Introduction

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

The materials are grouped according to function. All associated screens and processing information are included along with field descriptions. The required fields are designated by a diamond symbol (◆). Data entry information (Help) can be accessed on some screen fields with the use of the PF2 key or typing an asterisk (*) or question mark (?) in the field.

By utilizing the information and guidelines contained in this manual, a user should be able to access invoicing information as well as create and modify invoices.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6464, or copy the page with the error, note the correction or suggestion, and send it to one of the following addresses:

College Station based: FAMIS Services
The Texas A&M University System
1144 TAMU
College Station, TX 77843-1144

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The Texas A&M University System
301 Tarrow Street
College Station, TX 77840-7896
# Table of Contents

## I Introduction

**M34, M22, Invoicing Menus** .............................................................................I-8

## II Invoice Functions

**Invoicing Basic Concepts/Processes** ........................................................II-3

- **Payment and Encumbrances** .............................................................II-3
- **Two/Three Way Matches** .................................................................II-4
  - **UOM (Unit of Measure and Matching)** ........................................II-4
  - **Multiple Invoices** ........................................................................II-5
  - **Document Complete** .......................................................................II-5
- **Credit Memos** ..........................................................................II-6
- **Prompt Pay Basic Concepts** ............................................................II-9

**Screen 817 Comp Codes Subject to Interest** ........................................II-11
**Screen 818 ACH, State and Local Holiday Table** ....................................II-12
**Screen 819 State Holiday Table** ..........................................................II-13
**Terms/Dates Used to Determine Prompt Pay Compliance** ....II-16
**Determine Interest Calculation** .......................................................II-17

**Prompt Pay Inquiry Screens** ..............................................................II-19

**Screen 114 Pending Interest Voucher Modify (Local)** ................................II-19
**Screen 115 Pending State Interest Create/Modify** ....................................II-20

**Answers to Prompt Pay Frequently Asked Questions** ....................II-21

**Screen 340 Create Invoice Header** ............................................................II-23
- **Customer Accounts Receivable Number** ....................................II-24
- **Wire Transfer** ........................................................................II-24
- **Create a New Invoice Header** .....................................................II-24
- **Modify an Existing Invoice Header** .............................................II-24

**Screen 342 Create Invoice Line Item** .......................................................II-29

**Screen 344 Invoice Freight, Taxes, Ins., Other Charges** .......................II-32
- **Add Additional Charges (Freight, Tax, Insurance, Etc.)** ..................II-33
- **Account Information** .................................................................II-33

**Screen 345 Create/Modify Invoice Pending Voucher** ............................II-35
- **Prepaid Revolving** ................................................................II-36
- **Create a New Pending Voucher** ................................................II-37
- **Modify a Pending Voucher** ......................................................II-37
- **Pending Vouchers** ................................................................II-37
- **Rebuild Vouchers** ................................................................II-38
- **Prepaid Transaction Type** .......................................................II-38

**Screen 346 Close Invoice Document** .....................................................II-44
- **Close Invoice Document** ........................................................II-44
- **Reopen Invoice Document** ......................................................II-44
- **Cancel Invoice Document** ......................................................II-45
- **Matching Status** ................................................................II-45
- **Tolerance Checking** ................................................................II-45
### Table of Contents (cont’d)

<table>
<thead>
<tr>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPC (Unit Price Control) Determination .............................................. II-46</td>
</tr>
<tr>
<td>UPC (Unit Price Control) Tests ............................................................... II-46</td>
</tr>
<tr>
<td>XPC (Extended Price Control) Determination ........................................ II-46</td>
</tr>
<tr>
<td>XPC (Extended Price Control) Tests ...................................................... II-47</td>
</tr>
<tr>
<td>Summary of Tolerance Checking Calculations ........................................ II-47</td>
</tr>
<tr>
<td>III PIP (Purchasing Invoice Problem) Inquiry</td>
</tr>
<tr>
<td>PIP Basic Concepts ................................................................................ III-3</td>
</tr>
<tr>
<td>Screen 292 PIP Document Browse .............................................................. III-10</td>
</tr>
<tr>
<td>Screen 293 PIP Browse by Purchasing Document ........................................ III-12</td>
</tr>
<tr>
<td>PIP Types ............................................................................................... III-12</td>
</tr>
<tr>
<td>Screen 294 PIP Browse by Invoice ............................................................. III-15</td>
</tr>
<tr>
<td>IV Invoice Inquiry</td>
</tr>
<tr>
<td>Invoice Inquiry Basic Concepts .............................................................. IV-3</td>
</tr>
<tr>
<td>Browse Process ...................................................................................... IV-3</td>
</tr>
<tr>
<td>Status Codes .......................................................................................... IV-3</td>
</tr>
<tr>
<td>Document Status .................................................................................... IV-3</td>
</tr>
<tr>
<td>Matching Status .................................................................................... IV-3</td>
</tr>
<tr>
<td>Routing Status ...................................................................................... IV-4</td>
</tr>
<tr>
<td>Voucher Status ...................................................................................... IV-4</td>
</tr>
<tr>
<td>Screen 350 List Invoices by Purchase Order Number ................................ IV-5</td>
</tr>
<tr>
<td>Screen 351 List Invoices by Vendor .......................................................... IV-8</td>
</tr>
<tr>
<td>Screen 352 List Invoices by Document Status .......................................... IV-10</td>
</tr>
<tr>
<td>Screen 358 Invoice Document Inquiry ..................................................... IV-12</td>
</tr>
<tr>
<td>Screen 359 Invoice Line Item Summary .................................................. IV-16</td>
</tr>
<tr>
<td>V Purchasing Inquiry Information</td>
</tr>
<tr>
<td>Document Inquiry Basic Concepts .......................................................... V-3</td>
</tr>
<tr>
<td>Screen 280 Browse Purchasing Documents On-Line .................................. V-4</td>
</tr>
<tr>
<td>Screen 281 Display Documents by Dept./SubDept. Code ............................. V-7</td>
</tr>
<tr>
<td>Screen 282 Sort Documents by Account Number ....................................... V-10</td>
</tr>
<tr>
<td>Screen 284 Browse Documents by User Reference Number ........................ V-13</td>
</tr>
<tr>
<td>Screen 285 Sort Documents by Vendor ..................................................... V-16</td>
</tr>
<tr>
<td>Screen 286 List Documents by State Requisition Number .......................... V-19</td>
</tr>
<tr>
<td>Screen 287 Browse Documents by State Order Number ............................. V-22</td>
</tr>
<tr>
<td>Screen 271 Browse Documents Closed But Not Routed ............................... V-25</td>
</tr>
<tr>
<td>Screen 272 Documents by Status Code .................................................... V-28</td>
</tr>
<tr>
<td>Screen 288 Display the Document Summary .......................................... V-31</td>
</tr>
<tr>
<td>Screen 278 Document Inquiry ................................................................. V-36</td>
</tr>
<tr>
<td>Screen 279 Document Line Item Inquiry .................................................. V-41</td>
</tr>
<tr>
<td>Screen 290 Track Document Activity ....................................................... V-44</td>
</tr>
<tr>
<td>Screen 291 Document Tracking Cross Reference ....................................... V-46</td>
</tr>
<tr>
<td>Screen 295 SciQuest/FAMIS Document Cross Reference ............................ V-48</td>
</tr>
</tbody>
</table>
## Table of Contents (cont’d)

<table>
<thead>
<tr>
<th>VI</th>
<th>Appendix</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Instructions .................................................................</td>
<td>VI-3</td>
</tr>
<tr>
<td></td>
<td>Standard PF Keys ..............................................................</td>
<td>VI-8</td>
</tr>
<tr>
<td></td>
<td>Invoicing Screens List .........................................................</td>
<td>VI-10</td>
</tr>
<tr>
<td></td>
<td>FAMIS Transaction Codes ..........................................................</td>
<td>VI-12</td>
</tr>
<tr>
<td></td>
<td>Financial Accounting .................................................................</td>
<td>VI-12</td>
</tr>
<tr>
<td></td>
<td>A/P Voucher ........................................................................</td>
<td>VI-13</td>
</tr>
<tr>
<td></td>
<td>FAMIS Session Batch Header Codes .................................................</td>
<td>VI-14</td>
</tr>
<tr>
<td></td>
<td>FAMIS Reference Codes ...............................................................</td>
<td>VI-15</td>
</tr>
<tr>
<td></td>
<td>Glossary ...............................................................................</td>
<td>VI-19</td>
</tr>
</tbody>
</table>
# Invoicing Menus

The Invoicing Menu (M34) provides a list of screens that you may use for accessing the functions in the Invoicing section of FAMIS.

## Menu M34 – Purchasing Invoice Menu

<table>
<thead>
<tr>
<th>Screen: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ---------- Invoice Updates ---------- *</td>
</tr>
<tr>
<td>340 Invoice Header Create</td>
</tr>
<tr>
<td>341 Invoice Header Create (Dept.)</td>
</tr>
<tr>
<td>342 Invoice Line Create</td>
</tr>
<tr>
<td>343 Voucher Good Faith Effort Response</td>
</tr>
<tr>
<td>344 Invoice Frt/Tax/Ins/Oth Items</td>
</tr>
<tr>
<td>345 Invoice Pending Vchr Create/Mod</td>
</tr>
<tr>
<td>346 Invoice Document Close</td>
</tr>
<tr>
<td>* ---------- Invoice Inquiry ---------- *</td>
</tr>
<tr>
<td>350 Invoice Doc. Inq. by PO Doc Nbr</td>
</tr>
<tr>
<td>351 Invoice Doc. Inq. by Vendor Nbr</td>
</tr>
<tr>
<td>352 Invoice Doc. Inq. by Status</td>
</tr>
<tr>
<td>358 Invoice Document Inquiry</td>
</tr>
<tr>
<td>359 Invoice Item Summary</td>
</tr>
</tbody>
</table>

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

The Purchasing Inquiry Menu (M22) provides a list of screens that you may use to access general purchase document information.

## Menu M22 – Purchasing Inquiry Menu

<table>
<thead>
<tr>
<th>Screen: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ----------------* Document Inquiry *------------------------------ *</td>
</tr>
<tr>
<td>271 Documents Closed But Not Routed</td>
</tr>
<tr>
<td>272 Documents by Status</td>
</tr>
<tr>
<td>275 Incomplete Receiving/Invoicing</td>
</tr>
<tr>
<td>276 Document Inquiry - w/Paid Amts</td>
</tr>
<tr>
<td>277 Document Inquiry by Campus</td>
</tr>
<tr>
<td>278 Document Inquiry</td>
</tr>
<tr>
<td>279 Document Line Item Inquiry</td>
</tr>
<tr>
<td>280 Document Browse by Number</td>
</tr>
<tr>
<td>281 Document Browse by Dept.</td>
</tr>
<tr>
<td>282 Document Browse by Account</td>
</tr>
<tr>
<td>283 Document Browse by Buyer</td>
</tr>
<tr>
<td>284 Document Browse by User Ref.</td>
</tr>
<tr>
<td>285 Document Browse by Vendor</td>
</tr>
<tr>
<td>286 Document Browse by State Req.</td>
</tr>
<tr>
<td>287 Document Browse by GSC Order</td>
</tr>
<tr>
<td>288 Document Summary</td>
</tr>
<tr>
<td>290 Document Tracking Inquiry</td>
</tr>
<tr>
<td>291 Document Tracking Cross Ref</td>
</tr>
<tr>
<td>292 PIP Document Browse</td>
</tr>
<tr>
<td>293 PIP Browse by Document</td>
</tr>
<tr>
<td>294 PIP Browse by Invoice</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
Section II
Invoicing Functions
Invoicing Basic Concepts

NOTE: This manual focuses on Accounts Payable functions related to payment of purchasing documents. To see related Accounts Payable information, please see the Accounts Payable User’s Manual.

Invoicing Process

To enter an invoice, an existing purchase order must be referenced. Information from the purchase order will be displayed, giving you the opportunity to verify that the invoice will be matched against the correct purchase order.

The header from the purchase order identifies important dates, freight and delivery information, the vendor’s id number and terms for the order. Each purchase order line item specifies the quantity ordered, unit price, unit of measure, extended price, and accounts to be charged.

The process of entering invoices into the Purchasing System entails creating an invoice header, one or more line items, and a pending voucher. The final step in the process is closing the invoice document.

The invoice header details the date of the invoice, the total dollar amount, the discount terms, the discount due date, and other pertinent information. For each line item of the purchase order, a corresponding invoice line item specifies the invoiced quantity, unit price, unit of measure, and the extended price of each invoiced item. Line items for freight, tax, insurance, and other charges may be added as necessary.

A pending voucher is one that has been created but has not posted to accounting. The accounting will be posted “pending” some further action.

The invoice closing process completes the entry of the invoice and pending voucher information. It verifies correctness and completeness from the invoice and purchase order and checks the invoice to see whether it is within tolerances of the purchase order. Closing the invoice document also initiates an attempt to match the invoice with receiving data.

Payment and Encumbrances

Encumbrances will not fully adjust (liquidate) until document completes Line Item 1 – one job less than encumbrance leaves hanging encumbrance that will adjust when document completes.
Two/Three Way Matches

Matching attempts take place when an invoice document is closed and when a receiving document is closed. Whether a match must be two ways or three ways is determined by the document category.

A two-way match requires the purchase order information to correspond to the invoice information.

A three-way match requires the purchase order information to correspond with both the invoice information and the receiving information.

Receiving documents are relevant to invoicing only when a three-way match is required. Each receiving document is associated with a specific purchase order and is made up of a header and one or more lines of receiving information.

The following points are important to remember about invoicing and matching:

1. A purchase order must exist on the system before you can post an invoice against that order.
2. Invoicing is done by line item; some of the line item information may be transferred from the purchase order detail to the invoicing document.
3. If multiple invoices for a single purchase order are received, a new invoice header and new invoice lines are created for each invoice.
4. Closing an invoice document will initiate an attempt for a 2 or 3-way match.
5. After closing the invoice document, the pending voucher can be posted to accounting either online (by using a PF key on the Invoice Close Screen) or by letting the nightly processing cycle handle it.

| The accounting will post only if the matching process has been satisfied. |

UOM (Unit of Measure) and Matching

When a line item on a receiving or invoicing document is created, it will default the UOM from the Purchase document at the time it is created. The enterer has the ability to change the UOM to something else.

If the UOM on the PO is changed at a later date, this **DOES NOT** automatically update the invoicing and receiving that already exist.
Invoicing Basic Concepts (cont’d)

Care should be taken when changing the UOM on documents.

The Receiving document can be changed to match the UOM on the Purchase document and the Invoicing document.

OR

The Purchase document and the Invoicing document can both be changed to match the UOM on the Receiving document.

Ultimately, the UOM on all three documents should match.

**Multiple Invoices**

There may be a time when you will expect several invoices to be received before completing an order. When this situation arises, you must use a processing code of M (which stands for multiple invoices) on the purchasing document.

If this processing code is not used, the system will mark the encumbrance for a full liquidation when the first invoice is processed online.

For each invoice you create, you will need to use the following screens:

- **340** Invoice Header Create  
- **342** Invoice Line Create  
- **344** Invoice Frt/Tax/Ins/Oth Items  
- **345** Invoice Pending Voucher Create/Modify  
- **346** Invoice Document Close

**Document Complete**

If a document has any invoice headers open when it posts, the document will not complete even if the quantity and unit price match.

You may also use the following inquiry screens to browse available online invoice information.

- **350** Invoice Inquiry by PO Document  
- **351** Invoice Inquiry by Vendor  
- **358** Invoice Document Inquiry  
- **359** Invoice Item Summary
Invoicing Basic Concepts (cont’d)

Credit Memos

A credit memo is a reduction in the payment you are making to a particular vendor. Credit memos may result from overpayment to, overbilling by, or the return of merchandise to your vendor. Credit memos may be referenced to a particular order (document) by using the invoicing section of FAMIS to process the reduction in payment. In other words, you may use FAMIS to create a negative invoice for a particular order.

If you need to process a credit memo for your order, the first step is to create the invoice (credit memo) header on Screen 340.

Unlike regular invoice headers, you must remember to turn on the credit memo flag (see below) in order for the system to recognize the invoice total as a negative dollar amount.

An ACH credit will be processed if the voucher contains lines greater than or equal to the credit. FAMIS does not net out across multiple vouchers. ACH processing evaluates the vouchers on a voucher by voucher basis.

For example, if you have one voucher for $5,167.02, a second voucher for a credit of $1,771.20, and a third voucher for a credit of $1,296.00, you will need to add both of the credits to the original voucher so that all can be processed together and result in a payment to the vendor of $2,099.82.

Screen 340 - Invoice Header Create

The next step in creating your credit memo is to add the “credit line item.” Credit memos are classified as “other” items and must be added on Screen 344 (see below). As on the invoice header, make certain that you turn on the credit memo flag to mark the dollar amount listed as a negative figure.
Invoicing Basic Concepts (cont’d)

Screen 344 - Invoice Frt/Tax/Ins/Oth Items

The next step in processing your credit memo is to create the credit voucher. Go to Screen 345 (or press PF5 to automatically advance to Screen 345 from Screen 344), type the voucher prefix in the Doc field, and press <ENTER>. This instructs the system to create a new voucher.

Payments to this vendor will only be processed once the amount to be paid is greater than the credits existing on the system.

Screen 345 - Invoice Pending Voucher Create/Modify
Invoicing Basic Concepts (cont’d)

The final step in processing your credit memo is to close the invoice.

Screen 346 - Invoice Document Close

<table>
<thead>
<tr>
<th>346 Invoice Document Close</th>
<th>05/15/12 14:49</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: A000001 Inv: CM70575</td>
<td>FY 2012 CC 02</td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvvv1 C C BIOMEDICAL SUPPLY INC</td>
<td></td>
</tr>
<tr>
<td>Amount: -40.40</td>
<td>Routing Status:</td>
</tr>
<tr>
<td>Invoice Dt: 02/08/2010 Delivery Dt: 02/10/2010</td>
<td></td>
</tr>
<tr>
<td>Inv Rcvd Dt: 02/15/2010 Act Rcvd Dt:</td>
<td></td>
</tr>
<tr>
<td>Terms:</td>
<td>Req Pay Dt:</td>
</tr>
<tr>
<td>Original Inv:</td>
<td>Voucher: 1265480 FY: 2010</td>
</tr>
<tr>
<td>Posted Status: Y VOUCHER POSTED</td>
<td></td>
</tr>
<tr>
<td>Last Mod By: DEMETRY, DONNA Date: 02/18/2010</td>
<td></td>
</tr>
<tr>
<td>Current Status: COMPLETE</td>
<td></td>
</tr>
<tr>
<td>Matching Status: MATCH SUCCESSFUL</td>
<td></td>
</tr>
</tbody>
</table>

Close Invoice Document: Y ('N' to Reopen if closed)
Cancel Invoice Document: N ('N' to reinstate if cancelled)
Budget Balance Override Actuals: N

---------------------- Purchase Order Information -----------------------------
<< Dates >> Vendor: 1vvvvvvvvvv1 C C BIOMEDICAL SUPPLY INC
Document: 02/04/2010 Cat.: LP User Ref: 270650-01353
Exp.Dlvry: Contact Person: Ph:
Prior Inv. Forced: Buyer: Ph:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next PIP SmMt CnclR Notes Post Items Warns
Prompt Pay Basic Concepts

The State of Texas prompt payment law requires vendors to be paid within 30 days of the receipt of the goods or services they provide. If payment is not received within this timeframe, an interest penalty is imposed. The amount of the penalty is calculated daily until the vendor receives the payment.

To comply with this legislation, FAMIS calculates and posts interest when warranted. For local accounts, the interest is calculated and included in the payment to the vendor both for ACH and check payments. For State accounts, FAMIS sends the request for payment to the State, which does its own calculation and includes any interest in the payment to the vendor. FAMIS receives a file back from the State, which is posted to update the FAMIS accounts with the applicable interest charges.

Please refer to the Individual screens for more detailed information.

Prompt Pay Controls

Fiscal Year Rate
Each fiscal year can be set with the applicable interest rate for each campus. The ability to have a different rate for each fiscal year is necessary as the rate can change from one year to the next. The interest rate is entered in the field labeled Interest Rate.

If a voucher begins accruing interest in one year but isn’t paid until the next year, the interest rate is calculated based on the year the voucher became due.

Campus Code Exemption
Prompt Pay Information can be entered on the campus control record (Screen 821). If the A&M System Member is exempted by the State from paying interest, the Exempt Campus field can be set to “Y” by FAMIS Services at the direction of the Member. When this flag is set, the Reason field is also required.

Account Level Exemptions
Accounts that start with “1” or GLs that start with “01” are considered State funds when paying a revolving voucher.

Currently interest on local funds is not paid for interest less than $5.00 according to HB1545.

You can flag an individual account as exempt from paying interest. The Interest Exempt flag is on the account attribute screens for GL, SL, and SA accounts (Screen 4, Screen 8, Screen 52). To indicate an account is exempt, go to the appropriate account attribute screen and enter a “Y” in the Interest Exempt field and a reason code in the Reason field.
Prompt Pay Basic Concepts (cont’d)

Alternate Interest Account
Also available on the account attribute screens is the ability to enter an alternative interest account. If the alternative interest account is filled in, the system always uses the alternate account to post interest.

Flag Maintenance
The flag maintenance screens (Screen 43, Screen 44, and Screen 54) have edits to ensure that accounts entered as alternate interest accounts cannot be frozen or deleted if they are referenced by an account that is still active.

Voucher Level Override Flag
Many voucher screens have fields that are used to indicate an Interest Override for an individual voucher or line item. This is the ability to suppress the addition of interest on an individual voucher/line item at the time of payment.

Regular Vouchers
Screen 104 – Voucher Create
Screen 105 – Voucher Header Modify
Screen 107 – Voucher Line item Modify w/o Accounting
Screen 109 -- Prepaid Voucher
Screen 111 – Pending Voucher Create/Modify

Change Source of Funds
Screen 141 – Change Source of Funds State to State
Screen 142 – Change Source of Funds Local to Local
Screen 148 – Change Source of Funds Local to State and State to Local

Invoicing Vouchers (See Invoicers User’s Manual)
Screen 340 – Invoice Header Create
Screen 341 – Invoice Header Create (Dept)
Screen 345 – Invoice Pending Voucher Create/Modify

The payment due date will be calculated based on the invoice date and the delivery date.

Object Codes Subject to Interest
The object codes subject to interest are displayed on Screen 817 (Comp Codes Subject to Interest). This shows the comptroller object codes and whether they are subject to paying interest or exempt from paying interest.

Screen 817 is an INQUIRY screen maintained by the FAMIS Services staff. It displays the State Comptroller Object Codes that are subject to prompt payment interest. If the word "Interest" appears next to a COMP CODE, your Member must pay interest on late payments against this COMP CODE. If the word "Exempt" appears opposite a COMP CODE, your Member has been given a special interest exemption for this COMP CODE by the State.

The message “Entire Campus is Exempt” is displayed at the top of the screen for those Members who are exempt from the Prompt Payment Law.
Prompt Pay Basic Concepts (cont’d)

FAMIS Services must be notified whenever the State modifies the Comptroller Codes subject to interest or whenever a Member is granted a special exemption against an interest Comptroller Code.

Screen 817 – Comp Codes Subject to Interest

<table>
<thead>
<tr>
<th>Interest Code</th>
<th>Interest Code</th>
<th>Interest Code</th>
<th>Interest Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>7202</td>
<td>Interest</td>
<td>7233</td>
<td>Interest</td>
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<tr>
<td>7203</td>
<td>Interest</td>
<td>7239</td>
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<td>7204</td>
<td>Interest</td>
<td>7240</td>
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<tr>
<td>7205</td>
<td>Interest</td>
<td>7242</td>
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<td>7206</td>
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<td>7243</td>
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<td>7210</td>
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<td>7245</td>
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<td>Interest</td>
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<td>7213</td>
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<td>7247</td>
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</tr>
<tr>
<td>7216</td>
<td>Interest</td>
<td>7248</td>
<td>Interest</td>
</tr>
<tr>
<td>7218</td>
<td>Interest</td>
<td>7249</td>
<td>Interest</td>
</tr>
<tr>
<td>7219</td>
<td>Interest</td>
<td>7252</td>
<td>Interest</td>
</tr>
<tr>
<td>7223</td>
<td>Interest</td>
<td>7253</td>
<td>Interest</td>
</tr>
</tbody>
</table>

*** Press Enter to View More Entries ***

Holiday Tables

Two tables are used to coordinate calculation of interest payments and A&M System Member holiday schedules. Screen 818 is the ACH, State, and Local Holiday Table, which is used to record and track Member holidays. This table is maintained by the System Members. Screen 819 is the State Holiday Table, which is maintained on the Master Campus code by the System Office of Budgets and Accounting.
Prompt Pay Basic Concepts (cont’d)

**Screen 818 – ACH, State, and Local Holiday Table**

Screen 818 is used to record and track agency holidays. It is an **UPDATE** screen **maintained by each Member**. Local holidays can be displayed and updated on this screen. State holidays can only be displayed.

The “local holiday” information is used by the check cycle to determine whether a local voucher with a future due date should be pulled during the current check cycle to avoid late payment interest charges during the next scheduled check cycle. State vouchers are sent to the State each evening, regardless of their due dates. Once the vouchers reach the State, the State schedules these payments according to their payment due dates.

**Screen 818 – ACH, State, and Local Holiday Table**

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>1 W</td>
<td>2 L</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7 W</td>
<td></td>
</tr>
<tr>
<td>8 W</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13 X</td>
<td>14 W</td>
<td></td>
</tr>
<tr>
<td>15 W</td>
<td>16 L S</td>
<td>17</td>
<td>18</td>
<td>19 S</td>
<td>20</td>
<td>21 W</td>
<td></td>
</tr>
<tr>
<td>22 W</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28 W</td>
<td></td>
</tr>
<tr>
<td>29 W</td>
<td>30</td>
<td>31</td>
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<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

This screen, keyed by month and year, displays all known state and local holidays. The following are valid holiday indicators:

- **A** – ACH/Bank Holiday
- **L** – Local holiday (maintained by each Member). All days that checks cannot be printed should be marked as a local holiday.
- **S** – State holiday (maintained on Screen 819 of the Master Campus (CC=00) by the System Office of Budgets and Accounting)
- **W** – Weekend (maintained by the FAMIS Services staff)
- **Blank** – Not a holiday

Update access to this screen should be restricted. Care must be taken to communicate all Member (business office) holidays to the individual(s) maintaining this screen so that the holiday table can be updated **at least one check cycle before the holiday**.
Any day on which checks cannot be printed should be marked as a holiday, even if the
day has not been declared a holiday by the Board of Regents. “Non-holidays” that might
be marked are those scheduled days that a business office will be closed because of
staff retreats, building maintenance, or printer unavailability. **FAMIS Production
Services MUST be notified to NOT run checks on these dates.**

**Screen 819 – State Holiday Table**

Screen 819 tracks state holidays. It is an **UPDATE** screen that is maintained on the
Master Campus (CC=00) by the System Office of Budgets and Accounting.

The dates marked as holidays are those days that the State Comptroller will not accept
vouchers for payments. This table is used to determine whether discounts can be taken
for items paid with State funds.

This screen, keyed by month and year, displays all state holidays. The following are valid
holiday indicators:

- **S** – State holiday or day on which the State will not accept vouchers for payment
- **W** – Weekend (maintained by the FAMIS Services staff)
- **Blank** – Not a holiday

Update access to this screen is only available on the Master Campus (CC=00) and should
be restricted. Care must be taken to communicate all holidays to the individual(s)
maintaining this screen so that the holiday table can be updated at least one voucher
cycle before the holiday. A day should be marked as a holiday if no vouchers will be
accepted by the State on that day.

**Screen 819 – State Holiday Table**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>6</td>
<td>W</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>--------</td>
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<td>---------</td>
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<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>13 W</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19 W</td>
</tr>
<tr>
<td>--------</td>
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<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>20 W</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26 W</td>
</tr>
<tr>
<td>--------</td>
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<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>27 W</td>
<td>28 S</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------</td>
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<td>----------</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Prompt Pay Basic Concepts (cont’d)

Prompt Pay Processes

Local Checks
FAMIS uses the Due Date to determine whether a voucher should enter the payment cycle; vouchers are pulled into cycle the night before the Due Date.

The nightly check cycle examines each voucher on a “line item by line item” basis. The system uses the holiday tables to determine whether the voucher should be processed. For each holiday and weekend day, the program subtracts a day and determines whether to pay a voucher in order to meet the due date.

If a voucher is determined to be past due, the system attempts to calculate interest. The exempt campus flag is checked to determine whether the entire campus is exempt from paying interest. The voucher exemption and the line-item exemption flags are examined. If neither the voucher nor the line-item exempt flag is set, the account on the item is checked. At any stage of this process, if an exemption flag is set, the voucher is marked with the reason code.

If interest is to be calculated, the program determines whether the interest should be posted to the account on the voucher or to an alternate interest account as indicated on the account attribute record.

The check stub reflects the interest as a separate item for each invoice.

A file is written of all interest accrued, including the voucher, the account, and various other fields needed to post the interest into the system. The interest accrued file is used to post the interest item to the voucher file. The interest items are added to the voucher file as pending voucher items on the original voucher. Finally, program posts the pending interest.

State Vouchers
The state voucher cycle pulls all eligible vouchers. They are sent to USAS, where they are scheduled for payment by the State. The State cycle does not look at the FAMIS Due Date field to determine when to pull the voucher into cycle.

USAS makes its own determination regarding "when a payment should be made so that it will be distributed on the payment due date." The requested payment date and the payment due date are used by USAS.

Including multiple invoices on a State voucher may cause some line items to be paid and others to not be paid. Since different payment due dates may be calculated for each item based on the invoice received date and the good received date, USAS will use the payment due date to schedule payments for different days.
Prompt Pay Basic Concepts (cont’d)

Any voucher that is exempt will include the exempt flag as well as the required reason code. The reason codes are defined by the State Comptroller and are required for all vouchers flagged as exempt.

Third party payments to USAS will require a "T-code" (264/905) to distinguish them from the regular reimbursement vouchers (247/904).

Revolving Vouchers
The timing of the processing for the local check cycle and the state voucher cycle is important. Because of revolving vouchers, the check print is required to run first. After the check print has determined the interest, the interest is posted in order for the state side of the revolving process to pick up any interest items. FAMIS doesn’t send the State side until the local check date has been updated.

Credit Memos
FAMIS calculates all the interest on all voucher items and then applies the credit memo to the check total.

Vendors on Hold
Vendors on State Hold complicate the calculation of interest. The ACR states "Interest calculation must not consider interest for periods of time that vendor was on hold for part or all of the time the payment was late." For this reason, a voucher for a vendor on State hold is flagged with the date it first attempted to pay the vendor. This date is the “original distribution date.” No interest is calculated after this date.

The Vendor on State Hold process keeps a record of every time a vendor is put on hold or released from hold. This provides any history needed should a lost invoice surface for a vendor that may have been on hold while the invoice was lost.

Posting Interest into FAMIS
Interest is posted back into FAMIS using the prepaid voucher process. This process posts the interest voucher items as pending items on the original voucher. VBDU080 will attempt to post these items. A report will be produced of any interest items that did not post. These Items may be posted online on two screens (Screen 114 and Screen 115) once the problem has been corrected.

Posting the interest as a prepaid item ensures that the interest is available with the other items of the voucher and makes reconciliation easier. This prepaid item is used for posting both the local and the state interest.

The new interest item references the original voucher item for which the interest was calculated, providing a cross-reference. All interest items post with item numbers 501 through 999.

1099 Processing
Because of these new payments, the 1099 process has been modified to provide 1099-INT forms and reporting.
Terms/Dates Used To Determine Prompt Pay Compliance

State Comptroller

**Payment Due Date**
"The date each payment covered by the transaction is due under the prompt payment law. The last date that a payment can be made before interest starts accruing."

**Payment Distribution Date**
"The date that a warrant is available at the Comptroller’s Office for an agency or the Comptroller to distribute to a vendor."

**Requested Payment Date**
"Agencies may submit a requested payment date to subjugate the scheduling from the payment due date. This would probably be used for discounts."

FAMIS

**Payment Due Date**
"The date each payment covered by the transaction is due under the prompt payment law. The last date that a payment can be made before interest starts accruing."

**Due Date**
The night before the Due Date is when the voucher is pulled for payment. This currently defaults to the current date if nothing is entered. The program looks at the due date and backs it up based on the holiday table.

**Discount Due Date**
The discount due date is the last date the discount can be taken. There is currently no attempt to schedule these by considering holidays and weekends.

**Invoice Date**
The date the invoice was issued. This date must be before or equal to the date the voucher is entered. The invoice date is required if the system is to calculate the discount.

**AP Invoice Received Date**
This date is only used on Screen 340 for documentation of when Accounts Payable received the invoice.

**Department Invoice Entered Date**
This date is entered on Screen 340 and Screen 341 for documentation of when the department received the invoice. This date, if entered, is used as part of the process to determine the payment due date.
**Prompt Pay Basic Concepts (cont’d)**

**Delivery Date**
This date is used to indicate the receiving date. For purchasing documents, the delivery date is generated by FAMIS based on the last receiving date for all items. For the Accounts Payable screens, the date is entered by the user.

**Actual Received Date**
Invoicing Screen 345 allows the entry of a Delivery date. However, this may not correspond to the received date entered on the receiving screens. Since more than one shipment may be involved, the program determines the last receiving date involved for the purpose of Prompt Pay interest.

**Original Distribution Date**
This date is set when the check cycle first tries to pay a voucher for a “vendor on State hold.” This is the distribution date that would have been printed on the check if the vendor were not on State hold.

**Determine Interest Calculation**

The date the payment is due to the vendor is calculated by FAMIS using the later of the "invoice received" date, the "delivery" date, or the "actual received" date and adding 29 days.

The payment due date is calculated for both state and local vouchers.

For a **local** check, the "payment due" date is used to determine whether interest is to be calculated.

**Example:** If the 3-way match occurs on October 14, the payment is due on November 13. Interest would begin to accrue on November 14.

For **state** vouchers, the check cycle does not look at the "due date.” Everything is sent to USAS for scheduling payments by the State. The payment due date is sent to the State. The State uses this date to calculate interest.

**Calculation Method**
The interest rate that the State pays on late payments due to a vendor under the State’s Prompt Payment Law is now calculated on an annual basis. The interest calculation is based on the Prime Rate reported in the July 1st edition of The Wall Street Journal, plus 1 percent. The FY 2014 Prompt Pay Interest Rate remains at 4.25%.

The formula is:

\[
\text{COMPUTE ROUNDED INT-AMT} = \text{INT-RATE} \times \text{VO-NET-AMT} \times \text{DAYS-LATE} / 365 / 100
\]
Prompt Pay Basic Concepts (cont’d)

**FAMIS Calculation**
Interest is calculated on a line by line basis.

For each line item, we first determine the PAYMENT DUE DATE (see Screen 169 to view the fields).

The Invoice Date is set to the INV-RCVD-DT if it is available; otherwise, it is set to the INV-DT.

The Delivery Date is set to the ACT-DEL-DT if it is available; otherwise, it is set to the DEL-DT.

The program then compares the Invoice Date and the Delivery Date and uses the Most Recent Date. The PAYMENT DUE-DT is determined to be the Most Recent Date plus 30 days.

Interest is calculated on payments made after the PAYMENT DUE-DT (unless the vendor is on State hold).

The program VSCR016 contains the logic that actually computes the interest and does not include the time the vendor is on hold when it calculates this interest.
Prompt Pay Inquiry Screens

The (local) check cycle calculates interest and adds the interest line item to the voucher. The interest is included in the total amount of the ACH or check which is sent to the vendor. FAMIS creates a pending voucher item for each interest item calculated. The pending item is added to the voucher file. FAMIS then posts the pending interest item.

When an interest item fails to post, corrections must be made in order to get the interest items posted. The nightly batch program continues to try to post these items. Once the problem has been corrected, the items will post automatically. They can also be manually posted using Screen 114 (Pending Interest Voucher Modify (Local)) or Screen 115 (Pending State Interest Create/Modify). These screens can be used to change the account number on the interest items.

Items must be in a “closed” status to post. Press PF5 to post from this screen, or wait for the batch post.

If an interest item does not post, an error message will appear on the VBDU080 report.

**Screen 114 – Pending Interest Voucher Modify (Local)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Voucher: 0811674 Fiscal Year:</td>
<td>2008</td>
</tr>
<tr>
<td>Screen: ___ Voucher Modify</td>
<td>12/21/09 15:00</td>
</tr>
<tr>
<td>Doc Summary: PURCHASE 20 PORTEGE M400</td>
<td>EZ5031-TOSHIRO TABLET PC</td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvv0 TOSHIRO DIRECT</td>
<td></td>
</tr>
<tr>
<td>Dept. Ref. #: 013 Enclosure Code:</td>
<td></td>
</tr>
<tr>
<td>Invoice Date: 06/05/2008 Order Date:</td>
<td>05/29/2008 Due Date: 06/16/2008</td>
</tr>
<tr>
<td>State Req Nbr:</td>
<td></td>
</tr>
<tr>
<td>Description: TOSHIRO PORTEGE M700 TABLET PCS</td>
<td></td>
</tr>
<tr>
<td>Cust AR NBR:</td>
<td></td>
</tr>
<tr>
<td>Alt.Vendor:</td>
<td></td>
</tr>
<tr>
<td>W2/SSN: Travel Hotel Zip:</td>
<td></td>
</tr>
<tr>
<td>USAS Doc Type: 9 PCC Code:</td>
<td></td>
</tr>
<tr>
<td>LDT Codes: 09</td>
<td></td>
</tr>
<tr>
<td>Revolving: N Fund Type: Local</td>
<td></td>
</tr>
<tr>
<td>Check Nbr: 4xxxx4 Check Dt: 07/29/2008</td>
<td></td>
</tr>
<tr>
<td>Budget Balance Override: N</td>
<td></td>
</tr>
</tbody>
</table>

**Tech Note:** The name of the job that will post the local interest item is FxxVIPST, where "xx" is the A&M System Member number. The program name is VBDU080, which is the same name that will appear on the report.
State interest items are added as pending items, similar to the local interest items.

### Screen 115 – Pending State Interest Create/Modify

115 Pending State Interest Create/Modify 12/21/09 15:01

**Doc Summary:**

- Vendor: lvvvvvvvvv1 VTR SCIENTIFIC
- Invoice Date: 06/21/2007
- Order Date: 05/31/2007
- Due Date: 08/10/2007
- State Req Nbr: (add)
- GSC Ord: (add)
- Description: EQPT FOR KOSTIC/MICROCENTRIFUGE
- Cust AR Nbr: (add)
- Hold Flag: N
- Revolving: N
- Fund Type: State
- Check Nbr: (add)
- Check Dt: (add)
- Budget Balance Override: N

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

**Hmenu Help** **EHelp**

**PF11 Pop-Up Window**

<table>
<thead>
<tr>
<th>Ln</th>
<th>Account</th>
<th>Bank</th>
<th>F Code</th>
<th>Amount</th>
<th>R t Void</th>
<th>Rvlv Item Status</th>
<th>Int Ref</th>
<th>Effective Dt:</th>
<th>Effective Dt:</th>
<th>Int Ref</th>
<th>Effective Dt:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>804070</td>
<td>00000</td>
<td>5751</td>
<td>17197</td>
<td>1491.52</td>
<td>Y N N 501 CO</td>
<td>30905327</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>804070</td>
<td>00000</td>
<td>6230</td>
<td>17197</td>
<td>7.94</td>
<td>Y N N     1 RE</td>
<td>30905327</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3500283</td>
<td></td>
<td></td>
<td>16/07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PF11 Pop-Up Window**

<table>
<thead>
<tr>
<th>Ln</th>
<th>Account</th>
<th>Bank</th>
<th>F Code</th>
<th>Amount</th>
<th>R t Void</th>
<th>Rvlv Item Status</th>
<th>Int Ref</th>
<th>Effective Dt:</th>
<th>Effective Dt:</th>
<th>Int Ref</th>
<th>Effective Dt:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>804070</td>
<td>00000</td>
<td>5751</td>
<td>17197</td>
<td>1491.52</td>
<td>Y N N 501 CO</td>
<td>30905327</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>804070</td>
<td>00000</td>
<td>6230</td>
<td>17197</td>
<td>7.94</td>
<td>Y N N     1 RE</td>
<td>30905327</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Items: 2**

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

**Hmenu Help** **EHelp** **VPost Desc** **ReOpn Close** **Mlti** **Warns**
Prompt Pay Frequently Asked Questions

Payments

- Utility payments should be entered with the utility company's due date in the requested payment date field. Do not schedule utility or lease payments to be past due.

- When posting interest on local accounts, FAMIS charges the interest to the override account, if present, using the original voucher line item's bank. This override account can be set on an account by account basis. It must be the bank used for the voucher line item that generated the interest.

- When paying other State agencies:

  Local vouchers - FAMIS suppresses payment of interest to other State agencies based on the vendor type of "SA" or the repeating pattern of agency numbers

  State vouchers (regular) - FAMIS does not suppress the payment of interest to other State agencies

  State vouchers (revolving) - FAMIS sends a TC to suppress the payment of interest based on its status as a revolving voucher.

  State vouchers (alternate vendors) - FAMIS sends a TC to suppress the payment of interest if the alternate vendor type is "SA," "EM," or "ST."

- Report "VSCR016" (Voucher Item Interest -- calculated not posted/paid) shows why the interest wasn't paid.

Due Date

Q. On Screen 104, are we supposed to key a date in the Due Date field? I thought we were supposed to leave it blank, because this would be where FAMIS would calculate and enter the payment due date.

A. The FAMIS “Due Date” works like it always has. A user can enter a date or leave it blank. If it is blank, it will enter the check cycle immediately. If someone wishes to schedule it to be paid at a later date, a future date can be entered. The State voucher cycle does not look at the Due Date. It sends everything to USAS to allow them to schedule payments.

The payment due date is used in FAMIS to decide whether to calculate interest on a local check. It is also sent to the State for them to use in scheduling payments and in calculating interest.
The payment due date is calculated by FAMIS using the latest of the invoice received date, the delivery date, and the actual received date. Twenty-nine (29) days are added to the later date. There has been a misconception that 30 days should be added. The 30 days discussed in the Texas Bill says the payment is due on the 30th day.

Revolving won’t send State side until the local check information has been updated.

**Q. What is the Payment Due Date used for and how is it determined?**

**A.** The Payment Due Date is when FAMIS begins calculating interest.

To determine the Payment Due Date:

FAMIS first determines the Calculation Invoice Date. If there is an Invoice Received date, this becomes the Calculation Invoice Date; otherwise, FAMIS uses the Invoice Date as the Calculation Invoice Date. FAMIS then determines the Calculation Delivery Date. If there is an Actual Received Date, this becomes the Calculation Receive Date; otherwise, the Delivery Date becomes the Calculation Receive Date.

**All of these dates can be viewed on Screen 169.**

FAMIS now compares the Calculation Invoice Date and the Calculation Delivery Date and uses the most recent date. The Payment Due Date is calculated by adding 29 days to the most recent of these dates.

**Q. What screen can the departments use to view interest amounts paid by their accounts?**

**A.** You may view this on Screen 23.
Create the Invoice Header

Processing an invoice is an important step in getting an order paid. Without the invoice, it is not possible for two- or three-way matching to occur (see the basic concepts at the beginning of this section for more information on matching procedures). You may enter general invoice information, pertaining to the entire invoice, using Screen 340.

**Screen 340 - Invoice Header Create**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor ID</td>
<td>2vxxxxxxxxx1</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>JENNY JOLLEY</td>
</tr>
<tr>
<td>Invoice Amount</td>
<td>3000.00</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>05/01/2012</td>
</tr>
<tr>
<td>Due Date</td>
<td>05/02/2012</td>
</tr>
<tr>
<td>Req Pay Date</td>
<td>05/02/2012</td>
</tr>
<tr>
<td>Terms</td>
<td></td>
</tr>
<tr>
<td>Disc. Due Date</td>
<td></td>
</tr>
<tr>
<td>Original Invoice</td>
<td></td>
</tr>
<tr>
<td>Cust AR Nbr.</td>
<td></td>
</tr>
<tr>
<td>Vchr Amt</td>
<td>3000.00</td>
</tr>
<tr>
<td>Other Parts Amt</td>
<td></td>
</tr>
<tr>
<td>Dup Inv Ovrd</td>
<td></td>
</tr>
<tr>
<td>Voucher Amount</td>
<td>3000.00</td>
</tr>
<tr>
<td>Other Parts Amount</td>
<td></td>
</tr>
<tr>
<td>Dup Invoice Ovrd</td>
<td></td>
</tr>
<tr>
<td>Voucher Amount</td>
<td>3000.00</td>
</tr>
<tr>
<td>Other Parts Amount</td>
<td></td>
</tr>
<tr>
<td>Dup Invoice Ovrd</td>
<td></td>
</tr>
<tr>
<td>PO Liq Ind</td>
<td>P</td>
</tr>
<tr>
<td>Force Pymt</td>
<td>N</td>
</tr>
<tr>
<td>Reason</td>
<td></td>
</tr>
<tr>
<td>ACH Ovrd</td>
<td>_</td>
</tr>
<tr>
<td>Cont Wk Force</td>
<td>N</td>
</tr>
<tr>
<td>SciQuest</td>
<td></td>
</tr>
<tr>
<td>Tran Cd</td>
<td>Inv</td>
</tr>
<tr>
<td>Enclosure Code</td>
<td>_</td>
</tr>
<tr>
<td>IC</td>
<td>F</td>
</tr>
<tr>
<td>Reason</td>
<td>DT Wire Transfer: N</td>
</tr>
<tr>
<td>Fiscal Received Date</td>
<td></td>
</tr>
<tr>
<td>Fiscal Office Recev Date</td>
<td>05/01/2012 Fiscal:</td>
</tr>
</tbody>
</table>

**Press PF8 to view the Purchase Order information:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vndr</td>
<td>2xxxxxxxxx1</td>
</tr>
<tr>
<td>Vch Drv Dt</td>
<td></td>
</tr>
<tr>
<td>Exp. Drv Dt</td>
<td></td>
</tr>
<tr>
<td>FOB</td>
<td></td>
</tr>
<tr>
<td>Type Funds/Ord</td>
<td></td>
</tr>
<tr>
<td>PO Total</td>
<td>3000.00</td>
</tr>
<tr>
<td>Enter-PF1</td>
<td></td>
</tr>
<tr>
<td>Enter-PF2</td>
<td></td>
</tr>
<tr>
<td>Enter-PF3</td>
<td></td>
</tr>
<tr>
<td>Enter-PF4</td>
<td></td>
</tr>
<tr>
<td>Enter-PF5</td>
<td></td>
</tr>
<tr>
<td>Enter-PF6</td>
<td></td>
</tr>
<tr>
<td>Enter-PF7</td>
<td></td>
</tr>
<tr>
<td>Enter-PF8</td>
<td></td>
</tr>
<tr>
<td>Enter-PF9</td>
<td></td>
</tr>
<tr>
<td>Enter-PF10</td>
<td></td>
</tr>
<tr>
<td>Enter-PF11</td>
<td></td>
</tr>
<tr>
<td>Enter-PF12</td>
<td></td>
</tr>
</tbody>
</table>

The Fiscal Received Date is **NOT** used in the calculation of the payment due date. It is optional and should only be used if your department is using Screen 341 to enter the Invoice Header information.

If you are not using Screen 341 to enter the invoice header, enter the Invoice Received Date on this screen (Screen 340). This date should be the date the agency received the invoice, whether it was received in the department or at the Fiscal Office. Use of the Fiscal Office Received date instead of the invoice Received date may result in interest being charged that would not have been calculated if the Invoice Received date was used.
Invoice Header Create Process

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

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

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

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

Wire Transfer

Entering “Y” in the Wire Transfer field indicates payment is made or to be made by use of 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 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.

Basic Steps

Create a New Invoice Header
- Type a purchase document and invoice number in the fields provided.
- Indicate the invoice amount and date.
- Type additional information in the available fields, as desired.
- Press <ENTER> to create the invoice header.
Screen 340 – Create the Invoice Header (cont’d)

Modify an Existing Invoice Header

• Type a purchase document and invoice number in the fields provided.
• Make modifications as needed and press <ENTER> to save your additions/changes to the invoice header.

Create a Credit Memo

• Type a purchase document and invoice number in the fields provided.
• Indicate the invoice amount and date.
• Type “Y” in the Cr field (next to the invoice amount).
• Type additional information in the available fields, as desired, and press <ENTER> to create the invoice header.

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

Action Line
◆ Doc: 7 character/digits
Identify the purchase document number associated with the invoice.
◆ Inv: 14 digits
Indicate the invoice number, as assigned by the vendor, for the selected order.

Screen Information
◆ Vendor: 11 digits
Enter number of the vendor from which the order was purchased. This field will be pulled in automatically from the purchase document.
◆ Invoice Amt: 12 digits
Indicate the total dollar amount for the shipment as it appears on the vendor’s invoice.
Cr: 1 character
Type “Y” if this invoice should be treated as a credit memo.
◆ Invoice Dt: 8 digits
Enter the date of the order as shown on the vendor’s invoice.

Terms: 6 digits/3 digits/1 character/3 digits
Indicate any special payment terms for the invoice. For example: 2/10/n/30 would mean 2% discount if paid before the 10th day after the invoice date, or pay the net amount if paid after the 10th day and before 30 days past the invoice date.
◆ Due Dt: 8 digits
Enter the date that payment for the invoice is due, based on the vendor’s invoice. Will be filled in automatically from the purchase document.
Screen 340 – Create the Invoice Header (cont’d)

**Disc. Due Dt:** PF2 Help 8 digits
Displays the discount due date, which is the date by which a check must be cut in order to receive the vendor’s discount. If no terms have been specified, this date will default to the current date.

**Req Pay Dt:** ? Help 8 digits
Enter the date you requested the State to pay the voucher.

**Receive Dt:**
- **Invoice:** ? Help 8 digits
  Date the agency received the invoice, whether it was received in the department or at the Fiscal Office.
  Use this field if Screen 341 was NOT used to enter the invoice header information.

**Fiscal:** ? Help 8 digits
Date invoice is received in Fiscal Office. This is NOT used in the calculation of the payment due date.
This is an optional field and should only be used if Screen 341 was used to enter header information.

**Original Inv:** PF2 Help 14 digits
Identify the invoice number of the original invoice in the event that the invoice entered is a correction or a follow-up to the original invoice.

**SciQuest:**
- **Tran Cd:** 3 digits
  Displays the SciQuest transaction code used for special payments.

**Inv:** 12 digits
Shows the invoice number.

**Cust AR Nbr:** PF2 Help 25 characters/digits
Represents the customer accounts receivable number, or the vendor’s reference number. This number is copied to Screen 345.
You must have update access to the document to view this number.

**Enclosure Code:** ? Help 1 character
Enter the code indicating enclosures may be included.
This will force separate checks for local vouchers. Vouchers will be grouped by identical codes, such as the following:
- A = Auditor
- Blank = Not specified
- C = Comptroller
- L = Local
- S = Audit Services
- Y = Yes, enclosures
Screen 340 – Create the Invoice Header (cont’d)

**Alt.Vendor:**
11 digits
Identify the identification number of the alternate vendor to be paid, if different from the original vendor on the purchase document.

**IC:**
1 character
Identify the interest calculation procedure to be followed.
- **A** = Accept Scheduling of Late Payment
- **BLANK** = None
- **F** = Force Interest Calculation
- **R** = Refuse Interest Calculation

**Reason:**
2 characters
Include the reason for interest exemption.
- **AD** = Agency Discretion Exercised
- **AI** = Automation Issue(s)
- **AP** = Advance Payment
- **DP** = Disputed Payment
- **DT** = Direct Payment of Travel Expenses
- **FC** = FED Contract/Terms Prohibit Pymt
- **GE** = GSC Exemption Granted & Documented
- **MI** = Mailing Instr On PO Not Followed
- **NI** = No Invoice Received

**Wire Transfer:**
1 character
Indicate whether payment is made or to be made by use of a wire transfer.
- **FAMIS does not make the wire transfer to the bank**

**PO Liq Ind:**
1 character
Enter the purchase order liquidation indicator that determines whether the encumbrance will be partially liquidated (P), fully liquidated (F), or whether no encumbrance (N) should be liquidated.

**Force Pymt:**
1 character
Type “Y” if payment for this invoice should be forced, i.e. it should be paid regardless of any 2 or 3-way match requirements or problems with unit of measure conversion.

**Reason:**
80 characters (2 lines)
Enter the reason, if any, for forcing payment of the invoice.

**ACH Ovrd:**
1 character
Type “Y” if an override was put on the ACH voucher – thereby creating a check in the check cycle.

**Cont Wk Force:**
1 character
Type “Y” to indicate that this payment is to be flagged as a Contract Work Force payment.
Screen 340 – Create the Invoice Header (cont’d)

Vchr Amt:  
**PF2 Help** 15 digits  
Displays the amount vouchered (or the amount of the invoice to be paid) for your agency.

Other Parts Amt:  
**PF2 Help** 15 digits  
Indicates the amount to be paid by other parts of the TAMUS (i.e. if the PO indicates the cost will be shared by at least one other System part).

Dup Inv Ovrd:  
1 character  
Type “Y” if duplicate invoices should be overridden by the system.

**Additional Functions**

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

PF4  
ACH  
Displays ACH information.

PF5  
Next  
Goes to next screen that follows in sequence.

PF6  
Purchasing Invoice Problem  
Purchasing Invoice Problem  
Allows you to notify the creator if there are problems with the invoice. See the basic concepts topic for this section for more information.

PF7  
Vendor Search  
Use to search for Vendor ID number.

PF8  
Purchase Order Information  
Displays the purchase order information.

PF9  
Notes  
Allows you to view document, invoice, and receiving notes included on the document. Type “X” to select the type of notes to be displayed and press <ENTER>.

PF10  
Accounts  
Displays all responsible accounts and their portions of the total order.

PF11  
Cancel  
 Cancels invoice header creation.
Create Invoice Line Items

Before an invoice can be paid, you must indicate which items from the purchase document have been invoiced. **Screen 342** is used to identify the invoiced items from the original order.

**Screen 342 - Invoice Line Create**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>UOM</th>
<th>Extended Price</th>
<th>Inv. for PO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.00</td>
<td>20.76</td>
<td>LOT</td>
<td>20.76</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1.00</td>
<td>29.28</td>
<td>LOT</td>
<td>29.28</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1.00</td>
<td>3.57</td>
<td>LOT</td>
<td>3.57</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Type a purchase document and invoice number in the fields provided.
- Indicate the quantity of items invoiced.
- If different from the purchase document, indicate the unit price and the unit of measure of the item(s) being invoiced.
- Type additional information in the available fields as desired, and press <ENTER> to record the invoice line item information.

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

**Action Line**

◆ **Doc:** [PF2 Help] 7 character/digits

Identify the purchase document number associated with the invoice.

◆ **Inv:** [PF2 Help] 14 digits

Indicate the invoice number, as assigned by the vendor, for the selected order.

**Item:** [PF2 Help] 5 digits

Identify the first line item to display. This field will default to item 1.0 if not otherwise specified.

**Pg ___ of ___**

3 digits

Displays the page number you are viewing and the number of pages available.

**Screen Information**

**Item:** 3 digits

Identifies the line item number, automatically filled in by FAMIS.
### Screen 342 – Invoice Line Create (cont’d)

**Quantity**
- **Ordered:** 
  - **PF2 Help** 10 digits
  - Shows the quantity of the line item ordered, as entered on the purchase document.
- **Invoiced:** 
  - 10 digits
  - Indicate the quantity of this item, as found on the vendor’s invoice.

**Unit Price**
- **Ordered:** 
  - **PF2 Help** 14 digits
  - Shows the price per unit of measure for the line item ordered, as entered on the purchase document.
- **Invoiced:** 
  - 14 digits
  - Enter the price per unit of measure for the line item, as found on the vendor’s invoice. This value is pulled in from the purchase document, but it may be changed if necessary.

**UOM**
- **Ordered:** 
  - **PF2 Help** 4 characters
  - Identifies Unit of Measure for the line item ordered, as entered on the purchase document.
- **Invoiced:** 
  - **PF2 Help** 4 characters
  - Indicate the Unit of Measure for the line item, as found on the vendor’s invoice. This value is pulled in from the purchase document, but it may be changed if necessary.

**Extended Price**
- **Ordered:** 
  - **PF2 Help** 14 digits
  - Identifies the extended price of the line item ordered, as entered on the purchase document.
- **Invoiced:** 
  - 14 digits
  - Indicate the total dollar amount invoiced for the selected line item.

**Desc:** 
- 2 lines (45 characters each)
- Enter a short description of the line item. This description is pulled in from the purchase document, but it may be changed if necessary.

**Total quantity Inv. For PO:** 
- 14 digits
- Indicates the total quantity invoiced for the purchase order. Calculated by FAMIS from all invoices associated with the purchase document. 
  - Also displays the 15-digit account number used for payment.

### Additional Functions
- **PF KEYS**
  - See the Appendix for explanation of the standard PF keys.
- **PF4**
  - **Invoice Account**
  - Displays invoice account distribution.
Screen 342 – Invoice Line Create (cont’d)

**PF5**
Next
Goes to next screen that follows in sequence.

**PF6**
Purchasing Invoice Problem
PIP
Allows you to notify the creator if there are problems with the invoice. **See the basic concepts topic for this section for more information.**

**PF9**
Item Note
INote
Enter item notes.

**PF11**
Item Description
IDesc
Enter additional detail for the line item description.
Freight, Taxes, Insurance, and Other Charges

Often, there are extra charges on an invoice that were not taken into consideration when the purchase document was created. Examples might include freight, tax, and insurance charges. These types of expenditures may be accounted for by adding them to your invoice on Screen 344.

Items added to your invoice on this screen will not affect the encumbrance associated with your purchase document. Also, it will not be involved in the matching process that determines whether or not the payment will be processed.

**Basic Steps**

- Type a purchase document and invoice number in the fields provided.
- Indicate the type of extra charge to be added to the invoice: freight (F), tax (T), insurance (I), or other (O) in the **Type** field.
- Indicate the total dollar amount to be added to the invoice in the **Extended Price** field. Include a short description of this charge in the **Description** field.
- If the amount entered is to be a credit, type “Y” in the **Credit** field.
- Press <ENTER> to pull in the account information from the purchase document. You may change this information if desired.
- Press <ENTER> to add the charge to the invoice.
Screen 344 – Invoice Frt/Tax/Ins/Oth Items (cont’d)

Invoice Process

Add Additional Charges
The first additional charge to be added to an invoice will have the “line item number” of 901 (assigned automatically by the system). If you wish to add more charges to the invoice, you must add “1” to the item number (i.e. the second extra charge would be item number 902). Repeat this process until all additional charges have been entered.

Account Information
When payment of an item is split across several accounts, each account must be typed in separately. Up to 40 accounts can be specified for an item. You may enter additional accounts by pressing PF11 (MACct - short for multiple accounts).

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

For example, assume you wish to split the payment between 3 accounts. On the first account, you know the exact amount you would like to pay, and you would like to divide the remainder between the other two accounts. To do this, you would make the following entry on Screen 344:

<table>
<thead>
<tr>
<th>Account</th>
<th>Pct.</th>
<th>Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>333909</td>
<td>2.00</td>
<td>___</td>
</tr>
<tr>
<td>373909</td>
<td>50.00</td>
<td>___</td>
</tr>
<tr>
<td>309333</td>
<td>50.00</td>
<td>___</td>
</tr>
</tbody>
</table>

Removing Information
Blank out all the information in the fields, press <ENTER>, and you will receive a message that the “Record has been successfully modified.” You will then need to re-build the voucher.

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

Action Line
◆ Doc: 7 character/digits
Identify the purchase document number associated with the invoice.

◆ Inv: 14 digits
Indicate the invoice number, as assigned by the vendor, for the selected order.

◆ Item: 5 digits
Identifies the first line item to display. This will default to item 901, if not otherwise specified.
### Screen Information

**Type (F,T,I,O):**
- **Type (F,T,I,O):** 1 character
  - Indicate the type of additional charge to be added to the invoice: freight (F), insurance (I), tax (T), or other (O).

**Extended Price:**
- **Extended Price:** 15 digits
  - Enter the total cost of the additional charge.

**Credit:**
- **Credit:** 1 character
  - Indicate if the amount should be credited to the invoice. Type “Y” if the specified amount should be credited to the invoice.

**Description:**
- **Description:** 5 lines (45 characters each)
  - Type a short description of the charge to be added to the invoice.

**Account:**
- **Account:** 15 digits
  - Identify the SL Account, Support Account, and Object Code to be used to pay for the additional charge.

**Pct.:**
- **Pct.:** 5 digits
  - Indicate the percentage of the total charge to be paid by the specified account.

**Amt $:**
- **Amt $:** 13 digits
  - Identify the dollar amount of the total charge to be paid by the specified account.

If a percentage was not specified in the previous field, then a dollar amount to be paid is required.

### Additional Functions

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

**PF5**
- **PF5**
  - **Next**
    - Goes to next screen that follows in sequence.

**PF6**
- **PF6**
  - **Purchasing Invoice Problem**
    - PIP
    - Allows you to notify the creator of any problems with the invoice. See the basic concepts topics for this section for more information.

**PF8**
- **PF8**
  - **Accounts**
    - Accts
    - Displays all responsible accounts and their portions of the total order.

**PF9**
- **PF9**
  - **Notes**
    - Notes
    - Free form notes can be entered on a document. These are online reference notes regarding the document. **They will not be printed.**

**PF10**
- **PF10**
  - **Item Description**
    - IDesc
    - Enter additional detail for the line item description.

**PF11**
- **PF11**
  - **Multiple Accounts**
    - MAcct
    - Add/view account distribution information.
Pending vouchers are used to process payment for purchasing invoices. Pending vouchers differ from regular vouchers in that they remain “pending” until the completion of some other action allows them to post. Pending vouchers created through the purchasing module will remain “pending” until the invoice document has been closed and all of the required matching is complete.

Pending vouchers are created for your purchasing invoices using Screen 345.

You will get a message to rebuild the voucher (using PF7) if the purchasing document has been re-opened and has been changed. See “Rebuilding Voucher” later in this section.

### Screen 345 - Invoice Pending Voucher Create/Modify

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>345 Invoice Pending Voucher Create/Modify</td>
<td>12/21/09 16:14</td>
</tr>
<tr>
<td>Screen: __</td>
<td>Doc: E607230 Inv: 48722806 ___ Voucher: 5141654</td>
</tr>
<tr>
<td><em>ACH VENDOR</em></td>
<td>FY 2010 CC 02</td>
</tr>
<tr>
<td>Default Cost Ref: N</td>
<td></td>
</tr>
<tr>
<td>Doc Summary: COMPUTER EQUIPMENT PURCHASE - 48722806</td>
<td></td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvvL DALE FINANCIAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>Type: 0</td>
<td>Dept. Ref: #: 00000 Enclosure Code: _</td>
</tr>
<tr>
<td>Invoice Date: 09/03/2005</td>
<td>Order Date: 09/03/2005 Delivery Dt: 09/03/2005</td>
</tr>
<tr>
<td>State Req Nbr: ___________</td>
<td>SGC Ord: _______ Due Date: 12/01/2005</td>
</tr>
<tr>
<td>Description: COMPUTER SYSTEM UPGRADES</td>
<td></td>
</tr>
<tr>
<td>Cust AR NBR: xxx-xxxxxxx-xxx _ ACH Ovrld: _ Hold Flag: N</td>
<td></td>
</tr>
<tr>
<td>Alt.Vendor: ___________ W2/SSN: _________ Travel Hotel Zip: _________</td>
<td></td>
</tr>
<tr>
<td>USAS Doc Type: _ PCC Code: _ PDT Code: _</td>
<td></td>
</tr>
<tr>
<td>LDT Codes: _ _ _ _ Confidential: _ _ Reason: _</td>
<td></td>
</tr>
<tr>
<td>Cont Wk Force: _ _ _ _                   Fund Type: Local</td>
<td></td>
</tr>
<tr>
<td>Prepaid Bank: 03002</td>
<td></td>
</tr>
<tr>
<td>Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td>Vch Total: 52646.63</td>
</tr>
<tr>
<td>Hmenu Help XHelp ACH Next PIP BVchr Info INote Desc Mlti</td>
<td></td>
</tr>
</tbody>
</table>

The **Customer AR NBR** field is protected and will only be visible if you have the appropriate element security for it to be displayed.

The **Confidential** field identifies whether vouchers or line items have been marked as “confidential.” Any voucher line item with an object code that maps to the Comptroller List of Confidential Codes is flagged by the FAMIS programs as “confidential,” even if the Confidential Indicator is not entered on the screen.

The **PF11 (Mlti)** key allows you to see the bank number assigned to the line item.
Press PF8 to view the Invoice/Purchase Order Information

+-------------------------------------+-------------------------------------+
| Vendor: 1vvvvvvvvvD DALE FINANCIAL SERVICES | Inv Total: 52646.63 |
| Document Dt: 09/03/2005 | Cat.: EP User Ref: 510474-00000 |
| Type Funds: | Contact Person: | Ph: |
| Type Ord: | Terms: | FOB: |
| PO Total: 52646.63 | |
+-------------------------------------+-------------------------------------+

Invoice Pending Voucher Process

The **Override Bank** field will be replaced with **Prepaid Bank** if the **Prepaid Inv.** field is “Y.”

**Prepaid Revolving**

For a reimbursement, when the revolving flag is “Y,” the **Prepaid Bank** field must contain the state bank that will be used for the reimbursement. The transactions for the local side will use the revolving bank set up on Screen 823.

Screen 345 – Alt. Vendor Pop-Up

| Alternate Vendor Mismatch | |
| Voucher Alt Vendor: 1vvvvvvvvvD | |
| Invoice Header Alt Vendor: 1vvvvvvvvvD | |
| Document Reimburse ID: | |
| Do you wish to continue? _ (Y/N) | |

If the alternate vendor numbers do not match on the purchasing document, invoice header, or voucher, you will receive a pop-up window warning of the mismatch and be given the choice of whether or not to continue.

Screen 345 - Multi-Account Pop-Up Window

- The **Enc. Obj** field is protected
- Entry is taken from the purchase order
- Changes to the purchasing document require that the voucher be “rebuilt” to get the correct encumbrance object code. You can rebuild using the **PF7** key on Screen 345.

<table>
<thead>
<tr>
<th>Ln: 1</th>
<th>Account</th>
<th>Enc. Obj</th>
<th>F/P Bank</th>
<th>F Code</th>
<th>Amount</th>
<th>1099</th>
</tr>
</thead>
<tbody>
<tr>
<td>510474 00000</td>
<td>8350</td>
<td>F</td>
<td>6350</td>
<td>F</td>
<td>00002</td>
<td>7376</td>
</tr>
<tr>
<td>Datas:</td>
<td>Req Pay:</td>
<td>IC:</td>
<td>Rsn:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ln: ______</td>
<td>______</td>
<td>PCA:</td>
<td>Cost Ref</td>
<td>1:</td>
<td>2:</td>
<td>3:</td>
</tr>
</tbody>
</table>

Total Posted Items: 1 Page: 1 of 1 Total Amount: 52646.63

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Exit Next XRItm Bkwd Frwd VOInt
Basic Steps

Create a New Pending Voucher

- Type a purchase document and invoice number in the fields provided.
- Type a zero (0) in the Voucher field.
- Press <ENTER> to pull in information from the purchase document and create the pending voucher for your invoice.
- Press <ENTER> a second time to access the multi-account pop-up window. Make any necessary changes.
- Press <ENTER> to record the account information as part of the pending voucher.

Modify Your Pending Voucher

- Type a purchase document, invoice, and voucher number in the fields provided.
- Press <ENTER> to access current voucher information.
- Make changes to the voucher header, as desired.
- Press PF11 to access the multi-account pop-up window. Make changes to the voucher account information, as desired.
- Press <ENTER> to record the account information and exit the pop-up window.
- Press PF7 (BVchr) to rebuild the voucher with the new information.

Invoice Pending Voucher Process

Pending Vouchers
A pending voucher is a voucher that has not yet been posted to accounting. It is “pending” some further action before posting can take place. Pending vouchers are used so that you may enter and/or modify voucher information as needed before the voucher is posted. This makes it possible for you to change voucher information, such as vendor and subcode, that you would not be able to modify using regular voucher processes.

Generating the accounting entries that expense the line item accounts will occur when your pending voucher is “posted.” There are two ways to post a pending voucher.

1. Online, using the PF10 key (labeled “Post”) on the invoice document close screen (Screen 346)
   OR
2. allowing the nightly cycle to process the pending voucher

The status of the voucher changes from “pending” to “outstanding” when it is posted.

Before a pending voucher can successfully post its accounting entries, the invoice document must be closed and all required matching must be complete.
Screen 345 – Invoice Pending Voucher Create/Modify (cont’d)

**Rebuild Vouchers**

When you make changes to an existing pending voucher, you must “rebuild” the voucher before it can post. You can do this using the *PF7 BVchr* key on Screen 345.

When the voucher is rebuilt, the voucher is actually deleted from the file and starts all over. So FAMIS goes back and gets the information (including the invoice date) from the header all over again.

**Prepaid Transaction Type**

If the prepaid transaction type “6” is entered, a voucher with transaction 166 will be created. It is a prepaid with no reconciliation; no check will be added to the check reconciliation file. This transaction and voucher will work like the transaction type “6” on Screen 109.

> The prepaid flag must be set to “Y” on Screen 345 when “6” is entered in the *Type* field.

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

**Action Line**

- **Doc:** 7 character/digits
  Identify the purchase document number associated with the invoice.

- **Inv:** 14 digits
  Indicate the invoice number, as assigned by the vendor, for the selected order.

- **Voucher:** 7 digits
  Identify the system-assigned pending voucher number, or enter a zero (0) to have the system create a new pending voucher number.

- **Default Cost Ref:** 1 character
  Value should be “N.” The default value is the Department Code. (For TTI, type “Y” to have the default cost accounting reference values filled in for the cost reference fields.)

- **Doc Summary:** 50 characters
  Enter a short description of the order. This field will be pulled in from the purchase document, but you may change it if desired.

- **Vendor:** 11 digits/30 characters
  Indicates the vendor to be paid for the order, as entered on the PO.

- **Type:** 1 digit
  Enter the third digit of the transaction code, which designates the type of transaction taking place. If using type “6,” you must enter “Y” in the *Prepaid Inv* field. Valid values are 0 to 9.

The first 2 digits are assigned by FAMIS based on the screen and function that is being enacted.
Dept. Ref. #: 7 digits
Include the departmental reference number. This reference, assigned by the department, will be filled in from the User Reference number on the PO.

Enclosure Code: ? Help 1 character/digit
Designate the code for determining how enclosures are to be handled. This will force separate checks for local vouchers. Vouchers will be grouped by identical codes. For example:
A = Auditor
BLANK = Not specified
C = Comptroller
Y = Enclosures
1 = Housing deposit refunds
2 = Sims stipends

Invoice Date: PF2 Help 8 digits
Displays the date the invoice was issued.

Order Date: ? Help 8 digits
Indicate the date the order was placed. This field will be filled in from the PO and is required for State vouchers.

Delivery Dt: ? Help 8 digits
Identify the expected delivery date of the order. This field is required for State vouchers.

State Req Nbr: PF2 Help 11 digits
Enter the State Requisition Number. This field is required if State funds are used for the order.

GSC Ord: 7 digits
Identify the General Services Commission order number for purchase orders that require GSC approval.

Due Date: ? Help 8 digits
Indicate the due date for the payment of the order. This field determines when the voucher is pulled to cycle for payment.

Description: 35 characters (2 lines)
Include a short description of the voucher to be created/modified. The system will automatically pull in the description of the first line item on the invoice, unless otherwise specified.

Disc Due Dt: PF2 Help 8 digits
Shows the discount due date, identifying the date by which payment must be received by the vendor in order to secure the agreed discount.

Inv Rcvd Dt: 8 digits
Displays the date the invoice was received.
### Screen 345 – Invoice Pending Voucher Create/Modify (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Type/Usage</th>
</tr>
</thead>
</table>
| **Cust AR NBR:**   | 25 characters/digits  
  Denotes the customer accounts receivable number that is assigned to the purchaser by vendor. It is copied from **Screen 340**.  
  You must have element security to view this number. |
| **ACH Ovrd:**      | 1 character  
  Type “Y” if an override is to be put on the ACH voucher – thereby creating a check in the check cycle. |
| **Hold Flag:**     | ? Help 1 character  
  Type “Y” to hold the voucher or prevent it from entering the check cycle. |
| **Alt Vendor:**    | PF2 Help 11 digits  
  Identify the alternate vendor’s ID number who will receive payment for the order. |
| **W2/SSN:**        | 9 digits  
  Include the W2/Social Security Number for the employee if the voucher is for services (i.e., moving). |
| **Travel Hotel Zip:** | 9 digits  
  Enter the zip code of the hotel used for travel. This helps to determine the percentage usage and whether or not the State discount rate is being utilized. |
| **USAS Doc Type:** | 1 character  
  Include the USAS document type, which determines how to process the voucher at the State level. |
| **PCC Code:**      | ? Help 1 character  
  Indicate the purchase category code that identifies various purchase types and their associated payments. Examples:  
  A = GSC term contract-automated  
  B = GSC term contract-scheduled  
  BLANK = not applicable/GSC exempt |
| **PDT Code:**      | ? Help 2 characters  
  Enter a payment distribution type code to identify how transactions will be combined for warrants and direct deposits. Examples:  
  BLANK = Default from TPIS system  
  D = DIR deposit, do not combine  
  DF = DIR deposit, combine within A  
  DH = Direct deposit, warrant hold |
| **LDT Codes:**     | ? Help 2 characters/digits  
  Identify the legal descriptive text codes that define any special processing needed for the order. **LDT codes are required with USAS Doc Type of “9.”**  
  Examples:  
  BC = Baylor College of Dentistry-exempt. Educational code  
  CC = Examinations of current catalogues, list and price quotations  
  CY = Cyclotron fabricates equipment  
  01 = Auxiliary Enterprises- TAC 10,D,2155.141 |
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IC:</strong></td>
<td>1 character. Identify the interest calculation procedure to be followed.</td>
</tr>
<tr>
<td></td>
<td>A = Accept Scheduling of Late Payment</td>
</tr>
<tr>
<td></td>
<td>BLANK = None</td>
</tr>
<tr>
<td></td>
<td>F = Force Interest Calculation</td>
</tr>
<tr>
<td></td>
<td>R = Refuse Interest Calculation</td>
</tr>
<tr>
<td><strong>Reason:</strong></td>
<td>2 characters. Include the reason for interest exemption.</td>
</tr>
<tr>
<td></td>
<td>AD = Agency Discretion Exercised</td>
</tr>
<tr>
<td></td>
<td>AI = Automation Issue(s)</td>
</tr>
<tr>
<td></td>
<td>AP = Advance Payment</td>
</tr>
<tr>
<td></td>
<td>DP = Disputed Payment</td>
</tr>
<tr>
<td></td>
<td>DT = Direct Payment of Travel Expenses</td>
</tr>
<tr>
<td></td>
<td>FC = FED Contract/Terms Prohibit Pymt</td>
</tr>
<tr>
<td></td>
<td>GE = GSC Exemption Granted 7 Documented</td>
</tr>
<tr>
<td></td>
<td>MI = Mailing Instr On PO Not Followed</td>
</tr>
<tr>
<td></td>
<td>NI = No Invoice Received</td>
</tr>
<tr>
<td><strong>Cont Wk Force:</strong></td>
<td>1 character. “Y” indicates that this payment is to be flagged as a Contract Work Force payment.</td>
</tr>
<tr>
<td><strong>Confidential:</strong></td>
<td>1 character. Identify whether the voucher is to be marked as “confidential.”</td>
</tr>
<tr>
<td></td>
<td>Blank = Can be left blank on both header and line items</td>
</tr>
<tr>
<td></td>
<td>N = Not confidential</td>
</tr>
<tr>
<td></td>
<td>S = Some information is confidential such as description</td>
</tr>
<tr>
<td></td>
<td>Y = Confidential</td>
</tr>
<tr>
<td><strong>Wire Transfer:</strong></td>
<td>1 character. Indicate whether payment is made or to be made by use of a wire transfer.</td>
</tr>
<tr>
<td><strong>Revolving:</strong></td>
<td>1 character. Type “Y” if the voucher is to be processed as a revolving voucher. If “Y,” the prepaid bank field must contain the state bank that will be used for the reimbursement.</td>
</tr>
<tr>
<td><strong>Fund Type:</strong></td>
<td>8 characters. Identifies the type of fund that was used to pay for the specified order.</td>
</tr>
<tr>
<td><strong>Prepaid Inv:</strong></td>
<td>1 character. Enter “Y” if this voucher is for a prepaid invoice.</td>
</tr>
<tr>
<td><strong>Check Nbr:</strong></td>
<td>6 digits. Identify the check number that was issued if this voucher is for a prepaid invoice.</td>
</tr>
</tbody>
</table>
| **Check Dt:** | 8 digits. Enter the check date for the prepaid invoice. }
Screen 345 – Invoice Pending Voucher Create/Modify (cont’d)

**Override Bank:**
5 digits
Include the number of the bank you wish to use to override the original bank for the order. This will set all voucher line item bank numbers to the override bank number.

**OR**

**Prepaid Bank:**
If “Y” is entered in the *Revolving* field, the *Override Bank* field changes to “Prepaid Bank.” This field must contain the state bank that will be used for the reimbursement. The transactions for the local side will use the revolving bank set up on Screen 823.

**Vch Total:**
15 digits
Shows the total dollar amount processed for the voucher.

**PF8 Invoice/Purchase Order Information**

**Vendor:**
11 digits
Indicates the vendor to be paid for the order, as entered on the PO.

**Inv Total:**
11 digits
Displays the total dollar amount processed on the invoice.

**Document Dt:**
8 digits
Designates the date that the document was created by the system.

**Cat:**
2 characters
Identifies the document category used to define receiving and accounting properties of the order.

**User Ref:**
10 digits
Displays the user reference number, which is made up of the subsidiary ledger account number followed by the departmental reference number.

**Type Funds:**
1 character
Indicates the type of funds used to pay for the selected order.

**Contact Person:**
25 characters
Displays the name of the person to contact regarding this purchase order.

**Ph:**
10 digits
Shows the area code and phone number for the contact person.

**Type Ord:**
3 characters
Indicates the type of order associated with this purchase order.

**Terms:**
10 characters/digits
Indicates any special payment terms for the invoice. For example: 2/10/n/30 would mean a 2% discount if paid before the 10th day after the invoice date, or pay the net amount if paid after the 10th day and before 30 days past the invoice date.
Screen 345 – Invoice Pending Voucher Create/Modify (cont’d)

**FOB:**

PF2 Help 2 characters
Shows any freight terms for the selected order.

**PO Total:**

PF2 Help 13 digits
Identifies the total dollar amount encumbered for the purchase order.

**Additional Functions**

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

PF4 ACH
Displays ACH information.

PF5 Next
Goes to next screen that follows in sequence.

PF6 Purchasing Invoice Problem
Allows you to notify the creator of problems with invoice. See the basic concepts topics for this section for more information.

PF7 Build Voucher
Rebuild voucher after changes have been made to the purchase order on the 220 Screens. Only used if the voucher number has already been assigned.

PF8 Information
Displays additional invoice/purchase order information for the document.

PF9 Invoice Notes
Displays invoice notes.

PF10 Description
Displays a detailed description of the line item.

PF11 Multi- Account
Use this for multi-account vouchering.
Close the Invoice Document

Closing an invoice document completes the entry of invoice data and initiates the check for a two-way or three-way match. Payment will not be processed for an invoice until the invoice document has been closed and matched successfully.

An invoice can be cancelled using Screen 341 if no items have been entered by the Fiscal Office. However, once any items have been entered, the invoice must be cancelled using Screen 346.

This screen will allow an invoice to be cancelled even if the purchasing document has been flagged as completed.

**Screen 346 - Invoice Document Close**

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Doc: P200002</th>
<th>Inv: 3101__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: 1vvvvvvvv1</td>
<td>BIOLAB INC</td>
<td>Amount: 1071.00</td>
</tr>
<tr>
<td>Invoice Dt: 01/12/2012</td>
<td>Delivery Dt:</td>
<td>Routing Status:</td>
</tr>
<tr>
<td>Inv Rcvd Dt: 01/12/2012</td>
<td>Act Rcvd Dt: 01/12/2012</td>
<td>Req Pay Dt:</td>
</tr>
<tr>
<td>Terms:</td>
<td>Voucher: 1660616</td>
<td>FY: 2012</td>
</tr>
<tr>
<td>Original Inv:</td>
<td>Posted Status: Y</td>
<td>VOUCHER POSTED</td>
</tr>
<tr>
<td>Last Mod By: NASH, NITA N</td>
<td>Date: 01/25/2012</td>
<td>Current Status: COMPLETE</td>
</tr>
<tr>
<td>Matching Status: MATCH SUCCESSFUL</td>
<td>Close Invoice Document: Y ('N' to Reopen if closed)</td>
<td></td>
</tr>
<tr>
<td>Cancel Invoice Document: N ('N' to reinstate if cancelled)</td>
<td>Budget Balance Override Actuals: N</td>
<td></td>
</tr>
</tbody>
</table>

---------------------- Purchase Order Information -----------------------------

<< Dates >> Vendor: 1vvvvvvvv1 BIOLAB INC
Document: 05/02/2011 Cat.: RO User Ref: 270780-00771
Exp.Dlvry: Contact Person: ANNE ANDERSON Ph: 979-888-7777
Prior Inv. Forced: Buyer: CCC CONLEY, CHARLES Ph: 979-888-3333

Basic Steps

**Close Invoice Document**

- Type a purchase document and invoice number in the fields provided.
- Press <ENTER> to display existing invoice information.
- Type “Y” in the Close Invoice Document field, and press <ENTER> to close the invoice and initiate a two-way or three-way match check.

**Re-open Invoice Document**

- Type a purchase document and invoice number in the fields provided.
- Press <ENTER> to display existing invoice information.
- Type “N” in the Close Invoice Document field, and press <ENTER> to re-open your invoice document.
Cancel Invoice Document
- Type a purchase document and invoice number in the fields provided.
- Press <ENTER> to display existing invoice information.
- Type a “Y” in the Cancel Invoice Document field, and press <ENTER> to cancel your invoice document.

Invoicing Process

Matching Status
When you close an invoice document, the system attempts to make either a two-way match or a three-way match. The matching process compares data from the purchase order to the invoice information for the two-way match, or data from the purchase order to the invoice information as well as the receiving information for the three-way match. The status of the match will be displayed on this screen (Screen 346) in the Matching Status field.

A successful match indicates that the pending voucher can be posted. This is done either

1. online, by pressing PF10 (labeled Post) which posts the accounting immediately

OR

2. by taking no manual action and allowing the system to process the pending voucher in the nightly cycles

The matching process may be overridden, which ignores whether any of the data matches, by entering a “Y” in the Force Pymt field on the Invoice Header Create Screen (Screen 340).

A three-way match requires the purchase order (PO) information to match both the invoice and the receiving information. In a three-way match, the document is checked when you close the invoicing as well as when you close the receiving.

Receiving does not have to be matched to close an invoice; only invoice and PO information must match or forced.

Tolerance Checking
There are four tolerance checking tests in FAMIS. These tests are performed when an invoice is closed on Screen 346. The values used for these tests are maintained on Screen 312 in FAMIS. The four tests are as follows:

| * ------------------------ * Tolerance Checking * ------------------------ * |
|---------------------------|---------------------------|
| Unit Price Control (UPC) $: ______ | Ext. Price Control (XPC) $: ______ |
| *----- UPC CONTROL -----* | *----- XPC CONTROL -----* |
| Unit Price Ext. Price Extended Price Quantity |
| Percent Cap Amount Percent Percent |
| Above (A): ______ ______ ______ ______ |
| Below (B): ______ ______ ______ ______ |

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--
Hmenu Help EHelp
Screen 346 – Invoice Document Close (cont’d)

**UPC (Unit Price Control) High Dollar vs. Low Dollar Determination**
First, the system determines whether the item is a UPC high dollar or UPC low dollar item. This, in turn, determines whether the above or below values will be used from the table on Screen 312 for the tolerance checking tests.

The *Unit Price Dollar Control (UPC)* field determines whether an item is a “high dollar” item or a “low dollar” item. Basically, if the item unit price is greater than the *Unit Price Control (UPC)* field, it is considered a “high dollar” item. Otherwise, it is a “low dollar” item.

- **PO unit price is >= the unit price control (UPC)**
  - the item is a UPC high dollar item.

- **PO unit price is < the unit price control**
  - the item is a UPC low dollar item

The system runs two types of tests: those against the unit price controls and those against extended price controls.

**UPC (Unit Price Control) Tests**
High dollar items use Above Unit Price Percent and Ext. Price Cap Amount
Low dollar items use Below Unit Price Percent and Ext. Price Cap Amount

**Test 1: Unit Price Percent**
Invoice Unit Price \(\leq\) PO Unit Price + (PO Unit Price \times Unit Price \%)  

**Test 2: Extended Price Cap**
Invoice Extended Price \(\leq\) PO Extended Price + Above Cap Amount

If either test fails, an error is returned and no further checking is done.

If both tests pass and the item is high dollar, no further tests are done.

If both tests pass and the item is low dollar, tolerance checking continues.

**XPC (Extended Price Control) High Dollar vs. Low Dollar Determination**
If the invoice passes the above tolerance checking calculations 1 and 2, the next step is to check the XPC (extended price) control to determine whether the item is an XPC high dollar item or an XPC low dollar item.

- **PO extended price is >= extending price control (XPC)**
  - item is a XPC high dollar item.

- **PO extended price is < extending price control (XPC)**
  - item is a XPC low dollar item
**XPC (Extended Price Control) Tests**

XPC high dollar items use Above Extended Price Percent and Quantity Percent.

XPC low dollar items use Below Extended Price Percent and Quantity Percent.

*The extended price tests are run only if the item is a UPC low dollar item.* (This is the way IA designed the system.) The assumed reason is that high dollar items will be caught in the extended price cap test (above), and the XPC tests remain for use by low dollar items.

**Test 3: Extended Price Percent**

Invoice Extended Price <= PO Extended Price + (PO Extended Price x Extended Price %)

**Test 4: Quantity Percent**

Invoice Quantity <= PO Quantity + (PO Quantity x Quantity %)

If either test fails, the error is returned.

**Summary of Tolerance Checking Calculations**

**Test 1: Unit Price Percent**

(percent value is the above or below percent based on UPC test)

Invoice Unit Price <= PO Unit Price + (PO Unit Price x Unit Price %)

**Test 2: Extended Price Cap**

(amount is the above or below amount based on UPC test)

Invoice Extended Price <= PO Extended Price + Above Cap Amount

**Test 3: Extended Price Percent**

(percent value is the above or below percent based on XPC test)

Invoice Extended Price <= PO Extended Price + (PO Extended Price x Extended Price %)

**Test 4: Quantity Percent**

(quantity percent is the above or below percent based on XPC test)

Invoice Quantity <= PO Quantity + (PO Quantity x Quantity %)
Screen 346 – Invoice Document Close (cont’d)

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

**Action Line**

◆ Doc: 7 character/digits
Identify the invoice document number you would like to close, re-open, or cancel.

◆ Invoice: 14 digits
Indicate the desired invoice number associated with the purchase document to be closed, re-opened, or cancelled.

**Screen Information**

Vendor: 11 digits
Displays the identification number and name of the vendor to be paid for the order.

Amount: PF2 Help 14 digits
Identifies the total dollar amount invoiced for this order.

Routing Status: 2 characters
Indicates the current status of the document in the routing and approval system of FAMIS.

Invoice Dt: 8 digits
Indicates the date that the invoice was created on the system.

Delivery Dt: 8 digits
Shows the delivery date.

Inv Rcvd Dt: 8 digits
Displays the date the invoice was received.

Act Rcvd Dt: 8 digits
Identifies the last date all items were actually received if more than one shipment is involved. This date is generated by FAMIS.

Req Pay Dt.: 8 digits
Displays the date you requested that the State pay the voucher.

Terms: 6 digits/3 digits/1 character/3 digits
Indicates any special payment terms for the invoice. For example: 2/10/n/30 would mean a 2% discount if paid before the 10th day after the invoice date, or pay the net amount if paid after the 10th day and before 30 days past the invoice date.

Voucher: PF2 Help 7 digits
Shows voucher number assigned to order when pending voucher was created.
**Screen 346 – Invoice Document Close (cont’d)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **FY:**             | 4 digits
Displays the fiscal year the invoice was created.                                                                                           |
| **Original Inv:**   | 14 digits
Identifies the original invoice number in the event of duplicate invoices.                                                                     |
| **Posted Status:**  | 1 character
“Y” indicates the voucher has been posted.                                                                                                  |
| **Last Mod By:**    | 12 characters
Identifies the name of the person who modified the record.                                                                                   |
| **Date:**           | 8 digits
Displays the date the invoice was modified.                                                                                                  |
| **Current Status:** | 10 characters
Displays the current status of the invoice. Valid status values include open, closed, and canceled.                                             |
| **Matching Status:**| 10 characters
Indicates the status of the two-way or three-way match check for the invoice.                                                                 |
| **Close Invoice**   | 1 character
Enter “Y” to close the invoice. You may enter an “N” on a closed invoice to re-open it.                                                     |
| **Cancel Invoice**  | 1 character
Type “Y” to cancel the selected invoice. You may type an “N” on a canceled invoice to reinstate it.                                           |
| **Budget Balance**  | 1 character
Enter ‘Y’ and press **PF10** to post the invoice, regardless of whether there is sufficient budget balance available.                        |

**Purchase Order Information**

<><Dates>>

| Document:           | 8 digits
Designates the date that the document was created by the system.                                                                               |
| Exp. Dlvry:         | 8 digits
Indicates the date the goods are expected to be delivered.                                                                                   |
| Prior Inv. Forced:  | 5 digits
Shows the number of invoices forced prior to this current shipment.                                                                           |
| Vendor:             | 11 digits
Indicates the vendor to be paid for the order, as entered on the PO.                                                                          |
| **Cat:**            | 2 characters
Identifies document category used to define receiving and accounting.                                                                         |
Screen 346 – Invoice Document Close (cont’d)

**User Ref:**

10 digits/characters
Displays the user reference number, which consists of the subsidiary ledger account number followed by the departmental reference number.

**Contact Person:** **PF2 Help**

25 characters
Displays the name of the person to contact regarding this purchase order.

**Ph:**

10 digits
Indicates the area code and phone number for the contact person.

**Buyer:**

3 characters
Displays the buyer’s code and name of the person for this order.

**Ph:**

10 digits
Indicates the area code and phone number for the buyer.

**Additional Functions**

**PF KEYS**

See the Appendix for explanation of standard PF keys.

**PF5**

Next
Goes to next screen that follows in sequence.

**PF6**

**Purchasing Invoice Problem**

Allows you to notify the creator of any problems with the invoice. *See the basic concepts topics for this section for more information.*

**PF7**

**SciQuest Multi-Voucher**

If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.

**PF8**

**Cancel/Reinstate**

Enter reason for cancellation or reinstate.

**PF9**

**Notes**

View notes (invoice, receiving, and document) included on the document.

**PF10**

**Post the Invoice**

Allows you to manually post the invoice to accounting without waiting for the voucher/check cycle to run.

**PF11**

**Document Items**

Shows all invoice items.

**PF12**

**Warnings**

Displays any FAMIS warnings.
Section III

Purchasing Invoice Problem (PIP)
PIP Basic Concepts

Purchasing Invoice Problems (PIPs)

What is a PIP?
A PIP is a short name for a Purchasing Invoice Problem document created in the Fiscal Department/Business Office to tell departmental users (or the Purchasing Processing Office) about problems you have noticed with their limited purchase order, exempt purchase order, requisition, or purchase order. Typical problems reported using the PIP document include (A) the invoice line item amount is different from the amount on the purchase document, (B) the wrong subcode was used on the purchase document, or (C) no receiving has been processed by the department to match with the invoice.

Sending a PIP to the creator?
PIPs are sent from the Fiscal Office back to the creator’s In-Box, seen on Screen 910, with “FYA” (to create desk) or “FYI” (to creator), to let them know about a problem that must be resolved before the purchase can be made or paid for.

You can initiate a PIP at any of the invoice entry screens (Screen 340, Screen 342, Screen 344, Screen 345, and Screen 346). However, we recommend that you create your PIP after processing your invoice line items on Screen 342. The PIP should contain a description of the problem you have found and suggestions on how to resolve it.

Screen 340 – Invoice Header Create

![Invoice Details](image)

Press PF8 Info key to view Purchase Order Information:

![Purchase Order Information](image)
If you have found a problem with an invoice that you are processing, you should:

- Press **PF6** (PIP) to bring up the Invoice Problem pop-up window (see below).

**Screen 340 - Invoice Problem Pop-Up Window (PF6)**

```
+-----------------------------------------------------------------------------+
| F6501 Update not allowed because I207003 is routing                       |
| Doc: P005230   Invoice Problem I207003   Type: I   Inv: 20136198             |
| Created By: NASH, NOLAN N on 05/02/2012  0 more PIPs Page: 1               |
| Code V#      *------------------* Code Translation *------------------*     |
| Please be sure that your vendor and the proper remit to                   |
| address has been set up in FAMIS before submitting the                   |
| invoice for payment. You can do this at                                  |
| You may contact apvid@tamuds.tamu.edu if you have any questions. This    |
| has been done for you this time but payment                               |
| has been delayed.                                                        |
| NO RESPONSE REQUIRED.                                                    |

*----------------------* Comments *----------------------*

*----------------------*

PF3=DELETE   PF4=Exit   PF5=NextPIP   PF7=ROUTE   PF9=RESPONSE
```

- Type the problem code in the space provided. If you do not know the problem code, type a question mark to access a pop-up window with a list of available problem codes.
- Press <ENTER> to add the problem information to the PIP.
- Type additional comments/suggestions in the space provided.
- Press <ENTER> to record the PIP information.
- Press **PF7** (Route) to send the PIP document to the creator’s in-box.
- Indicate whether you wish for the creator to have to approve your PIP or whether this is just an informational notice (FYI).
- Press <ENTER> to send the PIP to the creator.
What a PIP looks like when sent for APPROVAL:
The PIP document will consist of the following number: PIP02I7xxxxx. This number is composed of the routing document form (PIP), the campus code (02), and the PIP ID number (I7xxxxx). Select the PIP from your in-box (i.e. by typing an “X” next to it and pressing <ENTER>), then you will see the following screen:

Screen 910 - Routing Document Information Pop-Up Window

Doc ID: PIP01I210137  Status: FYA/FRA Rt
Requested Action: FYA/Approve
Doc Summary: AUGUST, DECEMBER 2011 AND FEBRUARY 2012
Released by: 05/02/2012 by: JONES, JULIE J

Limited Purch : L212263   Invoice : 59212533
PO Doc Creator : REGIS, RITA R   Voucher : 2212511
User Ref : 21510012230   Vchr Stat: P-OP
Dept Name :

-- Press PF6 for more PIP information --

PF4=Exit  PF7=Bck  PF8=Fwrd

This will display the problem code(s), for example, “SD” shown on the screen above. Also displayed is the problem description, followed by notes. The note section is entered by the Fiscal Department when it creates the PIP document. The necessary action, if any, can be found in the description and/or the notes section.
There could be as many as five problem codes and/or notes per PIP document.

As you scroll through the document summary information, both the purchasing document and the invoice will be displayed.
After reviewing the PIP document, you may add routing notes and then approve the document. This will send it along the approval path for your department. You may also add notes to the original purchasing document using Screen 239 (for purchase orders) or Screen 244 (for limited purchases). In the following example, we are entering a routing note by typing “NOT” in the Action field.

```
Screen: ___                                          03/05/02 15:42
Action: NOT

*ROUTING NOTES
Doc ID : PIP021999993                        Status: PROPOSED
Doc Summary: Membership
Released by: 09/08/1996 by LOWELL, LONNIE L

**** Invoice Problem Cover Sheet ****
Limited Purch : L700002                        Invoice : 5259
PO Doc Creator: LARSEN, LARRY                  Voucher : 3001509
User Ref      : 4400000000                      Vchr Stat: P-CL
Dept Name     : MIS PROJECT

-- Press PF6 for more PIP information --
PF4---PF5---PF6---
Exit NDoc DSsumm
```
Screen 910 - Routing Notes Pop-Up Window

<table>
<thead>
<tr>
<th>&gt;&gt; You may add more notes &lt;&lt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason rejected on 04/03/03 by JOHNSON, JULIE J</td>
</tr>
<tr>
<td>NEED MORE INFO ON THE PRODUCT</td>
</tr>
</tbody>
</table>

The final step is approving the PIP document so it will continue along the department’s approval path. Type “APP” in the Action field and press <ENTER>. You will get a pop-up window to confirm the approval. Type “Y” and press <ENTER>. 

| Screen: ___ *** Purchasing Document Cover Sheet *** 02/13/04 17:13 |
| Action: APP *Routing Notes Exist* |
| Doc ID: PRQSAR100001 Status: Rejected Requested Action: |
| Doc Summary +--------------------------|
| Released | Attachments |
| Requisition |
| Contact Per |
| Dept N +---------------------------------|
| Doc Total: 5,450.00 Untransferred Total: 5,450.00 |

*Document Notes

- PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12-
- Exit NDoc Summ RHist Audit Notes Headr Items Track
What a PIP looks like when sent FOR YOUR INFORMATION

Whether sent for Approval or For Your Information, a PIP document will still consist of the same format: PIP02I7xxxxx. This number is composed of the routing document form (PIP), the campus code (02), and the PIP ID number (I7xxxxx). When selecting the document from your inbox, you will see the following:

```
Screen: ___                                               03/05/02 15:42
Action: ___ **Routing Document Information **** CC 02
  *ROUTING NOTES
  Doc ID : PIP029999993                 Status: FYI/NOTIFY
  Doc Summary: Membership
  Released by: 09/08/2002 by LOWELL, LONNIE L
  **** Invoice Problem Cover Sheet ****
  Limited Purch : L700002                Invoice  : 5259
  PO Doc Creator: LARSEN, LARRY          Voucher  : 3001509
  User Ref : 4400000000                 Vchr Stat: P-CL
  Dept Name : MIS PROJECT

-- Press PF6 for more PIP information --
  PP4---PF5---PF6-
  Exit NDoc DSumm
```

Then, by pressing **PF6**, you will see the document summary. This will display the problem code(s), for example, “NR” shown on the screen below. Also displayed is the problem description, followed by notes. The notes section is entered by the Fiscal Department when it creates the PIP document. The necessary action, if any, can be found in the description and/or the notes section. The document summary also displays the same purchasing document and invoice information as shown with the “For Your Approval” example.

```
*************** Document Summary ***************
PIP: I700043 Number of Desc Lines: 5    Page: 1 Of 5
NR  Matching Status = 'No Receiving'. Possible Causes:
  1)Cause: No receiving document.
     Solution: Create a receiving document (Scr 321-326).
  2)Cause: Receiving document not closed.
     Solution: Close receiving document (Scr 326).
  3)Cause: Quantity Received not equal to quantity ordered and/or not equal to quantity invoiced.
     Solution: Verify all quantities. Correct receiving doc if receiving qty’s are wrong (Scr 321-326). Contact Fiscal at 5-1373 if invoice qty’s are wrong.

NOTES: PP4=Exit  PF7=Bck  PF8=Fwrd
```

After reviewing the PIP document, you can discard the document by typing “DEL” in the **Action** field.

```
Screen: ___                                               03/05/02 15:42
Action: DEL **Routing Document Information **** CC 02
  *ROUTING NOTES
  Doc ID : PIP029999993                 Status: FYI/NOTIFY
  Doc Summary: Membership
  Released by: 09/08/2002 by LOWELL, LONNIE L
  **** Invoice Problem Cover Sheet ****
  Limited Purch : L700002                Invoice  : 5259
  PO Doc Creator: LARSEN, LARRY          Voucher  : 3001509
  User Ref : 4400000000                 Vchr Stat: P-CL
  Dept Name : MIS PROJECT

-- Press PF6 for more PIP information --
  PP4---PF5---PF6--
  Exit NDoc DSumm
```
Use **Screen 292** to view information about a PIP when you know the PIP number. Place your cursor on the desired PIP number, or type “X” in the **Sel** (Select) field, and press **PF6** to view details.

### Basic Steps
- Enter a PIP number in the **PIP** field, or press <ENTER> to scroll down and search for a specific document or PIP number.
- Place cursor in the **Sel** field next to the desired PIP number and press **PF6** to view details about the PIP.

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

#### Action Line

- **PIP:** 7 character/digits
  Enter a valid PIP number.

#### Screen Information

- **Sel:** 1 character
  Type “X” and press **PF6** to select a PIP and display the PIP information.

#### PIP Number:

- 7 character/digits
  Displays the PIP number.

#### Type:

- 3 characters
  Shows the type of PIP.
  - **FYA** = For your approval
  - **FYI** = For your information
  - **FRA** = For return approval
Screen 292 - PIP Document Browse (cont’d)

**For Document:** 7 character/digits
Indicates the document number that has a problem or has been corrected.

**Invoice Number:** 14 digits
Shows the invoice number that is associated with the original document and the PIP document.

**Rt Cd:** 2 characters
Identifies the routing status.
Blank  =  In Process  
RJ     =  Rejected 
RC     =  Recalled 
DL     =  Deleted 
EL     =  Exec level 
RL     =  Regulatory level 
PL     =  Processing level 
CO     =  Completed

**Modify Date:** 6 digits
Indicates the date the document was last modified.

**Modify Time:** 4 digits
Shows the time the document was last modified.

**By User:** 7 characters/digits
Identifies the user ID and name of the person performing the action on the document.

*Additional Functions*

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

PF6 View
Displays the invoice problem in detail.
PIP Browse by Purchasing Document

Use Screen 293 to identify PIPs associated with a Purchasing Document. You may not know the PIP number, but you can use the purchasing document number as a starting point. This screen is useful when you need to view all PIPS for a specific document.

<table>
<thead>
<tr>
<th>Doc</th>
<th>PIP</th>
<th>Invoice</th>
<th>Rt</th>
<th>Modify</th>
<th>Modify</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>A122117</td>
<td>I114428</td>
<td>FYI</td>
<td>A122117</td>
<td>FN</td>
<td>08/30/11</td>
<td>STEC02P</td>
</tr>
<tr>
<td>A122132</td>
<td>I203050</td>
<td>FYI</td>
<td>D814205</td>
<td>FN</td>
<td>12/15/11</td>
<td>GILB02P</td>
</tr>
</tbody>
</table>

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

Basic Steps

- Enter a purchasing document number in the **Doc** field, or press <ENTER> to scroll down and search through the PIPS available.
- Place the cursor in the **Sel** field next to the desired PIP and press **PF6** to view details.

PIP Types

**FYA** (for your approval)
Approve and route forward to a person or desk as a For Your Approval document. This is done when you wish a person to approve a document and they are not in the path for that document. Key in the name of the person or the name of the desk to receive the document for approval in the pop-up window that appears when you enter this action.

**FYI** (for your information)
Send a copy of the document to another person or desk not on the document path. Key in the name of the person or name of the desk to receive the information or notification copy.
FRA (for return approval)  Send to another person or desk for approval, and then document returns to the sender. The sender will not approve the document until it returns with the additional approval.

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

**Action Line**

**Doc:** 7 character/digits
Enter a valid purchasing document number.

**Screen Information**

**Sel:** 1 character
Type “X” and press **PF6** to select a PIP and display the PIP information.

**Doc Number:** 7 character/digits
Displays the document number.

**PIP Number:** 7 character/digits
Displays the PIP number.

**Type:** 3 characters
Shows the type of PIP.
FYA = For your approval
FYI = For your information
FRA = For return approval

**Invoice Number:** 14 characters/digits
Indicates the invoice number that is associated with the document.

**Rt Cd:** 2 characters
Shows the routing status.
Blank = In Process
RJ = Rejected
RC = Recalled
DL = Deleted
EL = Exec level
RL = Regulatory level
PL = Processing level
CO = Completed

**Modify Date:** 6 digits
Indicates the date the document was last modified.

**Modify Time:** 4 digits
Shows the time the document was last modified.
Screen 293 - PIP Browse by Purchasing Document (cont’d)

**By User:** 7 characters/digits
Identifies the user ID and name of the person performing the action on the document.

**Additional Functions**

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

**PF6**
**View**
Displays the invoice problem in detail.
PIP Document Browse by Invoice

Use Screen 294 to access PIP information when you know the invoice number. This screen is helpful when you need to view invoices that have had PIPS.

**Screen 294– PIP Browse by Invoice**

<table>
<thead>
<tr>
<th>Sel</th>
<th>Invoice Number</th>
<th>Doc Number</th>
<th>PIP Number</th>
<th>Type</th>
<th>Cd</th>
<th>Date</th>
<th>Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N3247090</td>
<td>P802778</td>
<td>I207078</td>
<td>FYI</td>
<td>FN</td>
<td>05/07/12</td>
<td>11:08</td>
<td>NAVC02P</td>
</tr>
<tr>
<td>2</td>
<td>N32705</td>
<td>L207327</td>
<td>I202498</td>
<td>FYA</td>
<td>CN</td>
<td>11/30/11</td>
<td>16:51</td>
<td>NAVC02P</td>
</tr>
<tr>
<td>3</td>
<td>N33055</td>
<td>L214264</td>
<td>I204791</td>
<td>FYI</td>
<td>FN</td>
<td>02/20/12</td>
<td>13:58</td>
<td>NAVC02P</td>
</tr>
<tr>
<td>4</td>
<td>N33560057</td>
<td>P603457</td>
<td>I612439</td>
<td>FYA</td>
<td>FN</td>
<td>06/19/06</td>
<td>06:57</td>
<td>NAVC02P</td>
</tr>
<tr>
<td>5</td>
<td>N33838</td>
<td>L214265</td>
<td>I204791</td>
<td>FYI</td>
<td>FN</td>
<td>02/20/12</td>
<td>13:58</td>
<td>NAVC02P</td>
</tr>
<tr>
<td>6</td>
<td>N34543199</td>
<td>Z615262</td>
<td>I615849</td>
<td>FYA</td>
<td>CN</td>
<td>08/21/06</td>
<td>13:20</td>
<td>JOHP02P</td>
</tr>
<tr>
<td>7</td>
<td>N3487831</td>
<td>L906025</td>
<td>I901485</td>
<td>FYI</td>
<td>FN</td>
<td>10/07/08</td>
<td>11:42</td>
<td>NAVC02P</td>
</tr>
<tr>
<td>8</td>
<td>N35591057</td>
<td>P603427</td>
<td>I612846</td>
<td>FYA</td>
<td>CN</td>
<td>06/27/06</td>
<td>14:54</td>
<td>WANA02P</td>
</tr>
<tr>
<td>9</td>
<td>N36725</td>
<td>L214861</td>
<td>I205072</td>
<td>FYI</td>
<td>FN</td>
<td>02/24/12</td>
<td>16:04</td>
<td>STEC02P</td>
</tr>
<tr>
<td>10</td>
<td>N37377</td>
<td>L214841</td>
<td>I205071</td>
<td>FYA</td>
<td>FN</td>
<td>02/24/12</td>
<td>16:03</td>
<td>STEC02P</td>
</tr>
<tr>
<td>11</td>
<td>N37699</td>
<td>E713038</td>
<td>I715412</td>
<td>FYI</td>
<td>FN</td>
<td>06/22/07</td>
<td>14:52</td>
<td>SMGR02P</td>
</tr>
<tr>
<td>12</td>
<td>N38742</td>
<td>L215715</td>
<td>I205552</td>
<td>FYA</td>
<td>FN</td>
<td>03/06/12</td>
<td>12:49</td>
<td>NAVC02P</td>
</tr>
</tbody>
</table>

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

**Basic Steps**

- Enter an invoice number in the **Invoice** field or press <ENTER> to scroll down and search through the invoices displayed.
- Place the cursor in the **Sel** field next to an invoice number and press **PF6** to view detail about the PIP.

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

**Action Line**

- **Invoice:** 4 characters/digits
  - Enter a valid invoice number.

**Screen Information**

- **Sel:** 1 character
  - Type “X” and press **PF6** to select a PIP and display the PIP information.

- **Invoice Number:** 14 digits/characters
  - Indicates the invoice number that is associated with the PIP document.

- **Doc Number:** 7 character/digits
  - Displays the document number.
**Screen 294 – PIP Browse by Invoice (cont’d)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PIP Number:</strong></td>
<td>7 character/digits</td>
</tr>
<tr>
<td></td>
<td>Displays the PIP number.</td>
</tr>
<tr>
<td><strong>Type:</strong></td>
<td>3 characters</td>
</tr>
<tr>
<td></td>
<td>Shows the type of PIP.</td>
</tr>
<tr>
<td></td>
<td>FYA = For your approval</td>
</tr>
<tr>
<td></td>
<td>FYI = For your information</td>
</tr>
<tr>
<td></td>
<td>FRA = For return approval</td>
</tr>
<tr>
<td><strong>Rt Cd:</strong></td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Shows the routing status.</td>
</tr>
<tr>
<td></td>
<td>Blank = In Process</td>
</tr>
<tr>
<td></td>
<td>RJ = Rejected</td>
</tr>
<tr>
<td></td>
<td>RC = Recalled</td>
</tr>
<tr>
<td></td>
<td>DL = Deleted</td>
</tr>
<tr>
<td></td>
<td>EL = Exec level</td>
</tr>
<tr>
<td></td>
<td>RL = Regulatory level</td>
</tr>
<tr>
<td></td>
<td>PL = Processing level</td>
</tr>
<tr>
<td></td>
<td>CO = Completed</td>
</tr>
<tr>
<td><strong>Modify Date:</strong></td>
<td>6 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates the date the document was last modified.</td>
</tr>
<tr>
<td><strong>Modify Time:</strong></td>
<td>4 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the time the document was last modified.</td>
</tr>
<tr>
<td><strong>By User:</strong></td>
<td>7 characters/digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the user ID and name of the person who took action on the document.</td>
</tr>
</tbody>
</table>

**Additional Functions**

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

**PF6**
- **View**
  - Displays the invoice problem in detail.
Invoicing Inquiry Basic Concepts

Invoice Browse Process

Position the Listing
The invoice listing may be positioned by entering a purchase order number in the Doc field. The document number specified will be displayed on the first information line of the listing.

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.

Status Codes

Document Status
The status field is used to group documents by their levels of processing. This field indicates whether or not the document is available for further corrections. Sample values include the following:

<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>ReOpen (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 (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 the following:

<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)</td>
</tr>
<tr>
<td>MF</td>
<td>Matched (Forced)</td>
</tr>
<tr>
<td>MS</td>
<td>Matched (Successfully)</td>
</tr>
</tbody>
</table>
Routing Status
The routing status field indicates a document’s progress through the routing and approval system. Valid values include the following:

<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>

Voucher Status
The voucher status field indicates the level of system processing of the voucher. Valid values include the following:

<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>
List Invoices by Purchase Order Number

To access invoice information when you know the purchase order (PO) number, use Screen 350. This screen provides summary information about invoices sorted by their PO numbers.

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.

Screen 350 - Invoice Inquiry by PO Document

<table>
<thead>
<tr>
<th>Nbr</th>
<th>P</th>
<th>Doc</th>
<th>I</th>
<th>Invoice</th>
<th>Itm</th>
<th>Invoice Tot</th>
<th>St Voucher</th>
<th>St Date</th>
<th>Vndr Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>P200001</td>
<td>98291694</td>
<td>1</td>
<td>11708.16</td>
<td>CO 1604810 MS 05/04/11</td>
<td>APPLIED A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>P200001</td>
<td>98291696</td>
<td>1</td>
<td>4605.36</td>
<td>CO 1604837 MS 05/04/11</td>
<td>APPLIED A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>P200002</td>
<td>3088</td>
<td>2</td>
<td>1071.00</td>
<td>CO 1637810 MS 11/17/11</td>
<td>BIOTEX BI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>P200002</td>
<td>3101</td>
<td>2</td>
<td>1071.00</td>
<td>CO 1660616 MS 01/12/11</td>
<td>BIOTEX BI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>P200002</td>
<td>3110</td>
<td>2</td>
<td>1071.00</td>
<td>CO 1672008 MS 02/07/12</td>
<td>BIOTEX BI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>P200002</td>
<td>3121</td>
<td>2</td>
<td>1071.00</td>
<td>CO 1702431 MS 12/13/11</td>
<td>BIOTEX BI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>P200003</td>
<td>50284600</td>
<td>1</td>
<td>7319.04</td>
<td>CO 1604832 MS 05/24/11</td>
<td>GI HEALTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>P200004</td>
<td>10205</td>
<td>1</td>
<td>6174.00</td>
<td>CO 1604861 MS 09/01/11</td>
<td>ALDI ALIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>P200005</td>
<td>900388770</td>
<td>1</td>
<td>90.00</td>
<td>CO 1623505 MS 09/29/11</td>
<td>SIELY SWF</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** Press ENTER To view more Items ***

Basic Steps

- 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.
- Place your cursor on a line displayed for an invoice and press PF5 to view SciQuest Multi-Voucher invoice information (if it is a SciQuest invoice).
- 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 purchase order number in the Doc field. 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 levels of processing. This field indicates whether or not the document is available for further corrections. Sample values include the following:

<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 the following:

<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 = Field Help Available Using PF2, ?, or *)

**Action Line**

<table>
<thead>
<tr>
<th>Doc:</th>
<th>7 character/digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the first document number to display, if desired.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pg __ of __</th>
<th>3 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viewed Pg(s): Shows the number of the current page as well as the number of pages to be viewed. You may enter the desired page number to advance to a specific page.</td>
<td></td>
</tr>
</tbody>
</table>

**Screen Information**

<table>
<thead>
<tr>
<th>S:</th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type “X” and press &lt;ENTER&gt; to select an invoice for display on Screen 358.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NT:</th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>An asterisk (*) indicates that there are notes attached to the invoice.</td>
<td></td>
</tr>
</tbody>
</table>
### Screen 350 – Invoice Inquiry by PO Document (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc:</td>
<td>7 character/digits&lt;br&gt;Identifies the document number associated with the invoice.</td>
</tr>
<tr>
<td>PI:</td>
<td>1 character&lt;br&gt;An asterisk (*) in this field indicates that a PIP (purchasing invoice problem) has been processed for this invoice.</td>
</tr>
<tr>
<td>Invoice:</td>
<td>14 characters/digits&lt;br&gt;Displays the invoice number. This number is used to identify the invoice header (created on Screen 340 or Screen 341).</td>
</tr>
<tr>
<td>Nbr Itm:</td>
<td>3 digits&lt;br&gt;Shows the number of items processed on the invoice.</td>
</tr>
<tr>
<td>Invoice Tot:</td>
<td>14 digits&lt;br&gt;Displays the total dollar amount processed for the invoice.</td>
</tr>
<tr>
<td>St:</td>
<td>3 characters&lt;br&gt;Displays the status of the document. For example: SI = SciQuest In Process, SC = SciQuest Closed, IP = In Process, CL = Closed, CN = Cancelled / Deleted, RE = Re-opened for process, CO = Completed</td>
</tr>
<tr>
<td>Voucher:</td>
<td>7 digits&lt;br&gt;Identifies the pending voucher number assigned when the invoice was processed.</td>
</tr>
<tr>
<td>M St:</td>
<td>2 characters&lt;br&gt;Displays the matching status for the specified document. MS = Match Successful, NR = No Receiving, MF = Match Forced, UM = UOM Mismatch</td>
</tr>
<tr>
<td>Invoice Date:</td>
<td>6 digits&lt;br&gt;Indicates the date the invoice was processed by FAMIS.</td>
</tr>
<tr>
<td>Vndr Name:</td>
<td>9 characters&lt;br&gt;Identifies the name of the vendor for the specified purchase.</td>
</tr>
</tbody>
</table>

### Additional Functions

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

**PF5 SqMlt**<br>SciQuest Multi-Voucher<br>If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.
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 PO document number as a starting point.

**Screen 351 - Invoice Inquiry by Vendor**

<table>
<thead>
<tr>
<th>S</th>
<th>T</th>
<th>Doc</th>
<th>I</th>
<th>Invoice</th>
<th>Nbr</th>
<th>Invoice Tot</th>
<th>Mt Invoice</th>
<th>St Voucher</th>
<th>St</th>
<th>Date</th>
<th>Doc Summ</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>-</td>
<td>------</td>
<td>1</td>
<td>66.99</td>
<td>1</td>
<td>193297147</td>
<td>CO 5151636</td>
<td>MS 12/02/05</td>
<td>TONER - C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>------</td>
<td>1</td>
<td>147.00</td>
<td>1</td>
<td>100655811</td>
<td>CO 5021202</td>
<td>MS 10/12/07</td>
<td>STAPLES-C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>------</td>
<td>1</td>
<td>87.63</td>
<td>2</td>
<td>100655809</td>
<td>CO 5021208</td>
<td>MS 10/16/07</td>
<td>STAPLES-C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>------</td>
<td>1</td>
<td>158.00</td>
<td>1</td>
<td>100655810</td>
<td>CO 5021214</td>
<td>MS 10/16/07</td>
<td>STAPLES-C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>------</td>
<td>2</td>
<td>155.63</td>
<td>2</td>
<td>100655812</td>
<td>CO 5021264</td>
<td>MS 10/16/07</td>
<td>STAPLES-C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>------</td>
<td>1</td>
<td>147.00</td>
<td>1</td>
<td>100838032</td>
<td>CO 5032632</td>
<td>MS 10/31/07</td>
<td>STAPLES-C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>------</td>
<td>7</td>
<td>506.48</td>
<td>7</td>
<td>048772818</td>
<td>CO 1323064</td>
<td>MS 07/01/10</td>
<td>XERON WOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>------</td>
<td>2</td>
<td>359.39</td>
<td>2</td>
<td>055225599</td>
<td>CO 1527689</td>
<td>MS 06/06/11</td>
<td>XERON COP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>------</td>
<td>2</td>
<td>209.24</td>
<td>2</td>
<td>027515497</td>
<td>CO 5006916</td>
<td>MS 09/03/07</td>
<td>XERON COP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Type a vendor ID number in the **Vendor** field.
- 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** (Select) 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.

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

**Action Line**

*◆** Vendor: 11 digits
Identify the vendor whose invoice information is to be displayed.

Doc: 7 character/digits
Enter a specific PO document number to be displayed at the top of the list.

Pg __ of ___
Viewed Pg(s): 3 digits
Shows the number of the current page and the number of pages to be viewed. You may enter the desired page number to advance to a specific page.

**Screen Information**

S: 1 character
Type an “X” in this field to select an invoice for display on Screen 358.
Screen 351 – Invoice Inquiry by Vendor (cont’d)

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

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 Screen 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: PF2 Help 2 characters
Indicates status of the invoice.
SI = SciQuest In Process
SC = SciQuest Closed
IP = In Process
CL = Closed
CN = Cancelled/Deleted
RE = Reopened for process
CO = Completed

Voucher: PF2 Help 7 digits
Identifies pending voucher number assigned when the invoice was processed.

M St: 2 characters
Displays the matching status for the specified document.
MS = Match Successful
NR = No Receiving
MF = Match Forced
UM = UOM Mismatch

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.
PFS SciQuest Multi-Voucher
SqMt If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.
Invoice Inquiry by Document Status

Screen 352 enables you to view invoices by document status. Select an invoice to view additional information about the invoice on Screen 358.

Screen 352 - Invoice Inquiry by Document Status

<table>
<thead>
<tr>
<th>352 Invoice Inquiry by Document Status</th>
<th>05/16/12 10:11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___  Status: CO  Doc: _______</td>
<td>FY 2012 CC 02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nbr</th>
<th>Invoice Tot</th>
<th>Voucher St</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>209821</td>
<td>1278779</td>
<td>MS</td>
<td>02/09/10</td>
</tr>
<tr>
<td>70670</td>
<td>1265539</td>
<td>MS</td>
<td>02/11/10</td>
</tr>
<tr>
<td>1807.32</td>
<td>1266033</td>
<td>MS</td>
<td>02/12/10</td>
</tr>
<tr>
<td>70670</td>
<td>1266033</td>
<td>MS</td>
<td>02/12/10</td>
</tr>
<tr>
<td>15021243</td>
<td>1265564</td>
<td>MS</td>
<td>02/12/10</td>
</tr>
<tr>
<td>70706</td>
<td>1265647</td>
<td>MS</td>
<td>02/12/10</td>
</tr>
<tr>
<td>1500039</td>
<td>1285210</td>
<td>MS</td>
<td>02/13/10</td>
</tr>
<tr>
<td>1500041</td>
<td>1265574</td>
<td>MS</td>
<td>02/11/10</td>
</tr>
<tr>
<td>5441523262</td>
<td>1265607</td>
<td>MS</td>
<td>12/09/09</td>
</tr>
</tbody>
</table>

*** Press ENTER To view more Items ***

Basic Steps

- Type the desired invoice status in the Status field.
- If desired, type a specific document number to place it at the top of the list displayed.
- Press <ENTER> to view a list of all invoices for the specified status.
- Type an “X” in the S (Select) 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.

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

Action Line

Status: 11 digits
Identify the desired invoice status of the documents to be displayed.

Doc: 7 character/digits
Enter a specific PO document number to be displayed at the top of the list.

Pg __ of __ Viewed Pg(s):
3 digits
Shows the number of the current page as well as the number of pages to be viewed. You may enter the desired page number to advance to a specific page.

Screen Information

S: 1 character
Type an “X” in this field to select an invoice for display on Screen 358.
Screen 352 – Invoice Inquiry by Document Status (cont’d)

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

St: 2 characters
Indicates status of the invoice.
SI = SciQuest In Process
SC = SciQuest Closed
IP = In Process
CL = Closed
CN = Cancelled/Deleted
RE = Reopened for process
CO = Completed

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 Screen 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.

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.
MS = Match Successful
NR = No Receiving
MF = Match Forced
UM = UOM Mismatch

Invoice Date: 8 digits
Indicates the date the invoice was processed by the system.

Vndr Name: 9 characters
Displays the name of the vendor.

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.
Detailed invoice information, including status information, is displayed on Screen 358. Additional information is available by selecting an item and advancing to Screen 359.

Screen 358 - Invoice Document Inquiry

<table>
<thead>
<tr>
<th>Item S Nbr</th>
<th>Quantity</th>
<th>UOM</th>
<th>UOM Conv</th>
<th>Unit Price</th>
<th>Ext Price</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>1.00 EA</td>
<td>EA</td>
<td></td>
<td>51.34</td>
<td>51.34</td>
<td>NITROGEN, REFRIGERATED</td>
</tr>
<tr>
<td>002</td>
<td>1.00 EA</td>
<td>EA</td>
<td></td>
<td>3.08</td>
<td>3.08</td>
<td>ENERGY SURCHARGE</td>
</tr>
<tr>
<td>003</td>
<td>1.00 EA</td>
<td>EA</td>
<td></td>
<td>8.00</td>
<td>8.00</td>
<td>HAZARDOUS MATERIAL SURC</td>
</tr>
</tbody>
</table>

Basic Steps

- Type document and invoice numbers in the fields provided.
- 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) field to the left of a line item number to select it and advance to Screen 359, where additional invoice information is displayed.

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

**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: PF2 Help 7 digits
Identifies the voucher number assigned when the pending voucher was created for the document.

Inv Amount: PF2 Help 11 digits
Displays the total dollar amount of the invoice.
### Screen 358 – Invoice Document Inquiry (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status:</strong></td>
<td>2 characters &lt;br&gt;Identifies the status of the invoice as well as the date the status was assigned to the invoice. &lt;br&gt;SI = SciQuest In Process &lt;br&gt;SC = SciQuest Closed &lt;br&gt;IP = In Process &lt;br&gt;CL = Closed &lt;br&gt;CN = Cancelled/Deleted &lt;br&gt;RE = Reopened for process &lt;br&gt;CO = Completed</td>
</tr>
<tr>
<td><strong>Vchr FY:</strong></td>
<td>4 digits &lt;br&gt;Displays the fiscal year in which the voucher was processed.</td>
</tr>
<tr>
<td><strong>Inv Dt:</strong></td>
<td>8 digits &lt;br&gt;Indicates the date on the invoice.</td>
</tr>
<tr>
<td><strong>Matched St:</strong></td>
<td>2 characters &lt;br&gt;Displays the matching status for the specified document. &lt;br&gt;MS = Match Successful &lt;br&gt;NR = No Receiving &lt;br&gt;MF = Match Forced &lt;br&gt;UM = UOM Mismatch</td>
</tr>
<tr>
<td><strong>Encl Cd:</strong></td>
<td>1 digit &lt;br&gt;Shows the code for how enclosures are to be handled. &lt;br&gt;This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.</td>
</tr>
<tr>
<td><strong>Inv Rcvd Dt:</strong></td>
<td>8 digits &lt;br&gt;Displays the date the invoice was received.</td>
</tr>
<tr>
<td><strong>Routing St:</strong></td>
<td>2 characters &lt;br&gt;Indicates a document’s status through the routing and approval system.</td>
</tr>
<tr>
<td><strong>PO Liq Ind:</strong></td>
<td>1 character &lt;br&gt;Displays the PO liquidation indicator that is used to indicate whether the encumbrances for the document have been fully liquidated (F), partially liquidated (P), or not liquidated (N).</td>
</tr>
<tr>
<td><strong>Terms:</strong></td>
<td>6 digits/3 digits/1 character/3 digits &lt;br&gt;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.)</td>
</tr>
<tr>
<td><strong>Voucher St:</strong></td>
<td>4 characters &lt;br&gt;Indicates the status of the voucher. Examples: outstanding (OUT), reconciled (RECN), paid (PAID), and in cycle (CYCL).</td>
</tr>
<tr>
<td><strong>Posted:</strong></td>
<td>1 character &lt;br&gt;“Y” indicates a pending voucher has been posted to the system.</td>
</tr>
</tbody>
</table>
Screen 358 – Invoice Document Inquiry (cont’d)

Orig Inv: 14 digits
Indicates the invoice number entered on the original invoice (if this is a follow-up invoice).

SciQuest Inv: 12 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.

PFS
SciQuest Multi-Voucher
If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.
### Purchasing Invoice Problems
**PIP**
Used to display any purchasing invoice problems (PIPs) associated with the selected invoice.

### Audit
**Audit**
View the audit information for the selected Vendor.

### Notes
**Notes**
Free form notes can be entered on a document. These are online 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>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen:</td>
<td>Doc: A000019 Inv: 1442041 Item: 2</td>
</tr>
<tr>
<td>Vendor:</td>
<td>lvvvvvvvvvl RARE INSTRUMENTS</td>
</tr>
<tr>
<td>Inv Amount:</td>
<td>144.08</td>
</tr>
<tr>
<td>Status:</td>
<td>CO 02/26/2010</td>
</tr>
<tr>
<td>Inv Dt:</td>
<td>02/18/2010</td>
</tr>
<tr>
<td>Inv Rcvd Dt:</td>
<td>02/25/2010</td>
</tr>
<tr>
<td>Terms:</td>
<td>Voucher St: RECN</td>
</tr>
<tr>
<td>Item Desc:</td>
<td>P1000 TIPS WITH BOX</td>
</tr>
<tr>
<td>Last Modified by:</td>
<td>SAMPSON, SHEILA S</td>
</tr>
<tr>
<td>Date:</td>
<td>02/26/2010</td>
</tr>
<tr>
<td>Quantity</td>
<td>1.00</td>
</tr>
<tr>
<td>UOM</td>
<td>EA</td>
</tr>
<tr>
<td>Unit Price</td>
<td>36.0200</td>
</tr>
<tr>
<td>Extended Price</td>
<td>36.02</td>
</tr>
<tr>
<td>This Invoice</td>
<td></td>
</tr>
<tr>
<td>Converted</td>
<td>1.00</td>
</tr>
<tr>
<td>Total Ordered</td>
<td>1.00</td>
</tr>
<tr>
<td>Received For PO:</td>
<td></td>
</tr>
<tr>
<td>UOM Error:</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Type document, invoice, and item numbers in the fields provided, and press <ENTER> to display the invoice line item summary.
- Press **PF5** to view SciQuest Multi-Voucher invoice information (if it is a SciQuest invoice).
- Use the additional PF keys at the bottom of the screen to view additional detail about the invoice.

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

**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**: PF2 Help 11 digits
- Identifies the vendor ID number and name on the invoice.

- **Voucher**: PF2 Help 7 digits
- Identifies the voucher number assigned when the pending voucher was created for the invoice.
Screen 359 – Invoice Item Summary (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inv Amount:</td>
<td>Displays the total dollar amount processed for this invoice.</td>
</tr>
<tr>
<td>Status:</td>
<td>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.</td>
</tr>
<tr>
<td>Vchr FY:</td>
<td>Displays fiscal year of the voucher.</td>
</tr>
<tr>
<td>Inv Dt:</td>
<td>Indicates the date the invoice was processed by FAMIS.</td>
</tr>
<tr>
<td>Matched St:</td>
<td>Displays the matching status for the document.</td>
</tr>
<tr>
<td>Encl Cd:</td>
<td>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.</td>
</tr>
<tr>
<td>Inv Rcvd Dt:</td>
<td>Displays the date the invoice was received.</td>
</tr>
<tr>
<td>Routing St:</td>
<td>Shows the status of a document's progress through the routing and approval system.</td>
</tr>
<tr>
<td>PO Liq Ind:</td>
<td>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).</td>
</tr>
<tr>
<td>Terms:</td>
<td>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.)</td>
</tr>
<tr>
<td>Voucher St:</td>
<td>Displays the processing status of the voucher.</td>
</tr>
<tr>
<td>Posted:</td>
<td>“Y” indicates a pending voucher has been posted to the system.</td>
</tr>
<tr>
<td>Item Desc:</td>
<td>Displays a brief description of the selected item.</td>
</tr>
<tr>
<td>Last Modified by:</td>
<td>Identifies the name of the last person to modify the invoice item.</td>
</tr>
<tr>
<td>Date:</td>
<td>Displays the session date entered on the batch header.</td>
</tr>
</tbody>
</table>
**Screen 359 – Invoice Item Summary (cont’d)**

**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 does not match PO and could not be converted to match the PO. Invoice must be forced.

*Additional Functions*

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

**PFS**
- **SciQuest Multi-Voucher**
- If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.

**PF6**
- **Purchasing Invoice Problems**
- Used to display any purchasing invoice problems (PIPs) associated with the selected invoice.

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

**PF8**
- **Address**
- Used to include more lines of address information.

**PF9**
- **Notes**
- Free form notes can be entered on a document. These are online reference notes regarding the document. They will *not* be printed.

**PF10**
- **Accounts Distribution**
- Displays the account distribution information for the invoice.

**PF11**
- **Item Description**
- Enter additional detailed item description.
Document Inquiry Basic Concepts

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.

Positioning 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 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. Typing 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 document classes include the following:

<table>
<thead>
<tr>
<th>VALUE</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Bid</td>
</tr>
<tr>
<td>E</td>
<td>Exempt Purchase</td>
</tr>
<tr>
<td>L</td>
<td>Limited Purchase</td>
</tr>
<tr>
<td>M</td>
<td>Master Order</td>
</tr>
<tr>
<td>P</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>R</td>
<td>Requisition</td>
</tr>
</tbody>
</table>

Using 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 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.

```
Screen 280 - Document Browse

<table>
<thead>
<tr>
<th>S C N</th>
<th>L L T</th>
<th>Doc</th>
<th>Vendor Name</th>
<th>Date</th>
<th>User Ref</th>
<th>Buy</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ P</td>
<td>D200012</td>
<td>R R C INDUSTRIES</td>
<td>12/14/11 270190-54578</td>
<td>GRP</td>
<td>254,682.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>D200013</td>
<td>STRESS RELATIONS</td>
<td>12/16/11 270190-01477</td>
<td>GRP</td>
<td>8,710.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>D200014</td>
<td>PETTERSON ARCHITECT</td>
<td>12/21/11 270190-01592</td>
<td>GRP</td>
<td>15,000.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>D200015</td>
<td>KIMSON-HARE &amp; ASSO</td>
<td>12/21/11 270190-01787</td>
<td>GRP</td>
<td>300,000.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>D200016</td>
<td>BRAZOS VALLEY EXPR</td>
<td>01/06/12 270190-01402</td>
<td>GRP</td>
<td>6,500.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>D200017</td>
<td>BRAZOS VALLEY EXPR</td>
<td>01/06/12 270190-01703</td>
<td>GRP</td>
<td>8,710.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>D200018</td>
<td>PALE SUTHERLAND</td>
<td>01/12/12 270190-01795</td>
<td>GRP</td>
<td>49,775.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>D200019</td>
<td>BRAZOS VALLEY EXPR</td>
<td>01/12/12 270190-01521</td>
<td>GRP</td>
<td>7,275.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>D200020</td>
<td>BRAZOS VALLEY EXPR</td>
<td>01/17/12 270190-01696</td>
<td>GRP</td>
<td>7,625.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>D200021</td>
<td>BRAZOS VALLEY EXPR</td>
<td>02/06/12 270190-02171</td>
<td>GRP</td>
<td>7,450.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>D200022</td>
<td>BRAZOS VALLEY EXPR</td>
<td>02/13/12 270190-02085</td>
<td>GRP</td>
<td>6,200.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>D200023</td>
<td>THE*ARRON STUDIO</td>
<td>02/29/12 270190-02096</td>
<td>GRP</td>
<td>18,930.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>D200024</td>
<td>BRAZOS VALLEY EXPR</td>
<td>02/29/12 270190-33324</td>
<td>GRP</td>
<td>8,875.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More Entries - Press <ENTER> to continue
```

**Basic Steps**

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

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

**Action Line**

Class:◆
Enter the class of document to be displayed. The system will default to the first defined class.

Doc:7 character/digits
Identify the first document number to be displayed.
Screen 280 – Document Browse (cont’d)

**Screen Information**

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

**CL:** 1 character
Shows 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
Displays document numbers for the class of document specified.

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

**Date:** 6 digits
Shows 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
Shows the total dollar amount of all line items for the document.

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

**Additional Functions**

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

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

- **PF6** Receive
  View the receiving information associated with the selected document.
### PF7 Audit
View the audit information for the selected document.

### PF8 Accts
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.
Display Documents by Dept./SubDept. Code

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

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

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

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

Screen 281 - Document Browse by Dept/SubDept

<table>
<thead>
<tr>
<th>SCN</th>
<th>LCT</th>
<th>Doc</th>
<th>Buy</th>
<th>Vendor Name</th>
<th>Date</th>
<th>S-Dept</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>_P</td>
<td>_P</td>
<td>_P</td>
<td>_P</td>
<td>_P *</td>
<td>_P *</td>
<td>_P *</td>
<td>_P</td>
<td>_P</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P000115</td>
<td>TML</td>
<td>NEOPOSTAL</td>
<td>07/23/09</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P000186</td>
<td>TMS</td>
<td>BBI-SCHULZ INC</td>
<td>08/24/09</td>
<td></td>
<td>7,726.86</td>
<td>PRT</td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P000204</td>
<td>TMS</td>
<td>ALTON CORPORATION</td>
<td>08/26/09</td>
<td></td>
<td>78,087.00</td>
<td>PRT</td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P0002923</td>
<td>PAM</td>
<td>BRAZOS COUNTY EXPRESS</td>
<td>02/17/10</td>
<td></td>
<td></td>
<td>DL</td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P005491</td>
<td>TMS</td>
<td>ALTON CORPORATION</td>
<td>08/11/10</td>
<td></td>
<td></td>
<td>DL</td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P100046</td>
<td>TMS</td>
<td>ALTON CORPORATION</td>
<td>07/12/10</td>
<td></td>
<td>81,462.00</td>
<td>PRT</td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P100117</td>
<td>TMS</td>
<td>BBI-SCHULZ INC</td>
<td>08/16/10</td>
<td></td>
<td>25,999.00</td>
<td>PRT</td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P100119</td>
<td>TMS</td>
<td>ALTON CORPORATION</td>
<td>08/16/10</td>
<td></td>
<td>7,776.41</td>
<td>PRT</td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P201625</td>
<td>PSM</td>
<td>TOPS OFFICE SUPPLIES</td>
<td>05/08/12</td>
<td></td>
<td>186.00</td>
<td>CL</td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P201626</td>
<td>PSM</td>
<td>TOPS OFFICE SUPPLIES</td>
<td>05/08/12</td>
<td></td>
<td>130.00</td>
<td>CL</td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P602767</td>
<td>DJY</td>
<td>XERON CORP</td>
<td>04/11/06</td>
<td></td>
<td>10,475.46</td>
<td>PRT</td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P603698</td>
<td>DJY</td>
<td>XERON CORPORATION</td>
<td>04/15/06</td>
<td></td>
<td>28,251.48</td>
<td>PRT</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Type a department code in the Dept field. If you want to include completed documents, type “Y” in the Completed Docs field.
- Type additional data in the available fields, if desired, and press <ENTER> to view a complete list of all documents for the specified department.
- Type an “X” in the SL (Select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place cursor in the SL (Select) field next to a document and use the PF keys available to view additional information.
Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ?, or *)

Action Line
◆ Dept: 5 characters
Identify the department for which you want to browse documents.

SubDept: 5 characters
Indicate the sub-department to be included in the display. Type ***** to see the entire department rather than just one subdepartment.

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

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

Completed Docs: PF2 Help 1 character
Enter “Y” to include completed documents in the display.

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

CL: PF2 Help 1 character
Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

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

Doc: PF2 Help 7 character/digits
Identifies the document numbers for the class of document specified.

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

Vendor Name: PF2 Help 18 characters
Identifies the vendor’s name.

Date: PF2 Help 6 digits
Shows the date the document was set up in FAMIS.

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

Amount: PF2 Help 10 digits
Shows the total dollar amount of all line items for the document.
St: 3 characters
Indicates the status of the document. For example:
- IP = In Process
- CL = Closed
- DL = Deleted
- CO = Completed
- FR = Frozen
- TR = Transferred
- PRT = Printed

Additional Functions

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

PF5 Invc
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.

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 document.
Sort Documents by Account Number

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).

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

### Screen 282 - Document Browse by Account

<table>
<thead>
<tr>
<th>SCN</th>
<th>Supp</th>
<th>EXEMPT</th>
<th>PURCH</th>
<th>Qty</th>
<th>Acct</th>
<th>Vendor Name</th>
<th>Date</th>
<th>User Ref</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_E</td>
<td>E221823</td>
<td>00000</td>
<td>TEXAS A&amp;M UNIVERSITY</td>
<td>04/05/12</td>
<td>944190-2000</td>
<td>1,075.00</td>
<td>CL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_E</td>
<td>E225075</td>
<td>00000</td>
<td>THE ASSOCIATION</td>
<td>05/11/12</td>
<td>944190-5000</td>
<td>2,379.00</td>
<td>CL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_E</td>
<td>E225432</td>
<td>00000</td>
<td>MACY*MOORE</td>
<td>05/15/12</td>
<td>944190-4000</td>
<td>64.30</td>
<td>CL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Basic Steps

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

### Field Descriptions

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Line</td>
<td></td>
</tr>
<tr>
<td>Class:</td>
<td>1 character</td>
</tr>
<tr>
<td>Acct:</td>
<td>11 digits</td>
</tr>
</tbody>
</table>
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:**
  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:**
  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’s 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
  Shows the total dollar amount of all line items for the document.
St: Displays the status of the document. For example:
- CL = Closed
- CO = Completed
- FR = Frozen
- IP = In Process
- TR = Transferred
- PRT = Printed
- DL = Deleted

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

PF5 Invc Invoices
Used to view the invoice details.

PF6 Recv Receiving
View the receiving information associated with the selected document.

PF7 Audit
View the audit information for the selected document.

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

PF9 PIP
Displays the PIP documents.

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

PF11 Items
Lists the line item information.

PF12 Track
Allows you to track the routing history of the selected document.
Browse Documents by User Ref. Numbers

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 online, sorted by their user reference numbers using Screen 284.

Include the User Reference number in the User Ref field in order to view only matching documents, or leave the field blank to view all documents. To limit the display for a specific document class code, use the Include Only Class field.

Screen 284 - Document Browse by User Reference

<table>
<thead>
<tr>
<th>SL</th>
<th>C</th>
<th>N</th>
<th>User Ref</th>
<th>Doc</th>
<th>Vendor Name</th>
<th>Date</th>
<th>Buy</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>_</td>
<td>P</td>
<td>800001-0</td>
<td>005066A SIGMA-ALDER</td>
<td>09/03/10</td>
<td>145.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>R</td>
<td>800001-0</td>
<td>05448AA</td>
<td>09/03/10</td>
<td>145.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>P</td>
<td>800001-2</td>
<td>080756A POLLY’S PAPER</td>
<td>02/28/12</td>
<td>SAP</td>
<td>2,046.00</td>
<td>CL</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>R</td>
<td>800001-2</td>
<td>82975AA</td>
<td>02/24/12</td>
<td>2,046.00</td>
<td>CL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Action Line
User Ref: 14 digits/characters
Identify the user reference number to be displayed at the top of the list.
Screen 284 – Document Browse by User Reference (cont’d)

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

**Only Class:**
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
Shows 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 the document number(s) for the class of document specified.

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

**Date:**  6 digits
Shows 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
Displays the status of the document. For example:
IP = In Process
CL = Closed
CO = Completed
FR = Frozen
TR = Transferred
PRT = Printed
DL = Deleted

**Additional Functions**

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

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

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

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

Screen 285 - Document Browse by Vendor

<table>
<thead>
<tr>
<th>SCN</th>
<th>M First</th>
<th>PURCHASE ORDER</th>
<th>All Mail Codes: _</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>--------</td>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>_ P</td>
<td>005869A</td>
<td>0 ANSC</td>
<td>2010-09-17</td>
</tr>
<tr>
<td>_ P</td>
<td>007767A</td>
<td>0 ANSC</td>
<td>2010-10-20</td>
</tr>
<tr>
<td>_ P</td>
<td>010639A</td>
<td>0 ANSC</td>
<td>2010-12-03</td>
</tr>
<tr>
<td>_ P</td>
<td>010640A</td>
<td>0 ANSC</td>
<td>2010-12-03</td>
</tr>
<tr>
<td>_ P</td>
<td>016131A</td>
<td>0 CHEN</td>
<td>Computer Su</td>
</tr>
<tr>
<td>_ P</td>
<td>016451A</td>
<td>0 ANSC</td>
<td>2011-02-23</td>
</tr>
<tr>
<td>_ P</td>
<td>017685A</td>
<td>0 CHEN</td>
<td>Computer Co</td>
</tr>
<tr>
<td>_ P</td>
<td>017686A</td>
<td>0 CHEN</td>
<td>Computer Co</td>
</tr>
<tr>
<td>_ P</td>
<td>017687A</td>
<td>0 CHEN</td>
<td>Computer Co</td>
</tr>
<tr>
<td>_ P</td>
<td>017688A</td>
<td>0 CHEN</td>
<td>Computer Co</td>
</tr>
<tr>
<td>_ P</td>
<td>021884A</td>
<td>0 ANSC</td>
<td>2011-04-20</td>
</tr>
<tr>
<td>_ P</td>
<td>021885A</td>
<td>0 ANSC</td>
<td>2011-04-20</td>
</tr>
</tbody>
</table>

Basic Steps

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

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

**Action Line**

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

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

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
Shows 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. For example:
- IP = In Process
- CL = Closed
- DL = Deleted
- CO = Completed
- FR = Frozen
- TR = Transferred
- PRT = Printed
**Additional Functions**

**PF KEYS**

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

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

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

- **PF7** Audit
  - 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.
List 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>Purchase Order</th>
<th>Date</th>
<th>User Ref</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P</td>
<td>10038111</td>
<td>03/10 870620-00000</td>
<td></td>
<td></td>
<td>DL</td>
</tr>
<tr>
<td>2</td>
<td>P</td>
<td>10062114</td>
<td>08/10 240904-14130</td>
<td></td>
<td>52,535.76</td>
<td>PRT</td>
</tr>
<tr>
<td>3</td>
<td>P</td>
<td>10066868</td>
<td>08/10 241607-0001LB</td>
<td></td>
<td>28,182.24</td>
<td>PRT</td>
</tr>
<tr>
<td>4</td>
<td>P</td>
<td>10071823</td>
<td>09/10 132000-0002</td>
<td></td>
<td>10,011.96</td>
<td>PRT</td>
</tr>
<tr>
<td>5</td>
<td>P</td>
<td>10083969</td>
<td>12/10 270160-17137</td>
<td></td>
<td>15,431.52</td>
<td>PRT</td>
</tr>
</tbody>
</table>

**More Entries - Press <Enter> to continue**

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

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

**Basic Steps**

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

**Document Browse Process**

**State Requisition Number**

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

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

**Action Line**

<table>
<thead>
<tr>
<th>State Req:</th>
<th>11 digits/characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the first state requisition number to be displayed on the first line.</td>
<td></td>
</tr>
</tbody>
</table>
Screen 286 – Document Browse by State Requisition Number (cont’d)

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

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

Completed Docs: 1 character
Type “Y” to include completed documents in the display.

**Screen Information**

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

CL: 1 character
Shows 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 from which the items were purchased.

Date: 2 digits
Indicates the date the document was set-up in FAMIS.

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
Displays 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.

<table>
<thead>
<tr>
<th>PF Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF5</td>
<td>Invoice</td>
</tr>
<tr>
<td>PF6</td>
<td>Receiving</td>
</tr>
<tr>
<td>PF7</td>
<td>Audit</td>
</tr>
<tr>
<td>PF8</td>
<td>Accounts</td>
</tr>
<tr>
<td>PF9</td>
<td>PIP</td>
</tr>
<tr>
<td>PF10</td>
<td>Header</td>
</tr>
<tr>
<td>PF11</td>
<td>Items</td>
</tr>
<tr>
<td>PF12</td>
<td>Track</td>
</tr>
</tbody>
</table>

**PF5 Invoice (Inv)**
Used to view the invoice details.

**PF6 Receiving (Recv)**
View the receiving information associated with the selected document.

**PF7 Audit (Audit)**
View the audit information for the selected document.

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

**PF9 PIP (PIP)**
Shows the PIP documents.

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

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

**PF12 Track (Track)**
Allows you to track the routing history of the selected document.
Browse Documents by State Order Number

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

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

Screen 287 - Document Browse by State Order Number

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

Document Browse Process

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

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

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

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

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

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

**Screen Information**

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

**CL:**
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 from which the items were purchased.

**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
Displays 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

PF5  Invoice
Invc  Used to view the invoice details.

PF6  Receiving
Recv  View the receiving information associated with the selected document.

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

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

PF9  PIP
PIP  Shows the PIP documents.

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

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

PF12  Track
Track  Allows you to track the routing history of the selected document.
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 online 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 C N</th>
<th>L L T</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>_ E</td>
<td>E224029</td>
<td>CYNDY*CRAMER</td>
<td>5120092012</td>
<td>05/01/12</td>
<td>3,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ M</td>
<td>M600046</td>
<td>JWP JAMES J*JENSON</td>
<td>214910 5689</td>
<td>06/16/05</td>
<td>31,200.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ M</td>
<td>M600470</td>
<td>SSB JAMES J*JENSON</td>
<td>214910 5689</td>
<td>04/26/06</td>
<td>31,200.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ M</td>
<td>M700004</td>
<td>SSB JAMES J*JENSON</td>
<td>214910 5689</td>
<td>04/26/06</td>
<td>31,200.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>0009014A</td>
<td>TORMORROW'S BUSIN</td>
<td>91344845</td>
<td>11/09/10</td>
<td>84.17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>0069090A</td>
<td>TORMORROW'S BUSIN</td>
<td>9079863</td>
<td>11/18/10</td>
<td>284.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>013416A</td>
<td>TORMORROW'S BUSIN</td>
<td>9879417</td>
<td>01/19/11</td>
<td>518.46</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>018119A</td>
<td>TOPS OFFICES SUP</td>
<td>9704122</td>
<td>03/11/11</td>
<td>69.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>022521A</td>
<td>TOPS OFFICES SUP</td>
<td>1926414</td>
<td>04/27/11</td>
<td>65.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>026237A</td>
<td>TOPS OFFICES SUP</td>
<td>8980373</td>
<td>05/30/11</td>
<td>65.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>034190A</td>
<td>TORMORROW'S BUSIN</td>
<td>9145873</td>
<td>07/20/11</td>
<td>96.92</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>036979A</td>
<td>SUMMIT INDUSTRIES</td>
<td>3667254</td>
<td>08/04/11</td>
<td>2,987.26</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Type the desired department code in the Dept field. 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 (Select) field to select a document and advance to Screen 278, where detailed information will be displayed.

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

**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 display.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Doc:</strong></td>
<td>7 character/digits&lt;br&gt;Identify the first document number to be displayed.</td>
</tr>
<tr>
<td><strong>Screen Information</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SL:</strong></td>
<td>1 character&lt;br&gt;Type “X” and press &lt;ENTER&gt; to select a document for display on Screen 278.</td>
</tr>
<tr>
<td><strong>CL:</strong></td>
<td>PF2 Help 1 character&lt;br&gt;Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).</td>
</tr>
<tr>
<td><strong>NT:</strong></td>
<td>1 character&lt;br&gt;An asterisk (*) indicates there are notes attached to the document.</td>
</tr>
<tr>
<td><strong>Doc:</strong></td>
<td>PF2 Help 7 character/digits&lt;br&gt;Identifies document numbers for the class of document specified.</td>
</tr>
<tr>
<td><strong>Buy:</strong></td>
<td>PF2 Help 3 characters&lt;br&gt;Displays the initials of the buyer for the purchase document.</td>
</tr>
<tr>
<td><strong>Vendor Name:</strong></td>
<td>PF2 Help 18 characters&lt;br&gt;Identifies the name of the vendor from which the items were purchased.</td>
</tr>
<tr>
<td><strong>User Ref.:</strong></td>
<td>11 digits/characters&lt;br&gt;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.</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>PF2 Help 6 digits&lt;br&gt;Indicates the date the document was set up on the system.</td>
</tr>
<tr>
<td><strong>S-Dept:</strong></td>
<td>5 characters&lt;br&gt;Displays the sub-department associated with the purchase document.</td>
</tr>
<tr>
<td><strong>Amount:</strong></td>
<td>PF2 Help 10 digits&lt;br&gt;Indicates the total dollar amount of all line items for the document.</td>
</tr>
</tbody>
</table>

### Additional Functions

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

**PF4 Print**<br>Used to print document information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for greater details.

**PF5 Invoice**<br>Used to view the invoice details.

**PF6 Receiving**<br>View the receiving information associated with the selected document.
### Screen 271 – Documents Closed by Not Routed (cont’d)

<table>
<thead>
<tr>
<th>Key Code</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF7</td>
<td>Audit</td>
</tr>
<tr>
<td>PF8</td>
<td>Accounts</td>
</tr>
<tr>
<td>PF10</td>
<td>Header</td>
</tr>
<tr>
<td>PF11</td>
<td>Items</td>
</tr>
<tr>
<td>PF12</td>
<td>Track</td>
</tr>
</tbody>
</table>

- **Audit**: View the audit information for the selected document.
- **Accounts**: Shows the account distribution used for the document selected.
- **Header**: Shows the document header information that was entered when the document was created.
- **Items**: Lists the line item information for the document.
- **Track**: Allows you to track the routing history of the selected document.
**Document Browse by Status Code**

FAMIS makes it possible for you to browse through your purchase documents, sorted by their status code. This is accomplished using Screen 272.

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

### Screen 272 - Documents by Status

<table>
<thead>
<tr>
<th>S C N</th>
<th>Doc</th>
<th>Buy Vendor Name</th>
<th>Rt</th>
<th>User Ref.</th>
<th>Date</th>
<th>S-Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E E</td>
<td>E126973</td>
<td>SUZANNE*SHO CL FN 2468582011</td>
<td>05/11/11</td>
<td>5,289.03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E E</td>
<td>E220252</td>
<td>FRANK F*FOR CL FN 2419992021</td>
<td>02/29/12</td>
<td>337.16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E E</td>
<td>E224025</td>
<td>FELTON*FARM CL RC 5104782012</td>
<td>05/01/12</td>
<td>7,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E L</td>
<td>L126318</td>
<td>SHARLY*AMP CL FN 2419992012</td>
<td>03/01/12</td>
<td>1,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L *</td>
<td>L220661</td>
<td>JESS J*JONE CL FN 2149202012</td>
<td>05/09/12</td>
<td>4,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L *</td>
<td>L220771</td>
<td>JENNY*JOHNS CL DR 2416092012</td>
<td>05/01/12</td>
<td>3,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M M</td>
<td>M600470</td>
<td>JWP JAMES J*JEN CL 2149105689</td>
<td>06/06/05</td>
<td>31,200.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M M</td>
<td>M700004</td>
<td>SSB JAMES J*JEN CL 2149105689</td>
<td>04/26/06</td>
<td>31,200.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P *</td>
<td>P90583</td>
<td>MEY CTTT CL FN 1330092009</td>
<td>06/04/09</td>
<td>34,810.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P90014A</td>
<td>TOMORROW'S CL 9134845</td>
<td>11/09/10</td>
<td>84.17</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Type a department code in the **Dept** field.
- You must enter a status code. Examples: In Process (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 (Select)** 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 (Select)** field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

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

**Action Line**

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

- **SubDept:**
  
  Identify the sub-department to be included in the display. Type ***** to see the entire department rather than just one subdepartment.
Screen 272 – Documents by Status (cont’d)

**Class:**
- **Help** 1 character
Enter the desired class of document.

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

**Status:**
- **Help** 2 characters
Identify a status code to limit the display.
- **IP** = In Process
- **CL** = Closed
- **DL** = Deleted
- **CO** = Completed
- **TR** = Transferred

**Route Status:**
- **Help** 2 characters
Indicate which routing status code to display. For example:
- **RJ** = Rejected – returned to creator
- **RC** = Recalled – in creator’s in-box
- **DR** = Routing at Department Level
- **ER** = Routing at Executive Level
- **PR** = Routing at Processing office
- **FY** = Routing to Person FYA/FRA
- **FN** = Final – Completed Routing
- **CN** = Cancelled – Doc cancelled

**Screen Information**

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

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

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

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

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

**Vendor Name:**
- **Help** 11 characters
Identifies the name of the vendor from which the items were purchased.
Screen 272 – Documents by Status (cont’d)

St: **PF2 Help** 3 characters
Shows the current status of the documents for the status specified on the Action Line. For example:
- IP = In Process
- CL = Closed
- DL = Deleted
- CO = Completed
- FR = Frozen
- TR = Transferred
- PRT = Printed

Rt: **PF2 Help** 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: **PF2 Help** 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: **PF2 Help** 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 
**Invc**
Used to view the invoice details.

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

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

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

PF10 
**Headr**
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.
Display the Document Summary

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

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)

Screen: ___ Doc: P000141 Number of Desc Lines: 5_ Page: 1_ Of 5

VENDOR: 15vvvvvvvvv4 VIRTUAL LOGISTICS 5555 HIGHLAND POINT IRVING, TX 75016-9001

INVOICE TO: TELECOMMUNICATIONS 7777 EASTLAND DR. SUITE 222 1174 TAMU COLLEGE STATION TX 77840-1174

SHIP TO: TELECOMMUNICATIONS 7777 EASTLAND DR. SUITE 222 1174 TAMU COLLEGE STATION TX 77840-1174

---

Screen 288 - Document Summary (Page 2)

Screen: ___ Doc: P000141 Number of Desc Lines: 5_ Page: 2_ Of 5

<< ADDITIONAL TEXT >>

************************************************************************************
PER MASTER AGREEMENT 2008-441952; M900478; AND QUOTE 1-IXRWTL
PLEASE REFERENCE PURCHASE ORDER # ON INVOICE.
************************************************************************************

---
### 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>GATC2 CLID</td>
<td>20.00</td>
<td>EA</td>
<td>555.75</td>
<td>11,115.00</td>
</tr>
</tbody>
</table>

Material Code: #73175220, Part Number: NT7B75AAAJ,

2 Shipping & Handling 1.00 FRT 187.45 187.45

VENDOR POINT-OF-CONTACT: Harold Wilson, Total 11,302.45

>> Account Distribution <<

02 2010 270280-10000-5120 TELEPHONY 11,302.45

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

Hmenu Help EHelp Bkwd Fwrd

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

<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>
</table>

Account Total 11,302.45

CATALOGUE ORDER: N

DOCUMENT DATE: 08/07/2009
Disc Pct: 0.000
Disc Due DD: 0
Disc Ind: N
Pay DD: 30
F.O.B.: DP
Vendor Ref: HAROLD HARRIS 979-847-9999
Delivery Date: 08/31/2009
Delivery Req'd By: Dept Contact: ALANDRA ANDERSON

Phone No.: 979-845-5555

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 Vendor Contact Bid Amount
VERIZON LOGISTICS HAROLD HARRIS 11302.45

REASON FOR AWARD TO OTHER THAN LOW BIDDER:
Basic Steps

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

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

**Action Line**

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

◆ Number of Desc Lines: 2 digits
  Indicate the number of description lines to display per item. 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**

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
  Displays the address where items purchased will be shipped.

<<Additional Text>>

OR

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

Item: 3 digits
  Identifies line item number(s) on the document.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>27 characters</td>
</tr>
<tr>
<td></td>
<td>Displays a description of the line item.</td>
</tr>
<tr>
<td>Quantity</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates the purchase quantity of the line item.</td>
</tr>
<tr>
<td>UOM</td>
<td>4 characters</td>
</tr>
<tr>
<td></td>
<td>Identifies the Unit of Measure for the line item to be printed on the purchase order.</td>
</tr>
<tr>
<td>Unit Price</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the dollar amount to be paid per unit of measure.</td>
</tr>
<tr>
<td>Extended Price</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates the total item amount as calculated by the system.</td>
</tr>
<tr>
<td>Account Distribution</td>
<td>60 characters</td>
</tr>
<tr>
<td></td>
<td>Displays a breakdown of accounts responsible for payment of the items.</td>
</tr>
<tr>
<td>Catalogue Order</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>“Y” indicates this is a catalogue order.</td>
</tr>
<tr>
<td>Document Date</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the date the document was processed by the system.</td>
</tr>
<tr>
<td>Disc Pct</td>
<td>5 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the discount percentage applied to the purchase by the vendor.</td>
</tr>
<tr>
<td>Disc Due DD</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the discount due date, or the date by which the invoice has to be paid in order to receive the discount.</td>
</tr>
<tr>
<td>Disc Ind</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Displays the discount indicator. This is usually “N” (for net), which indicates the net (invoice amount discount) may be paid. An “I” indicates that no discount is allowed.</td>
</tr>
<tr>
<td>Pay DD</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the pay due date, or the date by which the invoice must be paid.</td>
</tr>
<tr>
<td>F.O.B.</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Indicates the freight code, defining conditions by which purchased goods will be transported/delivered.</td>
</tr>
<tr>
<td>Vendor Ref</td>
<td>35 characters</td>
</tr>
<tr>
<td></td>
<td>Displays the reference number assigned by the vendor, if any.</td>
</tr>
<tr>
<td>Delivery Date</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the date the items were delivered.</td>
</tr>
<tr>
<td>Delivery Reqd By</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates the day by which the delivery of items requested is required.</td>
</tr>
</tbody>
</table>
Screen 288 – Document Summary (cont’d)

**Dept Contact:** 10 characters
Displays the name of the person in the department to contact regarding the purchase.

**Phone No.:** 10 digits
Identifies area code and phone number for the document’s contact person.

**Sole Source Reasons:** 50 characters
Displays the reason for the sole source purchase.

**Bidding Vendor:** 3 lines/30 characters
Identifies a vendor submitting a bid for the purchase.

**Vendor Contact:** 25 characters
Displays the name of the person to contact with the vendor regarding bids for this order.

**Bid Amount:** 15 digits
Indicates the total dollar amount the vendor bids for the purchase.

**Reason for Award to Other Than Low Bidder:** 15 digits
Indicates the reason why the purchase did not go to the lowest bidder, if applicable.

**Document Notes:** 150 characters
Displays the document notes, if available.

**Additional Information**

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

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

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 3)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S Line</td>
<td>Description</td>
</tr>
<tr>
<td>INV UOM</td>
<td>Description</td>
</tr>
<tr>
<td>P</td>
<td>Quantity</td>
</tr>
<tr>
<td>Paid</td>
<td>Paid</td>
</tr>
<tr>
<td>Amount</td>
<td>Remaining</td>
</tr>
<tr>
<td>Balance</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

- 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** (Select) field to select, and press <ENTER> to advance to Screen 279, where detailed information will be provided.

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

**Action Line**

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

**Screen Information**

- **Panel 1**
  - **Doc Summary:** PF2 Help 50 characters/digits
    - Displays a summary description of the document selected.
  - **Vendor:** PF2 Help 11 digits/30 characters
    - Shows the vendor's identification number and name.
  - **Reimburse ID:** PF2 Help 11 characters/digits
    - Shows the ID number of the individual who is being reimbursed for items already purchased.
Screen 278 – Document Inquiry (cont’d)

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

Doc Amt: 15 digits
Displays total dollar amount for the document.

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

Status: 2 characters
Indicates the status of the document. Examples: In Process (IP), Closed (CL), Deleted (DL), and Completed (CO).

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

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

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

Amt Vchr: 15 digits
Shows the total dollar amount vouchered.

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

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

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

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

USAS Doc Type: 1 digit
Displays the document type for USAS processing.

Req. Delivery Date: 8 digits
Shows date items were requested to be delivered.

LP Received: 10 digits
Indicates whether or not goods/services for a limited purchase were received before it was closed/routed. If the items were received, the date they were received will be displayed.
### Screen 278 – Document Inquiry (cont’d)

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

**Nbr Invoices:**
- 3 digits
- Shows number of invoices processed.

**Catalogue Order:**
- 1 character
- “Y” indicates the document is a catalogue order.

**Delg:**
- 1 character
- “Y” identifies this as a delegated purchase.

**Contact:**
- [PF2 Help](#) 15 characters
- Shows name of the person to contact regarding the document.

**S:**
- 1 character
- Type an “X” to select a line item for display on Screen 279.

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

**Quantity:**
- [PF2 Help](#) 10 digits
- Identifies the purchase quantity of the line item.

**UOM:**
- 3 characters
- Shows unit of measure for line item.

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

**P:**
- [PF2 Help](#) 1 character
- Indicates any special processing needs for the document.

**Unit Price:**
- [PF2 Help](#) 10 digits
- Displays the dollar amount to be paid per unit of measure.

**Extended Price:**
- [PF2 Help](#) 10 digits
- Indicates the total item amount calculated by system.

<table>
<thead>
<tr>
<th>Panel 2</th>
<th></th>
</tr>
</thead>
</table>
| **Received:** | [PF2 Help](#) 10 digits
| Shows the quantity of items received. |

**Date Recvd:**
- [PF2 Help](#) 8 digits
- Identifies the date the line item was received.

**Invoiced:**
- [PF2 Help](#) 10 digits
- Displays the quantity of items invoiced.
Screen 278 – Document Inquiry (cont’d)

**Date Invcd:** 8 digits  
Indicates 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**  
Used to view the invoice details.

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

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

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

**PF9**  
**Print**  
Used to print document information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for details.
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 whether 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>Screen: ___</th>
<th>Document: P200802</th>
<th>Item: 1.0 of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: 1vvvvvvv1</td>
<td>AAA PIPE &amp; SUPPLY LTD</td>
<td></td>
</tr>
<tr>
<td>User Ref: 270160-3964</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Qty: 6.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Unit Price: $9049.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Ext Price: $54294.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Proc Cd: 67076</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commodity Code: 67076</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Account: 270160-68500-6935</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Ref1: 2: 3:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Desc: 20” FLANGE X FLANGE GATE VALVE WITH SPUR GEAR VERTICAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TIBH Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete Flag:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freeze Flag:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital/Inv Flag:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Screen 279 – PF7 Invoice Detail**

<table>
<thead>
<tr>
<th>M</th>
<th>Invoice Nbr</th>
<th>Vch Nbr</th>
<th>St</th>
<th>St Inv Date</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>612332</td>
<td>1667841</td>
<td>CO MS</td>
<td>12/31/11</td>
<td>6.00</td>
<td>$9049.0000</td>
<td>$54294.00</td>
<td></td>
</tr>
</tbody>
</table>

*** Inv Totals 6.00 $54294.00 ***

**End of Valid Invoices Found**

**PF3= Back to 279  PF4=Exit**
Basic Steps

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

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

**Action Line**

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

- **Item_of**: 4 digits
  Indicate the item number to be displayed. The default is the first line item number.

**Screen Information**

- **Vendor**: PF2 Help 11 digits/30 characters
  Displays the identification number and name of the vendor from which items are purchased.

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

- **Item UOM**: PF2 Help 3 characters
  Shows the unit of measure for the line item.

- **Item Qty**: PF2 Help 10 digits
  Identifies the purchase quantity of the line item.

- **Item Unit Price**: PF2 Help 10 digits
  Displays the dollar amount to be paid per unit of measure.

- **Item Discount**: PF2 Help 5 digits
  Shows the discount percentage for the line item.

- **Item Ext Price**: PF2 Help 10 digits
  Indicates the total extended item amount, as calculated by the system.

- **Item Proc Cd**: PF2 Help 1 character
  Shows the processing code for any special processing needs for the document.

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

- **First Account**: 15 digits
  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 the vendor for the bid/purchase. For example:
N = Not Provided by TIBH
T = TIBH Purchase
1 = Quantity
2 = Quality
3 = Delivery Time
4 = Life Cycle
5 = Price

**Delete Flag:**
PF2 Help 1 character
“Y” indicates the item has been deleted from the system.

**Freeze Flag:**
PF2 Help 1 character
“Y” identifies the item has been frozen from further activity within the system.

**Capital/Inv Flag:**
PF2 Help 1 character
“Y” indicates the item will be inventoried or capitalized within the system.

**Received, Invoiced, Matched**

**UOM:**
PF2 Help 3 characters
Represents the unit of measure for the line item.

**Dt:**
PF2 Help 8 digits
Indicates the date the 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.
Track Document Activity

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

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

**Screen 290 - Document Tracking Inquiry**

<table>
<thead>
<tr>
<th>Action</th>
<th>Document</th>
<th>Item</th>
<th>Cls</th>
<th>Document</th>
<th>Item</th>
<th>Date</th>
<th>Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>R200804</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02/16/12</td>
<td>00:03</td>
<td>ABRN02P</td>
</tr>
<tr>
<td>R</td>
<td>R200804</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02/18/12</td>
<td>23:21</td>
<td>ABRN02P</td>
</tr>
<tr>
<td>R</td>
<td>R200804</td>
<td>1.0</td>
<td>B</td>
<td>B200201</td>
<td>1.0</td>
<td>03/01/12</td>
<td>10:18</td>
<td>K702ZY</td>
</tr>
<tr>
<td>R</td>
<td>R200804</td>
<td>2.0</td>
<td>B</td>
<td>B200201</td>
<td>2.0</td>
<td>03/01/12</td>
<td>10:18</td>
<td>K702ZY</td>
</tr>
<tr>
<td>R</td>
<td>R200804</td>
<td>3.0</td>
<td>B</td>
<td>B200201</td>
<td>3.0</td>
<td>03/01/12</td>
<td>10:18</td>
<td>K702ZY</td>
</tr>
<tr>
<td>R</td>
<td>R200805</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02/15/12</td>
<td>07:00</td>
<td>ABRN02P</td>
</tr>
<tr>
<td>R</td>
<td>R200805</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02/16/12</td>
<td>00:07</td>
<td>ABRN02P</td>
</tr>
<tr>
<td>R</td>
<td>R200805</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02/16/12</td>
<td>00:34</td>
<td>ABRN02P</td>
</tr>
<tr>
<td>R</td>
<td>R200805</td>
<td>1.0</td>
<td>B</td>
<td>B200181</td>
<td>1.0</td>
<td>02/21/12</td>
<td>13:29</td>
<td>K702ZY</td>
</tr>
<tr>
<td>R</td>
<td>R200806</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02/15/12</td>
<td>08:21</td>
<td>K702UT</td>
</tr>
<tr>
<td>R</td>
<td>R200806</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02/15/12</td>
<td>16:07</td>
<td>K702UT</td>
</tr>
</tbody>
</table>

More records - Press ENTER to scroll

**Basic Steps**

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

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

**Action Line**

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

**Screen Information**

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

Doc: 7 character/digits
Identifies the document number for the class of document specified.
Screen 290 – Document Tracking Inquiry (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item:</td>
<td>3 digits&lt;br&gt;Shows the number of line items on the document.</td>
</tr>
<tr>
<td>ToCls:</td>
<td>1 character&lt;br&gt;Identifies the class of document to which the document item was transferred.</td>
</tr>
<tr>
<td>To Document:</td>
<td>7 character/digits&lt;br&gt;Displays the document number to which the item was transferred.</td>
</tr>
<tr>
<td>To Item:</td>
<td>3 digits&lt;br&gt;Identifies the item number on the document to which it was transferred.</td>
</tr>
<tr>
<td>Action:</td>
<td>7 characters&lt;br&gt;Designates the type of action that was taken against the document.</td>
</tr>
<tr>
<td>Action Date:</td>
<td>6 digits&lt;br&gt;Shows the date the action was performed on the document.</td>
</tr>
<tr>
<td>Action Time:</td>
<td>4 digits&lt;br&gt;Displays the time the action was performed on the document.</td>
</tr>
<tr>
<td>By User:</td>
<td>8 characters/digits&lt;br&gt;Indicates the user ID of the person performing the action on the document.</td>
</tr>
</tbody>
</table>

**Additional Information**

PF KEYS: See the Appendix for an explanation of the standard PF keys.
Document Tracking Cross Reference

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

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

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

Screen 291 - Document Tracking Cross Reference

<table>
<thead>
<tr>
<th>C</th>
<th>To Document</th>
<th>Item</th>
<th>From Document</th>
<th>Item</th>
<th>Action</th>
<th>Action Date</th>
<th>Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>F200993</td>
<td>1.0</td>
<td>R200705</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>01/26/12</td>
<td>11:07</td>
<td>TENF02P</td>
</tr>
<tr>
<td>P</td>
<td>F200995</td>
<td>2.0</td>
<td>R200663</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>01/26/12</td>
<td>13:47</td>
<td>DAIL02P</td>
</tr>
<tr>
<td>P</td>
<td>F200995</td>
<td>3.0</td>
<td>R200663</td>
<td>3.0</td>
<td>TRNSFR</td>
<td>01/26/12</td>
<td>13:47</td>
<td>DAIL02P</td>
</tr>
<tr>
<td>P</td>
<td>F200995</td>
<td>4.0</td>
<td>R200663</td>
<td>4.0</td>
<td>TRNSFR</td>
<td>01/26/12</td>
<td>13:47</td>
<td>DAIL02P</td>
</tr>
<tr>
<td>P</td>
<td>F200995</td>
<td>5.0</td>
<td>R200663</td>
<td>5.0</td>
<td>TRNSFR</td>
<td>01/26/12</td>
<td>13:47</td>
<td>DAIL02P</td>
</tr>
<tr>
<td>P</td>
<td>F200997</td>
<td>1.0</td>
<td>R200706</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>01/27/12</td>
<td>10:37</td>
<td>MORC02P</td>
</tr>
<tr>
<td>P</td>
<td>F200997</td>
<td>2.0</td>
<td>R200706</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>01/27/12</td>
<td>10:37</td>
<td>MORC02P</td>
</tr>
<tr>
<td>P</td>
<td>F200997</td>
<td>3.0</td>
<td>R200706</td>
<td>3.0</td>
<td>TRNSFR</td>
<td>01/27/12</td>
<td>10:37</td>
<td>MORC02P</td>
</tr>
<tr>
<td>P</td>
<td>F200998</td>
<td>1.0</td>
<td>R200724</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>01/27/12</td>
<td>11:08</td>
<td>ENRS02P</td>
</tr>
<tr>
<td>P</td>
<td>F200999</td>
<td>1.0</td>
<td>R200727</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>01/27/12</td>
<td>14:38</td>
<td>K702ZY</td>
</tr>
<tr>
<td>P</td>
<td>F200999</td>
<td>2.0</td>
<td>R200727</td>
<td>3.0</td>
<td>TRNSFR</td>
<td>01/27/12</td>
<td>14:38</td>
<td>K702ZY</td>
</tr>
</tbody>
</table>

More records - Press ENTER to scroll

Basic Steps

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

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

Action Line
◆ Document: 7 character/digits
Identify the desired 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)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To Document:</strong></td>
<td>7 character/digits&lt;br&gt;Displays the document number to which the item was transferred.</td>
</tr>
<tr>
<td><strong>To Item:</strong></td>
<td>3 digits&lt;br&gt;Identifies the item number on the document to which it was transferred.</td>
</tr>
<tr>
<td><strong>From Cls:</strong></td>
<td>1 character&lt;br&gt;Identifies the class of document from which the document item was transferred.</td>
</tr>
<tr>
<td><strong>From Document:</strong></td>
<td>7 character/digits&lt;br&gt;Identifies the document number from which the item was transferred.</td>
</tr>
<tr>
<td><strong>From Item:</strong></td>
<td>3 digits&lt;br&gt;Identifies the item number on the document from which the item was transferred.</td>
</tr>
<tr>
<td><strong>Action:</strong></td>
<td>7 characters&lt;br&gt;Designates the type of action that was taken against the document.</td>
</tr>
<tr>
<td><strong>Action Date:</strong></td>
<td>6 digits&lt;br&gt;Date the action was performed on the document.</td>
</tr>
<tr>
<td><strong>Action Time:</strong></td>
<td>4 digits&lt;br&gt;Time the action was performed on the document.</td>
</tr>
<tr>
<td><strong>By User:</strong></td>
<td>8 characters/digits&lt;br&gt;Indicates the user ID of the person performing the action on the document.</td>
</tr>
</tbody>
</table>

### Additional Information

**PF KEYS**<br>See the Appendix for an explanation of the standard PF keys.
Screen 295 is a crosswalk from SciQuest to FAMIS. You can use this screen to look up the corresponding document information if you know one of the two document numbers.

### Screen 295 – SciQuest Documents Xref

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

More records - Press ENTER to scroll

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

Hmenu Help  EHelp

---

### Document Number Format:

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

### Basic Steps

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

### Field Descriptions

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

**Action Line**

<table>
<thead>
<tr>
<th>SciQuest Document ID:</th>
<th>Enter the desired SciQuest Document ID number.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAMIS Doc:</td>
<td>7 digits/characters Identify the desired FAMIS Document number.</td>
</tr>
</tbody>
</table>
Screen 295 – SciQuest/FAMIS Document Cross Reference (cont’d)

**Screen Information**

S: 1 character
Type “X” to select the document and advance to Screen 278.

**Document:**
7 digits/characters
Identifies the FAMIS document number. A Requisition document number ends in two characters, and a Purchase Order number ends in one character.

**SciQuest Doc ID:**
9 characters/digits
Shows the SciQuest document ID number.

**Doc Description / Error:**
43 characters/digits
Displays the document summary description.

**Additional Functions**

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

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

3270 Emulation Keys

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

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

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

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

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

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

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

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

**HOME Key**

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

**Protected Area**

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

**Action Line/Context**

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

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

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

```
F0002 Record has been successfully added
002 GL 6 Digit 08/01/11 09:17
FY 2011 CC 02
Screen: ___ Account: 032365 NAVSO, INC
Account Title: NAVSO, INC. __________________ SRS: __
```
Appendix – Instructions (cont’d)

Message Line

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

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

Scrolling Through Data

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

Help

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

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

Escaping from a Pop-Up Window

When in a pop-up window, pressing `PF4` will usually take you back to the original screen, but there are a few screens on which pressing `<ENTER>` will take you back to the original screen.
Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the **PF2** key. This HELP information is accessed by moving the cursor to the field in question and pressing **PF2**.

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

**Screen 2 - GL 6 Digit**

<table>
<thead>
<tr>
<th>002 GL 6 Digit</th>
<th>08/01/11 09:15</th>
<th>FY 2011 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Account: 014000 ___ MEDICINE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Title: MEDICINE</td>
<td>SRS: _</td>
<td></td>
</tr>
<tr>
<td>Resp Person: 1uuuuuu7 COLLINS, CINDY C</td>
<td>Old Acct: 0284</td>
<td></td>
</tr>
<tr>
<td>AFR Fund Group: 10</td>
<td>Fund Group: FG Sub Fund Group: _ Sub-Sub: ___</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>VALUES</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>P</td>
<td>Project Year</td>
</tr>
<tr>
<td>E</td>
<td>Encumbrance Only (SL's only)</td>
</tr>
<tr>
<td>T</td>
<td>Transfer BBA (SL's Only)</td>
</tr>
<tr>
<td>D</td>
<td>BBA to Different account (SL)</td>
</tr>
</tbody>
</table>

Rule : IAFRS-FG-FS-YY-END-PROC  Default value is: 
View : IAFRS-GENERAL-SUBSIDIARY-LEDGER
Field: FG-FS-YY-END-PROC
PF1=Menu PF4=Exit
FAMIS has a Help feature on some screen fields that will display a field definition and/or values that may be entered.

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

PF Keys are used in the FAMIS modules to access additional information. Wherever possible the same assignment has been given to the same PF key, such as \textit{PF9} always being the key used for NOTES. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the PF keys that you will see on the many screens in FAMIS.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

To exit a pop-up window, press \texttt{<PF4>} to return to the previous window or inquiry screen. If multiple windows have been opened pressing \texttt{<PF3>} will return you directly to the screen where you started.

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

Extended Function Keys

\begin{tabular}{|l|l|}
\hline
Bkwd & Backwards \\
& Advances \textit{backward} to the previous screen or scrolls one page. \\
\hline
Frwd & Forward \\
& Advances \textit{forward} to the next screen or scrolls one page forward. \\
\hline
Left & Scroll Left \\
& Some windows are made up of several adjacent panels. These will be designated by the word \textbf{Panel: \##} appearing in the window. Pressing this key scrolls the panel to the \textit{left}. \\
\hline
More Desc & More Description \\
& Displays complete \textit{description} text for a document or an item. \\
\hline
\end{tabular}

\begin{tabular}{|l|}
\hline
R R400007 **Document Item Inquiry** \\
Item: 1.0 \\
\hline
Line & Descriptions \\
\hline
1 & 1.6 GB FORMATTED (USABLE) FAST SCSI-2 DISK \\
2 & DRIVE FOR SGI INDIGO WITH INTERNAL MOUNTING \\
\hline
Press \texttt{<PF4>} to Exit \\
\hline
\end{tabular}
Appendix – Standard PF Keys (cont’d)

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

**Notes**
**Notes**
Displays any notes attached to the document header. Use the **Position at Line** field to start the text at a particular line. The **Page (F/B/E)** field scrolls Forward (F), and Backward (B) through the text, or End (E) to exit the window.

```
+------------------------------------------------------------------+
|   F0013 Please enter desired modifications                      |
| P600026  1.0   *** Note Text ***                                |
| Line    >>Notes Entered 10/12/95 BY CARSON, CARL C____          |
| 1       THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS___            |
| 2       PRIOR TO THE AWARD.___________________________________|
| 3       CONTACT DR. WILL W. WADDLESWORK FOR FURTHER___           |
| 4       DETAILS/CLARIFICATION ABOUT THE REQUESTED___             |
| 5       ITEMS._______________________________________           |
| 6       _____________________________________________           |
| 7       _____________________________________________           |
| 8       _____________________________________________           |
| 9       _____________________________________________           |
| 10      _____________________________________________           |
| 11      _____________________________________________           |
| 12      _____________________________________________           |
+------------------------------------------------------------------+
```

**Right**
**Scroll Right**
Some windows are made up of several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the right.
# Invoicing Screens List

<table>
<thead>
<tr>
<th>Screen Code</th>
<th>Screen Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M22</td>
<td>Purchasing Inquiry Menu</td>
<td>Lists screens to be used for document information.</td>
</tr>
<tr>
<td>M34</td>
<td>Purchasing Invoice Menu</td>
<td>Contains a list of all the screens used to create and modify the purchasing invoices.</td>
</tr>
<tr>
<td>114</td>
<td>Pending Interest Voucher Modify (Local)</td>
<td>Used to modify the account on a pending interest voucher.</td>
</tr>
<tr>
<td>115</td>
<td>Pending State Interest Create/Modify</td>
<td>Used to create or modify interest passed from the State to the correct FAMIS voucher.</td>
</tr>
<tr>
<td>271</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>272</td>
<td>Documents by Status</td>
<td>Provides list of all documents sorted by their status codes.</td>
</tr>
<tr>
<td>278</td>
<td>Document Inquiry</td>
<td>Presents document information for an individual document.</td>
</tr>
<tr>
<td>279</td>
<td>Document Line Item Inquiry</td>
<td>Provides all information associated with a specific document.</td>
</tr>
<tr>
<td>280</td>
<td>Document Browse</td>
<td>Provides document information for all document classes.</td>
</tr>
<tr>
<td>281</td>
<td>Document Browse by Dept/Subdept</td>
<td>Allows searching on all document classes by department and sub-department.</td>
</tr>
<tr>
<td>282</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>284</td>
<td>Document Browse by User Reference</td>
<td>Searches all documents by user reference number.</td>
</tr>
<tr>
<td>285</td>
<td>Document Browse by Vendor</td>
<td>Searches all documents by vendor id.</td>
</tr>
<tr>
<td>286</td>
<td>Document Browse by State Requisition Number</td>
<td>Provides list of documents starting with the state requisition number.</td>
</tr>
<tr>
<td>287</td>
<td>Document Browse by State Order Number</td>
<td>Provides list of documents starting with the State Order number.</td>
</tr>
<tr>
<td>288</td>
<td>Document Summary</td>
<td>Provides a snap shot of the entire document.</td>
</tr>
<tr>
<td>290</td>
<td>Document Tracking Inquiry</td>
<td>Used to track documents through the purchasing process.</td>
</tr>
<tr>
<td>291</td>
<td>Document Tracking Cross Reference</td>
<td>Cross reference documents and items from the source documents.</td>
</tr>
</tbody>
</table>
### Appendix – Invoicing Screens List (cont’d)

<table>
<thead>
<tr>
<th>Page</th>
<th>Screen Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>292</td>
<td>PIP Document Browse</td>
<td>Used to view and select PIP documents in PIP document number order.</td>
</tr>
<tr>
<td>293</td>
<td>PIP Browse by Purch. Document</td>
<td>Used to view and select all PIPS for a document.</td>
</tr>
<tr>
<td>294</td>
<td>PIP Browse by Invoice</td>
<td>Used to view and select invoices by invoice number for any documents that have had PIPS.</td>
</tr>
<tr>
<td>295</td>
<td>SciQuest Document Xref</td>
<td>Used to cross reference SciQuest document numbers to FAMIS document numbers and vice versa.</td>
</tr>
<tr>
<td>340</td>
<td>Invoice Header Create</td>
<td>Used to create the invoice header.</td>
</tr>
<tr>
<td>342</td>
<td>Invoice Line Create</td>
<td>Used to create line items on the invoice document.</td>
</tr>
<tr>
<td>344</td>
<td>Invoice Frt/Tax/Ins/Oth Items</td>
<td>Used to enter special line items on the invoice document.</td>
</tr>
<tr>
<td>345</td>
<td>Invoice Pending Voucher Create/Modify</td>
<td>Used to create or modify an invoice pending voucher.</td>
</tr>
<tr>
<td>346</td>
<td>Invoice Document Close</td>
<td>Used to close the invoice document.</td>
</tr>
<tr>
<td>350</td>
<td>Invoice Inquiry by PO Document</td>
<td>Provides a list of invoice documents in purchase order number.</td>
</tr>
<tr>
<td>351</td>
<td>Invoice Inquiry by Vendor</td>
<td>Provides a list of invoice documents for a particular vendor.</td>
</tr>
<tr>
<td>352</td>
<td>Invoice Inquiry by Document Status</td>
<td>Provides list of documents for a document status code.</td>
</tr>
<tr>
<td>358</td>
<td>Invoice Document Inquiry</td>
<td>Provides detail for a particular invoice document.</td>
</tr>
<tr>
<td>359</td>
<td>Invoice Item Summary</td>
<td>Provides a summary of the invoice document.</td>
</tr>
<tr>
<td>817</td>
<td>Comp Codes Subject to Interest</td>
<td>Displays the State Comptroller Object Codes subject to prompt payment interest.</td>
</tr>
<tr>
<td>818</td>
<td>ACH, State and Local Holiday Table</td>
<td>Shows all known State and Local holidays.</td>
</tr>
<tr>
<td>819</td>
<td>State Holiday Table</td>
<td>Displays State holidays.</td>
</tr>
</tbody>
</table>
FAMIS Transaction Codes

FAMIS uses a 3-digit transaction code to determine how transactions are processed. The last digit is often used as a reference to further describe the transaction.

The exception is a full 3-digit code to indicate special processing. Many of these codes are used for budget transactions, encumbrances and beginning balances.

Financial Accounting

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>020</td>
<td>Original Budgets &amp; Original Budget Corrections</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>021</td>
<td>Revised Budgets (General)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>022</td>
<td>Budget Transfers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>023</td>
<td>Base SL to SA (Original)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>024</td>
<td>Base SL to SA (Revised)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>025</td>
<td>SA to SA (Within SL Only)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>027</td>
<td>Begin Year Budget Forward</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>030</td>
<td>Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)</td>
<td>User Defined</td>
</tr>
<tr>
<td>031</td>
<td>Investment Earnings</td>
<td>User Defined</td>
</tr>
<tr>
<td>032</td>
<td>Gifts</td>
<td>User Defined</td>
</tr>
<tr>
<td>033</td>
<td>Miscellaneous Receipts</td>
<td>User Defined</td>
</tr>
<tr>
<td>034</td>
<td>Cashiers – Vault Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>038</td>
<td>Payroll Interpart Transfers</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>039</td>
<td>Equity Transfer Receipts - Interpart IDTs – Credit to One Part, Disbursement to Other. Receipt of funds via equity transfer from Members to System for share of benefits paid by System</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>043</td>
<td>Miscellaneous Disbursements</td>
<td>User Defined</td>
</tr>
<tr>
<td>044</td>
<td>Cashiers – Vault Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>045</td>
<td>Miscellaneous Cash Disbursements (Travel Advance, Work Funds)</td>
<td>User Defined</td>
</tr>
<tr>
<td>046</td>
<td>Change of Source of Funds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>047</td>
<td>AP Check Voids</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>048</td>
<td>AP Disbursements</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>049</td>
<td>Payroll Disbursements, Equity Transfer Disbursements</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>050</td>
<td>Previous Year(s) Encumbrances</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>051</td>
<td>Salary Encumbrances</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>054</td>
<td>Requisition</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>055</td>
<td>Purchase Order</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>057</td>
<td>Encumbrance Begin Year Carry Forward</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>058</td>
<td>Regular Encumbrance</td>
<td>User Defined</td>
</tr>
<tr>
<td>059</td>
<td>Current Year Encumbrances (budget check, regardless of flags)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>05x</td>
<td>Blanket Wage Encumbrances</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>
### FAMIS Transaction Codes (cont’d)

#### Financial Accounting Transaction Codes (cont’d)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>06x</td>
<td>Journal Entries (Screens 14, 14A, 25, 35, 36, 37, 85, 86)</td>
<td></td>
</tr>
<tr>
<td>060</td>
<td>Real Journal Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>061</td>
<td>JE for IDTs</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>062</td>
<td>JE for Cash Sales/Payments on Receivables (overrides freeze)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>063</td>
<td>JE from Student Feeds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>064</td>
<td>JE from Payroll Feeds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>065</td>
<td>JE from Accounts Receivable (create receivable)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>066</td>
<td>JE from Fixed Assets (capitalization, etc)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>067</td>
<td>JE from LMS (Loan Management System)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>068</td>
<td>JE from Accounts Payable (setting up liabilities)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>069</td>
<td>Compound Journal Entries (system controlled)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>06A</td>
<td>JE for Procurement Card Entries</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>06C</td>
<td>JE for Concur (eTravel) Entries</td>
<td>Assigned by FAMIS</td>
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### A/P Voucher

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>14x</td>
<td>Regular Vouchers (Screens 104, 111, 112) (Invoicing Screen 345)</td>
<td></td>
</tr>
<tr>
<td>140</td>
<td>Regular Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>141</td>
<td>Regular Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>142</td>
<td>Produce Separate Checks for Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>143</td>
<td>State Travel Vouchers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>147</td>
<td>Revolving Vouchers</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>148</td>
<td>Change Source of Funds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>149</td>
<td>Force Separate Check</td>
<td>Special FAMIS Processing</td>
</tr>
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</table>

### Credit Memos (Screen 108) (Invoicing Screen 340)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>15x</td>
<td>Credit Memos (Screen 108) (Invoicing Screen 340)</td>
<td></td>
</tr>
<tr>
<td>151</td>
<td>Regular Credit Memo</td>
<td>User Defined</td>
</tr>
<tr>
<td>152</td>
<td>Regular Credit Memo</td>
<td>User Defined</td>
</tr>
<tr>
<td>159</td>
<td>Forces Separate Credit Memo (only matches when used on same voucher as charges)</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

### Prepaid Vouchers (Screen 109) (Invoicing Screen 345)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>16x</td>
<td>Prepaid Vouchers (Screen 109) (Invoicing Screen 345)</td>
<td></td>
</tr>
<tr>
<td>160-164</td>
<td>Prepaid Voucher (Regular) with reconciliation</td>
<td>User Defined</td>
</tr>
<tr>
<td>165</td>
<td>Prepaid Voucher with NO reconciliation (does a JE to cash voucher clearing and does not affect the bank)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>166</td>
<td>Prepaid Voucher with NO reconciliation (offset to the bank)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>167</td>
<td>Prepaid Revolving Voucher</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>169</td>
<td>Prepaid Cash Voucher</td>
<td>User Defined</td>
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</table>

### Prepaid Credit Memo (Screen 116) (Invoicing Screen 340 and 345)

<table>
<thead>
<tr>
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<th>Description</th>
<th>Assigned By</th>
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<tbody>
<tr>
<td>17x</td>
<td>Prepaid Credit Memo (Screen 116) (Invoicing Screen 340 and 345)</td>
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</tr>
<tr>
<td>170-174</td>
<td>Prepaid Credit Memo with reconciliation</td>
<td>User Defined</td>
</tr>
<tr>
<td>176</td>
<td>Prepaid Credit Memo with NO reconciliation (no offset to the bank)</td>
<td>User Defined</td>
</tr>
<tr>
<td>175</td>
<td>NOT USED</td>
<td>User Defined</td>
</tr>
<tr>
<td>177-179</td>
<td>Prepaid vouchers with reconciliation</td>
<td>User Defined</td>
</tr>
</tbody>
</table>
## Session and Batch Header Codes

A session/batch reference code is used to group sessions of like transactions. The first three (3) characters typically identify the type of transactions entered during the session. For example, **ARP001** would signify an **Accounts Receivable Payment** transaction. We recommend that FAMIS users use these batch header codes where appropriate.

### Accounts Payable

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Variants</th>
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<td>AP ACH</td>
<td>AP ACH</td>
<td>FAMIS Assigned</td>
</tr>
<tr>
<td>AP Check</td>
<td>AP Check</td>
<td>FAMIS Assigned</td>
</tr>
<tr>
<td>AP State Voucher</td>
<td>APV</td>
<td>FAMIS Assigned</td>
</tr>
<tr>
<td>Fee</td>
<td>Fee</td>
<td>FAMIS Assigned</td>
</tr>
<tr>
<td>Travel</td>
<td>TRV</td>
<td></td>
</tr>
<tr>
<td>Corrections-Travel</td>
<td>TRC</td>
<td></td>
</tr>
<tr>
<td>Purchase</td>
<td>PRV</td>
<td></td>
</tr>
<tr>
<td>Prepaid Vouchers</td>
<td>PPV</td>
<td></td>
</tr>
<tr>
<td>Corrections-Purchase</td>
<td>PVC</td>
<td></td>
</tr>
<tr>
<td>Delete Vouchers</td>
<td>DEV</td>
<td></td>
</tr>
<tr>
<td>Housing Interface</td>
<td>HSG</td>
<td>FAMIS Assigned</td>
</tr>
<tr>
<td>SIMS Interface</td>
<td>SIMS</td>
<td>FAMIS Assigned</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>MDS</td>
<td></td>
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<tr>
<td>Procurement Card</td>
<td>PCC</td>
<td>FAMIS Assigned</td>
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<tr>
<td>Corrections-Payroll</td>
<td>CPR</td>
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### Encumbrances

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<tbody>
<tr>
<td>ENC</td>
<td>Encumbrance</td>
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</table>

### IDTs

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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>IDT</td>
<td>IDT</td>
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</tbody>
</table>

### Journal Entries

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<th>Description</th>
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</thead>
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<tr>
<td>JEN</td>
<td>Regular</td>
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<tr>
<td>JEC</td>
<td>Corrections</td>
</tr>
<tr>
<td>JIN</td>
<td>Investments</td>
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</tbody>
</table>

### Payroll

<table>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>EPA</td>
<td>EPA</td>
</tr>
<tr>
<td>INS</td>
<td>Insurance Billing</td>
</tr>
<tr>
<td>INEQ</td>
<td>Insurance Equity Transfer</td>
</tr>
<tr>
<td>PAY</td>
<td>Payroll</td>
</tr>
<tr>
<td>SEAA</td>
<td>Payroll Auto Adjustment</td>
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<tr>
<td>SEN</td>
<td>Salary Encumbrance</td>
</tr>
<tr>
<td>SSV</td>
<td>Salary Savings</td>
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<tr>
<td>GEB</td>
<td>Generated Exp Budget</td>
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</table>

### Fixed Assets (FFX)

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<tr>
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<td>FFX Accounting Feed</td>
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<tr>
<td>FFD</td>
<td>FFX Depreciation</td>
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</table>

### Sponsored Research (SPR)

<table>
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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>INDZ</td>
<td>Indirect Cost</td>
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</table>

### Cash Receipts

<table>
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<th>Description</th>
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<tbody>
<tr>
<td>CPD</td>
<td>Cashier Deposits-Depts</td>
</tr>
<tr>
<td>CRC</td>
<td>Corrections Receipts</td>
</tr>
<tr>
<td>DDP</td>
<td>Departmental Deposits</td>
</tr>
<tr>
<td>DTR</td>
<td>Distribution to S/L</td>
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<tr>
<td>GIF</td>
<td>Gifts</td>
</tr>
<tr>
<td>INT</td>
<td>Interest</td>
</tr>
<tr>
<td>INS</td>
<td>Investment Sales</td>
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<tr>
<td>LOC</td>
<td>Letter of Credit</td>
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<tr>
<td>MDP</td>
<td>Miscellaneous</td>
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<tr>
<td>CBK</td>
<td>V/MC Charge Back</td>
</tr>
<tr>
<td>VDD</td>
<td>V/MC Deposits</td>
</tr>
</tbody>
</table>

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Revised: 3/10/2014 2:17 PM
FAMIS Reference Codes

Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified below, along with related transactions. Samples of Screen 23 have been used to show each reference code with related transactions.

Reference # 1

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumbrances</td>
<td></td>
<td>05x</td>
<td>PO # or Doc #</td>
</tr>
<tr>
<td>Vouchers</td>
<td></td>
<td>06x</td>
<td></td>
</tr>
<tr>
<td>Credit Memos</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Credit Memos</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revolving Vouchers</td>
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<td>02x</td>
<td>Budget #</td>
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<td>Revolving Prepaid Vouchers</td>
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<tr>
<td>Change Source of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi Vendor Vouchers (SL and GL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget (SL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Transfer</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Beg Balance #</td>
<td></td>
<td>098</td>
<td>Beginning Balance (GL)</td>
</tr>
<tr>
<td>AFR #</td>
<td></td>
<td>060</td>
<td>AFR Entries/Reversals (SL and GL)</td>
</tr>
</tbody>
</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)

<table>
<thead>
<tr>
<th>Ref.</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef Offset Acct</th>
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<tbody>
<tr>
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<td>054</td>
<td>DYLAN TROPHY DB</td>
<td>420.50</td>
<td>D 85762F</td>
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<tr>
<td>4010</td>
<td>054</td>
<td>WINSTON'S OFFICEWOR</td>
<td>367.00</td>
<td>D 85762F</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>NASWORTHY</td>
<td>131.49</td>
<td>F FVP309 014400 2100</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>WINSTON'S OFFICEWOR</td>
<td>367.00</td>
<td>F FVP309 014400 2100</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>STORES</td>
<td>646.71</td>
<td>PURS01 270260 0523</td>
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<tr>
<td>4010</td>
<td>061</td>
<td>STORES</td>
<td>107.47</td>
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</tr>
<tr>
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<td>061</td>
<td>STORES</td>
<td>434.10</td>
<td>PURS01 270260 0523</td>
</tr>
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<td>061</td>
<td>STORES</td>
<td>51.41</td>
<td>PURS01 270260 0523</td>
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<tr>
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<td>061</td>
<td>STORES</td>
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</tr>
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<td>061</td>
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<td>061</td>
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</tr>
<tr>
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<td>061</td>
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<td>322.99</td>
<td>PURS01 270260 0523</td>
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<td>4010</td>
<td>061</td>
<td>STORES</td>
<td>98.66</td>
<td>PURS01 270260 0523</td>
</tr>
</tbody>
</table>

* Continued *
Reference # 2

Reference 2 is almost always assigned by FAMIS. In most cases, this will be the voucher number. There are various ways to view or report data by this reference number.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISBURSEMENTS</td>
<td>Vouchers</td>
<td>068</td>
<td>Voucher #</td>
</tr>
<tr>
<td>CREDIT MEMOS</td>
<td>PREPAID VOUCHERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PREPAID CREDIT MEMOS</td>
<td>REVOLVING VOUCHERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHANGE SOURCE OF FUNDS</td>
<td>MULTI-VENDOR VOUCHERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REVOLVING PREPAID VOUCHERS</td>
<td>INTERDEPARTMENTAL TRANSFERS</td>
<td>030</td>
<td></td>
</tr>
<tr>
<td>RECEIPTS</td>
<td></td>
<td>061</td>
<td>BILL # or Receipt #</td>
</tr>
<tr>
<td>A/R ADD’L LINE ITEM ENTRY</td>
<td>A/R LINE ITEM ADJUST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/R LINE ITEM PAYMENT</td>
<td></td>
<td></td>
<td>A/R INVOICE</td>
</tr>
<tr>
<td>ENCUMBRANCE (SL)</td>
<td>AFR ENTRIES/REVERSALS (SL and GL)</td>
<td>060</td>
<td>Document #</td>
</tr>
<tr>
<td>DBR BUDGET TRANSFER</td>
<td></td>
<td>022</td>
<td>DBR Document #</td>
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</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)

<table>
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<tr>
<th>Sbo TC</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset</th>
<th>Acct</th>
</tr>
</thead>
<tbody>
<tr>
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<td>367.00</td>
<td>D 85767F</td>
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<tr>
<td>4010 066 1006899 09/25 NASH NASWORTH</td>
<td>131.49</td>
<td>F PVP308 014400 2100</td>
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<tr>
<td>4010 066 1007488 09/26 WINSTON'S OFFICER</td>
<td>367.00</td>
<td>F PVP308 014400 2100</td>
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* Continued *

Enter: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp View DLoad Left Right
Reference # 3

Reference 3 is less used than the others. There are some transactions where you will see entries in Reference 3. There are various ways to view the data for this reference number.

<table>
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<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
<th>AUTO OR MANUAL</th>
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<td>Receipts Disbursements</td>
<td>03x 04x</td>
<td>Teller # (if manually entered)</td>
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</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)

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<tr>
<th>Sbdc TC</th>
<th>Ref 3</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
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</thead>
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<tr>
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<td>C PCR001</td>
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<td>4011 054</td>
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<td>21.82</td>
<td>D 7940EP</td>
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* Continued *

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

Hmenu Help EHelp View DLoad Left Right
FAMIS Reference Codes (cont’d)

Reference # 4

Reference 4 is typically used by departments to identify transactions by a number that is meaningful to them. There are various ways to view or report data by this reference number thereby aiding the departments to work with their accounting data.

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<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
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<tr>
<td>Prepaid Vouchers</td>
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<tr>
<td>Prepaid Credit Memos</td>
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<td>Revolving Prepaid Vouchers</td>
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</tr>
<tr>
<td>Change Source of Funds</td>
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</tr>
<tr>
<td>Multi-Vendor Vouchers</td>
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</tr>
<tr>
<td>A/R Additional Line Item Entry</td>
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<tr>
<td>A/R Line Item Adjust</td>
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<td>AFR #</td>
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<td>AFR Entries/Reversals (SL and GL)</td>
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Screen 23 – Transaction Inquiry by Account (Panel 1)

<table>
<thead>
<tr>
<th>Sbzd TC</th>
<th>Ref</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
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* Continued *

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

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Revised: 03/10/2014 2:17 PM
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 number identifying an account.

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

Accounts Payable

Action/Context Line
The screen line (usually fourth from the top) or lines into which the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias
A commonly used name for a customer, other than the formal customer name (primary name), that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names once a vendor has been created.

AP
See Accounts Payable.

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

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

B

Bank Transfer
A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.
Appendix – Glossary (cont’d)

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

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

**BBA**
See [Budget Balance Available](#).

**Budget**
A plan of revenue and expenditures for an accounting period expressed in monetary terms.

**Budget Balance Available (BBA)**
That portion of budget funds that is unspent and unencumbered.

**Budget Pool**
A budget summarized at significant levels of revenue or expense. A single pool of money defines for use by specific object codes.

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

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

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

**Chart of Accounts**
A listing, at the 6-digit level, of all account numbers within the Financial Accounting System.

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

**Claim-On-Cash**
The share of ownership that an account has in the institution’s Moines.

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

**COA**
See Chart of Accounts.

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

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

**Credit Memo**
The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.
Appendix – Glossary (cont’d)

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

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

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

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

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

**Data Entry**
A means for adding information into the system.

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

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

**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.
Appendix – Glossary (cont’d)

Drop Flag
A data element whose condition signifies that a document is to be removed from the data base 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, may be predefined by the system. It is also known as the Transaction Code.

FA
See Financial Accounting.

Feed
Transactions from other systems that are transferred to the Financial Records System.

Field
That part of a database in which one unique piece of information is stored; OR an area on a screen that allows data entry.

File
A storage area established within a computer system or database for organizing similar kinds of data.

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

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

Financial Transaction
An entry made to the system to record information.

Flag
A data element used to set controls or conditions on a process or program.

Freeze Flag
A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

FRS
See Financial Records System.

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.
Appendix – Glossary (cont’d)

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

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

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

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

**General Ledger (GL)**
A balance sheet account for the institution. All GL account numbers begin with “0” (zero).

**GL**
See General Ledger.

**GL/SL Relationships**
User-defined structures relating SL revenue/expense accounts to GL fund accounts.

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

**GSE**
See Global Subcode Edit.

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

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

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

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

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

**JCL**
See Job Control Language.

**Job Control Language**
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.

M

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

Memo Bank Account
An account that represents the balances of 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 rotates it to another format for sorting on reports on on-line searching.

O

Object Code
A four-digit number identifying specific items of revenue/expense.

P

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

R

Regular Order
A type or purchase order that denotes a typical order.

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

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

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

S

6-Digit Account
For GL: An entity that consists of a self-balancing account.
For SL: An entity of revenues and/or expenses.

Screen HELP
An online feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.
Appendix – Glossary (cont’d)

**Secondary Vendor**
The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

**Session**
A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

**SL**
See Subsidiary Ledger.

**Split Encumbrance**
An encumbrance which applies to several accounts.

**Standing Order**
A type of purchase order used for reoccurring services like those provided by the telephone and electric companies.

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

**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.

**T 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.
Appendix – Glossary (cont’d)

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

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

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

Vendor
A provider of goods and/or services.

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

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