - Displays the item unit price as ordered.
Screen 359 – Invoice Item Summary (cont’d)

**Extended Price:** 12 digits
Shows the item extended price as ordered.

**UOM Error:** 1 character
‘Y’ indicates the unit of measure on invoice could be converted to match the PO.

**Last Modified by:** 25 characters
Identifies the name of the last person to modify the invoice item.

**Date:** 8 digits
Displays the session date entered on the batch header.

**Additional Functions**

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

**PF5 SciQuest Multi-Voucher**
SqMt
If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.

**PF6 Purchasing Invoice Problems**
PPIP
Used to display any purchasing invoice problems (PIPs) associated with the selected invoice.

**PF7 Audit**
Audit
View the audit information for the selected vendor.

**PF8 Address**
Addr
Used to include more lines of address information.

**PF9 Notes**
Notes
Free form notes can be entered on a document.
These are on-line reference notes regarding the document. They will not be printed.

**PF10 Accounts Distribution**
Accts
Displays the account distribution information for the invoice.

**PF11 Item Description**
IDesc
Enter additional detailed item description.
Document Inquiry Pop-Up Windows

The purchasing document inquiry screens have extended information windows assigned to various function keys that are designated at the bottom of each screen. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

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

From within many of the pop-up windows an additional set of extended function keys may appear to further inquire on the document or item. See Additional Inquiry Pop-up Windows section for explanation of the function assigned to the key.

Inquiry Screen Extended Function Keys

**Accts** Shows the account distribution used for the document selected.

<table>
<thead>
<tr>
<th>CC</th>
<th>FY</th>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>2000</td>
<td>215130-00000-5760 OFFICE OF INFORMATION</td>
<td>1,116.00</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>2000</td>
<td>215130-00000-8435 OFFICE OF INFORMATION</td>
<td>5,984.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total all Accounts *</td>
<td></td>
<td>7,100.00</td>
</tr>
</tbody>
</table>

PF3= Back to 280  PF4=Exit  PF5=BBA

**Audit** View the audit information for the selected document.

<table>
<thead>
<tr>
<th>Document: P010007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Created: 06/12/2000  Time Created: 08.36.25</td>
</tr>
<tr>
<td>Added By: LxxxxxP CARTERA, CHARLES</td>
</tr>
<tr>
<td>Last Modify Date: 06/13/2000 Last Modify Time: 10.32.26</td>
</tr>
<tr>
<td>Last Modify PGM: Pxxxxx8</td>
</tr>
<tr>
<td>Last Modify By: KxxxxxY WINSTON, WILMA W</td>
</tr>
</tbody>
</table>

PF3= Back to 280  PF4=Exit
Headr  Shows the document header information that was entered when the document was created.

```
+-----------------------------------------------------------------------------+
|             **** Document Header Extended Information ****                  |
|                                                                             |
| Document: P010014 * Doc Year: 2000 Total: 10832.50                         |
| Summary: PORT AUTHORITY POPLIN JACKETS                                     |
| Vendor: lrvvvvvvvv0 SPORTSWEAR AND MORE                                     |
| << Dates>>                                                                |
| Document: 08/01/00 Cat: RO User Ref: 215080-002 Req:                      |
| Required: Contact: BRITTA BROWN Ph: 979-999-9999                           |
| Start: Buyer: KELLY KING X115 Ph: 979-899-9999                             |
| End: Research: N Type Funds: L Type Order: LOC                             |
| Change: 09/15/00 No: 01 Print Doc: N 09/15/00                              |
| Dept: SPPR SubDept: Research: N Cat/Order: N                               |
| PCC Code: LDT Code:                                                        |
| PF3= Back to 280 PF4=Exit PF5=AdDept PF6=Ship PF7=Sug. Vndr PF8=Accts PF9=Notes PF10=Sole/Emer. PF11=Items |
+-----------------------------------------------------------------------------+
```

Invc  Used to view the invoice details.

```
+---------------------------------------------------------------------------+
|                   *** Invoices for Document L010010 ***                     |
|                  No.            M Vchr           Vchr                  |
|   Invoice No.  Items    Date    St St  FY  Voucher P Stat       Amount    |
|  -------------- ---  ---------- -- -- ---- ------- - ----  -------------- |
|  8005             1  04/12/2000 CO MS 2000 2012421 Y RECN         229.95  |
+---------------------------------------------------------------------------+

** End of Invoices **

Items  Lists the line item information for the document.

```
P  P010016  **** Document Item Inquiry ****
  PANEL: 01MORE>>
<table>
<thead>
<tr>
<th>P Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Microage Pentium III 800MHz Sy</td>
<td>3.00</td>
<td>EA</td>
<td>2,718.00</td>
</tr>
<tr>
<td>2.0</td>
<td>Warranty: Three (3) Years On-S</td>
<td>3.00</td>
<td>N YR</td>
<td>1,152.00</td>
</tr>
<tr>
<td>3.0</td>
<td>Viewsonic GS773 17&quot; Monitor, P</td>
<td>4.00</td>
<td>EA</td>
<td>33.00</td>
</tr>
<tr>
<td>4.1</td>
<td>Optional Upgrades</td>
<td>T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.0</td>
<td>Microage Pentium III 800MHz Sy</td>
<td>1.00</td>
<td>EA</td>
<td>2,222.00</td>
</tr>
<tr>
<td>PF3= Back to 280 PF4=Exit PF5=More Desc PF6=Itm Ext PF7=Audit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF8=Itm Accts PF9=Itm Notes PF10=Left PF11=Right</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
+-----------------------------------------------------------------------------+
Appendix – Document Inquiry Pop-Up Windows (cont’d)

**PIP**

Shows the Purchasing Invoice Problem documents.

<table>
<thead>
<tr>
<th>*** PIP Documents for Document L030098 ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIP</td>
</tr>
<tr>
<td>Number</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>I002984</td>
</tr>
</tbody>
</table>

**End of PIP Documents**

**Recv**

View the receiving information associated with the selected document.

<table>
<thead>
<tr>
<th>*** Shipments for Document P010007 ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
</tr>
<tr>
<td>----</td>
</tr>
<tr>
<td>001</td>
</tr>
</tbody>
</table>

**End of Shipments**

**Track**

Allows you to track the routing history of the selected document.

<table>
<thead>
<tr>
<th>P P010026</th>
<th>Document Tracking</th>
</tr>
</thead>
<tbody>
<tr>
<td>From B</td>
<td>From B</td>
</tr>
<tr>
<td>B010004</td>
<td>B010004</td>
</tr>
<tr>
<td>1.0</td>
<td>1.1</td>
</tr>
<tr>
<td>08/31/00</td>
<td>08/31/00</td>
</tr>
<tr>
<td>10:38</td>
<td>10:38</td>
</tr>
<tr>
<td>CREATE</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

PF3= Back To 280  PF4=Exit  PF12=Track
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, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word ‘Bkwd’ under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

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 ☹ 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 in 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.
Appendix – Instructions (cont’d)

Message Line

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

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

Scrolling Through Data

Pressing the <ENTER> key will scroll through information listed on a screen. On some screens, there are PF keys 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. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

To get out of the HELP function, either select a value and press <ENTER> or hit the PF4 key. 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.
Appendix – Instructions (cont’d)

Field Help Using the F2 Program Function Key

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

Screen 002 - GL 6 Digit

A help screen may appear first describing the field. Press <ENTER> to display the valid values for the field.

DESCRIPTION: AN INSTITUTIONALLY DEFINED CODE THAT GROUPS CURRENT FUND EXPENDITURES ACCORDING TO THE PURPOSE FOR WHICH COSTS WERE INCURRED.

Screen 002 - GL 6 Digit – Function-PF2-Help Pop-Up Window
FAMIS also provides information about selected fields through the Question Mark (?) Help facility. This HELP information may be accessed by typing a question mark (?) in the field in question and pressing the <ENTER> key.

A pop-up window is displayed with the valid values for the field. By typing an 'X' next to the desired value, that value is passed to the main screen. This is called the Passback feature.
## Enterers Screens List

<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>233</td>
<td><strong>Copy Exempt Purchase to Exempt Purchase</strong></td>
<td>Used to copy line items from existing exempt purchase documents to new or existing exempt purchase documents.</td>
</tr>
<tr>
<td>235</td>
<td><strong>Exempt/Delegated Header</strong></td>
<td>Used to capture information for items that are exempt from TAMU and GSC purchasing requirements.</td>
</tr>
<tr>
<td>236</td>
<td><strong>Exempt Purchase Item</strong></td>
<td>Used to enter information for items on the exempt purchase document.</td>
</tr>
<tr>
<td>237</td>
<td><strong>Exempt Purchase Close</strong></td>
<td>Used to close and/or route limited purchase documents.</td>
</tr>
<tr>
<td>238</td>
<td><strong>Exempt Purchase Flag Maintenance</strong></td>
<td>Used to enter cancel, delete, freeze, or reopen flags to an exempt document.</td>
</tr>
<tr>
<td>239</td>
<td><strong>Exempt Purchase Note Text</strong></td>
<td>Used to enter informational notes to an exempt purchase document.</td>
</tr>
<tr>
<td>240</td>
<td><strong>Limited Purchase Header</strong></td>
<td>Used to enter general purchase information for items that do not need to be processed by the Purchasing office.</td>
</tr>
<tr>
<td>241</td>
<td><strong>Limited Purchase Item</strong></td>
<td>Used to enter information that pertains to individual line items on the purchase order.</td>
</tr>
<tr>
<td>242</td>
<td><strong>Limited Purchase Close</strong></td>
<td>Used to close and/or route limited purchase documents.</td>
</tr>
<tr>
<td>243</td>
<td><strong>Limited Purchase Flag Maintenance</strong></td>
<td>Used to enter cancel, delete, freeze, or reopen flags to a limited purchase document.</td>
</tr>
<tr>
<td>244</td>
<td><strong>Limited Purchase Note Text</strong></td>
<td>Used to enter informational notes to a limited purchase document.</td>
</tr>
<tr>
<td>245</td>
<td><strong>Copy Limited Purchase to Limited Purchase</strong></td>
<td>Used to copy line items from existing limited purchase documents to new or existing limited purchase documents.</td>
</tr>
<tr>
<td>247</td>
<td><strong>Copy Documents to Requisition</strong></td>
<td>Allows copying line items from one document to either a new or existing requisition document.</td>
</tr>
<tr>
<td>250</td>
<td><strong>Req. Header Create/Modify</strong></td>
<td>General requisition information that pertains to the entire document</td>
</tr>
<tr>
<td>251</td>
<td><strong>Req. Shipping and Text</strong></td>
<td>Record shipping and invoice addresses and special vendor text information.</td>
</tr>
<tr>
<td>252</td>
<td><strong>Req. Header Text Continued</strong></td>
<td>Record additional header text to a document.</td>
</tr>
<tr>
<td>253</td>
<td><strong>Req. Sole Source</strong></td>
<td>Used to record sole source justification for the documents flagged with a sole source vendor.</td>
</tr>
</tbody>
</table>
### Appendix – Enterers Screens List (cont’d)

<table>
<thead>
<tr>
<th>PAGE</th>
<th>Screen Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>II-18</td>
<td>Req. Item Create/Modify</td>
<td>Used to enter information that pertains to individual line items on the requisition.</td>
</tr>
<tr>
<td>II-31</td>
<td>Req. Item Description</td>
<td>Allow entry of up to ninety-nine lines of additional item description.</td>
</tr>
<tr>
<td>II-23</td>
<td>Req. Document Close</td>
<td>Used to close a requisition document after entry is completed. Closing generates encumbrances to set aside funds. From this screen you can send a document through the routing and approval process.</td>
</tr>
<tr>
<td>II-33</td>
<td>Req. Flag Maintenance</td>
<td>Used to perform maintenance to a document or its items. A document may be canceled/deleted, frozen, or reopened. Document items can be deleted on this screen.</td>
</tr>
<tr>
<td>II-35</td>
<td>Req. Notes Text</td>
<td>Use this screen to add informational type notes to document items.</td>
</tr>
<tr>
<td>III-25</td>
<td>Documents Closed But Not Routed</td>
<td>Provides list of all documents that are closed but have not gone through the routing process.</td>
</tr>
<tr>
<td>III-28</td>
<td>Documents by Status</td>
<td>Provides list of all documents sorted by their status codes.</td>
</tr>
<tr>
<td>III-31</td>
<td>Incomplete Receiving/-Invoicing</td>
<td>Provides list of documents that have incomplete receiving or invoicing.</td>
</tr>
<tr>
<td>III-44</td>
<td>Document Line Item Inquiry</td>
<td>List detail line item information.</td>
</tr>
<tr>
<td>III-4</td>
<td>Document Browse</td>
<td>Provides document information for all document classes.</td>
</tr>
<tr>
<td>III-7</td>
<td>Document Browse by Dept/SubDept</td>
<td>Allows searching on all document classes by department and sub-department.</td>
</tr>
<tr>
<td>III-10</td>
<td>Document Browse by Account</td>
<td>Allows searching on all document classes by the buying account for a designated fiscal year and campus code.</td>
</tr>
<tr>
<td>III-13</td>
<td>Document Browse by User Reference</td>
<td>Searches all documents by User Reference number.</td>
</tr>
<tr>
<td>III-16</td>
<td>Document Browse by Vendor</td>
<td>Searches all documents by vendor ID.</td>
</tr>
<tr>
<td>III-19</td>
<td>Document Browse by State Requisition Number</td>
<td>Provides list of documents starting with the state requisition number.</td>
</tr>
<tr>
<td>III-22</td>
<td>Document Browse by State Order Number</td>
<td>Provides a list of documents starting with the state order number.</td>
</tr>
</tbody>
</table>
### Appendix – Enterers Screens List (cont’d)

<table>
<thead>
<tr>
<th>Page</th>
<th>Screen Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>288</td>
<td><strong>Document Summary</strong></td>
<td>III-34</td>
</tr>
<tr>
<td></td>
<td>Provides a snapshot of the entire document.</td>
<td></td>
</tr>
<tr>
<td>290</td>
<td><strong>Document Tracking Inquiry</strong></td>
<td>III-47</td>
</tr>
<tr>
<td></td>
<td>Used to track documents through the purchasing process.</td>
<td></td>
</tr>
<tr>
<td>291</td>
<td><strong>Document Tracking Cross Reference</strong></td>
<td>III-49</td>
</tr>
<tr>
<td></td>
<td>Cross reference documents and items from the source documents.</td>
<td></td>
</tr>
<tr>
<td>341</td>
<td><strong>Invoice Header Create (Dept)</strong></td>
<td>IX-3</td>
</tr>
<tr>
<td></td>
<td>Create header information for invoicing documents.</td>
<td></td>
</tr>
<tr>
<td>350</td>
<td><strong>Invoice Inquiry by PO Document</strong></td>
<td>IX-10</td>
</tr>
<tr>
<td></td>
<td>Used to access invoice information when you know the purchase order number.</td>
<td></td>
</tr>
<tr>
<td>351</td>
<td><strong>Invoice Inquiry by Vendor</strong></td>
<td>IX-13</td>
</tr>
<tr>
<td></td>
<td>Displays invoice information for a vendor.</td>
<td></td>
</tr>
<tr>
<td>358</td>
<td><strong>Invoice Document Inquiry</strong></td>
<td>IX-16</td>
</tr>
<tr>
<td></td>
<td>Used to view current date on specific invoices without requesting, printing, and waiting for hard-copy reports.</td>
<td></td>
</tr>
<tr>
<td>359</td>
<td><strong>Invoice Item Summary</strong></td>
<td>IX-20</td>
</tr>
<tr>
<td></td>
<td>Used to display detail invoice item information.</td>
<td></td>
</tr>
<tr>
<td>910</td>
<td><strong>Document In-Box</strong></td>
<td>IV-5</td>
</tr>
<tr>
<td></td>
<td>Provides a screen to access documents ready for approval.</td>
<td></td>
</tr>
<tr>
<td>911</td>
<td><strong>Document In-Box by Name</strong></td>
<td>IV-12</td>
</tr>
<tr>
<td></td>
<td>Used to access documents for a particular person.</td>
<td></td>
</tr>
<tr>
<td>912</td>
<td><strong>Document Out-Box</strong></td>
<td>IV-17</td>
</tr>
<tr>
<td></td>
<td>Provides information on documents that have left a person’s desk.</td>
<td></td>
</tr>
<tr>
<td>913</td>
<td><strong>Document Out-Box by Name</strong></td>
<td>IV-21</td>
</tr>
<tr>
<td></td>
<td>Used to access the documents for a particular person. Element Security #10 allows help desk people to view all data.</td>
<td></td>
</tr>
<tr>
<td>914</td>
<td><strong>Document Routing History</strong></td>
<td>V-6</td>
</tr>
<tr>
<td></td>
<td>Provides information on the actions that have been taken on a particular document.</td>
<td></td>
</tr>
<tr>
<td>915</td>
<td><strong>Approval Profile by Name</strong></td>
<td>VI-3</td>
</tr>
<tr>
<td></td>
<td>Provides information about a person’s approval authority.</td>
<td></td>
</tr>
<tr>
<td>918</td>
<td><strong>Documents by Department</strong></td>
<td>V-3</td>
</tr>
<tr>
<td></td>
<td>Used to view information on documents that have been deleted.</td>
<td></td>
</tr>
</tbody>
</table>
Standard PF Keys

PF Keys are used in FAMIS to access additional information. Wherever possible the same assignment has been given to the same PF key, such as PF2 always being the key used for HELP. 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 the purchasing modules of FAMIS.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen and 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.

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

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

Standard Function Keys

Help

On-Line Help

On selected fields, additional information may be displayed. This information is accessed by moving the cursor to the field in question and pressing the PF key for Help. The first screen accessed will describe the field; pressing <ENTER> will display any valid values available for the field (see below).

| DESCRIPTION: AN INSTITUTIONALLY DEFINED CODE THAT GROUPS CURRENT FUND EXPENDITURES ACCORDING TO THE PURPOSE FOR WHICH COSTS WERE INCURRED. |

<table>
<thead>
<tr>
<th>*** DICTIONARY - HELP ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>VALUES</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>AP</td>
</tr>
<tr>
<td>AX</td>
</tr>
<tr>
<td>BLANK</td>
</tr>
<tr>
<td>DF</td>
</tr>
<tr>
<td>DS</td>
</tr>
<tr>
<td>IA</td>
</tr>
<tr>
<td>IP</td>
</tr>
<tr>
<td>LF</td>
</tr>
</tbody>
</table>

Lookup Value / . Menu

Rule: IAFRS-FG-FS-SUB-FUND-GR  Default value is:  
View: IAFRS-GENERAL-SUBSIDIARY-LEDGER  Field: FG-FS-SUB-FUND-GR

PF1=Menu PF4=Exit
### Appendix – Standard PF Keys (cont’d)

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMenu</td>
<td>Not Used in FAMIS.</td>
</tr>
</tbody>
</table>
| LEFT  | **Scroll Screen 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**. |
| Print | **Print Account Information**  
  Used to print account information from FAMIS using Entire Connection. See the FAMIS Entire Connection for Windows User’s Manual for greater detail. |
| RIGHT | **Scroll Screen 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**. |
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 where the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias
A commonly used name for a vendor, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

AP
See Accounts Payable.

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

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

B

Bank Transfer
A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.
Appendix – Glossary (cont’d)

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

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

**BBA**  
See Budget Balance Available.

**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-voucher payment for goods received, services rendered, reduction of debt or purchase of other assets.

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

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

**Check Override**  
The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.
Appendix – Glossary (cont’d)

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

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

COA
See Chart of Accounts.

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

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

Copy
The process that creates a new pattern from an existing version (specified on the Action Line) or ABR (specified in the resulting pop-up screen).

Credit Memo
The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

Currency Code
A code that identifies a record in the Tax Currency Table. This record provides the factor to calculate foreign currency conversion costs or gains and the liability account used. The code is translated through a table into a conversion rate.

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

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

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

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

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

Data Entry
A means for adding information into the system.

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

Default Mandatory
Flag indicating whether the transfer is mandatory. If no value is entered in the detail lines for this field, the transfer will be flagged with the default value after pressing <ENTER>. 
Delete Flag
A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

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

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

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

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

Disbursement
Record money paid out by the institution from GL, SL and SA or bank account. Can reverse an encumbrance. A payment for goods received, services rendered, reduction of debt or purchase of other assets that does not go through the AP/voucher system.

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

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

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

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

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

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

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

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

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

Expended
Depleted, used up.
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.
Appendix – Glossary (cont’d)

**G**

General Ledger (GL)
A balance sheet account for the institution. All GL account numbers begin with “0” (zero).

GL
See General Ledger.

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

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

GSE
See Global Subcode Edit.

**H**

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

HEAF
Indicates a Higher Education Assistance Fund code number.

HELP
An online feature which accesses PREDICT in order to supply descriptions, valid values and suggested actions.

**I**

IDT
Interdepartmental Transfer.

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

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

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

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

**J**

JCL
See Job Control Language.

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

Journal Entry
A non-cash transfer of dollars between two or more accounts.
Appendix – Glossary (cont’d)

**L**

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

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

**Liquidate**
Reduce encumbrance through payment; pay off debt.

**M**

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

**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.

**N**

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

**O**

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

**Open Commitment**
An encumbrance.

**P**

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

**Purpose**
The function.

**R**

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

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

**Regular Order**
A type of purchase order that denotes a typical order.
Appendix – Glossary (cont’d)

**Remit-To Address**
The address to which the check for goods and/or services rendered will be sent.

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

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

**Revenue**
Income or receipts.

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

**Save**
The process that creates a budget version.

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

**Screen HELP**
An on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

**Secondary Vendor**
The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

**Secured Submitted Version**
Submitted budget version that has been locked. It can be flagged to indicate it is an “official” version.

**Selling Account**
Account which is allowed to “sell” to specified buying accounts via interdepartmental transfers.

**Session**
A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

**SL**
See Subsidiary Ledger.

**Split Encumbrance**
An encumbrance which applies to several accounts.

**Standing Order**
A type of purchase order used for (recurring) services like those provided by the telephone and electric companies.

**Subcode**
Four digits appended to the account ID to identify attributes and dollar records within an account.
Submit
The process that attached a budget version to a budget account as a budget of an account.

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

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

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

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

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

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

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

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

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

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

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

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

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

Value-Based
A mechanism used to restrict operator access to information by comparing operator security authorization with the value stored in the field.
Appendix – Glossary (cont’d)

**Vendor**
A provider of goods and/or services.

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

**Vendor Automatic**
A feature that automatically assigns a specific Number Assignment to the vendor in 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.