Introduction

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

All associated screens and processing information are included along with field descriptions. The required fields are indicated, for your convenience, with ‘*’ in the field descriptions.

By utilizing the information and guidelines contained in this manual, a user should be able to access information, create / modify, and close FA transaction documents.

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) 458-6450, or copy the page with the error, note the correction or suggestion, and send it to one of the following addresses:

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

**Non-College Station based:**
FAMIS Services  
The Texas A&M University System  
301 Tarrow Street  
College Station, TX 77840-7896
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<th>Page</th>
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Menu M36 is used to display inquiry and update screens of the Preliminary Fixed Assets in FAMIS.

**Menu M36 – Departmental Fixed Assets Menu**

<table>
<thead>
<tr>
<th>M36 Departmental Fixed Assets Menu</th>
<th>03/01/11 10:42</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2011 CC 02</td>
<td></td>
</tr>
<tr>
<td>Screen: ___</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>* ------ Preliminary Fixed Assets - Inquiry ------ *</td>
<td></td>
</tr>
<tr>
<td>361 View Preliminary Assets</td>
<td></td>
</tr>
<tr>
<td>363 View External Preliminary Assets</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>* ------ Preliminary Fixed Assets - Update ------ *</td>
<td></td>
</tr>
<tr>
<td>360 Build Preliminary Assets</td>
<td></td>
</tr>
<tr>
<td>362 Preliminary Fixed Assets Data</td>
<td></td>
</tr>
</tbody>
</table>

Menu M22 provides a list of all purchasing document inquiry screens available in FAMIS.

**Menu M22 - Purchasing Inquiry Menu**

<table>
<thead>
<tr>
<th>M22 Purchasing Inquiry Menu</th>
<th>03/01/11 10:43</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2011 CC 02</td>
<td></td>
</tr>
<tr>
<td>Screen: ___</td>
<td></td>
</tr>
<tr>
<td>* ----------------* Document Inquiry *----------------------------- *</td>
<td></td>
</tr>
<tr>
<td>271 Documents Closed But Not Routed 280 Document Browse by Number</td>
<td></td>
</tr>
<tr>
<td>272 Documents by Status 281 Document Browse by Dept.</td>
<td></td>
</tr>
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<td>275 Incomplete Receiving/Invoicing 284 Document Browse by User Ref.</td>
<td></td>
</tr>
<tr>
<td>276 Document Inquiry - w/Paid Amts 285 Document Browse by Vendor</td>
<td></td>
</tr>
<tr>
<td>277 Document Inquiry by Campus 286 Document Browse by State Req.</td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td>279 Document Line Item Inquiry 288 Document Summary</td>
<td></td>
</tr>
<tr>
<td>290 Document Tracking Inquiry 295 SciQuest Document Xref</td>
<td></td>
</tr>
<tr>
<td>291 Document Tracking Cross Ref</td>
<td></td>
</tr>
<tr>
<td>292 PIP Document Browse</td>
<td></td>
</tr>
<tr>
<td>293 PIP Browse by Document</td>
<td></td>
</tr>
<tr>
<td>294 PIP Browse by Invoice</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>
Preliminary Fixed Assets – Basic Concepts

Preliminary fixed asset information is all pertinent information related to the property management of the item. Before electronic approvals, this information was entered onto a Property Control form (FDP-4 form -TAMU). The form had to be attached to the voucher before it could be paid. Similarly, the department must enter preliminary fixed asset information for online receiving before the asset can be closed.

Once payment has been processed and all preliminary fixed asset information has been entered into FAMIS, the preliminary fixed asset record is fed over to the FFX system and the feed programs change the preliminary fixed asset to a pending asset. The pending asset is verified, “approved,” and finally considered an official property record. At this point, all approved fixed asset information is fed over to accounting (FRS).

Fixed Asset Terminology

**Asset**
Property, plant, and equipment owned or held in trust by the institution. A physical plant asset is represented by an asset record that contains all pertinent information concerning the asset, both dollar and non-dollar data.

**Preliminary Fixed Asset**
Preliminary fixed asset information is all pertinent information related to the property management of the item. Before electronic approvals, this information was entered onto the FDP-4 form. The FDP-4 form had to be attached to the voucher before it could be paid. Similarly, preliminary fixed asset information must be entered by the department before the department may close online receiving for the asset.

Once all preliminary fixed asset information is entered into FAMIS and payment has been made, the preliminary fixed asset becomes an “approved” asset and is an official property record. At this point, all approved fixed asset information is fed over to the FFX system in FAMIS and is available for document inquiry.

**Tag/Asset Number**
The tag/asset number is a 10-character alpha-numeric field used to uniquely identify an asset. Asset numbers begin with the fiscal year in which they were purchased. The system automatically assigns tag/asset numbers. Departments that previously used their own set of issued asset numbers will no longer use those numbers.
Items Requiring Inventory or Tag/Asset Numbers
Both purchases above $1,000.00 and controlled assets must be assigned a tag/asset number. Examples of controlled assets include printers, cameras, handguns, etc.

Dept/Sub-Dept Code
The dept/sub-dept code identifies the department and sub-department charged with the responsibility for the asset.

Group Code
The group code is a 5-character alpha-numeric code used by departments to further group assets or track responsibility for assets within a department. For example, a person’s initials or the name of a sub-section within the department may be used as a group code.

Ten Day Rule
According to the Texas A&M University System Equipment Management Manual, section 4-1, the inventory number must be permanently affixed to an item promptly on receipt, but not later than ten calendar days after receipt, unless prevented by unusual circumstances.

Bar Code Tags
Bar code tags may be used to identify assets. For example, at TAMU, the Fiscal Department mails bar code tags to the departments with the monthly reports after the invoice has been paid and the assets have been approved by the Fiscal Department.

Freight and Discounts
The system will match the preliminary fixed asset information that you enter with the purchase order. Totals may be changed to reflect an increase in price due to freight or a decrease in price due to a discount.

1. At the time of purchase, if freight is known, include it in the price.
2. If an extra line item is included for freight and is known, enter the freight.
3. If the freight is not known, do not estimate it. The Fiscal Department Property Management Office will add it according to what is on the invoice at the time of audit.

Partial Payments on Purchase Order
When the voucher records are fed to FFX, pending asset records will be created for each item on the purchase order. Since not all of the items may have been invoiced, use the following steps to process the assets correctly:

1. All purchase order items will feed to FFX.
2. On FFX Screen 546, blank out the asset # for each item that has not been invoiced.
   **DO NOT delete the asset using FFX Screen 509.** Deletions are permanent and will cause both preliminary and pending assets to be physically removed from the file. The preliminary asset will no longer exist to be fed when the next payment is made.
3. These items will feed again when invoiced.
Room Table
Rooms can be added or deleted only on the Master Campus. Contact the System Office of Budgets and Accounting to request changes. The rooms are loaded from the TAMU Facilities Coordination (FCOR) table.

For any campus with the room table flag set to “Y” on FFX Screen 590, the Room: field will be required on Screen 362.
Department Creates Document

Set Document Up For Approval

Send Document To Purchasing

Purchasing Processes: Set Up As Purchase Order

Purchase Is For Inventoried Or Controlled Asset

Yes

Department Can Start Fixed Asset Set Up Process On FAMIS

No

"Receiver" Receives PO On-Line

Purchase Is For Inventoried Or Controlled Asset

Yes

Department Cannot Close Receiving Document Until Asset Is Set Up On FAMIS

No

"Receiver" Closes PO

Invoice Is Sent To Accounts Payable For Processing
View Preliminary Assets

Once the preliminary fixed asset records have been created in FRS for your purchase order and have been fed to the Fixed Assets module of FAMIS, you may use FFX Screen 545 to display a list of all preliminary assets for a document. Type ‘Y’ in the Prelim Only: field to view only the Preliminary Assets on this screen.

These preliminary assets records can be deleted, if necessary, using Screen 362 in the FRS Module of FAMIS. Once the record is a pending asset, use Screen 509 to delete.

**FFX Screen 545 – View Preliminary Assets**

<table>
<thead>
<tr>
<th>Action Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting from Doc: P101414 Doc Seq: ____ Order: A Prelim Only: Y</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doc Nbr</th>
<th>Doc Seq</th>
<th>Tag Number</th>
<th>Add To</th>
<th>Asset Nbr St</th>
<th>Comp Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P903127</td>
<td>0001</td>
<td>0900103093</td>
<td></td>
<td></td>
<td>1724.00</td>
<td>NEC XGA 3000 LUME</td>
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<tr>
<td>P903512</td>
<td>0001</td>
<td>0900103078</td>
<td></td>
<td></td>
<td>3875.00</td>
<td>NEC XGA 4200LU DA</td>
</tr>
<tr>
<td>P903512</td>
<td>0002</td>
<td>0900103079</td>
<td></td>
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<td>3875.00</td>
<td>NEC XGA 4200LU DA</td>
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<td></td>
<td></td>
<td>3875.00</td>
<td>NEC XGA 4200LU DA</td>
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<td></td>
<td>3875.00</td>
<td>NEC XGA 4200LU DA</td>
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<tr>
<td>P903936</td>
<td>0001</td>
<td>0900102114</td>
<td>Y</td>
<td></td>
<td>2320.32</td>
<td>COMPUTER, DELL IN</td>
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<tr>
<td>P904170</td>
<td>0003</td>
<td>0900101157</td>
<td>Y</td>
<td></td>
<td>5197.12</td>
<td>ACCESS POINT LICE</td>
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<tr>
<td>P904330</td>
<td>0002</td>
<td>0900104072</td>
<td></td>
<td></td>
<td>1699.00</td>
<td>APPLE IMAC 24-INC</td>
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<tr>
<td>P904639</td>
<td>0001</td>
<td>0900105012</td>
<td></td>
<td></td>
<td>6423.00</td>
<td>OLYMPUS BX41 MICH</td>
</tr>
<tr>
<td>P904639</td>
<td>0002</td>
<td>0900105013</td>
<td></td>
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<td>6423.00</td>
<td>OLYMPUS BX41 MICH</td>
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<td>6423.00</td>
<td>OLYMPUS BX41 MICH</td>
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<tr>
<td>P905036</td>
<td>0009</td>
<td>1000106031</td>
<td></td>
<td></td>
<td>610.00</td>
<td>SECURITY SYSTEM,</td>
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<td>P905121</td>
<td>0003</td>
<td>0900105220</td>
<td></td>
<td></td>
<td>7980.00</td>
<td>IRONPORT M660, ST</td>
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</tbody>
</table>

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

Basic Steps

- Advance to Screen 545.
- To advance the displayed list to a specific document number, type it in the Starting from Doc: field.
- You can change the display order by typing ‘A’ (ascending) or ‘D’ (descending) in the Order: field.
- Type ‘Y’ in the Prelim Only: field to display just the preliminary fixed assets and press <ENTER>.
- Type an ‘X’ in the Sel: field next to a preliminary fixed asset to advance to Screen 546 where more detailed asset information will be displayed.

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

**Action Line**

Starting from Doc:

7 character/digits
Type a specific document number in this field to view the document at the top of the displayed list.
FFX Screen 545 – View Preliminary Assets (cont’d)

**Doc Seq:** 4 digits
Indicate the sequence number order in which the preliminary assets were recorded from the purchase document.

**Order:** 1 character
Indicate the desired order for the displayed list.
A = Ascending
D = Descending

**Prelim Only:** 1 character
Display only assets in preliminary status.
Y = Preliminary Assets only.
Blank = Show all assets.

**Screen Information**

**Sel:** 1 character
Type an ‘X’ to select a preliminary fixed asset for further display on Screen 546.

**Doc Nbr:** 7 character/digits
Identifies the purchase order document number.

**Doc. Seq:** 4 digits
Shows the sequence number of the asset.

**Tag Number:** 10 digits
Displays the number automatically assigned by the system for the asset in the preliminary fixed asset section of FAMIS purchasing.

**Add To:** 1 character
‘Y’ indicates that asset should be added to an existing asset.

**Asset Nbr:** 10 digits
Identifies the asset number of the asset.

**St:** 1 character
Displays the status of the asset. Valid values are as follows:
P = Pending
A = Approved
D = Disposed

**Comp Cost:** 11 digits
Indicates the total dollar value of the asset component at time of purchase / acquisition.

**Description:** 28 characters
Displays a short description of the asset.

**Additional Functions**

**PF KEYS**
See the Appendix for an explanation of the standard PF Keys.
View Detailed Preliminary Fixed Asset Data

Asset purchases are recorded using two modules of FAMIS, the accounts payable (AP) module and the purchasing module. Assets that are processed through the purchasing module must have a preliminary fixed asset record created before payment can be made. This information is similar to the Property Control Form (FDP-4 – TAMU) that was used before electronic approvals were available through FAMIS.

Once all preliminary fixed asset information is entered into the system and payment has been made, the preliminary fixed asset record is fed to the FFX system. You may view this data using FFX Screen 546. It is advisable for you to verify your preliminary fixed asset data against the voucher data form before continuing with the approval process.

For preliminary assets, the tag number will initially be blank and the status will be blank.

When you manually put in an asset number, the status will change to ‘P’ (Pending) and the next available component number is also added.
## Handling Preliminary Assets for Partially Paid Invoice

Sometimes A/P will make a partial payment on an invoice, even though the department created preliminary assets for the whole invoice. In this case, it is necessary to blank out the Asset: field for any assets not actually paid. This gives the department the ability to create a preliminary asset again on the next invoice.

### Basic Steps

- Advance to Screen 546.
- Verify that all information shown is correct (i.e. matches the voucher data form).
  
  **If the information shown is not correct, you may make changes using Screens 501 - 508.**

- When the preliminary fixed asset record is fed from FRS to FFX, it will create a pending asset number. If this number has not been assigned, you may manually enter it into the Asset: field. You may also blank out the Asset: field if the asset has not yet been invoiced (for example, a partial invoice was paid, but not the one for this particular asset). The asset will have its asset number re-assigned when the next invoice is paid.
- Press <ENTER> to record the pending asset number.

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

**Action Line**

◆ **Doc:**  7 character/digits
Identify which purchase document’s preliminary fixed asset record should be displayed.
FFX Screen 546 – Preliminary Fixed Asset Data (cont’d)

- **Doc Seq:**
  - 4 digits
  - Enter the sequence number order for displaying line item information of the purchase document.

**Screen Information**

Panel 1

**Page:**
- 3 digits
  - Shows the page number of data displayed.

**Asset:**
- 10 digits
  - Displays the pending asset number assigned to the preliminary fixed asset record.

**Component:**
- 2 digits
  - Identifies the component number assigned to the preliminary fixed asset.

**Status:**
- 1 character
  - Indicates the status of the asset number: approved (A), pending (P), disposed (D).

**Tag Number:**
- 10 digits
  - Displays the number assigned to the preliminary asset by the system. This number should become the asset number once approved.

**Add to Asset:**
- 1 character
  - ‘Y’ indicates the asset is to be added to an existing asset record.

**Asset Description:**
- 35 characters
  - Displays a brief description of the asset item.

**Line 2:**
- 35 characters
  - Shows additional information about the asset, if needed.

**Component Cost:**
- 14 digits
  - Indicates the total dollar amount spent, including tax, freight, and installation costs, on the purchase of the selected asset.

**Acq Method:**
- 2 characters
  - Shows method by which the item was acquired.

**PO Nbr:**
- 7 character/digits
  - Indicates the purchase order number of the document created to pay for the selected item.

**PO Acct:**
- 15 digits
  - Displays the subsidiary ledger (SL) account number plus the support account (SA) number plus the object code on the purchase order used to pay for the asset.

**Manufacturer Name:**
- 30 characters
  - Shows the name of the manufacturer of the item.
### FFX Screen 546 – Preliminary Fixed Asset Data (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Model Number** | 20 characters/digits  
Identifies the manufacturer’s model number for the selected item. |
| **Serial Number** | 20 characters/digits  
Displays the serial number on the item. |
| **Vendor Name** | 30 characters  
Shows the name of the vendor from which the item was purchased. |
| **Nbr** | 11 digits  
Displays the FAMIS identification number of the vendor from which the item was purchased. |
| **Class** | 6 digits  
Indicates the inventory classification of the item. |
| **Acquisition Dt** | 8 digits  
Shows date on which the item was purchased. |
| **In-Service Dt** | 8 digits  
Indicates the date on which the item was available for its intended purpose. |
| **Condition** | 2 characters/digits  
Shows the condition of the asset.  
For example, the following:  
DE = Demolition (17)  
E1 = Used-Reconditioned – Excellent  
E2 = Used-Reconditioned – Good  
E3 = Used-Reconditioned – Fair  
E4 = Used-Reconditioned – Poor  
MH = Missing – Hold For Deletion  
MI = Missing – Not Deleted – F/ INVE  
MN = Missing – Negligence  
MS = Missing – Request Now  
N1 = New Or Unused – Excellent  
N2 = New Or Unused – Good – UNIMPA  
N3 = New Or Unused – Fair – Slight  
N4 = New Or Unused – Poor – Serious |
| **Availability** | 2 characters  
Displays the availability of the asset.  
Valid values include the following:  
AV = Available  
BLANK = Undetermined  
EX = Excess Property  
LN = On Loan To Another Department  
MS = Missing, Unable to Locate  
RE = Restricted, Single Purpose  
SH = Shareable, On Request  
ST = Stolen, Damaged, Destroyed  
US = In use Full Time |
FFX Screen 546 – Preliminary Fixed Asset Data (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>How Tagged:</td>
<td>Shows the method by which asset is physically tagged for inventory.</td>
</tr>
<tr>
<td></td>
<td>Help 2 characters</td>
</tr>
<tr>
<td></td>
<td>BC = Bar Coded</td>
</tr>
<tr>
<td></td>
<td>DC = Decal</td>
</tr>
<tr>
<td></td>
<td>ET = Etched</td>
</tr>
<tr>
<td></td>
<td>MT = Metal Tag</td>
</tr>
<tr>
<td></td>
<td>NT = No Tag</td>
</tr>
<tr>
<td></td>
<td>ST = Stamped</td>
</tr>
<tr>
<td></td>
<td>WR = Written</td>
</tr>
<tr>
<td></td>
<td>’ ’ = Undetermined</td>
</tr>
<tr>
<td>Related Asset:</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates the asset number to which this asset record is related.</td>
</tr>
<tr>
<td>Special License:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Identifies the type of license that is required to own or operate the asset.</td>
</tr>
<tr>
<td>Exposure Code:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Indicates any health hazards associated with the selected asset.</td>
</tr>
<tr>
<td>Software Version:</td>
<td>20 characters</td>
</tr>
<tr>
<td></td>
<td>Displays a brief description of the software used, including its version number.</td>
</tr>
<tr>
<td>Panel 2</td>
<td>Building:</td>
</tr>
<tr>
<td></td>
<td>5 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the building in which the asset is located.</td>
</tr>
<tr>
<td>Building Campus:</td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates the TAMUS member part at which the asset is located.</td>
</tr>
<tr>
<td>Room:</td>
<td>6 characters/digits</td>
</tr>
<tr>
<td></td>
<td>Represents the room of the building where the asset is located.</td>
</tr>
<tr>
<td>Group Code:</td>
<td>5 characters</td>
</tr>
<tr>
<td></td>
<td>Displays a code that can be used in sorting reports.</td>
</tr>
<tr>
<td>Exec Level:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Identifies the executive officer who is ultimately accountable for decisions concerning the acquisition, use, and disposal of the asset.</td>
</tr>
<tr>
<td>Alt APO Name:</td>
<td>20 characters</td>
</tr>
<tr>
<td></td>
<td>Displays the name of the alternate person responsible for the selected asset.</td>
</tr>
<tr>
<td>Division:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Indicates the FRS-defined division that is responsible for the asset.</td>
</tr>
<tr>
<td>School:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Identifies the school, college, administrative office, or other unit within the division that is responsible for the asset.</td>
</tr>
</tbody>
</table>
FFX Screen 546 – Preliminary Fixed Asset Data (cont’d)

Dept: 5 characters
Identifies the department responsible for the asset.

Sub Dept: 5 characters
Indicates the sub-department to which the asset belongs.

Purpose Cd: 2 characters
Displays the code that defines the general purpose of the asset.

Purpose Pct: 3 digits
Shows amount of time (percent) the asset will be used for a particular function.

Other Location: 20 characters
Displays the location of the asset when it cannot be described in terms of building and room.

Ownership/Title: 4 characters
Indicates whether the asset is owned by the institution, an outside agency, or borrowed/leased by the institution.

Restriction: 1 character
Identifies any restrictions placed on the use/ownership of the item. For example:

- A = EQPT THRU TX SURPLUS – ACQ DT
- B = RIGHT TO RECLAIM/TRNSFR-FUND
- C = TITLE STAYS W/ FND AGNCY (FED
- D = RES;SALE RCPTS DEP TO NSF EQP
- E = SALE RCPTS TO RETURN TO FED G
- F = EXEMPT PROP-USE ON FED FUND P
- G = RETAIN&REIMB FED BY %FEDPART/
- I = NO RESTRICTIONS

FAMIS Sponsor: 7 digits
Identifies the FAMIS sponsor responsible for the acquisition of the selected item.

Historical Ind: 1 character
‘Y’ indicates that the asset component is historical.

Depreciation Ind: 1 character
‘Y’ indicates that asset component is depreciable.

Maintenance Company: 20 characters
Shows the name of the person or company that will be used to service the selected asset.

Contract Nbr: 20 characters/digits
Identifies the contract number associated with the asset. This field will only be used if the asset is to be serviced under the terms of a maintenance contract.
FFX Screen 546 – Preliminary Fixed Asset Data (cont’d)

**Renewal Date:** 8 digits
Indicates the date on which the maintenance contract will expire. This is the date by which it should be renewed in order to maintain continuous service.

**Contract Amt:** 15 digits
Displays the dollar amount to be paid if the asset is to be serviced under the terms of a maintenance contract.

**Warranty Exp:** 8 digits
Indicates the date on which the warranty will expire for the item.

**Frequency:** 3 digits
Indicates how often the item is to be serviced.

**Last Maint Date:** 8 digits
Displays the maintenance date on which the asset was last serviced.

**Insured By:** 5 characters
Identifies who is responsible for the insurance on the selected item.

**Insured Value:** 15 digits
Displays the dollar amount for which the asset has been insured.

**Replacement Cost:** 15 digits
Shows the dollar amount that would be required to replace the item in the current fiscal year.

**Inflation Code:** 2 characters
Identifies the Inflation Multiplier that is applied to update the Replacement Cost of the asset.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Department Table Maintenance

FAMIS provides a table of valid departments for each campus. These department codes are used extensively throughout FAMIS. Both FRS and FFX modules utilize this table.

- Screen 860 is used to add a new department to FAMIS by authorized personnel.

- This is the only screen where you can update the School/College: field. It will not be a protected field for anyone who has update access to the screen. The School/College: field is also protected if you are trying to modify it on a sub-department. Remove it from the department and all its sub-departments by taking the college off of the department (FISA or FISC). The change will ripple to all of the sub-departments.

- The EPA allow flag was added to this screen for Form 500 processing. A ‘Y’ in this field indicates that the department is allowed to create EPA documents, and EPA documents will be routed through the department.

- If the “Purchasing Trn Flag” on this screen is not set to ‘Y’, FAMIS does not recognize that routing exists for the department.

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

Screen 860 – Department Table Maintenance

<table>
<thead>
<tr>
<th>Screen:</th>
<th>Department: CHEM Sub Dept: _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head/Director ID</td>
<td>4uuuuuuu8</td>
</tr>
<tr>
<td>Head/Director Phone</td>
<td>979-845-3333</td>
</tr>
<tr>
<td>Mail Code</td>
<td>C3255</td>
</tr>
<tr>
<td>Exec Level</td>
<td>AA</td>
</tr>
<tr>
<td>Division</td>
<td>CD</td>
</tr>
<tr>
<td>School/College</td>
<td>SC</td>
</tr>
<tr>
<td>Off Campus Flag</td>
<td>N</td>
</tr>
<tr>
<td>Budget Sort Dept Nbr</td>
<td>_____</td>
</tr>
<tr>
<td>Purch Trn Flag</td>
<td>Y</td>
</tr>
<tr>
<td>Maestro: Org Unit: 8464</td>
<td>Parent Dept: CLSC</td>
</tr>
<tr>
<td>Mail to Dept Head:</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Other Part Nbr:</td>
<td>_____</td>
</tr>
<tr>
<td>Other Part Dept:</td>
<td>_____</td>
</tr>
<tr>
<td>Other Part Sub Dept:</td>
<td>_____</td>
</tr>
<tr>
<td>Mail to Dept Head:</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Other Dept:</td>
<td>_____</td>
</tr>
<tr>
<td>Other Dept Sub Dept:</td>
<td>_____</td>
</tr>
<tr>
<td>Other Dept Sub Dept:</td>
<td>_____</td>
</tr>
<tr>
<td>Hmenu Help EHelp</td>
<td>Audit Dload GenCm FFXCm</td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 860.
- Enter a department code on the Action Line and also on the Sub Department if needed. You may also type an asterisk (*) in the Department: field to see a list of departments and subdepartments. If the department is not listed in the pop-up box, type a “i” in the TYPE: field to search by Department ID. This will allow you to find what you are searching for if it is an active department - subdepartment. Press <ENTER> to view.
Screen 860 – Department Table Maintenance (cont’d)

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

**Action Line**

◆ Department: [Help] 5 characters
Enter a valid department code.

Sub Dept: 5 characters
Enter the sub-department, if needed.

**Screen Information**

Dept Name: 50 characters
Enter the full name of the department.

◆ Head/Director
ID: 9 digits
Provide the Social Security number. The name will be displayed when you press enter.

Alt APO ID: 9 digits
Enter the name and ID of the alternate APO (accountable property officer).

Head/Director
Phone: 10 digits
Indicate the phone number of the head/director of the department.

Alt APO Phone: 10 digits
Provide the phone number of the alternate APO.

Mail Code: [Help] 1 character
Enter the mail code for the department.

Building Number: 5 digits
Identify the building where department is located.

Exec Level: [Help] 2 characters
Include the executive level of the department.

Building Campus: 2 digits
Identify the campus code for the building.

Division: 2 characters
Provide division code reflecting the structure of the campus.

Room: 6 digits
Include the room or the floor of the department.

School/College: [Help] 2 characters
Provide the level of organizational structure.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Dept:</td>
<td>4 characters&lt;br&gt;Displays the College Department code associated with the department entered on the Action Line.</td>
</tr>
<tr>
<td>Group Cd:</td>
<td>5 characters&lt;br&gt;Used for grouping departments together for special purposes, perhaps security or reporting.</td>
</tr>
<tr>
<td>Off Campus Flag:</td>
<td>1 character&lt;br&gt;Identify whether the department is located off campus.</td>
</tr>
<tr>
<td>Other Loc:</td>
<td>20 characters&lt;br&gt;Provide information as to whether or not the department is located in more than one location.</td>
</tr>
<tr>
<td>Budget Sort</td>
<td>4 characters</td>
</tr>
<tr>
<td>Dept Nbr:</td>
<td>Used for AL-RSCH budget sort number.</td>
</tr>
<tr>
<td>Approx. Inv. Count:</td>
<td>6 characters&lt;br&gt;Use for the entry of inventory numbers.</td>
</tr>
<tr>
<td>FRS Allow Flag:</td>
<td>1 character&lt;br&gt;Indicate whether this department is valid for accounting in FRS.</td>
</tr>
<tr>
<td>DBR Allow:</td>
<td>1 character&lt;br&gt;Indicate whether or not the department is allowed to create Departmental Budget Records.</td>
</tr>
<tr>
<td>FFX Allow Flag:</td>
<td>1 character&lt;br&gt;Indicate whether this department is valid for asset control in FFX.</td>
</tr>
<tr>
<td>Purch Trn Flag:</td>
<td>1 character&lt;br&gt;Identify whether this department has been fully trained and is ready to use the Purchasing system.</td>
</tr>
<tr>
<td>EPA Allow:</td>
<td>1 character&lt;br&gt;Indicate whether or not (’Y’ or ’N’) the department is allowed to create EPA documents.</td>
</tr>
<tr>
<td>FFX Cert Month:</td>
<td>2 digits&lt;br&gt;Indicate the month for inventory certification for this department.</td>
</tr>
<tr>
<td>Other Part Nbr:</td>
<td>2 digits&lt;br&gt;Include another campus code that owns part of the department inventory.</td>
</tr>
<tr>
<td>Mail to Dept Head:</td>
<td>1 character&lt;br&gt;Identify whether the department head or director wants to receive a statement.</td>
</tr>
</tbody>
</table>
Screen 860 – Department Table Maintenance (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Length</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Part Dept:</td>
<td>5 chars</td>
<td>Enter the department on another campus code that owns part of the department inventory.</td>
</tr>
<tr>
<td>Dept Office:</td>
<td>10 chars</td>
<td>Shows the office for Routing &amp; Approvals that governs this department.</td>
</tr>
<tr>
<td>Other Part Sub Dept:</td>
<td>5 chars</td>
<td>Enter the other FAMIS member’s sub-department, if needed.</td>
</tr>
<tr>
<td>Dept View:</td>
<td>10 chars</td>
<td>Indicates the electronic view within the electronic office for Routing &amp; Approvals that governs this department.</td>
</tr>
<tr>
<td>Exec Office:</td>
<td>10 chars</td>
<td>Shows the executive office for Routing &amp; Approvals that governs this department.</td>
</tr>
<tr>
<td>Dept Expiration Date:</td>
<td>8 chars</td>
<td>Shows the date the department will expire.</td>
</tr>
<tr>
<td>Exec View:</td>
<td>10 chars</td>
<td>Shows the electronic view within the executive office for Routing &amp; Approvals that governs this department.</td>
</tr>
<tr>
<td>General Comments:</td>
<td>1 char</td>
<td>Indicates whether or not ('Y' or 'N') comments have been entered.</td>
</tr>
<tr>
<td>FFX Comments:</td>
<td>1 char</td>
<td>Indicates whether or not ('Y' or 'N') comments have been entered.</td>
</tr>
</tbody>
</table>

**Additional Functions**

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF7 Audit Information</td>
<td>Displays the departmental table audit information.</td>
</tr>
<tr>
<td>PF9 Download</td>
<td>Download information from this screen using Entire Connection.</td>
</tr>
<tr>
<td>PF10 General Comments</td>
<td>View general comments.</td>
</tr>
<tr>
<td>PF11 Fixed Assets Comments</td>
<td>View fixed assets comments.</td>
</tr>
</tbody>
</table>
Screen 860 – Department Table Maintenance (cont’d)
Section III
Fixed Assets Basics
Fixed Assets Basic Concepts

The purpose of the Fixed Assets system is to help TAMUS Members fulfill their responsibility to administer, account for, and preserve their institution’s investment in property, plant and equipment. This responsibility extends across departments, with implications for Accounting, Property Control, and Purchasing.

To Accounting, it provides accurate, detailed records to support the values recorded in the General Ledger Plant Fund accounts.

To Property Control, it provides the ability to fix custodial responsibility for assets, to track acquisitions, transfers and disposals, and to perform periodic inventory assessments.

To administrators, it provides information about the availability of equipment, allowing managers to use existing property more efficiently and to avoid the purchase of duplicate equipment.

These primary functions may be summarized as the following:

- Recording the value of plant assets
- Fixing custodial responsibility for assets
- Providing current and accurate data to support resource allocation and budgeting
- Providing maintenance and insurance data

As part of its responsibility to accumulate and organize all financial information about the institution, Accounting maintains General Ledger records that represent the investment in plant.

This involves the following:

- Recognizing asset acquisitions
- Making adjustments to recorded values as needed
- Recording disposals

The relationship between FFX and Financial Accounting is one of detail to control: summary asset values are recorded in the GL account controls, and supporting detail is maintained with FFX. Within FFX, asset records are created and transactions processed to reflect asset activity. An accounting feed generates journal entry transactions, which are used to update the GL.
Fixed Assets Basic Concepts (cont’d)

Fixed Asset Terminology

**ASSET:** An asset is property, plant, and/or equipment owned or held in trust by the institution. A physical asset is represented by at least one *component record* that represents all the non-dollar (attribute) data and the summarized dollar information concerning the asset. The funding information for a component record is stored as one or more *fund sequence records*. Therefore, an asset is composed of one or more component records which were each funded by one or more fund sequence records.

**ASSET NUMBER:** An asset number is a 10-character alphanumeric identification tag used in combination with component number to uniquely identify a physical asset belonging to the institution. It is recommended that a system-assigned sequential asset number be used. **NOTE:** Usually, an asset number takes the form NN-A-XXXXXXXX, where NN = the last 2 digits of the fiscal year the asset was purchased, A = the sight identifier (see below for definition), and XXXXXXX = the number assigned by purchasing. FAMIS and SPA use the same asset number to identify an institution’s assets.

**COMPONENT:** A component identifies either a complete physical asset or a portion of a physical asset so that it may be distinguished by class, date of purchase, in-service date, etc. The component record of an asset contains all the pertinent attribute (non-dollar) information concerning the asset and the summarized dollar (funding) asset information. A component allows multiple physical assets to be tied to a common asset number and also allows additions to a capital or controlled asset to be tracked separately but linked to the original asset number. Only a preliminary asset can exist without a component.

**COMPONENT NUMBER:** A component number is a 2-digit numeric identifier used in combination with the asset number to uniquely identify an asset or a portion of an asset so that it may be distinguished by class, date of purchase, in-service date, etc. Component numbers are assigned by the system in sequential order. Attribute (non-dollar) data is generally maintained at the component level. Summary dollar data is stored and reportable at the component level, but the specific funding detail is stored at the fund sequence level.
Fixed Assets Basic Concepts (cont’d)

COMPONENT STATUS:

The component status is an indicator of whether a component is officially recognized by the agency/institution. Values for the component status include the following:

Pending (P) pending components are created by the feed from accounts payable vouchers or by directly entering them into the system via the 501-509 screens

Approved (A) components are approved by Property Accounting using Screen 511

Disposed (D) components are disposed by Property Accounting using Screen 513

Preliminary assets do not have component statuses (because they don’t have components) and are not recognized in the FFX system, except on Screen 545 and 546. An asset may have preliminary assets and pending, approved, and disposed components all at the same time. When an asset has more than one component status, the “asset status” becomes the highest component status (i.e. approved, then pending, then disposed, and finally, preliminary).

FUND:

A fund is a 4-digit number that is needed by the State / SPA to identify the type of funding used to acquire an asset. The fund is generally determined by the bank used in the acquisition of the asset. The fund is one of several data types of financial information that is stored as part of the “fund sequence” (see below).

FUND SEQUENCE NUMBER:

A fund sequence number is a 5-digit numeric identification used to identify the various funding elements used in the acquisition and disposition of an asset. The funding elements are composed of the following fields: State/SPA fund, Bank, Fund Source, buying account, sponsor, sequence amount, salvage amount, and accumulated depreciation. Each variation of these funding elements allows multiple purchasing accounts (buying accounts), multiple funds (banks) and multiple fund sources to be associated with a single component for more consistent and accurate record keeping. Fund sequence numbers are assigned by the system in sequential order.
PRELIMINARY ASSET:
A preliminary asset is created in the FRS purchasing module (usually by departmental personnel) to represent goods that are purchased through the use of a capital or controlled object code. The preliminary asset number is composed of the seven-digit voucher number and a three-digit sequence number. The purchase cannot be officially "received", or paid, prior to the creation of one or more preliminary assets. The dollar total of the preliminary asset(s) must be greater than or equal to the amount of the received goods before receiving can be closed.

The preliminary asset becomes a “pending” asset when EITHER the purchasing document is paid, posted, and the TAPFD (TBDU065) job is run OR when the Property Office types a pending asset number in the ‘Asset’ field on FFX Screen 546. An asset may be returned from pending to preliminary status by removing the pending asset number from the ‘Asset’ field on FFX Screen 546. When this is done, all fund sequences for the component are deleted.

TAG NUMBER:
A tag number is the identification number physically marked on the asset. The permanent “approved” asset number is usually identical to the tag number, but this is not a requirement. When the FAMIS Purchasing Module is used, the preliminary fixed asset screens assign ‘tag numbers’ following the ‘Approved Asset Format’ pattern on Screen 590. This tag number must be permanently marked on the asset within the time period specified in the System Equipment Management Manual (currently ten business days). The preliminary asset will feed to FFX as a pending asset with a number other than the “tag” number (usually the voucher number used to pay for the asset followed by a 3-digit sequential number). However, unless overridden, the tag number becomes the approved asset number when the component is approved.

SIGHT ID:
The sight ID is commonly used in the 3rd digit of an asset number to provide sight recognition of a type of asset. Each member may use the following Sight IDs or create additional ones that meet their needs.
Examples of Sight IDs include the following codes:

<table>
<thead>
<tr>
<th>Sight ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Airplane</td>
</tr>
<tr>
<td>B</td>
<td>Boat or Ship</td>
</tr>
<tr>
<td>F</td>
<td>Purchased w/ federal funds</td>
</tr>
<tr>
<td>G</td>
<td>Group</td>
</tr>
<tr>
<td>K</td>
<td>Gift received after June, 1989</td>
</tr>
<tr>
<td>L</td>
<td>Livestock</td>
</tr>
<tr>
<td>M</td>
<td>Moves under own power w/o a license plate</td>
</tr>
<tr>
<td>P</td>
<td>Lease Purchase Asset</td>
</tr>
<tr>
<td>V</td>
<td>Vehicle</td>
</tr>
<tr>
<td>0</td>
<td>None of the Above</td>
</tr>
<tr>
<td>5</td>
<td>Lease Purchase Payable</td>
</tr>
<tr>
<td>6</td>
<td>Construction in Progress</td>
</tr>
</tbody>
</table>
Fixed Assets Basic Concepts (cont'd)

Fixed Assets Process Flow Chart

The above flow chart mentions two “Feed” programs that are run in order to move information from the FRS module of FAMIS to Fixed assets, or vice versa. These two feeds are accomplished by two separate jobs.

**FnnTAPFD** and **FnnTFAFD** (where **nn** is your system part number)

**FnnTAPFD** is the job responsible for the FRS to FFX feed. It is designed to look through all of the paid vouchers on the system and create pending component records in the FFX module of FAMIS for all of the capital/controlled items. It also creates pending components from preliminary assets.

In contrast, **FnnTFAFD** is responsible for the FFX to FRS feed. This set of programs looks at all of the approved components on the system and updates the General Ledger (in the FRS module of FAMIS) to reflect their presence.
Fixed Assets Basic Concepts (cont'd)
Build Preliminary Fixed Assets

Preliminary asset records must be built for the purchases of capital or controlled items before you finish processing the receiving for the asset online. Preliminary asset records are created using Screen 360.

Typing a valid Purchase Order (PO) number and choosing one of the three options listed will build a preliminary asset record from a PO, from an approved asset, or from other preliminary assets.

Screen 360 - Build Preliminary Assets

<table>
<thead>
<tr>
<th>360 Build Preliminary Assets</th>
<th>FY 2013 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: _______</td>
<td></td>
</tr>
<tr>
<td>1) Create a Preliminary Asset from scratch - OR -</td>
<td></td>
</tr>
<tr>
<td>Add to an Existing Asset</td>
<td></td>
</tr>
<tr>
<td>2) Copy from Approved Asset</td>
<td></td>
</tr>
<tr>
<td>3) Copy from Document’s Other Preliminary Assets</td>
<td></td>
</tr>
<tr>
<td>4) Create Non-Purchasing Preliminary Asset</td>
<td></td>
</tr>
</tbody>
</table>

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

Vndr:  
Document Dt:  
Start Dt:  
End Dt:  
Exp.Dlvry Dt:  
Cat.:  
User Ref:  
Contact Person:  
Buyer:  
FOB:  
Type Funds/Ord:  
PO Total:  
Ph:  
Ph:  

Basic Steps

- Advance to Screen 360.
- Type a valid purchase document number in the Doc: field on the Action Line.
- Press <ENTER> to display document information.
- Type ‘X’ next to the desired action to create or copy an asset and press <ENTER>.

Preliminary Asset Build Process

1) Create a Preliminary Asset from Scratch OR Add to an Existing Asset

- Use when you are purchasing something that requires the asset number to be created from scratch (i.e. when there is no existing asset that can be copied from or added to).
- If a purchase order (PO) has several identical items, it is advisable to build the first asset using this selection criteria and then copy it as many times as necessary using the last selection option, “Copy from a Document’s Other Preliminary Assets”.
Screen 360 – Build Preliminary Fixed Assets (cont’d)

2) **Copy from Approved Asset**
   - Use when you are purchasing something that is identical to a previously purchased item that has already been approved and paid. When the item has the same manufacturer and object class code, this option can save a lot of entry time.
   - When you are using this selection option, the system will create an asset that is identical to the one copied. Therefore, you must go to Screen 362 and update the information to fit the particular item being purchased. For example, dates and serial numbers will have to be changed.

3) **Copy from Document’s Other Preliminary Assets**
   - Use when a department has a single purchase order with several identical items. First, you build the asset using Option 1, and then copy it as many times as necessary using Option 3.

4) **Create Non-Purchasing Preliminary Asset**
   - Use when you are purchasing something with the PROCARD system or similar systems that provide online purchasing capabilities and that do not go through the FAMIS Purchasing System.

   Additional information is available in the “Non-Purchasing Preliminary FFX Entry/Interface” document on our FAMIS web site: [http://www.tamus.edu/assets/files/famis/pdf/preliminaryffxprocess.pdf](http://www.tamus.edu/assets/files/famis/pdf/preliminaryffxprocess.pdf)

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

**Action Line**

◆ Doc: 7 character/digits

Identify the desired purchase order (PO) number.

**Screen Information**

◆ 1 Create/Add: 1 character

2 Copy Approved: Type ‘X’ next to the appropriate option, and press <ENTER> to start building the preliminary fixed asset record.

3 Copy Prelim.: 4 Create Non-Purch:

**Purchase Order Information**

Vndr: 11 digits/characters

Displays the Vendor ID Number and name.

Document Dt: 8 digits

Shows the date that the document was created.

Cat: 2 characters

Identifies the accounting and receiving category of the document.
User Ref: 14 digits
Displays the user reference number. Typically, this is made up of the subsidiary ledger (SL) account number used for the order followed by the departmental requisition number.

Start Dt: 8 digits
Identifies the beginning date of a maintenance agreement or blanket order.

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

Ph: 10 digits
Indicates the phone number for the contact person.

End Dt: 8 digits
Identifies the ending date for an agreement or order.

Buyer: 23 characters/digits
Displays the initials, name, and telephone extension of the person identified as the buyer for this document.

Ph: 10 digits
Identifies the phone number for the buyer.

Exp. Dlvry Dt: 8 digits
Shows the date delivery can be expected.

FOB: 2 characters
Indicates the freight code defining conditions by which purchased goods will be transported/delivered. Determines when agency takes ownership.

Type Funds/Ord: 6 characters
Shows the type of fund and type of order associated with this purchase order.

PO Total: 12 digits
Displays the total dollar amount of the purchase order.

Additional Functions

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

PF5 Next
Advances to Screen 361 to view preliminary assets for the document.
Build Preliminary Assets from Items on a Document – Pop-up

1) Create a Preliminary Asset from Scratch – or – Add to an Existing Asset

Create a Preliminary Asset from scratch – OR – Add to an Existing Asset is used when purchasing something that requires the asset number to be created from scratch (i.e. when there are no asset numbers it can be copied from or added to).

The following pop-up window is accessed when Create from scratch is selected from Screen 360. Items from the PO that were input by Purchasing Services will appear at the bottom of the screen.

### Screen 360 - Create a Preliminary Asset from Scratch Pop-Up Window

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
<th>Ordered</th>
<th>Existing Nbr of Assets</th>
<th>Asset Value</th>
<th>Assign Number</th>
<th>Add to Existing Asset Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>welding torches</td>
<td>2.00</td>
<td>7.00</td>
<td>6000.00</td>
<td>_</td>
<td>_</td>
</tr>
<tr>
<td>2.0</td>
<td>TORCH EQUIPT.</td>
<td>0.00</td>
<td>0.00</td>
<td>10000.00</td>
<td>_</td>
<td>_</td>
</tr>
</tbody>
</table>

*** End of Capital Items List ***

**FF4 = Exit**

### Basic Steps

- Type ‘X’ next to the appropriate choice on Screen 360, and press <ENTER> to access the Purchase Order Multi-Item List pop-up window (above).
- For each line item, type the number of assets you need to create in the Nbr of Assets: field.
- Type the unit value of the line item in the Asset Value: field for each item.
- Type a ‘Y’ in the Assign Number: field for each line item.
- Press <ENTER> to initiate the preliminary fixed asset record build for the items selected.
Fixed Asset Record Build Process

**Change the Asset Value**
The Asset Value may be changed while on this pop-up to reflect freight charges or vendor discounts. These totals must match those of the invoice in order for the vendor to be paid.

**Assign Asset Numbers**
The Assign Number: field must either have a ‘Y’ input or must be left blank. A ‘Y’ indicates that you want the system to automatically assign the asset number. Leaving it blank indicates that you do not want the system to assign a number, perhaps because the item being purchased needs to be added to an already existing asset. If the item does need to be added to an existing asset, type that number in the Add to Existing Asset number field.

**Preliminary Assets & Invoice Matching**
Preliminary fixed assets require that you create assets for the whole dollar amount on the document. Cumulated preliminary assets on one entry must be greater or equal to the invoice.

**Change the Asset Value**
The Asset Value may be changed while on this pop-up to reflect freight charges or vendor discounts. These totals must match those of the invoice in order for the vendor to be paid.

**Partial Shipments**
It is required that you back out and set the rest of the items back to the preliminary status (done on Screen 545/546).

**Partial Payments**
You only get one asset as the dollar amount on a preliminary fixed asset, and the purchase order must match.

**Vendor Discounts and Trade-Ins**
May be problematic.
In the following example of Screen 361, receiving did not know about the discount and needed to match both lines.

**Screen 361 - View Preliminary Assets**

<table>
<thead>
<tr>
<th>Sel</th>
<th>Seq</th>
<th>Tag</th>
<th>Number</th>
<th>Add</th>
<th>Total Cost</th>
<th>Description</th>
<th>Cmp</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>0001</td>
<td>0100043259</td>
<td>93560.28</td>
<td>MACHINING SYSTEM, VERTICAL W/ ACCES</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>0002</td>
<td>0100043293</td>
<td>24255.00</td>
<td>MACHINING SYSTEM, VERTICAL, WITH CO</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** End of Fixed Asset Record(s) ***

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

**Create Pop-Up Screen Information**

- **Item:** 3 digits
  Indicates a line item on the purchase order.
- **Number Ordered:** 10 digits
  Displays the quantity ordered for the particular line item.
- **Existing Prel Assts:** 10 digits
  Shows the number of existing preliminary assets for the line item.
- **Nbr of Assets:** 2 digits
  Indicate the number of assets that need to be created for the line item.
- **Asset Value:** 10 digits
  Displays the unit value for each line item.
- **Assign Number:** Help 1 character
  Type ‘Y’ if you want the system to automatically assign the asset number.
- **Add to Existing Asset Number:** 10 digits
  Identifies the existing asset number to which the line item should be added.

Doc Seq #2 in the above example was created on Screen 362. A preliminary fixed asset for the discount was created for the discount amount. Receiving was closed, and then this asset was deleted.
Build Preliminary Assets – Pop-Up

2) Copy from Approved Asset

Copy from Approved Asset is used when building an asset record for an item that is identical to an item previously purchased, approved, and paid. The following pop-up windows are accessed when Copy from Approved Asset is selected from Screen 360.

Basic Steps

- Type an ‘X’ in the field next to the Copy from Approved Asset on Screen 360 and press <ENTER>.
- Type the approved (existing) asset number you wish to copy.
- Press <ENTER> to display the second pop-up window.
- Type the number of assets to be created.
- Type either a ‘Y’ in the Assign Number: field or an asset number in the Add to Existing Asset Number: field.
- Press <ENTER> to initiate the preliminary fixed asset record build for the purchased items.

Fixed Asset Record Build Process

Information used to build the preliminary fixed asset record is from the approved asset entered on the first pop-up window. This information will need to be updated for all of the copied assets using Screen 362. For example, these records will contain the purchase dates and serial numbers of the original approved asset, and you must remember to change this information.
Screen 360 – Build Preliminary Fixed Assets (cont’d)

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

Pop-Up Window # 1

**Screen Information**

Approved Asset Number: 10 digits/characters
Enter the approved asset number to be copied.

Component Number: 2 digits
Identify the component number.

Pop-Up Window #2

**Screen Information**

Existing Asset: 12 digits/30 characters
Shows the existing approved asset and description from which information is being copied.

◆ Nbr of Assets: 2 digits
Indicate the number of assets that need to be created for the line item.

◆ Asset Value: 10 digits
Enter the unit value for each line item.

Assign Number: Help 1 character
Indicate whether or not (‘Y’ or blank) you want the system to automatically assign the asset number.

Add to Existing Asset Number: 10 digits/characters
Enter the existing asset number to which the line item should be added.

Additional Functions

PF KEYS
See the Appendix for an explanation of the standard PF Keys.
Build Preliminary Assets – Pop-up

3) **Copy from Document’s Other Preliminary Assets**

If you have a purchase order with several identical items, **Copy from Document’s Other Preliminary Assets** may be used to simplify your work. First, use **Create a Preliminary from scratch** to build preliminary asset records for items on the purchase order (PO). Then use **Copy from Document’s Other Preliminary Assets** to build preliminary asset records for subsequent items on the PO. The following pop-up windows are accessed when Option 3 is selected from Screen 360.

**Screen 360 - Copy from Other Document’s Preliminary Assets Pop-Up Window 1**

+---------------------------------------------------------------------------+
|                                                                           |
|               ** Purchase Order Preliminary Asset List **                 |
|                                                                           |
|                 Seq                                                       |
|  Sel Tag Number Nbr    Total Cost              Description                |
|  --- ---------- ---  -------------- -----------------------------------   |
|   _  0000068500 0001        1750.00 MICROSCOPE WITH DIAL                  |
|   _  0000068500 0001        1750.00 MICROSCOPE WITH DIAL                  |
|   _  0000068500 0001        1750.00 MICROSCOPE WITH DIAL                  |
|   _  0000068500 0001        1750.00 MICROSCOPE WITH DIAL                  |
|   _  0000068500 0001        1750.00 MICROSCOPE WITH DIAL                  |
|                                                                           |
|                                                                           |
|                  *** End of Fixed Asset Record(s) ***                     |
|                               PF4 = Exit                                  |
+---------------------------------------------------------------------------+

If only one preliminary asset record exists, this screen will not appear.

You may select a Tag Number from the Copy from Document’s Other Preliminary Assets Pop-Up Window by placing an ‘X’ in the Sel: column to the left of it. When you select a Tag Number from the Build Preliminary Assets - Pop-Up Copy from Document’s Other Preliminary Assets window, you will then advance to the following pop-up window.

**Screen 360 - Create from Preliminary Asset Pop-Up Window**

+--------------------------------------------------------------------+
|                                                                    |
|                 ** Create from APPROVED Asset **                   |
|                                                                    |
|         Existing   0000068500    0001                              |
|            Asset:  MICROSCOPE WITH DIAL                            |
|                                                                    |
|                                         Nbr of     Asset     Assign | Add to Existing |
|                                         Assets     Value     Number | Asset Number    |
|                                         ---------- ---------- -------- |--------------- |
|                                          __     1750.00___    _        __________ |
|                                         PF4 = Exit                           |
|                                                                    |
+--------------------------------------------------------------------+
Screen 360 – Build Preliminary Fixed Assets (cont’d)

Basic Steps

- Type an ‘X’ in the field next to Copy from Document’s Other Preliminary Assets on Screen 360, and press <ENTER> to access the pop-up windows (above).
- Select the preliminary asset number you wish to copy by placing an ‘X’ in the Sel: field to the left of the asset, and press <ENTER> to display the second pop-up window.
- Type the number of assets to be created.
- Type either a ‘Y’ in the Assign Number: field or an asset number in the Add to Existing Asset Number: field, and press <ENTER> to initiate the preliminary fixed asset record build for the purchased items.

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

Pop-Up Window #1

Screen Information

Sel: 1 character
Type an ‘X’ to select the desired asset.

Tag Number: 10 digits/characters
Displays the tag number assigned to the asset by the system.

Seq Number: 4 digits
In combination with asset number and component number, identifies the fund sequence number to be added or modified.

◆ Total Cost: 13 digits
Display the total cost of the preliminary asset.

Description: 35 characters
Provides a short description of the preliminary asset.

Pop-Up Window #2

Screen Information

Existing Asset: 14 digits/30 characters
Indicates the existing preliminary asset tag number and sequence number from which information is being copied.

◆ Nbr of Assets: 2 digits
Enter the number of assets that need to be created for the line item.

◆ Asset Value: 10 digits
Include the unit value for each line item.
**Assign Number:** 1 character
Indicate whether or not ('Y' or blank) you want the system to automatically assign the asset number.

**Add to Existing Asset Number:** 10 digits
Enter the existing asset number to which the line item should be added.

**Additional Functions**

**PF KEYS**
See the Appendix for an explanation of the standard PF Keys.
Screen 360 – Build Preliminary Fixed Assets (cont’d)

Build Preliminary Assets – Pop-up

4) **Create Non-Purchasing Preliminary Asset**

To accommodate the use of the PROCARD system and similar systems that provide on-line purchasing capabilities, use this method of entering related Preliminary Fixed Asset information. This method allows the capture of Preliminary Fixed Asset information for those purchases that do not go through the FAMIS Purchasing System.

**Screen 360 - Create Non-Purchasing Prel. Asset Pop-Up Window**

<table>
<thead>
<tr>
<th><strong>Preliminary Fixed Asset Creation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Code: P</td>
</tr>
<tr>
<td>Number of Assets: 1</td>
</tr>
<tr>
<td>Asset Value: 10000</td>
</tr>
<tr>
<td>Voucher/Ref: 12345</td>
</tr>
<tr>
<td>Purchase Account: 300090 00000 8725</td>
</tr>
</tbody>
</table>

Additional information is available in the “Non-Purchasing Preliminary FFX Entry/Interface” document on our FAMIS web site: [http://www.tamus.edu/assets/files/famis/pdf/preliminaryffxprocess.pdf](http://www.tamus.edu/assets/files/famis/pdf/preliminaryffxprocess.pdf)

**Basic Steps**

- Type ‘X0’ (X and zero) in the Doc.: field for a new record or the existing ‘X’ number for adding more preliminary FFX records, and press <ENTER>.
- A Preliminary Fixed Asset Creation pop-up window will be displayed, allowing you to provide the additional information needed to create a Non-Purchasing Preliminary Asset.
- Press <ENTER> to record the information.
- Press PF4 to exit without creating the preliminary asset.

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

**Pop-Up Window**

**Screen Information**

- **Purchase Code:** 1 character
  - Enter the appropriate purchasing code for this preliminary asset. Valid values are as follows:
    - P = Procard
    - E = E-Commerce
Screen 360 – Build Preliminary Fixed Assets (cont’d)

<table>
<thead>
<tr>
<th>Description</th>
<th>Format/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Assets</td>
<td>2 digits&lt;br&gt;Identify the number of assets to be created.</td>
</tr>
<tr>
<td>Asset Value</td>
<td>10 digits&lt;br&gt;Include the value of the assets.</td>
</tr>
<tr>
<td>Voucher/Ref</td>
<td>7 digits/characters&lt;br&gt;Enter the voucher or reference number for the TBAR010 reconciliation. If left blank, defaults to the ‘X’ number.</td>
</tr>
<tr>
<td>Purchase Account</td>
<td>15 digits&lt;br&gt;Identify the 15-digit account number used for this asset. This determines the defaults that normally come from the purchasing document.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF4**<br>Exit<br>Used to exit the pop-up window and cancel creation of preliminary asset.
View Preliminary Fixed Assets

Screen 361 displays preliminary fixed asset records after they have been created.

To display all assets tied to a document (Panel 2), leave the Prelim Only: field blank.

Basic Steps

- Advance to Screen 361.
- Type a valid purchase document number on the Action Line, and press <ENTER> to display preliminary fixed asset records.
- Blank out the Preliminary Only: field, and press <ENTER> to view assets on Panel 2 that are tied to a document.
- Type an ‘X’ in the Sel: field to advance to Screen 362 where detailed asset information will be displayed.
Preliminary Asset Record Process

**Completed Assets**
Once all of the required fields have been entered on Screen 362, the asset will show a status of completed (i.e. the CMP: field will show a ‘Y’). However, this does not mean that you have entered all of the necessary information, as some critical fields are not required by the system. Once you have received the purchased items, you may need to re-open the asset record and enter the serial numbers, dates, and/or other important information not previously entered.

The “Total Cost” must equal the items received count times the unit price.

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

**Action Line**

◆ **Doc:** 7 character/digits
Enter the desired Purchase Order number to view preliminary asset records.

**Prelim Only:** 1 character
Type ‘Y’ to display only preliminary fixed assets. Leave blank to view all assets tied to the document.

**Pg _ of _**
Displays the current page number followed by number of pages available.

**Screen Information**

**Panel 1**

**Sel:** 1 character
Type an ‘X’ to select an asset for display on Screen 362.

**Doc Seq:** 4 digits
Displays the document sequence number identifying the order that assets were recorded for the purchase order.

**Tag Number:** 10 digits
Indicates the tag number automatically assigned by the system for the asset.

**Add To:** 1 character
‘Y’ indicates the asset will be assigned to a previously existing tag number.

**Total Cost:** 10 digits
Displays the total cost of the preliminary asset.

**Description:** 35 characters
Displays a short description of the preliminary asset record.

**Cmp:** 1 character
‘Y’ indicates the preliminary asset has been completed on Screen 362.
Screen 361 – View Preliminary Fixed Assets (cont’d)

Panel 2

St: 1 character
Identifies the status of the asset.

Asset Number: 10 digits/characters
Shows the asset number tied to the document.

Serial Number: 20 digits/characters
Displays the serial number on the asset.

Additional Functions

PF KEYS
See the Appendix for an explanation of the standard PF Keys.
Modify Preliminary Fixed Assets

Before an asset may be completed and moved into the Fixed Asset module of FAMIS, you must first complete the information on Screen 362. This screen contains the information required to approve assets. You will get an error on Screen 362 when you try to change the Dept: field if the department does not have the FFX flag set on Screen 860.

If the Complete flag (Cmp: field) is ‘N’, the cursor will begin in the Asset Description: field on Panel 1, and the Dept: field on Panel 2. After you enter data in either of these fields and press <ENTER>, the screen will go through the normal screen edits.

If you change the Dept: field or the Sub Dept: field, FAMIS will retrieve the department defaults and the cursor will return to the Dept: field. You will need to press <ENTER> again to record the changes made.

Screen 362 - Preliminary Fixed Asset Data (Panel 1)

Screen 362 - Preliminary Fixed Asset Data (Panel 2)
Screen 362 – Preliminary Fixed Asset Data (cont’d)

Basic Steps

- Advance to Screen 362.
- Type a Purchase Order number in the Doc: field and a valid sequence number in the Doc Seq: field.
- Press <ENTER> to display preliminary asset record information.
- If there is a ‘Y’ in the Add to Existing Asset: field, several fields will be protected. This is done to keep common fields the same across components.
- Include a valid class code.
- Type additional information on Page 1, as desired, and press <ENTER> to record the asset information and advance to Page 2.
- Type the building and campus codes, the ownership/title code, and the purpose code and percentage. (Note: the purpose code is not required.)
- Type additional information on Page 2, as desired, and press <ENTER> to record the asset information and complete the preliminary fixed asset record.

Preliminary Asset Entry Process

Deleting a Preliminary Asset Record

You CAN delete a preliminary fixed asset even after it has been fed to FAMIS.

If the sequence number is not known, use the following instructions to delete a preliminary fixed asset record:

- Advance to Screen 361.
- Type the purchase document number on the Action Line, and press <ENTER> to display existing preliminary fixed asset records for the document.
- Tab next to the sequence number you wish to delete, and type an ‘X’ in the Sel: (select) column to the left. Press <ENTER> to advance to Screen 362.
- Tab to the Delete Asset?: field and type a ‘Y’ in the blank. Press <ENTER> to display a pop-up window asking to confirm deletion of the preliminary asset.
- Type ‘Y’ and press <ENTER> to delete the preliminary asset.

If the sequence number is known, use the following instructions to delete a preliminary fixed asset record:

- Advance to Screen 362.
- Type the purchase document and sequence numbers. and press <ENTER> to display the preliminary fixed asset record.
- Tab to the Delete Asset?: field, type a ‘Y’ in the blank, and press <ENTER> to display a pop-up window asking to confirm deletion of the preliminary asset.
- Type ‘Y’ and press <ENTER> to delete the preliminary asset.
Screen 362 – Preliminary Fixed Asset Data (cont’d)

**Room Number**
If you need to have room(s) added to the table that are going to be added to the FCOR table eventually, please have the property manager or designee provide the following information to SOBA’s property manager or alternate:

1. FCOR building number
2. Building name
3. Room number(s)
4. The campus that owns the building
5. Verification that FCOR is aware of this addition/change.

*Entry of a room number on this screen is now a required field.*

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

**Action Line**

- **Doc**: 7 character/digits
  Identify the Purchase Order document number whose preliminary asset records are to be displayed.

- **Doc Seq**: 3 digits
  Indicate the document sequence number to be displayed. Sequence numbers for a purchase order are displayed on Screen 361.

- **Delete Asset?**: 1 character
  Type ‘Y’ to delete selected asset.

**Screen Information**

**Panel 1**

- **Pg _**: 3 digits
  Displays the page number you are viewing.

- **Tag Number**: 10 digits/characters
  Displays the number assigned to the asset by the system.

- **Add to Existing Asset**: 1 character
  ‘Y’ indicates the asset is to be added to an existing asset record.

- **Cmp**: 1 character
  ‘Y’ indicates the preliminary asset has been completed on Screen 362.

- **Asset Description**: 35 characters
  Provide a brief description of the type of item being purchased. This information is imported from the purchase order but may be altered on this screen.

- **Line 2**: 35 characters
  Include additional description of the item being purchased, if necessary.
Screen 362 – Preliminary Fixed Asset Data (cont’d)

◆ **Total Cost:** 13 digits
Enter the total cost of the preliminary asset.

**Manufacturer Name:** 30 characters
Indicate the name of the manufacturer of the item.

**Model Number:** 20 digits/characters
Identify the model number of the item.

**Serial Number:** 20 digits/characters
Enter the serial number of the item.

◆ **Class:** 6 digits
Indicate the inventory classification of the item or the item’s object’s class code.

**Acquisition Dt:** 8 digits
Include the date the fixed asset was paid for.

**In-Service Dt:** 8 digits
Indicate the date that the fixed asset was placed in service.

**Condition:** 2 characters/digits
Indicate the condition of the asset when received.

**Availability:** 2 characters
Shows whether the asset is in use, available for user, or not useable.

**How Tagged:** 2 characters
Identifies the method by which the asset was tagged for inventory.

**Related Asset:** 10 digits/characters
Shows the asset number to which this asset record is related.

**Software Version:** 20 digits/characters
Include a brief description of the software used, including its version number.

**Historical Ind:** 1 character
‘Y’ indicates this is an historical component.

**Depr Ind:** 1 character
‘Y’ indicates whether the component will be fed for depreciation calculation.

**Special License:** 2 characters
Enter the type of license that is required for the item.

**Asset:** 10 digits/characters
If this is an “add to existing asset” record, the asset number will be shown.

**Status:** 1 character
Displays the status of the “add to existing asset,” where applicable.
Screen 362 – Preliminary Fixed Asset Data (cont’d)

**Exposure Code:**
- 2 characters
- Identify what health hazard, if any, is associated with the asset.

**Panel 2**

**Dept:**
- 5 characters
- Identifies the department responsible for the selected asset and its pending components.

**Sub Dept:**
- 5 characters
- Shows the sub-department responsible for the selected asset.

**Cmp:**
- 1 character
- ‘Y’ indicates the preliminary asset has been completed on Screen 362.

**Building:**
- 5 digits
- Shows the code that identifies the building in which the asset is located.

**Building Campus:**
- 2 digits
- Displays the campus code where the asset is located.

**Room:**
- 6 digits/character
- Identifies the room number in the building where the selected asset is located.
- Entry may be required if Room Table option is “Y” on Screen 590 in FFX.

**Group Code:**
- 5 characters
- Displays the group code that can be used in sorting reports.

**Other Location:**
- 20 characters/digits
- Describe an asset’s location when it is not feasible to describe it in terms of campus, building, and room.

**Ownership/Title:**
- 4 characters
- Indicates whether the asset is owned by the institution, an outside agency, or borrowed/leased by the institution.

**Restriction:**
- Character
- Identifies restrictions on the use/ownership of selected asset:
  - A = EQPT THRU TX SURPLUS – ACQ DT + 18MO
  - B = RIGHT TO RECLAIM/TRNSFR-FUND AGNCY
  - C = TITLE STAYS W/ FND AGNCY (FED/PVT)
  - D = RES;SALE RCPTS DEP TO NSF EQPT SAL
  - E = SALE RCPTS TO RETURN TO FED GOVT
  - F = EXEMPT PROP-USE ON FED FUND PROJCT
  - G = RETAIN&REIMB FED BY %FEDPART/MKTVA
  - I = NO RESTRICTIONS
  - J = RETAIN EQPT 10 YRS UNDER FED GRANT
  - K = EQPT TO BE USED FOR WATER RES PGMS
  - L = EQPT TO BE USED FOR HEALTH REASONS
  - O = OTHER
  - R = RESEARCH ONLY (PER FUNDING AGENCY)
  - T = TEACHING ONLY (PER FUNDING AGENCY)
  - X = GIFT>$500;IF DISP<ACQ+2YR,IRS#8282
Purpose Cd: 2 characters
Shows the general function of the selected asset.

Purpose Pct: 5 digits
Indicates the percentage of time or resource consumption associated with a particular purpose.

Maintenance Company: 30 characters
Enter name of person or company responsible for servicing component.

Contract Nbr: 20 digits/characters
Include the contract number for a component that is to be serviced under the terms of a maintenance contract.

Renewal Date: 8 digits
Indicate the date when the maintenance contract for the selected component expires and must be renewed for maintenance to continue.

Contract Amt: 15 digits
Enter the dollar amount to be paid for service for a component that is to be serviced under the terms of a maintenance contract.

Warranty Exp: 8 digits
Provide expiration date of manufacturer’s or vendor’s warranty for component.

Frequency: 2 characters
Indicate how often the selected component is serviced.

Last Maint Date: 8 digits
Enter the last maintenance date of the selected component.

Insured By: 4 characters
Identify the code that indicates the insurance carrier for the selected component. Will default to ‘self’ if not otherwise specified.

Insured Value: 14 digits
Enter the total dollar amount for which the selected component is insured.

Replacement Cost: 14 digits
Include the estimated cost of replacing the selected component.

Inflation Code: 2 characters
Identifies the inflation multiplier that is applied to update the replacement cost of the selected component.

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

PF8 Accts
Accounts
Shows the account distributions used for the document selected.
Section V

Preliminary Fixed Asset Problems
Preliminary Fixed Asset Problems

Examples:

**Situation 1**

A department purchases two items on one purchase order. One item needs to have a number assigned, and the other needs to be added to an approved asset.

**Solution 1**

On Screen 360, type an ‘X’ next to “Create a Preliminary Asset from scratch.” On the pop-up screen that lists the items being purchased, the following should be done:

For the item that needs a tag number assigned:

- Enter the number of assets you wish to create.
- Adjust the price, if necessary.
- Enter a ‘Y’ in the Assign Number: field.
- Leave the Add to Existing Asset Number: field blank.

**DO NOT HIT ENTER AT THIS POINT -- instead, tab to the next item.**

For the item that needs to be added to an existing item:

- Enter the number of assets you wish to create.
- Adjust the price, if necessary.
- Leave the Assign Number: field blank.
- Enter the approved asset number in the Add to Existing Asset Number: field.

Press <ENTER> to process the two asset records. Next, proceed to Screen 361. Select an asset by typing an ‘X’ in the Sel: field, and press <ENTER> to advance to Screen 362 to complete the property management information.

**Problem 1**

A computer and motherboard are purchased on one purchase order. The computer needs an asset number assigned, and the motherboard needs to be added to an approved/existing asset.
Illustration 1

1. Advance to Screen 360, and type an ‘X’ next to “Create a Preliminary Asset from scratch.” Press <Enter>.

   **Screen 360 – Build Preliminary Assets**

   01/22/05 11:17
   FY 2005 CC AB
   Screen: ___  Doc: P470006
   X 1) Create a Preliminary Asset from scratch - OR -
   Add to an Existing Asset
   2) Copy from Approved Asset
   3) Copy from Document’s Other Preliminary Assets
   4) Create Non-Purchasing Preliminary Asset

   +---------------------------------------------------------------------------+
   |                                                                           |
   |                    ** Purchase Order Information **                        |
   |                                                                           |
   | Vndr: 5vyyyyyyyyyyyy BLYTHE DIGITAL                                      |
   | Document Dt: 10/22/2003 Cat.: PO User Ref: 330001-0001843                |
   | Start Dt:              Contact Person:                      Ph:              |
   | End Dt:                Buyer:  AAA     TEST                       Ph: 409-845-1234 |
   | Exp.Dlvry Dt:            FOB:    Type Funds/Ord:        PO Total: 6000.00 |
   +---------------------------------------------------------------------------+
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
   Hmenu Help  EHelp       Next

   2. The following pop-up window will appear.

   **Screen 360 – Build Preliminary Assets Pop-Up Window**

   +---------------------------------------------------------------------------+
   |                                                                           |
   |                    ** Purchase Order Multi-Item List **                    |
   |                                                                           |
   | Number    Existing  Nbr of   Asset     Assign   Add to Existing  |
   | Item   Ordered  Prel Assts Assets   Value     Number    Asset Number    |
   |  ----- ---------- ---------- ------ ---------- -------- ----------------  |
   |    1.0 COMPUTER     1.00 0.00   __   5000.00___    _        __________    |
   |    2.0 MOTHERBOARD  1.00 0.00   __   1000.00___    _        __________    |
   |                                                                           |
   |                                                                           |
   |                                                                           |
   |                                                                           |
   |                                                                           |
   |                                                                           |
   |                                                                           |
   |                                                                           |
   |                                                                           |
   |                                                                           |
   |                     *** End of Capital Items List ***                     |
   |                       PF4 = Exit                                      |

   3. For the computer (Item 1), enter a ‘1’ for number of assets. Adjust the price, if necessary. Enter a ‘Y’ for Assign Number. Leave the Add to Existing Asset Number: field blank and <TAB> to the next line.
4. For the motherboard (Item 2), enter a ‘1’ for number of assets. Adjust the price, if necessary. Leave the Assign Number: field blank. Type the asset number that you are adding the motherboard to in the Add to Existing Asset Number: field. Press <ENTER> to build the preliminary fixed asset records and proceed to Screen 361.

**Screen 360 – Build Preliminary Assets Pop-Up Window**

<table>
<thead>
<tr>
<th><strong>Purchase Order Multi-Item List</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>COMPUTER</td>
</tr>
<tr>
<td>MOTHERBOARD</td>
</tr>
</tbody>
</table>

*** End of Capital Items List ***

PF4 = Exit

5. On Screen 361, type an ‘X’ in the Sel: field next to the sequence number you wish to complete. You will need to do this for each sequence number. This will then take you to Screen 362.

**Screen 361 – View Preliminary Assets**

<table>
<thead>
<tr>
<th>361 View Preliminary Assets</th>
<th>01/22/05 11:19</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2005 CC AB</td>
<td>Prelim Only: Y</td>
</tr>
<tr>
<td>Screen: ___ Doc: P470006</td>
<td>Pg: 1 of 1 Viewed Pg(s)</td>
</tr>
<tr>
<td>Doc             Add</td>
<td>Sal Seq  Tag Number To  Total Cost Description Cmp</td>
</tr>
<tr>
<td>--- ---- -------- --- -------------- ----------------------------------- ---</td>
<td></td>
</tr>
<tr>
<td>X 0001 0000004563</td>
<td>5000.00 COMPUTER N</td>
</tr>
<tr>
<td>_ 0002 0000000003</td>
<td>Y 1000.00 MOTHERBOARD N</td>
</tr>
</tbody>
</table>

*** End of Fixed Asset Record(s) ***

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

Hmenu Help EHelp Bwd Frew
6. Enter all the necessary information on Screen 362 for each sequence number, and the preliminary assets will be ready for the receiving to be processed.

**Screen 362 – Preliminary Fixed Asset Data**

```
362 Preliminary Fixed Asset Data                               01/26/05 09:46
FY 2005 CC AB

Screen: ___  Doc: P470006  Doc Seq: 1___  Delete Asset?: _
Tag Number: 0000004563   Add to Existing Asset:       Cmp: N
Asset Description: COMPUTER___________________________
Line 2: ___________________________________
Total cost: 5000.00________
Manufacturer Name: ______________________________
Model Number: ____________________ Serial Number: ____________________

Class: ______
Acquisition Dt: __________        In-Service Dt: __________
Availability: US                   How Tagged: BC
Condition: O1                    Depr Ind:               Special License: __
Related Asset: __________     Software Version: ____________________
Historical Ind:                        Depr Ind:               Special License: __
Asset:            Status:               Exposure Code: __
```

**Situation 2**

A department purchased two items on one purchase order. The items need to be added together onto one tag number.

**Solution 2**

On Screen 360, type an ‘X’ next to “Create a Preliminary Asset from scratch.” On the pop-up screen that lists all items being purchased, do the following on the first line only:

- Type ‘1’ for the number of assets.
- Combine all line items into one to get the total value to be input in the Asset Value: field.
- Type ‘Y’ in the Assign Number : field.
- Press <ENTER>.
- Proceed to Screen 362 to input asset information.

When the Fiscal Department staff audits the purchase, they will check what is in FAMIS against what is on the invoice. They will recognize that these items need to be added together and make the necessary changes.

**Problem 2**

A computer CPU-Pentium processor costing $5,000.00 and a monitor costing $1,000.00 are purchased on one purchase order. The computer and monitor need to be added together onto one tag/asset number.
Illustration 2

1. Advance to Screen 360 and type an ‘X’ next to “Create a Preliminary Asset from scratch.” Press <Enter>.

   **Screen 360 – Build Preliminary Assets**

<table>
<thead>
<tr>
<th>Item</th>
<th>Ordered Nbr of</th>
<th>Existing Nbr of</th>
<th>Asset Value</th>
<th>Assign Number</th>
<th>Add to Existing Asset Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>COMPUTER</td>
<td>1.00</td>
<td>0.00</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>2.0</td>
<td>COMPUTER MONITOR</td>
<td>1.00</td>
<td>0.00</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

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

2. The following pop-up window will appear.

   **Screen 360 – Build Preliminary Assets Pop-Up Window**

   **Purchase Order Multi-Item List**

<table>
<thead>
<tr>
<th>Number</th>
<th>Existing Nbr of</th>
<th>Asset Value</th>
<th>Assign Number</th>
<th>Add to Existing Asset Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>COMPUTER</td>
<td>1.00</td>
<td>5000.00</td>
<td>__________</td>
</tr>
<tr>
<td>2.0</td>
<td>COMPUTER MONITOR</td>
<td>1.00</td>
<td>1000.00</td>
<td>__________</td>
</tr>
</tbody>
</table>

   ***End of Capital Items List***

   PF4 = Exit

3. For the first line item, enter ‘1’ for the number of assets. DO NOT enter any data for the second line item. Add the two line item prices together and enter the total under the Asset Value: field. Enter a ‘Y’ for Assign Number. Leave the Add to Existing Asset Number: field blank, and press <ENTER> to build the preliminary fixed asset record and proceed to Screen 361.
4. On Screen 361, type ‘X’ in the Sel: field next to the sequence number 0001 and press <ENTER>. This will advance you to Screen 362.
5. Enter all other necessary information on Screen 362 for each sequence number, and the preliminary assets will be ready for the receiving to be processed.

**Screen 362 – Preliminary Fixed Asset Data**

<table>
<thead>
<tr>
<th>Tag Number: 0000004561</th>
<th>Add to Existing Asset: Cmp: N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost: 6000.00</td>
<td></td>
</tr>
<tr>
<td>Manufacturer Name:</td>
<td>Model Number:</td>
</tr>
<tr>
<td></td>
<td>Serial Number:</td>
</tr>
<tr>
<td>Class:</td>
<td>Controller:</td>
</tr>
<tr>
<td>Acquisition Dt:</td>
<td>In-Service Dt:</td>
</tr>
<tr>
<td>Condition: O1</td>
<td>Availability: US</td>
</tr>
<tr>
<td>How Tagged: BC</td>
<td>Depr Ind:</td>
</tr>
<tr>
<td>Related Asset:</td>
<td>Software Version:</td>
</tr>
<tr>
<td>Historical Ind:</td>
<td></td>
</tr>
<tr>
<td>Asset:</td>
<td>Status:</td>
</tr>
<tr>
<td>Status:</td>
<td>Exposure Code:</td>
</tr>
<tr>
<td>Special License:</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>

**Situation 3**

A department purchases more than one identical item on one PO. Each item needs its own tag number assigned.

**Solution 3**

On Screen 360, type ‘X’ next to “Create a Preliminary Asset from scratch.” On the pop-up screen that lists all items being purchased, the following should be done:

- Type a ‘1’ for the number of assets.
- Adjust the Asset Value, if necessary.
- Type a ‘Y’ in the Assign Number: field.
- Press <ENTER> to create a tag number.
- Proceed to Screen 361 and type an ‘X’ next to the sequence number you wish to complete.
- Press <ENTER> to advance to Screen 362.
- Enter as much information as possible to avoid retyping.
- Return to Screen 360 and type an ‘X’ next to “Copy from Document’s Other Preliminary Assets.”
- If the Document already has multiple Preliminary Assets, type an ‘X’ on the pop-up screen next to the Preliminary Asset that you wish to copy.
- On the following pop-up screen, enter the number of assets that need to be created in the Number of Assets: field and a ‘Y’ in the Assign Number field. This will instruct the system to assign all of the additional tag numbers.
Preliminary Fixed Asset Problems (cont’d)

- Proceed to Screen 361 and select the sequence number you wish to complete by typing an ‘X’ next to it and pressing <ENTER>.
- Complete the information on Screen 362 for the sequence number selected. Some information will need updating (for example, serial numbers, room numbers, etc.).
- Proceed to Screen 361.
- Select the next sequence number and complete the information on Screen 362.
- Continue this process until all sequence numbers are completed.

**Problem 3**
Several computers are purchased on one purchase order (PO). The computers are identical. Each one needs its own tag/asset number assigned.

**Illustration 3**

1. Advance to Screen 360 and type ‘X’ next to “Create a Preliminary Asset from scratch.” Press <Enter>.

**Screen 360 – Build Preliminary Assets**

```
360 Build Preliminary Assets            10/22/03 11:40
Screen: ___  Doc: P470007

[ ] 1) [X] Create a Preliminary Asset from scratch - OR -
    Add to an Existing Asset
    2) Copy from Approved Asset
    3) Copy from Document's Other Preliminary Assets
    4) Create Non-Purchasing Preliminary Asset

------------------------- Purchase Order Information --------------------------
Vndr: 5vwwvwwvwwv5 BLYTHE DIGITAL
Document Dt: 10/22/2003 Cat.: PO User Ref: 330001-0000184
Start Dt:          Contact Person:                      Ph: 409-845-1234
End Dt:            Buyer:  AAA     TEST                  Ph:          
Exp.Dlvry Dt:      FOB:    Type Funds/Ord:        PO Total: 102000.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next
```
Preliminary Fixed Asset Problems (cont’d)

2. When the following pop-up window appears, enter a ‘1’ for the number of assets and a ‘Y’ in the Assign Number: field. Proceed to Screen 361.

**Screen 360 – Build Preliminary Assets**

<table>
<thead>
<tr>
<th>Item</th>
<th>Ordered</th>
<th>Existing Nbr of Assets</th>
<th>Asset Value</th>
<th>Assign Number</th>
<th>Asset Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>20.00</td>
<td>0.00</td>
<td>5000.00</td>
<td>Y</td>
<td>__________</td>
</tr>
<tr>
<td>2.0</td>
<td>20.00</td>
<td>0.00</td>
<td>100.00</td>
<td>_</td>
<td>__________</td>
</tr>
</tbody>
</table>

***End of Capital Items List***

3. On Screen 361, type ‘X’ in the Sel: field next to sequence number 0001 and press <ENTER>. This will advance you to Screen 362.

**Screen 361 – View Preliminary Assets**

<table>
<thead>
<tr>
<th>Sel</th>
<th>Seq</th>
<th>Tag</th>
<th>Number</th>
<th>Total Cost</th>
<th>Description</th>
<th>Cmp</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>0001</td>
<td>0000004565</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0002</td>
<td>0000004566</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0003</td>
<td>0000004567</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>0000004568</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0005</td>
<td>0000004569</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0006</td>
<td>0000004570</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0007</td>
<td>0000004571</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0008</td>
<td>0000004572</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0009</td>
<td>0000004573</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0010</td>
<td>0000004574</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0011</td>
<td>0000004575</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0012</td>
<td>0000004576</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0013</td>
<td>0000004577</td>
<td>5000.00</td>
<td>COMPUTERS FOR LAB003</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

*** Press ENTER To view more Assets ***

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

Hmenu Help EHelp Bkwd Frwd
4. Fill in as much preliminary fixed asset information as possible on Screen 362.

**Screen 362 – Preliminary Fixed Asset Data**

```
362 Preliminary Fixed Asset Data  01/26/05  09:37
FY 2005 CC AB
  Tag Number: 0000004565  Add to Existing Asset: ___  Cmp: Y
  Asset Description: COMPUTERS FOR LAB003
  Line 2: ___________________________________
  Total cost: 5000.00________
  Manufacturer Name: DELL__________________________
  Model Number: GX240_______________ Serial Number: 321ADF36540C654023XC
  Class: 843501 SERVERS/MINICOMPUTERS
  Acquisition Dt: 09/01/2003  In-Service Dt: 09/01/2003
  Condition: O1
  Availability: US           How Tagged: BC
  Related Asset: __________ Software Version: ______________
  Historical Ind: N   Depr Ind: Y
  Special License: __
  Asset:            Status:               Exposure Code: __
```

5. Return to Screen 360 and type ‘X’ next to “Copy from Document’s Other Preliminary Assets.” Press <Enter>.

**Screen 360 – Build Preliminary Assets**

```
360 Build Preliminary Assets  01/26/05  09:40
FY 2005 CC AB
Screen: ___  Doc: P470007

  _  1) Create a Preliminary Asset from scratch - OR -
  _  2) Add to an Existing Asset
  _  3) Copy from Approved Asset [X]
  _  4) Copy from Document’s Other Preliminary Assets
  _  5) Create Non-Purchasing Preliminary Asset
```

------------------------- Purchase Order Information --------------------------
Vndr: 5vvvvvvvvv5 BLYTHE DIGITAL
Document Dt: 10/22/2003 Cat.: PO User Ref: 330001-0000184
Start Dt: Contact Person: Ph: 330001
End Dt: Buyer: AAA TEST Ph: 409-845-1234
Exp.Dlvry Dt: FOB: Type Funds/Ord: PO Total: 102000.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp          Accts  Left  Right

```
6. When the following pop-up window appears, type ‘20’ for the number of assets and type ‘Y’ in the Assign Number: field. Press <ENTER> to proceed to Screen 361.

** Screen 360 – Build Preliminary Assets Pop-Up Window **

Existing 0000004565 0001
Asset: COMPUTERS FOR LAB003

Nbr of Assets Value Assign Number Add to Existing Asset Number
---------- ---------- -------- ----------------
20 5000.00___ Y __________

PF4 = Exit

7. On Screen 361, notice that sequence number 0001 has a ‘Y’ in the Cmp (completed) column. This means that all required fields in FAMIS have been completed on Screen 362 for sequence 0001.

** Screen 361 – View Preliminary Assets **

Doc Seq Tag Number To Total Cost Description Cmp
--- ---- ---------- --- -------------- ----------------------------------- ---
_ _ 0001 0000004565 5000.00 COMPUTERS FOR LAB003                 Y
_ 0002 0000004566 5000.00 COMPUTERS FOR LAB003                 Y
_ 0003 0000004567 5000.00 COMPUTERS FOR LAB003                 Y
_ 0004 0000004568 5000.00 COMPUTERS FOR LAB003                 Y
_ 0005 0000004569 5000.00 COMPUTERS FOR LAB003                 Y
_ 0006 0000004570 5000.00 COMPUTERS FOR LAB003                 Y
_ 0007 0000004571 5000.00 COMPUTERS FOR LAB003                 Y
_ 0008 0000004572 5000.00 COMPUTERS FOR LAB003                 Y
_ 0009 0000004573 5000.00 COMPUTERS FOR LAB003                 Y
_ 0010 0000004574 5000.00 COMPUTERS FOR LAB003                 Y
_ 0011 0000004575 5000.00 COMPUTERS FOR LAB003                 Y
_ 0012 0000004576 5000.00 COMPUTERS FOR LAB003                 Y
_ 0013 0000004577 5000.00 COMPUTERS FOR LAB003                 Y

*** Press ENTER To view more Assets ***

8. Enter all other preliminary asset information on Screen 362 for each sequence number by typing an ‘X’ in the Sel: field next to the sequence number you wish to complete. Once you have finished entering the information for each sequence number, the preliminary asset will be ready for receiving to be processed.
Preliminary Fixed Asset Problems (cont’d)

**Situation 4** -- (similar to Situation 3, but with freight included)

A department purchases more than one identical item, with freight cost, on one PO. Each item need its own tag number assigned.

**Problem 4**  
Three computers are purchased on a single PO. The computers are identical and each costs $1,500.00. Each one also needs its own tag/asset number assigned, but there is a freight cost of $300.00. What should be done with the freight?

**Solution 4**  
Build one asset using “Create Preliminary Asset from scratch” (similar to Problem 3) and copy it twice using “Copy from Document’s Other Preliminary Asset.” Prorate the freight among the three items by adding 100.00 to the price of each computer (i.e. the asset value of each computer should be input as $1,600.00).

**Situation 5**

A department submits a purchase requisition to Purchasing for multiple inventoriable items. All items need to be added together under one asset number. Purchasing awards the orders among more than one vendor, causing the requisition to be split between several different purchase order numbers. Create the preliminary asset data.

**Solution 5**

- Complete Screens 360 and 362 for the main asset that is to be carried on inventory. Allow the system to assign a tag/asset number. You may view this tag number on Screen 361. **Please Note:** On the first page of Screen 362, you will need to enter a short description of the additional asset(s) that will be added to the main asset. This description should be entered on “Line 2.”

- Complete Screens 360-362 for the remaining purchase order numbers. Allow the system to assign asset numbers for each.

  ⇒ **On the first page of Screen 362, edit the “Asset Description:” to read, “Add to nnxxxxxxxx” for each purchase order.** The number nnxxxxxxxx is the asset number of the main asset. By typing the words “Add to asset #” in the asset description, you will notify the Fiscal Department Property Management Office to manually add assets to the main asset during their approval process.

  ⇒ **On the first page of Screen 362, enter the word “add” along with the description of the item on this purchase order on “Line 2” for each of the purchase orders.**

- Complete all other necessary information on Screen 362.

**Problem 5**

- A department submits a requisition to purchasing for a Pentium processor control unit and a microprocessor for chemical analysis. Purchasing awards the purchase to two vendors. Purchasing sends two purchase orders to the department. Create the preliminary fixed asset data and combine the two POs onto one tag number.
Illustration 5

1. On Screen 360, type ‘X’ next to “Create Preliminary Asset from scratch” for the PO with the main asset.

   Screen 360 – Build Preliminary Assets

   360 Build Preliminary Assets 01/26/05 13:42
   FY 2005 CC AB
   Screen: ___  Doc: P470008

   X 1) Create a Preliminary Asset from scratch  - OR -
      Add to an Existing Asset
      2) Copy from Approved Asset
      3) Copy from Document's Other Preliminary Assets
      4) Create Non-Purchasing Preliminary Asset

   ------------------------- Purchase Order Information --------------------------
   Vndr: 5vvvvvvvvv5 BLYTHE DIGITAL
   Document Dt: 10/22/2003 Cat.: PO User Ref: 330001-0001843
   Start Dt:          Contact Person:                      Ph: 
   End       Dt:            Buyer: AAA TEST                 Ph: 409-845-1234 
   Exp.Dlvry Dt:            FOB: Type Funds/Ord:        PO Total: 15000.00
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
   Hmenu Help EHelp       Next

2. When the following pop-up window appears, type ‘1’ for the number of assets and type ‘Y’ in the Assign Number: field. Proceed to Screen 361.

   Screen 360 – Build Preliminary Assets Pop-Up Window

   ** Purchase Order Multi-Item List **
   Number Existing Nbr of Asset Assign Add to Existing
   Item Ordered Prel Assts Assets Value Number Asset Number
   1.00 Microprocessor for Chemical Analysis
   1.00 0.00 X 15000.00 X

   *** End of Capital Items List ***
   PF4 = Exit
3. On Screen 361, type an ‘X’ in the Sel: field next to the desired sequence number, and press <ENTER> to advance to Screen 362.

Screen 361 – View Preliminary Assets

<table>
<thead>
<tr>
<th>Sel</th>
<th>Tag Number</th>
<th>Total Cost</th>
<th>Description</th>
<th>Cmp</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>0001</td>
<td>15000.00</td>
<td>MICROPROCESSOR FOR CHEMICAL ANALYSIS</td>
<td>N</td>
</tr>
</tbody>
</table>

*** End of Fixed Asset Record(s) ***

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

Hmenu Help EHelp Bkwd Fwd

4. On Screen 362, enter all other necessary information as normal except for “Line 2:,” which should include the description of items being added to the main asset (i.e. Control unit, Pentium processor, etc.). Complete the preliminary fixed asset information.

Screen 361 – Preliminary Fixed Asset Data

<table>
<thead>
<tr>
<th>Tag Number:</th>
<th>Add to Existing Asset:</th>
<th>Cmp:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000004586</td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>

Asset Description: MICROPROCESSOR FOR CHEMICAL ANALYSIS

Line 2: CONTROL UNIT, COMPUTER

Total cost: 15000.00

Manufacturer Name: DELL
Model Number: LM-678
Serial Number: 654ASDF9806540121870
Class: 843501 SERVERS/MINICOMPUTERS
Acquisition Dt: 10/01/2003 In-Service Dt: 10/01/2003
Condition: O1
Availability: US How Tagged: BC
Related Asset: Software Version: 
Historical Ind: N Depr Ind: Y
Special License: 
Asset: Status: Exposure Code: 
Enter-PF1—PF2—PF3—PF4—PF5—PF6—PF7—PF8—PF9—PF10—PF11—PF12---

Hmenu Help EHelp Accts Left Right

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

Hmenu Help EHelp Accts Left Right
5. Advance to Screen 360 for the next PO number, and type an ‘X’ next to “Create a Preliminary Asset from scratch.”

**Screen 360 – Build Preliminary Assets**

```
<table>
<thead>
<tr>
<th>360 Build Preliminary Assets</th>
<th>01/26/05 13:49</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: P470009</td>
<td></td>
</tr>
</tbody>
</table>

X 1) Create a Preliminary Asset from scratch  - OR -
Add to an Existing Asset
2) Copy from Approved Asset
3) Copy from Document's Other Preliminary Assets
4) Create Non-Purchasing Preliminary Asset

--- Purchase Order Information ---
Vndr: 5vvvvvvvvv5 BLYTHE DIGITAL
Document Dt: 10/22/2003 Cat.: PO User Ref: 330001-0001843
Start Dt: End Dt:          Contact Person:          Ph:
Exp.Dlvry Dt: FOB:          Type Funds/Ord:        PO Total: 5000.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next
```

6. Type ‘1’ for the number of assets and type ‘Y’ in the Assign Number: field. Press <ENTER> and proceed to Screen 361.

**Screen 360 – Build Preliminary Assets Pop-Up Window**

```
** Purchase Order Multi-Item List **

<table>
<thead>
<tr>
<th>Number</th>
<th>Existing</th>
<th>Nbr of</th>
<th>Asset</th>
<th>Assign</th>
<th>Add to Existing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Ordered</td>
<td>Prel Assts</td>
<td>Assets</td>
<td>Value</td>
<td>Number</td>
</tr>
<tr>
<td>1.0</td>
<td>PROCESSOR CONTROL UNIT</td>
<td>1.00</td>
<td>0.00</td>
<td>1</td>
<td>5000.00</td>
</tr>
</tbody>
</table>

*** End of Capital Items List ***
PF4 = Exit
```

7. Type ‘X’ in the Sel: field next to sequence number 0001, and press <ENTER> to advance to Screen 362.
8. **IMPORTANT:** Make sure you enter the word “ADD” along with the main asset number in the Asset Description: field. Also, enter the description of the items being purchased on the PO in the Line 2: field. Finish typing all other required information, and press <ENTER> to process the preliminary fixed asset record. The preliminary asset is now ready and waiting for receiving to be processed.

**Screen 362 – Preliminary Fixed Asset Data**

---

|-------------|-------------|--------------|-----------------|----------|
| Tag Number: 0000004588 | Add to Existing Asset: | Cmp: Y | Asset Description: ADD TO TAG#0000004587____________________
| Line 2: | PROCESSOR UNIT | | Total cost: 5000.00________ |
| Manufacturer Name: DELL | Model Number: GX240 | Serial Number: 987AP05654031497898_ |
| Class: 843501 SERVERS/MINICOMPUTERS | Acquisition Dt: 10/03/2003 | In-Service Dt: 10/03/2003 |
| Availability: US | Condition: O1 | How Tagged: BC |
| Related Asset: __________ | Software Version: ____________________ |
| Historical Ind: N | Depr Ind: Y |
| Special License: __ |
| Asset: | Status: | Exposure Code: __ |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |
| Hmenu Help  | EHelp  | Accts | Left | Right |
---

**Situation 6**

You discover that you need to update the description on a preliminary asset.

**Solution 6**

Contact the person responsible for your Fixed Assets. They will need to make this modification in the Fixed Assets module after the asset has been created.
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.

Position the Display

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

Document Classes

Classes are used to group documents by function. 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>M</td>
<td>Master Order</td>
</tr>
<tr>
<td>P</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>R</td>
<td>Requisition</td>
</tr>
<tr>
<td>L</td>
<td>Limited Purchase</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 by using the arrow keys. Then, press the PF keys to display additional information as desired.
Screen 280 is a useful screen that displays all purchasing documents created and shows the status of the document in the routing and approval process. Users may limit the selection displayed by typing a document class type in the Class: field. For example, if you want to view only Limited Purchase documents, type ‘L’ in this field.

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

### Basic Steps

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

### Field Descriptions

<table>
<thead>
<tr>
<th>Field Descriptions</th>
<th>(∗ = Required / Help = PF2, ? or * Field Help Available)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Line</strong></td>
<td></td>
</tr>
<tr>
<td>Class:</td>
<td>Help 1 character</td>
</tr>
<tr>
<td></td>
<td>Enter the class of document to be displayed. The system will default the search to the first defined class.</td>
</tr>
<tr>
<td>Doc:</td>
<td>7 character/digits</td>
</tr>
<tr>
<td></td>
<td>Identify the first document number to be displayed.</td>
</tr>
<tr>
<td><strong>Screen Information</strong></td>
<td></td>
</tr>
<tr>
<td>SL:</td>
<td>Type an ‘X’ to select a document for display on Screen 278.</td>
</tr>
</tbody>
</table>
Screen 280 – Document Browse (cont’d)

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

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

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

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

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

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

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

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

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

**Additional Functions**

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF5 Invc</td>
<td>Invc Used to view the invoice details.</td>
</tr>
<tr>
<td>PF6 Recv</td>
<td>Receive View the receiving information associated with the selected document.</td>
</tr>
<tr>
<td>PF7 Audit</td>
<td>Audit View the audit information for the selected document.</td>
</tr>
</tbody>
</table>

See the Appendix for an explanation of the standard PF Keys.
## Screen 280 – Document Browse (cont’d)

<table>
<thead>
<tr>
<th>PF8 Accts</th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shows the account distribution used for the document selected.</td>
</tr>
</tbody>
</table>

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

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

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

### Screen 281 - Document Browse By Dept/SubDept

<table>
<thead>
<tr>
<th>SCN</th>
<th>Doc</th>
<th>PurcHase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>L L T</td>
<td>Buy</td>
<td>Vendor Name            Date   S-Dept   Amount     St</td>
</tr>
<tr>
<td>_ _ _</td>
<td>------------</td>
<td>-------------------------- -------- ----- ------------- ---</td>
</tr>
<tr>
<td>_ P * P00075</td>
<td>MATHESON TRI-GAS</td>
<td>06/25/09           3,063.46  TR</td>
</tr>
<tr>
<td>_ P * P001674</td>
<td>AGC FEI CO</td>
<td>11/25/09         DL</td>
</tr>
<tr>
<td>_ P * P200338</td>
<td>AGC LASERLINE INC</td>
<td>10/13/11        49,685.00 PRT</td>
</tr>
<tr>
<td>_ P</td>
<td>P200529</td>
<td>AGC CARRN TECHNOLOGIES INC</td>
</tr>
<tr>
<td>_ P *</td>
<td>P600835</td>
<td>METTLER TOLEDO</td>
</tr>
<tr>
<td>_ P</td>
<td>P601408</td>
<td>NWH FISHER SCIENTIFIC</td>
</tr>
<tr>
<td>_ P</td>
<td>P700118</td>
<td>PAW STANFORD RESEARCH SYSTEMS</td>
</tr>
<tr>
<td>_ P</td>
<td>P700685</td>
<td>SAP TENTEX SOLVENTS CORP</td>
</tr>
<tr>
<td>_ P</td>
<td>P702231</td>
<td>TMS WORKPLACE RESOURCE</td>
</tr>
<tr>
<td>_ P</td>
<td>P703556</td>
<td>KGK DELL MARKETING LP</td>
</tr>
<tr>
<td>_ P</td>
<td>P703790</td>
<td>SAP PRAXAIR INC</td>
</tr>
<tr>
<td>_ P</td>
<td>P705581</td>
<td>MEY METTLER TOLEDO</td>
</tr>
</tbody>
</table>

More Entries - Press <Enter> to continue

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

**Action Line**

◆ Dept: 5 characters

Identify the department for which you want to browse documents.
Screen 281 – Document Browse by Department/SubDepartment (cont’d)

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

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

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

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

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

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

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

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

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

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

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

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

Amount: 10 digits
Shows the total dollar amount of all line items for the document.
Screen 281 – Document Browse by Department/SubDepartment (cont’d)

St: 3 characters
Indicates the status of the document. Common document status codes include the following:

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 Used to view the invoice details.
PF6 Receive View the receiving information associated with the selected document.
PF7 Audit Information View the audit information for the selected document.
PF8 Accounts Shows the account distribution used for the document selected.
PF9 PIP Shows the PIP documents.
PF10 Header Shows the document header information that was entered when the document was created.
PF11 Items Lists the line item information for the document.
PF12 Track Allows you to track the routing history of the document.
Documents by Account

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

If the Class: field is left blank, the system will search each class in alphabetical order, and Bid documents will be displayed before Limited Purchases, etc. To view all completed documents, type “Y” in the Completed Docs: field.

Screen 282 - Document Browse by Account

<table>
<thead>
<tr>
<th>SCN</th>
<th>Acct</th>
<th>Vendor Name</th>
<th>Date</th>
<th>User Ref</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>_R</td>
<td>14952AB</td>
<td>00000</td>
<td>07/11/12</td>
<td>134997-2</td>
<td>69.08</td>
<td>CL</td>
</tr>
<tr>
<td>_R</td>
<td>18627AB</td>
<td>00000</td>
<td>07/26/12</td>
<td>177761-6</td>
<td>778.62</td>
<td>CL</td>
</tr>
<tr>
<td>_R</td>
<td>18629AB</td>
<td>00000</td>
<td>07/26/12</td>
<td>177811-5</td>
<td>2,024.96</td>
<td>CL</td>
</tr>
<tr>
<td>_R</td>
<td>18632AB</td>
<td>00000</td>
<td>07/26/12</td>
<td>177859-0</td>
<td>6,854.88</td>
<td>CL</td>
</tr>
<tr>
<td>_R</td>
<td>18633AB</td>
<td>00000</td>
<td>07/26/12</td>
<td>177921-4</td>
<td>6,867.24</td>
<td>CL</td>
</tr>
<tr>
<td>_R</td>
<td>18634AB</td>
<td>00000</td>
<td>07/26/12</td>
<td>177976-9</td>
<td>129.82</td>
<td>CL</td>
</tr>
<tr>
<td>_R</td>
<td>28220AB</td>
<td>00000</td>
<td>09/05/12</td>
<td>280673-7</td>
<td>20.00</td>
<td>CL</td>
</tr>
<tr>
<td>_R</td>
<td>62405AA</td>
<td>00000</td>
<td>11/21/11</td>
<td>596165-9</td>
<td>20.00</td>
<td>CL</td>
</tr>
<tr>
<td>_R</td>
<td>64774AA</td>
<td>00000</td>
<td>12/05/11</td>
<td>619489-5</td>
<td>20.00</td>
<td>CL</td>
</tr>
<tr>
<td>_R</td>
<td>81564AA</td>
<td>00000</td>
<td>02/27/12</td>
<td>785612-2</td>
<td>35.00</td>
<td>CL</td>
</tr>
<tr>
<td>_R</td>
<td>81567AA</td>
<td>00000</td>
<td>02/27/12</td>
<td>8505021-6</td>
<td>1,350.00</td>
<td>CL</td>
</tr>
<tr>
<td>_R</td>
<td>83371AA</td>
<td>00000</td>
<td>02/27/12</td>
<td>805326-2</td>
<td>1,350.00</td>
<td>CL</td>
</tr>
<tr>
<td>_R</td>
<td>98352AA</td>
<td>00000</td>
<td>05/21/12</td>
<td>960881-7</td>
<td>38.00</td>
<td>CL</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

**Doc:**

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

**Screen Information**

- **SL:**
  Type ‘X’ and press <Enter> 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 that 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
  Indicates the total dollar amount of all line items for the document.

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

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

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

The user reference number may be used to trace purchase documents from requisition to payment. Using Screen 284, you may browse purchasing documents on-line that are sorted by their user reference. Include the User Reference number on the Action Line to view only matching documents.

Screen 284 - Document Browse by User Reference

<table>
<thead>
<tr>
<th>SCN</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>P</td>
<td>000000-BSM</td>
<td>P300381</td>
<td>BASELINE TRADING</td>
<td>12/18/12</td>
<td>PAW</td>
<td>7,397.27</td>
<td>PRT</td>
</tr>
<tr>
<td>P</td>
<td>000000-BSM</td>
<td>P300403</td>
<td>TECHNOQ</td>
<td>01/11/13</td>
<td>TML</td>
<td>74,390.00</td>
<td>PRT</td>
</tr>
<tr>
<td>P</td>
<td>000000-BSM</td>
<td>P300405</td>
<td>PETRO EMPHOR CO</td>
<td>01/14/13</td>
<td>PAW</td>
<td>80,000.90</td>
<td>PRT</td>
</tr>
<tr>
<td>P</td>
<td>000000-BSM</td>
<td>P300467</td>
<td>QATAR COMPUTER S</td>
<td>03/28/13</td>
<td>PMA</td>
<td>80,769.40</td>
<td>PRT</td>
</tr>
<tr>
<td>P</td>
<td>000000-BSM</td>
<td>P300479</td>
<td>SWITCH LTD</td>
<td>04/04/13</td>
<td>PAW</td>
<td>11,931.51</td>
<td>PRT</td>
</tr>
<tr>
<td>P</td>
<td>000000-BSM</td>
<td>P300481</td>
<td>SHARG VILLAGE AN</td>
<td>04/05/13</td>
<td>PAW</td>
<td>7,807.50</td>
<td>PRT</td>
</tr>
<tr>
<td>P</td>
<td>000000-BSM</td>
<td>P300384</td>
<td>CITY CENTRE ELEC</td>
<td>12/19/12</td>
<td>TML</td>
<td>5,698.63</td>
<td>CO</td>
</tr>
<tr>
<td>P</td>
<td>000000-BSM</td>
<td>P300391</td>
<td>INFOSILEM INC</td>
<td>12/20/12</td>
<td>LLD</td>
<td>10,800.00</td>
<td>CO</td>
</tr>
<tr>
<td>P</td>
<td>000000-BSM</td>
<td>P300395</td>
<td>FALCON EXPRESS</td>
<td>01/07/13</td>
<td>PAW</td>
<td>13,000.00</td>
<td>CO</td>
</tr>
<tr>
<td>P</td>
<td>000000-BSM</td>
<td>P300412</td>
<td>ARCAM AB</td>
<td>01/28/13</td>
<td>PAW</td>
<td>56,000.00</td>
<td>CO</td>
</tr>
</tbody>
</table>

Basic Steps

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

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

Action Line

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

Include: 1 character
Help
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 as either Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

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

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

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

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

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

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

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

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

Additional Functions

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

PF5 Invoice
Invoc
Used to view the invoice details.

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

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

<table>
<thead>
<tr>
<th>PF8</th>
<th>Accts</th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Shows the <strong>account distribution</strong> used for the document selected.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF9</th>
<th>PIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shows the <strong>PIP documents</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF10</th>
<th>Header</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shows the <strong>document header information</strong> that was entered when the document was created.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF11</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lists the <strong>line item information</strong> for the document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF12</th>
<th>Track</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Allows you to <strong>track</strong> the <strong>routing history</strong> of the selected document.</td>
</tr>
</tbody>
</table>
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

Basic Steps

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

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

**Action Line**

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

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

**Docs:**
1 character
Type ‘Y’ to display all documents for the vendor.

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

### Screen Information

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

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

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

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

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

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

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

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

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

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

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

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

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

Basic Steps

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

Document Browse Process

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

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

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

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

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

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

Screen Information

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

CL: 1 character
Identifies the class of the document as either 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 on the system.

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

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

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

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

<table>
<thead>
<tr>
<th>S C N</th>
<th>St Ord.</th>
<th>Doc</th>
<th>Vendor Name</th>
<th>Date</th>
<th>User Ref</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>* P</td>
<td>117747</td>
<td>P701834</td>
<td>MINERS MINING</td>
<td>11/06</td>
<td>289010--97000</td>
<td>DL</td>
<td></td>
</tr>
<tr>
<td>* P</td>
<td>122349</td>
<td>P903168</td>
<td>XERON CORP</td>
<td>03/09</td>
<td>241802--09010</td>
<td>DL</td>
<td></td>
</tr>
<tr>
<td>* P</td>
<td>125965</td>
<td>P702994</td>
<td>XERON CORP</td>
<td>02/07</td>
<td>217800--7172</td>
<td>21,596.64</td>
<td>CL</td>
</tr>
<tr>
<td>* P</td>
<td>126644</td>
<td>P903775</td>
<td>XERON CORP</td>
<td>04/09</td>
<td>144016--00000</td>
<td>5,539.20</td>
<td>PRT</td>
</tr>
<tr>
<td>* P</td>
<td>126962</td>
<td>P703486</td>
<td>BOTHAM CPDJE</td>
<td>02/07</td>
<td>870620--00000</td>
<td>17,482.00</td>
<td>TR</td>
</tr>
<tr>
<td>* P</td>
<td>127729</td>
<td>P002014</td>
<td>XERON CORP</td>
<td>12/09</td>
<td>210390--2170</td>
<td>2,790.72</td>
<td></td>
</tr>
<tr>
<td>* P</td>
<td>129491</td>
<td>P904398</td>
<td>PHILIPO MOTORS LT</td>
<td>05/09</td>
<td>870620--00000</td>
<td>DL</td>
<td></td>
</tr>
<tr>
<td>* P</td>
<td>129758</td>
<td>P703669</td>
<td>XERON CORP</td>
<td>03/07</td>
<td>217860--1062</td>
<td>12,492.00</td>
<td>CL</td>
</tr>
<tr>
<td>L P</td>
<td>131915</td>
<td>P002466</td>
<td>XERON CORP</td>
<td>01/10</td>
<td>250422--1084</td>
<td>30,460.20</td>
<td>PRT</td>
</tr>
<tr>
<td>L P</td>
<td>132665</td>
<td>P002621</td>
<td>XERON CORP</td>
<td>01/10</td>
<td>131501--1001</td>
<td>24,825.96</td>
<td>PRT</td>
</tr>
<tr>
<td>L P *</td>
<td>135594</td>
<td>P704484</td>
<td>PHILIPO MOTORS IN</td>
<td>04/07</td>
<td>870620--00000</td>
<td>8,953.03</td>
<td>PRT</td>
</tr>
<tr>
<td>L P *</td>
<td>135627</td>
<td>P003016</td>
<td>XERON CORP</td>
<td>02/10</td>
<td>300160--1028</td>
<td>8,953.03</td>
<td>PRT</td>
</tr>
<tr>
<td>L P *</td>
<td>135782</td>
<td>P001011</td>
<td>XERON CORP</td>
<td>10/09</td>
<td>131501--1001</td>
<td>25,008.12</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---

Basic Steps

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

Document Browse Processes

State Order Number

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

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

**Action Line**

State Order: 6 digits

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

**Class:**

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 as either Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

**NT:**

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

**St Ord. Number:**

6 digits
Identifies the State Order Number of the document.

**Doc:**

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

**Vendor Name:**

18 characters
Shows the name of the vendor the items were purchased from.

**Date:**

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

**User Ref:**

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

**Amount:**

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

**St:**

3 characters
Represents the status of the document. Common document status codes include the following:

- CL = Closed
- CO = Completed
- FR = Frozen
- IP = In Process
- TR = Transferred
- PRT = Printed
- DL = Deleted
### Additional Functions

**PF KEYS**

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

- **PF6Recv**
  - Receive
  - View the receiving information associated with the selected document.

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

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

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

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

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

- **PF12 Track**
  - Track
  - Allows you to track the routing history of the selected document.
Document Summary

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

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

The number of pages displayed varies from document to document.

Screen 288 - Document Summary (Page 1)

Screen 288 - Document Summary (Page 2)
ITEM          DESCRIPTION         QUANTITY  UOM    UNIT PRICE   EXTENDED PRICE
----- --------------------------- --------- ---- -------------- --------------
1                                    1.00 EA        5,378.00       5,378.00
    PowerVault TL2000, 2U Library
    222-7789
2                                    1.00 EA           88.00          88.00
    LTO-3 Tape labels, 1-200 customer install
    310-6809
>> Account Distribution <<
  02  2007  270300-99005-8435  CIS DEPARTMENTAL SERVERS     5,378.00
  02  2007  270300-99005-4090  CIS DEPARTMENTAL SERVERS      88.00
Account Total                     5,466.00
Screen 288 – Document Summary (cont’d)

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

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

Action Line
◆ Doc: 7 character/digits
Identify the document number to be displayed.
◆ Number of Desc Lines: 2 digits
Indicate the number of description lines to display per item. If not specified, the screen will default to 5 lines to match those on the item create screen.
◆ Page: 2 digits
Indicate the document summary page number to be displayed. Will default to the current page.

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

Screen Information
Page 1
Vendor: 5 lines/30 characters
Displays the vendor’s ID number, name, and address.
Doc: 7 character/digits
Displays the document number.
User Ref: 10 digits
Identifies the user reference number for the document.
Invoice to: 5 lines/30 characters
Indicates the address to which items purchased will be invoiced.
Ship to: 5 lines/30 characters
Indicates the address to which items purchased will be shipped.

Page 2
<<Additional Text>>
OR
<<Sub Text>> Additional information for document summary if available.
Screen 288 – Document Summary (cont’d)

Page 3

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

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

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

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

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

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

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

Page 4

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

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

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

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

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

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

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

Vendor Ref: 35 characters
Displays the reference number assigned by the vendor, if any.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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 Req'd 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>
<tr>
<td>Dept Contact:</td>
<td>10 characters</td>
</tr>
<tr>
<td></td>
<td>Displays the name of the person in the department to contact regarding the purchase.</td>
</tr>
<tr>
<td>Phone No.:</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies area code and phone number for the document’s contact person.</td>
</tr>
<tr>
<td>Sole Source Reason:</td>
<td>50 characters</td>
</tr>
<tr>
<td></td>
<td>Displays the reason for the sole source purchase.</td>
</tr>
<tr>
<td>Bidding Vendor:</td>
<td>3 lines/30 characters</td>
</tr>
<tr>
<td></td>
<td>Identifies a vendor submitting a bid for the purchase.</td>
</tr>
<tr>
<td>Vendor Contact:</td>
<td>25 characters</td>
</tr>
<tr>
<td></td>
<td>Displays the name of the person to contact with the vendor regarding bids for this order.</td>
</tr>
<tr>
<td>Bid Amount:</td>
<td>15 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates total dollar amount the vendor bids for the purchase.</td>
</tr>
<tr>
<td>Reason for Award to Other Than Low Bidder:</td>
<td>15 digits</td>
</tr>
<tr>
<td>Document Notes:</td>
<td>150 characters</td>
</tr>
<tr>
<td></td>
<td>Displays the document notes, if available.</td>
</tr>
</tbody>
</table>

**Additional Information**

PF KEYS

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

When the document number is known, the most comprehensive information available is found on Screen 278. You may also advance to Screen 278 after selecting a document for display from one of the other document inquiry screens.

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

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

<table>
<thead>
<tr>
<th>278 Document Inquiry</th>
<th>04/10/13 9:43AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Document: P300361</td>
<td>FY 2013 CC 02</td>
</tr>
<tr>
<td>FY 2013 CC 02</td>
<td>Panel: 01 More &gt;&gt;</td>
</tr>
<tr>
<td>Doc Summary: 2-3077 STAINLESS STEEL SHELVING</td>
<td></td>
</tr>
<tr>
<td>Vendor: lvvvvvvvv0 THE*DOOR SHOP</td>
<td></td>
</tr>
<tr>
<td>Reimburse ID:</td>
<td></td>
</tr>
<tr>
<td>Doc Ref: 808200-00013 Status: CL</td>
<td></td>
</tr>
<tr>
<td>Doc Date: 11/28/2012 Route St: FN</td>
<td></td>
</tr>
<tr>
<td>Doc Amt: 9995.00</td>
<td></td>
</tr>
<tr>
<td>Class: P Oth A/P Src:</td>
<td></td>
</tr>
<tr>
<td>Category: RO USAS Doc Type:</td>
<td></td>
</tr>
<tr>
<td>LP Received: Buyer: PARSONS, PATTY</td>
<td></td>
</tr>
<tr>
<td>Nbr Invoices: 1 Catalogue Order: N Delg:</td>
<td></td>
</tr>
<tr>
<td>S Line Quantity UOM Description Unit Price Extended Price</td>
<td></td>
</tr>
<tr>
<td>___ 1.0 1.00 LOT 2-3077 Stainless steel s M 9995.0000 9995.00</td>
<td></td>
</tr>
<tr>
<td>*** End of line items ***</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp Invc Recv DlPrt Accts Print Left Right</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>278 Document Inquiry</th>
<th>04/10/13 9:45AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Document: P300369</td>
<td>FY 2013 CC 02</td>
</tr>
<tr>
<td>FY 2013 CC 02</td>
<td>Panel: 02 More &gt;&gt;</td>
</tr>
<tr>
<td>Doc Summary: DALE PRECISION,T7600N,MT1300W (225-3000)</td>
<td></td>
</tr>
<tr>
<td>Vendor: lvvvvvvvv1 SUMMER INDUSTRIES</td>
<td></td>
</tr>
<tr>
<td>Reimburse ID:</td>
<td></td>
</tr>
<tr>
<td>Doc Ref: 464711-0001 Status: CL</td>
<td></td>
</tr>
<tr>
<td>Doc Date: 12/05/2012 Route St: FN</td>
<td></td>
</tr>
<tr>
<td>Doc Amt: 10590.55</td>
<td></td>
</tr>
<tr>
<td>Class: P Oth A/P Src:</td>
<td></td>
</tr>
<tr>
<td>Category: RO USAS Doc Type:</td>
<td></td>
</tr>
<tr>
<td>LP Received: Buyer: PARSONS, PATTY</td>
<td></td>
</tr>
<tr>
<td>Nbr Invoices: 2 Catalogue Order: N Delg:</td>
<td></td>
</tr>
<tr>
<td>S Line Received Date Recvd Invoiced Date Invcd Matched Date Mtchd</td>
<td></td>
</tr>
<tr>
<td>___ 1.0 2.00 12/17/2012 2.00 12/13/2012 2.00 01/25/2013</td>
<td></td>
</tr>
<tr>
<td>*** End of line items ***</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp Invc Recv DlPrt Accts Print Left Right</td>
<td></td>
</tr>
</tbody>
</table>
Screen 278 – Document Inquiry (cont’d)

Screen 278 - Document Inquiry (Panel 3)

The INV UOM field is filled in each time an invoice posting occurs to this line. It comes from Screen 342. Each subsequent posting will overly this value.

Basic Steps

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

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

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

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

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

Reimburse ID: 11 characters/digits
Shows the ID number of the individual who is being reimbursed for items already purchased.

Doc FY: 4 digits
Indicates the fiscal year in which the document processed.
Screen 278 – Document Inquiry (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc Amt:</td>
<td>15 digits</td>
</tr>
<tr>
<td></td>
<td>Displays total dollar amount for the document.</td>
</tr>
<tr>
<td>User Ref:</td>
<td>14 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the user reference that is used to identify the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.</td>
</tr>
<tr>
<td>Status:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Indicates the status of the document, such as In Process (IP), Closed (CL), Deleted (DL), and Completed (CO).</td>
</tr>
<tr>
<td>Amt Inv:</td>
<td>15 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the total dollar amount invoiced for the document.</td>
</tr>
<tr>
<td>Doc 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>Route St:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Displays a purchasing document’s status in the Routing and Approval System.</td>
</tr>
<tr>
<td>Amt Vchr:</td>
<td>15 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the total dollar amount vouchered.</td>
</tr>
<tr>
<td>Class:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Identifies the class code of the document.</td>
</tr>
<tr>
<td>Oth A/P Src:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Shows any additional accounts payable source.</td>
</tr>
<tr>
<td>Inv Forced:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>‘Y’ indicates that an invoice has been forced for the document selected.</td>
</tr>
<tr>
<td>Category:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Defines the accounting and receiving category of the document.</td>
</tr>
<tr>
<td>USAS Doc Type:</td>
<td>1 digit</td>
</tr>
<tr>
<td></td>
<td>Displays the document type for USAS processing.</td>
</tr>
<tr>
<td>Req Delivery Date:</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Shows date that items were requested to be delivered.</td>
</tr>
<tr>
<td>LP Received:</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates whether or not goods/services for a limited purchase were received before it was closed/routed. If the items were received, the date they were received will be displayed.</td>
</tr>
<tr>
<td>Buyer:</td>
<td>20 characters/digits</td>
</tr>
<tr>
<td></td>
<td>Displays the name of the buyer for the document, and phone extension if available.</td>
</tr>
</tbody>
</table>
Screen 278 – Document Inquiry (cont’d)

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

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

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

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

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

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

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

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

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

P: 1 character
Indicates any special processing needs for the document.

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

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

Panel 2

Received: 10 digits
Shows the quantity of items received.

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

Invoiced: 10 digits
Displays the quantity of items invoiced.

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

Matched: 10 digits
Indicates the quantity of matched items.
Screen 278 – Document Inquiry (cont’d)

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

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

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

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

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

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

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

**Screen 279 - Document Line Item Inquiry**

```
279 Document Line Item Inquiry                               04/10/13  9:49AM
Screen: ___   Document: P300369   Item: 1.0__ of 1
Vendor: lvvvvvvvvv1 SUMMUS INDUSTRIES
User Ref: 464711-0001
Item UOM: EA
Item Qty: 1.00
Item Unit Price: 10590.5500
Item Discount: 10590.55
Item Proc Cd: M
Commodity Code: 20453
First Account: 464711-00000-8435
Item Desc: Dale Precision, T7600n, MT1300W (225-3000); to include features per quote 639874499.
Delete Flag: 
Freeze Flag: 
Capital/Inv Flag: Y
```

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.

```
PF7 - Invoice Detail
```

```
*** Invoice Inquiry for Item   1.0 of Document P300369 ***
Completed Docs: N

<table>
<thead>
<tr>
<th>Invoice Nbr</th>
<th>Vch Nbr</th>
<th>St St</th>
<th>Inv Date</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>XJ1XMTS8</td>
<td>1856423</td>
<td>CO</td>
<td>MS 12/07/12</td>
<td>1.00</td>
<td>131.9900</td>
<td>131.99</td>
</tr>
<tr>
<td>XJ237F31V7</td>
<td>1855906</td>
<td>CO</td>
<td>MS 12/13/12</td>
<td>1.00</td>
<td>10458.5600</td>
<td>10458.56</td>
</tr>
</tbody>
</table>
```

To include completed documents, type “Y” in the Completed Docs: field.
Screen 279 – Document Line Item Inquiry (cont’d)

Basic Steps

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

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

**Action Line**

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

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

**Screen Information**

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

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

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

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

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

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

**Item Ext Price:** 12 digits
   Indicates the total extended item amount, as calculated by the system.

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

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

**First Account:** 15 digits
   Identifies the first FAMIS account number for this document.
<table>
<thead>
<tr>
<th><strong>Cost Ref 1, 2, 3:</strong></th>
<th>7 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifies the user-defined cost accounting reference for the line item.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Item Desc:</strong></th>
<th>50 characters/digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays a short description of the line item purchased.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>Delete Flag:</strong></th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Y’ indicates the item has been deleted from the system.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Freeze Flag:</strong></th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Y’ indicates that the item has been frozen from further activity within the system.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Capital/Inv Flag:</strong></th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Y’ indicates that the item will be inventoried or capitalized within the system.</td>
<td></td>
</tr>
</tbody>
</table>

**Received, Invoiced, Matched**

<table>
<thead>
<tr>
<th><strong>UOM:</strong></th>
<th>3 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Represents the unit of measure for the line item.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Dt:</strong></th>
<th>8 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicates the date the item was received, invoiced, and/or matched.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Qty:</strong></th>
<th>10 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shows the purchase quantity of the line item as received, invoiced, or matched.</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Information**

<table>
<thead>
<tr>
<th><strong>PF KEYS</strong></th>
<th>See the Appendix for an explanation of the standard PF Keys.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>PF7</strong></th>
<th>Invoice Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>InDtl</td>
<td>Displays detailed invoice information about the document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PF8</strong></th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accts</td>
<td>Identifies the accounts used to pay for the selected item.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PF11</strong></th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idesc</td>
<td>Place cursor on line item, and press this key to see detailed description of the item.</td>
</tr>
</tbody>
</table>
Document Tracking Inquiry

Document activity may be monitored using Screen 290. This screen is used to track actions that are performed on a specific 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 on the Action Line to advance to the number specified. If the document number is not known, but you know the class of document, you may type the document number prefix and press ENTER to view all documents for the class specified.

Screen 290 - Document Tracking Inquiry

<table>
<thead>
<tr>
<th>C</th>
<th>L</th>
<th>Document</th>
<th>Item</th>
<th>Cls</th>
<th>Document</th>
<th>Item</th>
<th>Action</th>
<th>Action Date</th>
<th>Action Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>P300364</td>
<td>CREATE 11/30/12 15:42 K702YM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P300364</td>
<td>CLOSED 11/30/12 16:01 K702YM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P300364</td>
<td>REOPEN 03/04/13 10:24 K702YM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P300364</td>
<td>CLOSED 03/04/13 10:28 K702YM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P300365</td>
<td>CREATE 11/30/12 17:18 K702ZY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P300365</td>
<td>CLOSED 11/30/12 17:18 K702ZY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P300366</td>
<td>CREATE 12/03/12 10:40 K702ZY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P300366</td>
<td>CLOSED 12/03/12 10:41 K702ZY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P300367</td>
<td>CREATE 12/04/12 09:15 DAIL02P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P300367</td>
<td>CLOSED 12/04/12 13:39 ALPA02P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P300368</td>
<td>CREATE 12/04/12 11:45 K702ZY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P300368</td>
<td>CLOSED 12/04/12 11:46 K702ZY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More records - Press ENTER to scroll

Basic Steps

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

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

**Action Line**

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

**Screen Information**

CL: 1 character
Identifies the class of the document as either 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</td>
</tr>
<tr>
<td></td>
<td>Shows the number of line items on the document.</td>
</tr>
<tr>
<td>To CIs:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Identifies the class of document to which the document item was transferred.</td>
</tr>
<tr>
<td>To Document:</td>
<td>7 character/digits</td>
</tr>
<tr>
<td></td>
<td>Displays the document number to which the item was transferred.</td>
</tr>
<tr>
<td>To Item:</td>
<td>3 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the item number on the document to which it was transferred.</td>
</tr>
<tr>
<td>Action:</td>
<td>7 characters</td>
</tr>
<tr>
<td></td>
<td>Designates the type of action that was taken against the document.</td>
</tr>
<tr>
<td>Action Date:</td>
<td>6 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the date the action was performed on the document.</td>
</tr>
<tr>
<td>Action Time:</td>
<td>4 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the time the action was performed on the document.</td>
</tr>
<tr>
<td>By User:</td>
<td>8 characters/digits</td>
</tr>
<tr>
<td></td>
<td>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>L</th>
<th>To Document</th>
<th>To Item</th>
<th>From Cls</th>
<th>From Document</th>
<th>From Item</th>
<th>Action</th>
<th>Date</th>
<th>Action Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>0</td>
<td>F300364</td>
<td>1.0</td>
<td>R</td>
<td>R300116</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>11/30/12</td>
<td>15:42</td>
<td>K702YM</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>F300364</td>
<td>2.0</td>
<td>R</td>
<td>R300116</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>11/30/12</td>
<td>15:42</td>
<td>K702YM</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>F300365</td>
<td>1.0</td>
<td>R</td>
<td>R300108</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>11/30/12</td>
<td>17:18</td>
<td>K702ZY</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>F300366</td>
<td>3.0</td>
<td>R</td>
<td>R300105</td>
<td>3.0</td>
<td>TRNSFR</td>
<td>12/03/12</td>
<td>10:40</td>
<td>K702ZY</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>F300366</td>
<td>4.0</td>
<td>R</td>
<td>R300105</td>
<td>4.0</td>
<td>TRNSFR</td>
<td>12/03/12</td>
<td>10:40</td>
<td>K702ZY</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>F300366</td>
<td>5.0</td>
<td>R</td>
<td>R300105</td>
<td>5.0</td>
<td>TRNSFR</td>
<td>12/03/12</td>
<td>10:40</td>
<td>K702ZY</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>F300367</td>
<td>1.0</td>
<td>R</td>
<td>R300109</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>12/04/12</td>
<td>09:15</td>
<td>DAIL02P</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>F300367</td>
<td>2.0</td>
<td>R</td>
<td>R300109</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>12/04/12</td>
<td>09:15</td>
<td>DAIL02P</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>F300367</td>
<td>3.0</td>
<td>R</td>
<td>R300109</td>
<td>3.0</td>
<td>TRNSFR</td>
<td>12/04/12</td>
<td>09:15</td>
<td>DAIL02P</td>
</tr>
<tr>
<td>P</td>
<td>0</td>
<td>F300368</td>
<td>1.0</td>
<td>R</td>
<td>R300089</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>12/04/12</td>
<td>11:45</td>
<td>K702ZY</td>
</tr>
</tbody>
</table>

More records - Press ENTER to scroll

Basic Steps

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

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

**Action Line**

◆ Document: 7 character/digits

Identify the document number to be displayed.

**Screen Information**

CL: 1 character

Shows the class of the document as either Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

To Document: 7 character/digits

Displays the document number to which the item was transferred.
**Screen 291 – Document Tracking Cross Reference (cont’d)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To Item:</strong></td>
<td>3 digits&lt;br&gt;Identifies the <em>item number</em> 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 <em>class of document</em> 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 <em>document number from which</em> the item was transferred.</td>
</tr>
<tr>
<td><strong>From Item:</strong></td>
<td>3 digits&lt;br&gt;Identifies the <em>item number</em> on the document <em>from which</em> the item was transferred.</td>
</tr>
<tr>
<td><strong>Action:</strong></td>
<td>7 characters&lt;br&gt;Designates the <em>type of action</em> that was taken against the document.</td>
</tr>
<tr>
<td><strong>Action Date:</strong></td>
<td>6 digits&lt;br&gt;Date the <em>action</em> was performed on the document.</td>
</tr>
<tr>
<td><strong>Action Time:</strong></td>
<td>4 digits&lt;br&gt;Time the <em>action</em> was performed on the document.</td>
</tr>
<tr>
<td><strong>By User:</strong></td>
<td>8 characters/digits&lt;br&gt;Indicates the <em>user ID of</em> the person performing the <em>action</em> on the document.</td>
</tr>
</tbody>
</table>

**Additional Information**

**PF KEYS**

See the Appendix for an explanation of the standard PF Keys.
SciQuest / FAMIS Document Cross Reference

Screen 295 is a cross-walk from SciQuest to FAMIS. You can use this screen to look up the corresponding document information if you know one of the two document identification numbers.

Screen 295 – SciQuest Documents Xref

<table>
<thead>
<tr>
<th>S Document</th>
<th>SciQuest Doc ID</th>
<th>Doc Description / Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>000006A</td>
<td>AB0000005</td>
<td>cag Office Supplies 3</td>
</tr>
<tr>
<td>000007A</td>
<td>AB0000006</td>
<td>2010-02-22 919006779 01</td>
</tr>
<tr>
<td>000008A</td>
<td>AB0000007</td>
<td>cag Office Supply 4</td>
</tr>
<tr>
<td>000009A</td>
<td>AB0000009</td>
<td>Office Max - Business Office Supplies</td>
</tr>
<tr>
<td>000010A</td>
<td>AB0000008</td>
<td>CLAR-Culligan for Computer Support</td>
</tr>
<tr>
<td>000011A</td>
<td>AB0000012</td>
<td>2010-02-26 BA</td>
</tr>
</tbody>
</table>

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

- Advance to Screen 295.
- Type a valid SciQuest Document ID number or FAMIS document number on the Action Line to display it on the first line of the document list.
- Type ‘X’ in the S: field to select a document, and advance to Screen 278 to view additional document information.
Field Descriptions (◆ = Required / Help = PF2, ?, or * Field Help Available)

**Action Line**

- **SciQuest**: 20 characters/digits
  - Enter the desired SciQuest Document ID number.

- **Document ID**: 7 digits/characters
  - Identify the desired FAMIS Document number.

**Screen Information**

- **S**: 1 character
  - Type ‘X’ to select the document and advance to Screen 278.

- **Document**: 7 digits/characters
  - Identifies the FAMIS document number. A Requisition document number ends in two characters, and a Purchase Order number ends in one character.

- **SciQuest Doc ID**: 9 characters/digits
  - Shows the SciQuest document ID number.

- **Doc Description / Error**: 43 characters/digits
  - Displays the document summary description.

**Additional Functions**

- **PF KEYS**: See the Appendix for an explanation of the standard PF Keys.
Section VII
Appendix
Document Inquiry Pop-Up Windows

Some of the FAMIS document inquiry screens have extended information windows assigned to various function keys (PF keys) that are displayed at the bottom of the screen. Placing the cursor on a particular line and pressing the PF key will display a pop-up window with additional information for the document or item on that line.

Press <PF4> to exit a pop-up window and return to the previous window or inquiry screen. If multiple windows have been opened, press <PF3> to return directly to the inquiry screen from where you started.

From within many of the pop-up windows, an additional set of extended function keys may appear to provide further information on the document or item.

Inquiry Screen Extended Functions

**Accts**

**Accounts**
Displays a window of all responsible accounts and the division of the amount of the total order.

<table>
<thead>
<tr>
<th>F5628 End of accounts on document</th>
<th>P P700463 *** Account Distribution ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC FY Account Description Amount</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>02 1997 133501-00000-4066 INTRO BIOLOGY 327.41</td>
<td></td>
</tr>
<tr>
<td>02 1997 133501-00000-4013 INTRO BIOLOGY 432.25</td>
<td></td>
</tr>
<tr>
<td>Total all Accounts * 759.66</td>
<td></td>
</tr>
</tbody>
</table>

**AdDept**

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

<table>
<thead>
<tr>
<th>Additional Departments/SubDepartments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc: P001415</td>
</tr>
<tr>
<td>Dept SubDept</td>
</tr>
<tr>
<td>----- ------</td>
</tr>
<tr>
<td>APCI</td>
</tr>
<tr>
<td>FURS</td>
</tr>
<tr>
<td>CSCN</td>
</tr>
<tr>
<td>ENTC</td>
</tr>
<tr>
<td>MEEN</td>
</tr>
<tr>
<td>TEES</td>
</tr>
<tr>
<td>VPFN</td>
</tr>
</tbody>
</table>

**PF3= Back to 281 PF4=Exit PF5=BBA**
Appendix – Document Inquiry Popup Windows (cont’d)

**Audit**

Displays a window summarizing document activity.

```
 **** Audit Information ****

 Document: P400132
 Item: 1.0

 Date Created: 08/08/2003       Time Created: 15.01.04
 Added By: KxxxxxP  KINCAID, KALVIN K

 Last Modify Date: 08/29/2003   Last Modify Time: 16.17.49
 Last Modify PGM: PNSPIUPD
 Last Modify By: FxxxxxP  PATTERSON, PHILIP P

 PF3= Back to 280  PF4=Exit
```

**BBA**

**Budget Balance Available**

Shows any over budget balance available messages that may pertain to a particular account on the document.

```
 F5628 End of accounts on document
 F700463 *** Budget Balance Available ***

 CC  FY    Account           Over Budget Message
       -- ---- ----------------- ------------------------------
       02 1997 133501-00000-4066                               
       02 1997 133501-00000-4013                               

 PF4=Exit
```

**DIPrint**

**Download Print**

Use Entire Connection to download print file of screen information.

```
 This feature is only available with Entire Connection. If you are not currently running Entire Connection, press PF12 to cancel the request.

 Lines of description per item 99

 Select additional data to print with an 'X'

 Show Bidding Vendors: _
 Notes _
 Account Distribution _
 Sole source _

 PF12 to Cancel
```
Appendix – Document Inquiry Popup Windows (cont’d)

**Headr**  
Document Header  
Displays the document header information. More detail is available by pressing the PF keys within this window.

```
<table>
<thead>
<tr>
<th>**** Document Header Extended Information ****</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document: P700463 * Doc Year: 1997 Total: 759.66</td>
</tr>
<tr>
<td>Summary: LAMPS,BRUSHES,WHISPER PUMP,AUTOC BAG,LABELS,INST O</td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvv1 FRD SCIENTIFIC INC</td>
</tr>
<tr>
<td>Document: 08/26/96 Cat: RO User Ref: 133501-5016 Req:</td>
</tr>
<tr>
<td>Required: 09/01/96 Contact: CANDY CARSON Ph: 888-888-8888</td>
</tr>
<tr>
<td>Start: Buyer: LANCE MOORE X108 Ph: 979-777-6666</td>
</tr>
<tr>
<td>End: No: 08/26/96</td>
</tr>
<tr>
<td>Change: Dates&gt;&gt;</td>
</tr>
<tr>
<td>Dept: BIOL SubDept: Route Status: FN Cat/Order:</td>
</tr>
<tr>
<td>PCC Code: 2 F LDT Code:</td>
</tr>
<tr>
<td>PF3= Back to 285 PF4=Exit PF5=AdDept PF6=Ship</td>
</tr>
<tr>
<td>PF7=Sug. Vndr PF8=Accts PF9=Notes PF10=Sole/Emer. PF11=Items</td>
</tr>
</tbody>
</table>
```

**IDesc**  
Item Description  
Shows additional item description detail about a line item.

```
<table>
<thead>
<tr>
<th>Item Description: GROUPS: 27F; C.C.A.: 660; 60 mo.warranty__</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________________________________________________</td>
</tr>
<tr>
<td>___________________________________________________________</td>
</tr>
<tr>
<td>___________________________________________________________</td>
</tr>
<tr>
<td>___________________________________________________________</td>
</tr>
</tbody>
</table>
```

**InDtl**  
Invoice Detail  
Displays the details for a selected line item on the invoice.

```
| *** Invoice Inquiry for Item 2.0 of Document P400014 ***
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Invoice Nbr</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>118210</td>
</tr>
<tr>
<td>118947</td>
</tr>
<tr>
<td>118963</td>
</tr>
<tr>
<td>119019</td>
</tr>
<tr>
<td>350551</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Quantity</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>2.00</td>
</tr>
<tr>
<td>3.00</td>
</tr>
<tr>
<td>3.00</td>
</tr>
<tr>
<td>3.00</td>
</tr>
<tr>
<td>4.00</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>*** Inv Totals</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
</tbody>
</table>
```
Appendix – Document Inquiry Popup Windows (cont’d)

**Invoc**

**Invoicing**

Identifies document invoice entries.

---

*** Invoices for Document P700463 ***

- Invoice No. | Items | Date | St | St | FY | Voucher | P | Stat | Amount |
- 021007 | 9 | 09/10/1996 | CO | MS | 1997 | 1016669 | Y | RECN | 489.84 |
- 021036 | 1 | 09/10/1996 | CO | MS | 1997 | 1016320 | Y | RECN | 19.41 |
- 021095 | 1 | 09/10/1996 | CO | MS | 1997 | 1016674 | Y | RECN | 41.17 |
- 021274 | 2 | 09/26/1996 | CO | MS | 1997 | 1058314 | Y | RECN | 19.40 |
- 021349 | 3 | 10/01/1996 | CO | MS | 1997 | 1016676 | Y | RECN | 176.65 |
- 021599 | 1 | 10/14/1996 | CO | MS | 1997 | 1052510 | Y | RECN | 26.25 |

**End of Invoices**

---

**Items**

**Document Items**

Shows detail information for document items. Additional PF keys are also available from this window for more detail.

---

P P700463

**** Document Item Inquiry ****

- Nt | Item | Description | Quantity | PCd | UOM | Extended |
- .1 | FOR INVOICING AND DELIVERY ON T |
- 2.0 | TUNGSTEN LAMP, 6 VOLT. FOR OLD | 3.00 | EA | 63.00 |
- 3.0 | WIDE RANGE PHOTOTUBE WITH FILT | 1.00 | EA | 170.91 |
- 4.0 | TEST TUBE BRUSHES, UNBLEACHED | 5.00 | DZ | 43.75 |
- 5.0 | AUTOCLAVE BAGS. HIGH DENSITY | 1.00 | PKG | 96.15 |

PF3= Back to 285 PF4=Exit PF5=More Desc PF6=Itm Ext PF7=Audit PF8=Itm Accts PF9=Itm Notes PF10=Left PF11=Right

---

**Itm Accts**

**Accounts on a Document**

Displays the responsible accounts for a document item and their portion of the item total.

---

F5628 End of accounts on document

P P000003

**** Account Distribution ****

- CC | FY | Account | Description | Amount |
- AM 1995 | 270260-00000-8435 | MATERIALS SERVICES | 1,984.00 |
- Total all Accounts * | 1,984.00 |

PF3= Back to 280 PF4=Exit PF5=BBA
Appendix – Document Inquiry Popup Windows (cont’d)

**Itm Ext**  
**Item Extended Information**  
Shows detail information about the specific item ordered (i.e., quantity, unit of measure, unit price and commodity code).

```
**** Document Item Extended Information ****

  Document: P400132 Maintenance, Opscan 21 Model 75 Annual
  Item: 1.0
  Quantity: 12.00
  UOM: MD
  Unit Price: 971.3000
  Commodity: 93921
  Extended Price: 11655.60
  Proc Cd: 
  Print: Y

  PF3= Back to 280  PF4=Exit
```

**Itm Notes**  
**Item Notes**  
Displays notes added to a document item. Use the **Position at Line:** field to start the text at a line number. The **Page (F/B/E):** field scrolls **Forward,** and **Backwards** through text, or **End** to exit window.

```
P001415   1.0 

  Line           ******** Note Text ********
  1       >>Note entered 11/18/99 BY SHAW, SAMUEL______
  2       WANDA WILSON REQUESTED QUANTITY FOR THIS___
  3       ITEM BE CHANGED TO 5 EACH____________________
  4       _____________________________________________
  5       _____________________________________________
  6       _____________________________________________
  7       _____________________________________________
  8       _____________________________________________
  9       _____________________________________________
  10      _____________________________________________
  11      _____________________________________________
  12      _____________________________________________

  PF3= Back to 281  PF4=Exit PF7=PItem PF8=NItem  Page(F/B/E): _
```

**More Desc**  
**More Description**  
Displays complete description text for a document or an item.

```
Doc: P400132 **Document Item Inquiry **
Item: 1.0

  Line           Item Description
  ----   ---------------------------------------------
  1   Maintenance, Opscan 21 Model 75 Annual
  2   Maintenance, for the period September 1, 2003
  3   through August 31, 2004, meeting the
  4   following specifications:
  5   *Maintenance shall cover the Wide Glass
  6   Read Head purchased by the dept. on
  7   ** More Description - Continued **

  PF3= Back to 280  PF4=Exit
```
Appendix – Document Inquiry Popup Windows (cont’d)

NItem  Next Item
Advance to next item.

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 and Backwards through the text, and End will exit the window.

PIP  PIP Documents
Shows the PIP documents for the selected document and related information.

PItem  Previous Item
Advance to previous item.
Appendix – Document Inquiry Popup Windows (cont’d)

Print
Print
Used to print document information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for more information on this feature.

+-------------------------------------------------------------------+
| This feature is only available with Entire Connection. If you are not currently running Entire Connection, press PF12 to cancel the request. Lines of description per item 99 |
| Select additional data to print with an 'X' |
| Notes |
| Sole source |
| PF12 to Cancel |
+-------------------------------------------------------------------+

Recv
Receiving
Displays a window summarizing document receiving entries.

+-------------------------------------------------------------------+
<p>| *** Shipments for Document P700463 *** |
| No. | Date | Rec by |</p>
<table>
<thead>
<tr>
<th>Ship Items Received</th>
<th>St</th>
<th>Doc Summary</th>
<th>Dept</th>
<th>Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>1 10/07/1996</td>
<td>CO LAMPS,BRUSHES,WHISPER PUMP,AUTOC BA BIOL</td>
<td>UNKN</td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>3 10/14/1996</td>
<td>CO LAMPS,BRUSHES,WHISPER PUMP,AUTOC BA BIOL</td>
<td>UNKN</td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>8 10/14/1996</td>
<td>CO LAMPS,BRUSHES,WHISPER PUMP,AUTOC BA BIOL</td>
<td>UNKN</td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>1 10/14/1996</td>
<td>CO LAMPS,BRUSHES,WHISPER PUMP,AUTOC BA BIOL</td>
<td>UNKN</td>
<td></td>
</tr>
<tr>
<td>005</td>
<td>1 10/15/1996</td>
<td>CO LAMPS,BRUSHES,WHISPER PUMP,AUTOC BA BIOL</td>
<td>UNKN</td>
<td></td>
</tr>
<tr>
<td>006</td>
<td>1 09/06/1996</td>
<td>CO LAMPS,BRUSHES,WHISPER PUMP,AUTOC BA BIOL</td>
<td>UNKN</td>
<td></td>
</tr>
<tr>
<td>** End of Shipments **</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
+-------------------------------------------------------------------+

Ship
Shipping Address
Displays the Ship To and Invoice To addresses.

+-------------------------------------------------------------------+
| *** Required Shipping and Text Information *** |
| Document * P400132 |
| Ship To Address Nbr: 452 | Invoice To Address Nbr: 452 |
| Name: MEASUREMENT & RESEARCH SERVICE | Name: MEASUREMENT & RESEARCH SERVICE |
| Addr: 001 HISTORY BLDG. | Addr: 001 HISTORY BLDG. |
| 4239 TAMU | 4239 TAMU |
| City: COLLEGE STATION | State: TX |
| Zip: 778434239 | Country: |
| PH: | FAX: |
| FF3= Back to 280 | FF4=Exit |
+-------------------------------------------------------------------+
Appendix – Document Inquiry Popup Windows (cont’d)

Sole/Emer  Soul Source and Emergency Information
Displays Sole Source and Emergency purchase reasons.

**** Sole Source and Emergency Information ****
Document: * P400132
Sole Source (Y/N): Y  Reason: ONLY SOURCE TO REPAIR THIS EQUIPMENT
Emergency (Y/N): N  Reason:

PF3= Back to 280  PF4=Exit

Sug. Vndr  Suggested Vendor
If a specific vendor is desired for purchasing items, the vendor’s information is included on this pop-up window.

**** Suggested Vendors Information ****
Document: R400007
VID:             or FEI: 6xxxxxxx8   VID:             or FEI: 8xxxxxxx8
FALZOR SYSTEMS INC                   LEGALY SYSTEMS
Addr: 5888 ROSEVILLE ROAD            Addr: 1016 DEPP HILL RD SUITE G
        SACREMENTO CA 95842                  BROOMFIELD CO 80020
PH: 800-326-0000 FAX: 916-344-2222   PH:              FAX:              

Press <PF4> to Exit

Track  Document Tracking
Displays a document tracking window identifying all types of action taken on the document. From within this window you may track any of the related documents by placing the cursor on a specific line and pressing <PF12> again.

R R700116  Document Tracking
+----------------------------------------------------------+
<table>
<thead>
<tr>
<th>Class</th>
<th>Document</th>
<th>Item</th>
<th>Action</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>CREATE</td>
<td></td>
<td></td>
<td>04/29/96</td>
<td>08:40</td>
</tr>
<tr>
<td>To</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td>05/02/96</td>
<td>09:51</td>
</tr>
<tr>
<td>To P</td>
<td>P700460</td>
<td>0.1</td>
<td>TRNSFR</td>
<td>08/26/96</td>
<td>08:34</td>
</tr>
<tr>
<td>To P</td>
<td>P700463</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>08/26/96</td>
<td>08:58</td>
</tr>
<tr>
<td>To P</td>
<td>P700463</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>08/26/96</td>
<td>08:58</td>
</tr>
<tr>
<td>To P</td>
<td>P700463</td>
<td>3.0</td>
<td>TRNSFR</td>
<td>08/26/96</td>
<td>08:58</td>
</tr>
<tr>
<td>To P</td>
<td>P700463</td>
<td>4.0</td>
<td>TRNSFR</td>
<td>08/26/96</td>
<td>08:58</td>
</tr>
<tr>
<td>To P</td>
<td>P700461</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>08/26/96</td>
<td>08:44</td>
</tr>
</tbody>
</table>
+----------------------------------------------------------+

PF3= Back To 285  PF4=Exit  PF12=Track
Instructions

Listed below are general instructions that will make your job easier as you use FAMIS to input or view document information. Please become familiar with the information in this reference as it can make your navigation in FAMIS more efficient.

3270 Emulation Keys

Special keys and key combinations must be used when working with FAMIS. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

**PF Keys**
When a key is listed as PFn, PF represents Program Function. Many PCs use the function keys labeled Fn for these PF keys. Others have special combinations of keys to represent the PF keys, for example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the PF1 key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word ‘Bkwd’ under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

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

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

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

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

**ERASE END OF FIELD Key**
To erase all the information in a field with one stroke, the **ERASE EOF** key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name in the Action Line will be removed. Now the new vendor name can be input. On most PCs, the correct key to use is the **END** key on the numeric keypad.

**HOME Key**
From anywhere on the screen, the most efficient way to take the cursor back to the Screen: field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the **ALT/RULE** keys. On most PCs, the **HOME** key on the numeric keypad will work.

**Protected Area**
The **Protected Area** is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your **reset** key and then **tab** key to release your system when it freezes.

**Action Line/Context**
The **Action Line** is usually the first line of information on each screen. The Screen: field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, account, etc. are often found on the Action Line.

Data that is entered on the Action Line will be carried in ‘context’ from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in ‘context’ until the user keys a different account in the field.

The **<ENTER>** key **must** be pressed after entering **Action Line** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing **<ENTER>**, a message will be given at the top of the screen asking for modifications or providing further processing instructions.

<table>
<thead>
<tr>
<th>Screen: ___ Account: 032365 ___ NAVSO, INC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Title: NAVSO, INC. _____________</td>
</tr>
<tr>
<td>FY 2011 CC 02</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Message Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>F6537 Please enter a valid six digit GL account</td>
</tr>
<tr>
<td>002 GL 6 Digit</td>
</tr>
<tr>
<td>01/20/92 11:26</td>
</tr>
</tbody>
</table>

Scrolling Through Data

Pressing the <ENTER> key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

Help

HELP functions are available for many screen fields in FAMIS. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

To get out of the HELP function, either select a value and press <ENTER> or hit the PF4 key. The distinction on which key to use will normally be designated in the pop-up window (EX: PF4 = Exit).

Escaping from a Pop-Up Window

When in a pop-up window, pressing PF4 will usually take you back to the original screen. There are a few screens when pressing <ENTER> will take you back to the original screen.
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 the F2 Key.

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.

From the definition screen, press <ENTER> to view the valid values for the field.
Appendix – Instructions (cont’d)

Question Mark or Asterisk (?) or *) Help

FAMIS also provides information about selected fields through the Question Mark or Asterisk (?) or *) Help facility. This HELP information may be accessed by typing a question mark (?) or an asterisk (*) in the field in question and pressing the <ENTER> key.

**Screen 002 - GL 6 Digit**

| Account Title: ED & GEN INCOME-TUITION | SRS: |
| Resp Person: 5uuuuuu4 MASON, MOLLY M | Old Acct: NA |
| Year-end Process: F | Reclassify: _ |
| Reporting Group: _ | Aux Code: _ |
| Aux Code: _ | Function: _ |
| Default Bank: 06000 | Override: Y |
| Alternate Banks: ***** | SL Mapped Count: 22 |
| Dept S-Dept Exec Div Coll Mail Cd Stmt |
| Primary: REV _____ UN AD C6000 N |
| Secondary: VTEA _____ AA CD VM C4457 N |
| Fund Source: __ | Account Letter: Y |
| Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION | Setup Dt: 08/26/1991 |

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

A pop-up window is displayed with the valid values for the field. By typing an ‘X’ next to the desired value and pressing <ENTER> that value is passed to the main screen. This is called the **Passback** feature.

**Screen 002 - GL 6 Digit - Fund Group ?-Help Pop-Up Window**

<table>
<thead>
<tr>
<th>Search Criteria:</th>
<th>AFR Fund Group:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFR Fund Group:</td>
<td>01 CLEARING ACCOUNTS</td>
</tr>
<tr>
<td>FG FUNCTIONAL AND GENERAL</td>
<td></td>
</tr>
<tr>
<td>20 DS DF DESIGNATED/FUNCTIONAL &amp; GENERAL</td>
<td></td>
</tr>
<tr>
<td>21 DS DS DESIGNATED/SERVICE DEPARTMENTS</td>
<td></td>
</tr>
<tr>
<td>22 DS ST DESIGNATED/SERV DEPT-MATERIAL &amp; SUP</td>
<td></td>
</tr>
<tr>
<td>23 DS SM DESIGNATED/SERV DEPT-COMM &amp; UTIL</td>
<td></td>
</tr>
<tr>
<td>24 DS SU DESIGNATED/SERV DEPT-REPAIRS &amp; MAIN</td>
<td></td>
</tr>
<tr>
<td>25 DS SR DESIGNATED/SERV DEPT-RENTALS &amp; LEAS</td>
<td></td>
</tr>
<tr>
<td>26 DS SL DESIGNATED/SERV DEPT-PRINTING &amp; REP</td>
<td></td>
</tr>
<tr>
<td>27 DS SP DESIGNATED/SERV DEPT-CLAIMS &amp; LOSSE</td>
<td></td>
</tr>
<tr>
<td>28 DS SC DESIGNATED/SERV DEPT-OTHER OPER EXP</td>
<td></td>
</tr>
<tr>
<td>29 DS SO DESIGNATED/SERV DEPT-OTHER OPER EXP</td>
<td></td>
</tr>
<tr>
<td>-- IASYS-AFR-FUND-GROUP --</td>
<td></td>
</tr>
</tbody>
</table>

Select an AFR Fund Group or Press <PF4> to Quit
Standard PF Keys

PF Keys are used in the FAMIS modules to access additional information. Wherever possible the same assignment has been given to the same PF key, such as PF9 always being the key used for NOTES. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the PF keys that you will see on the many screens in FAMIS.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

To exit a pop-up window, press <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up window an additional set of extended function keys may appear to further inquire on the document or item.

Extended Function Keys

Bkwd Backwards
Advances backward to the previous screen or scrolls one page back for a particular item.

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

Left Scroll Left
Some windows are made up of several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the left.

More Desc More Description
Displays complete description text for a document or an item.

```
+-----------------------------+-----------------------------
| R R400007                  | **Document Item Inquiry **  |
| Item:                      | 1.0                         |
| Line                       | Descriptions                |
|    1                       | 1.6 GB FORMATTED (USEABLE)  |
|                              | FAST SCSI-2 DISK            |
|    2                       | DRIVE FOR SGI INDIGO WITH   |
|                              | INTERNAL MOUNTING           |
| Press <PF4> to Exit        |                             |
```

Press <PF4> to Exit
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, and Backwards through the text, or End to exit the window.

```
+------------------------------------------------------------------+
| F0013 Please enter desired modifications                          |
| P600026    1.0                                                 |
| Line       Position at line: ___                             |
| 1          ******** Note Text ********                        |
|            >>Notes Entered 10/12/95 BY CARSON, CARL C            |
| 2          THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS            |
| 3          PRIOR TO THE AWARD.                                 |
| 4          CONTACT DR. WILL W. WADDLESWORK FOR FURTHER           |
| 5          DETAILS/CLARIFICATION ABOUT THE REQUESTED            |
| 6          ITEMS.                                              |
| 7          _________________________________________________    |
| 8          _________________________________________________    |
| 9          _________________________________________________    |
| 10         _________________________________________________   |
| 11         _________________________________________________   |
| 12         _________________________________________________   |
|            PF4=Exit  PF7=PItem  PF8=NItem  Page (F/B/E):_         |
+------------------------------------------------------------------+
```

**Right**

**Scroll Right**
Some windows are made up of several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the right.
## Preliminary Fixed Assets Screens List

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>M22</td>
<td>Purchasing Inquiry Menu</td>
<td>I-7</td>
</tr>
<tr>
<td></td>
<td>Provides a list of all document inquiry screens available.</td>
<td></td>
</tr>
<tr>
<td>278</td>
<td>Document Inquiry</td>
<td>VI-30</td>
</tr>
<tr>
<td></td>
<td>Presents document information for an individual document.</td>
<td></td>
</tr>
<tr>
<td>279</td>
<td>Document Line Item Inquiry</td>
<td>VI-35</td>
</tr>
<tr>
<td></td>
<td>Provides all information associated with a document.</td>
<td></td>
</tr>
<tr>
<td>280</td>
<td>Document Browse</td>
<td>VI-4</td>
</tr>
<tr>
<td></td>
<td>Provides list of all documents.</td>
<td></td>
</tr>
<tr>
<td>281</td>
<td>Document Browse by Department/Sub-Department</td>
<td>VI-7</td>
</tr>
<tr>
<td></td>
<td>Lists documents for a department.</td>
<td></td>
</tr>
<tr>
<td>282</td>
<td>Document Browse by Account</td>
<td>VI-10</td>
</tr>
<tr>
<td></td>
<td>Provides list of documents for a particular account.</td>
<td></td>
</tr>
<tr>
<td>284</td>
<td>Document Browse by User Reference</td>
<td>VI-13</td>
</tr>
<tr>
<td></td>
<td>Provides a list of all the screens available to process fixed asset information.</td>
<td></td>
</tr>
<tr>
<td>285</td>
<td>Document Browse by Vendor</td>
<td>VI-16</td>
</tr>
<tr>
<td></td>
<td>Lists of documents a vendor.</td>
<td></td>
</tr>
<tr>
<td>286</td>
<td>Document Browse by State Requisition Number</td>
<td>VI-19</td>
</tr>
<tr>
<td></td>
<td>Provides list of documents starting with the state requisition number.</td>
<td></td>
</tr>
<tr>
<td>287</td>
<td>Document Browse by State Order Number</td>
<td>VI-22</td>
</tr>
<tr>
<td></td>
<td>List of documents starting with the State Order number.</td>
<td></td>
</tr>
<tr>
<td>288</td>
<td>Document Summary</td>
<td>VI-25</td>
</tr>
<tr>
<td></td>
<td>View an individual document.</td>
<td></td>
</tr>
<tr>
<td>290</td>
<td>Document Tracking Inquiry</td>
<td>VI-38</td>
</tr>
<tr>
<td></td>
<td>Tracks actions performed on a document.</td>
<td></td>
</tr>
<tr>
<td>291</td>
<td>Document Tracking Cross Reference</td>
<td>VI-40</td>
</tr>
<tr>
<td></td>
<td>Cross references documents from their source document.</td>
<td></td>
</tr>
<tr>
<td>M36</td>
<td>Departmental Fixed Assets Menu</td>
<td>I-7</td>
</tr>
<tr>
<td></td>
<td>Provides a list of all the screens available to process fixed asset information.</td>
<td></td>
</tr>
<tr>
<td>360</td>
<td>Build Preliminary Assets</td>
<td>IV-3</td>
</tr>
<tr>
<td></td>
<td>Used to create a preliminary asset record.</td>
<td></td>
</tr>
<tr>
<td>361</td>
<td>View Preliminary Assets</td>
<td>IV-16</td>
</tr>
<tr>
<td></td>
<td>Provides information on a preliminary asset record.</td>
<td></td>
</tr>
<tr>
<td>362</td>
<td>Preliminary Fixed Asset Data</td>
<td>IV-19</td>
</tr>
<tr>
<td></td>
<td>Modify preliminary fixed asset data.</td>
<td></td>
</tr>
</tbody>
</table>
## Preliminary Fixed Assets Screens List (cont’d)

<table>
<thead>
<tr>
<th>PAGE</th>
<th>Screen Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>545</td>
<td>View Preliminary Assets</td>
<td>Lists all preliminary assets for a particular document.</td>
</tr>
<tr>
<td>546</td>
<td>Preliminary Fixed Asset Data</td>
<td>Used to view the detailed preliminary fixed asset data.</td>
</tr>
<tr>
<td>860</td>
<td>Department Table Maintenance</td>
<td>Used in FRS and FFX to maintain a table of valid departments for each TAMUS campus.</td>
</tr>
</tbody>
</table>
A

ABR
See Automatic Budget Reallocation.

ABR Pool Table
A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

Account
A functional unit, identified by an account ID that serves a particular accounting purpose, where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account, and the President’s Office is an example of a Subsidiary Ledger account.

Account Control
The last four digits in the ten-digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction, or summary control.

Account ID
A 6-digit identification number for an account.

Account Number
A 10-position ID within the master file of the Financial Records System. The first 6 positions identify the specific account, while the last four positions identify the account control for a balance sheet account (GL) and the object code for a revenue or expenditure account (SL).

Accounts Payable

Action/Context Line
The screen line (usually fourth from the top) or lines where the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias
A commonly used name for a vendor, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

AP
See Accounts Payable.

Attributes
Descriptive data associated with a record. Examples are school, department, function, name, and responsible person. Attributes support a variety of sophisticated reporting techniques.

Automatic Budget Reallocation (ABR)
When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

B

Bank Transfer
A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.

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.
Appendix – Glossary (cont’d)

**Batch Interface**
A type of interface where one system generates transactions to be batched for input into another system.

**BBA**
See *Budget Balance Available*.

**Beginning Balance**
Balances posted during implementation.

**Budget**
A plan of revenue and expenditures for an accounting period expressed in monetary terms.

**Budget Balance Available (BBA)**
That portion of budget funds that is unspent and unencumbered.

**Budget Fiscal Year**
Budgets are prepared in one fiscal year for the next fiscal year. The default is always the next fiscal year when using any Budget Preparation screen.

**Budget Pattern**
Used to group individual object codes (or ranges) into budget categories to establish new fiscal year budget. Tracks ‘current and past year account activity in order to develop the new fiscal year budget.

**Budget Pool**
A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

**Budget Version**
Various versions of a budget can be created and named for comparative purposes.

**Buying Account**
Account which is allowed to “purchase” from a specific selling account via an interdepartmental transfer.

**Capital**
Assets, cash, means, property, resource.

**Cash**
Coins, currency, checks, and anything else a bank will accept for immediate deposit.

**Cash Disbursement**
A non-voucherered payment for goods received, services rendered, reduction of debt, or purchase of other assets.

**Cash Receipt**
Cash received from cash sales, collections on accounts receivable, and sale of other assets.

**Chart of Accounts**
A listing, at the 6-digit level, of all account numbers within FAMIS. Sometimes the COA defines the accounts at the 10-digit level as well.

**Check Override**
The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

**Claim-On-Cash**
The share of ownership that an account has in the institution’s money.
Appendix – Glossary (cont’d)

Clearing Account
A temporary summary account (such as a payroll account) which is periodically set to zero.

COA
See Chart of Accounts.

Compound Journal Entry
A two-sided transaction that posts debits and credits.

Context
The information that identifies the record being displayed or to be displayed by the system.

Copy
The process that creates a new pattern from an existing version (specified on the Action Line) or ABR (specified in the resulting pop-up screen).

Credit Memo
The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

Currency Code
A code that identifies a record in the Tax Currency Table. This record provides the factor to calculate foreign currency conversion costs or gains and the liability account used. The code is translated through a table into a conversion rate.

Cycle
Two or more programs that are run in a specific sequence.

Data
Data are representations, such as characters, to which meaning might be assigned. They provide information and can be used to control or influence a process. This term is not synonymous with information. Information is data to which meaning has been assigned.

Database
The collected information that is accessible to the computer for processing.

Data Control
The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.

Data Element HELP
An online feature that assists the user by providing immediate information about any particular field on a screen.

Data Entry
A means for adding information into the system.

Default
The value that the system will assign if no other value is entered.

Default Mandatory
Flag indicating whether the transfer is mandatory. If no value is entered in the detail lines for this field, the transfer will be flagged with the default value after pressing <ENTER>.
Appendix – Glossary (cont’d)

Delete Flag
A data element whose condition indicates that a document will be permanently removed from the database during the next archive cycle.

Demand Voucher
Voucher to be paid during the next Check Cycle.

Diagnostic Message HELP
An online feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.

Diagnostics
The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC
The third digit of the Transaction Code (Entry Code), which specifies the type of transaction.

Disbursement
Record money paid out by the institution from GL, SL, and SA or bank account. Can reverse an encumbrance. A payment for goods received, services rendered, reduction of debt, or purchase of other assets that does not go through the AP/voucher system.

Discount Account
The account credited for discounts taken by the system when a check is written.

Discount Table
A table containing user-defined values representing discount terms for vendors.

Dollar Data
A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit
A code used in Accounts Payable to specify a check amount. If the amount of a vendor’s check is greater than this value, the check will not be generated.

Drop Flag
A data element whose condition indicates that a document is to be removed from the database immediately.

Encumbrance
An obligation incurred in the form of a purchase order or contract. Also referred to as an open commitment.

Endowment
Funds received by an institution from a donor who specifies the condition that the principal not be spent.

Endowment Income
The income generated by investing the principal of an Endowment Fund.

Entry Code
The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, is predefined by the system. It is also known as the Transaction Code.
Appendix – Glossary (cont’d)

**Expended**
Depleted, used up.

**Expense**
Cost, disbursement, payments.

**FA**
See Financial Accounting.

**Feed**
Transactions from other systems that are transferred to the FRS.

**Field**
That part of a database in which one unique piece of information is stored; also, an area on a screen that allows data entry.

**File**
A storage area established within a computer system or database for organizing similar kinds of data.

**Financial Accounting (FA)**
A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

**Financial Records System (FRS)**
A system that supports the financial record-keeping and reporting of a college or university.

**Flag**
A data element used to set controls or conditions on a process or program.

**Freeze Flag**
A data element whose condition indicates that new transactions cannot be posted. This includes feeds and invoice postings for this document.

**FRS**
See Financial Records System.

**FTE**
Full-time Equivalents. Used by the B/P/P System.

**Function**
Purpose.

**Fund**
An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance, and changes in the balance.

**Fund Balance**
The equity of a fund (the difference between assets and liabilities).

**Fund Group**
A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.

**Fund Group ID**
A one-digit identification number representing the fund group with which an account is associated.

**Fund Transfer**
A movement of dollars from one fund balance to another.
Appendix – Glossary (cont’d)

G

General Ledger (GL)
A balance sheet account for the institution. All GL account numbers begin with “0” (zero).

GL
See General Ledger.

GL/SL Relationships
User-defined structures relating Subsidiary Ledger (SL) revenue/expense accounts to General Ledger (GL) fund accounts.

Global Subcode Edit (GSE)
A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

GSE
See Global Subcode Edit.

H

Header
That portion of a Purchasing document containing basic information such as the document’s number, date, and amount.

HEAF
Indicates a Higher Education Assistance Fund code number.

HELP
An online feature which accesses PREDICT in order to supply descriptions, valid values, and suggested actions.

I

IDT
Interdepartmental Transfer.

Indirect Updating
The automatic posting of real dollar activity to a GL Balance Sheet account as a result of a direct transaction.

Inquiry Screen
A screen which only displays information and cannot be used for entering data.

Interface
A communication link between data processing systems or parts of systems that permits sharing of information.

Interfund Borrowing
The transfer of an asset or liability from one fund to another.

J

JCL
See Job Control Language.

Job Control Language (JCL)
A problem-oriented language used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.

Journal Entry
A non-cash transfer of dollars between two or more accounts.
Appendix – Glossary (cont’d)

**L**

**Ledger**
A collection of account records for an organization. FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense). See also General Ledger and Subsidiary Ledger.

**Liability Account**
In AP, a GL account that is credited for the liability when a voucher is processed. Any GL account that accepts a transaction creating a liability.

**Liquidate**
Reduce encumbrance through payment; pay off debt.

**M**

**Map Code**
A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

**Mandatory**
Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value after pressing <ENTER>.

**Memo Bank Account**
An account that represents the balances of demand deposits for operating accounts.

**Menu**
A screen containing a list of available processes, screens, or other menus.

**N**

**Name Rotation**
A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports.

**O**

**Object Code**
A four-digit number identifying specific items of revenue/expense or attribute records.

**Open Commitment**
An encumbrance.

**P**

**Parameter**
A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing, or output requirements.

**Purpose**
The function.

**R**

**Receipts**
Cash received from cash assets, collections on account receivable, and sale of other assets. The purpose is to record money received by the institution to the GL, SL, and SA or bank accounts.

**Recommendation**
The budget projection version that is submitted to the Budget Office for approval.

**Regular Order**
A type 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.
Appendix – Glossary (cont’d)

**Requisition**
A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

**Retention Months**
A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

**Revenue**
Income or receipts.

**Run Parameter**
A parameter from a control record or a program control transaction (as opposed to a file maintenance transaction).

**Save**
The process that creates a budget version.

**6-Digit Account**
For GL: An entity that consists of a self-balancing set of 10-digit accounts.
For SL: An entity of revenues and/or expenses.

**Screen HELP**
An online feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

**Secondary Vendor**
The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

**Secured Submitted Version**
Submitted budget version that has been locked. It can be flagged to indicate that it is an “official” version.

**Selling Account**
Account which is allowed to “sell” to specified buying accounts via interdepartmental transfers.

**Session**
A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

**SL**
See Subsidiary Ledger.

**Split Encumbrance**
An encumbrance which applies to several accounts.

**Standing Order**
A type of purchase order used for reoccurring services like those provided by the telephone and electric companies.

**Subcode**
Four digits appended to the account ID to identify attributes and dollar records within an account.

**Submit**
The process that attached a budget version to a budget account as a budget of an account.
Appendix – Glossary (cont’d)

Submitted Version
Version of the budget submitted for approval as the official budget of an account.

Subsidiary Ledger
Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

Suspense Account
A GL clearing account reflecting real dollar activity directed to the Suspense File.

T

1099 Vendor
A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

1099 Voucher
A voucher that must be reported to the IRS on Form 1099.

10-Digit Account
The six-digit account ID combined with the four-digit subcode (i.e. an account control or object code).

Tax Code
A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

Tax ID
A Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

Taxes
An additional charge on the acquisition of goods that is imposed by the taxing authority and should be paid with the invoice.

Temporary Vendor
A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

Transaction Code
A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

U

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

V

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

Value-Based
A mechanism used to restrict operator access to information by comparing operator security authorization with the value stored in the field.

Vendor
A provider of goods and/or services.

Vendor Addresses
See Order-From Addresses and Remit-To Addresses.
Appendix – Glossary (cont’d)

Vendor Automatic
A feature that automatically assigns a specific Number Assignment to the vendor in the Action/Context Line.

Vendor Commodity
A good or service purchased from a specific vendor.

Vendor File
A record of attributes, dollar data, and control information for all vendors.

Version
Account Budgets created by departments. These can later be submitted as the budget recommendation for the account. Once a version is locked, it will be called a ‘secure version’ and can never again be changed.