Purchasing User Manual

Version 3.2
February 2011

FAMIS Services
The Texas A&M University System

Introduction

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

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

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

College Station based:	FAMIS Services The Texas A&M University System 1144 TAMU College Station, TX 77843-1144
Non-College Station based:	FAMIS Services The Texas A&M University System 200 Technology Way College Station, TX 77845-3424

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Purchasing Menu Screens

The following menus will help you find your way through the Purchasing System.

M20 - Purchasing Module Menu displays a number of submenus that contain various functions of the Purchasing Module.

Menu M20 - Purchasing Module Menu

```
   M20 Purchasing Module Menu                                      02/23/11 15:42
                                                                   FY 2011 CC 02
   Screen: ___

         * ------ Purchasing Menus --------------- *

            M21  Purchasing Vendor Menu
            M22  Purchasing Document Inquiry Menu
            M23  PO and Master Order Menu
            M24  Requisitions, Limited, Exempt Menu
            M32  Receiving Menu
            M34  Invoice Menu
            M36  Departmental Fixed Assets Menu

            M41  Commodity and CMBL Bidders Menu
            M42  Bids and Bid Lists Menu
            M44  Bid List Inquiry
            M45  Purchasing Controls Menu



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

M21 - Purchasing Vendor Information Menu shows screens that provide vendor information.

Menu M21 - Vendor Information Menu

```
   M21 Vendor Information Menu                                     02/23/11 15:42
                                                                   FY 2011 CC 02
   Screen: ___

             * --------- Vendor Information ------------- *
                  201  Vendor Change Log
                  203  Vendor Add/Modify
                  204  Vendor Purchasing Create
                  205  Vendor Payables Create
                  206  Vendor Ownership Information
                  207  Vendor ACH Information
                  209  State Vendor Hold Maintenance

                  143  Vendor Flag Set/Reset
                  101  Vendor Number Search
                  102  Vendor Name Search
                  120  Vendor Alias Maintenance
                  132  Vendor History

                  173  State HUB ID Search
                  174  State HUB Name Search
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

M22 - Purchasing Document Inquiry includes a list of all available inquiry screens.

Menu M22 - Purchasing Document Inquiry Menu

```
   M22 Purchasing Inquiry Menu                                     02/23/11 09:05
                                                                    FY 2011 CC 02
   Screen: ___

    * ----------------* Document Inquiry *------------------------------ *

    271  Documents Closed But Not Routed  280  Document Browse by Number
    272  Documents by Status              281  Document Browse by Dept.
                                          282  Document Browse by Account
                                          283  Document Browse by Buyer
    275  Incomplete Receiving/Invoicing   284  Document Browse by User Ref.
    276  Document Inquiry - w/Paid Amts   285  Document Browse by Vendor
    277  Document Inquiry by Campus       286  Document Browse by State Req.
    278  Document Inquiry                 287  Document Browse by GSC Order
    279  Document Line Item Inquiry       288  Document Summary

    290  Document Tracking Inquiry        295  SciQuest Document Xref
    291  Document Tracking Cross Ref
    292  PIP Document Browse
    293  PIP Browse by Document
    294  PIP Browse by Invoice
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

M23 - PO and Master Order Menu lists screens for creating and modifying purchasing documents.

Menu M23 - Purchase Order and Master Order Menu

```
   M23 PO and Master Order Menu                                    02/23/11 15:43
                                                                    FY 2011 CC 02
   Screen: ___

     * ------ Purchase Order ------ *        * ------ Master Order -------- *
     220  PO Header Create/Modify            260  MO Header Create/Modify
     221  PO Shipping and Text Info.         261  MO Shipping and Text
     222  PO Additional Header Text          262  MO Additional Text
     223  PO Sole Source Justification       263  MO Sole Source Justification
     224  PO Item Create/Modify              264  MO Item Create/Modify
     225  PO Item Additional Desc.           265  MO Item Description Cont'd
     226  PO Document Close                  266  MO Document Close
     227  PO Transfer/Copy                   267  MO Transfer/Copy
     228  PO Flag Maintenance                268  MO Flag Maintenance
     229  PO Notes                           269  MO Notes

     215  PO On-demand Print
     217  PO Good Faith Effort Responses
     218  Renumber Line Items
     219  Change Vendor

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

M24 - Requisition, Limited, and Exempt Purchase Menu lists screens for creating and modifying these documents.

Menu M24 - Requisitions and Limited Purchasing Entry Menu

```
  M24 Requisitions and Limited Purch Entry Menu                 05/19/09 15:43
                                                                 FY 2009 CC 02
  Screen: ___

   * -------- Requisitions * ------- *       * ----- Limited Purchases ---- *
   250  Req. Header Create/Modify            240  Limited Purch. Header
   251  Req. Shipping and Text Info.         241  Limited Purch. Items
   252  Req. Additional Header Text          242  Limited Purch. Close
   253  Req. Sole Source Justification       243  Limited Purch. Flag Maint.
   254  Req. Item Create/Modify              244  Limited Purch. Notes
   255  Req. Item Description Cont'd         245  Copy Limited to Limited
   256  Req. Document Close                  246  Limited Purch. GFE Response
   257  Req. Transfer/Copy
   258  Req. Flag Maintenance                * ----- Exempt Purchases ---- *
   259  Req. Notes                           232  Exempt Purch. GFE Response
                                             233  Copy Exempt to Exempt
                                             235  Exempt Purch. Header
   247  Copy Document to Req.                236  Exempt Purch. Items
                                             237  Exempt Purch. Close
   234  Part Description Maintenance         238  Exempt Purch. Flag Maint.
                                             239  Exempt Purch. Notes
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

M34 – Purchasing Invoice Menu lists screens for invoice updates and inquiry.

Menu M34 – Purchasing Invoice Menu

```
  M34 Purchasing Invoice Menu                                   05/19/09 15:44
                                                                 FY 2009 CC 02
  Screen: ___

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


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


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

Purchasing Bulletin Boards

B20 - Purchasing Bulletin Board provides information about upcoming changes to the purchasing module of FAMIS. This screen should be checked on a regular basis to make sure changes to the purchasing system do not take you by surprise. This screen is maintained by FAMIS Services staff.

B20 – FAMIS Purchasing Bulletin Board

```
 B20                FAMIS Purchasing Bulletin Board                 05/19/09
                                PAGE: 1  OF  1                      15:44:29
 Screen: ___   Page: 1_

                 Welcome to FAMIS Purchasing Module

   TAMU Purcahsing Deadlines posted for FY 2008

  ***************************************************************
  *    See B21 for Campus Specific Deadlines and Information    *
  ***************************************************************






                                                   Last updated 05/19/08

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                                          Prev  Next                   Exit
```

B21 - Purchasing Campus Bulletin Board allows each campus to post notices regarding Purchasing information and updates for their users. This is updated on Screen 305.

B21 - Purchasing Campus Bulletin Board

```
 B21                Purchasing Campus Bulletin Board                05/19/09
                                PAGE: 1  OF  5                      15:45:03
 Screen: ___   Page: 1_

  DEADLINES-Purchase Requisitions for FY 2009 and 2010

  FY 2009 and FY 2010 requisitions received after the deadlines will be
  processed after requisitions that have met the specified dates and funding
  requirements. The deadlines do not guarantee that lead-time for delivery is
  adequate for all commodities or services. If a 9-1-09 delivery is desired on
  FY 2010 funded purchases, please indicate the need on the requisition and
  every effort will be made to accommodate the request.

  Goods/Services Purchase Requisition Type   Date Purchase Requisition Required

  $100,000 or more and not under A&M/State Contract            5-18-2009*
  > $5,000 but < $100,000 & not under A&M/State Contract       6-1-2009*
  > $5,000 & under A&M/State Contract                          8-3-2009*

  * Dates are for FY 2009 and FY 2010 funded procurements.*
                                                   Continued on page 2
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                                          Prev  Next                   Exit
```

Campus-specific purchasing information, such as policy changes, training opportunities, screen updates, or important deadlines, may be viewed on Screen B21. Information for Screen B21 is entered/updated using Screen 305. Ninety-nine lines of information that is campus-specific may be entered.

This screen is maintained and updated by each campus.

Screen 305 - Purchasing Campus Bulletin Board (Entry Screen)

```
305 Purchasing Campus Bulletin Board                           05/19/09 15:45
                                                                FY 2009 CC 02
Screen: ___    Page: 1___
                                                                 Delete: _
DEADLINES-Purchase Requisitions for FY 2009 and 2010_________________________
_____________________________________________________________________________
FY 2009 and FY 2010 requisitions received after the deadlines will be________
processed after requisitions that have met the specified dates and funding___
requirements. The deadlines do not guarantee that lead-time for delivery is__
adequate for all commodities or services. If a 9-1-09 delivery is desired on_
FY 2010 funded purchases, please indicate the need on the requisition and____
every effort will be made to accommodate the request.________________________
_____________________________________________________________________________
Goods/Services Purchase Requisition Type   Date Purchase Requisition Required
_____________________________________________________________________________
$100,000 or more and not under A&M/State Contract              5-18-2009*_____
> $5,000 but < $100,000 & not under A&M/State Contract         6-1-2009*______
> $5,000 & under A&M/State Contract                            8-3-2009*______
_____________________________________________________________________________
* Dates are for FY 2009 and FY 2010 funded procurements.*____________________
                                                   Continued on page 2________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Text is entered without a wrap-around feature. To prevent a word being split between two lines, use the TAB key to advance to the next available line. Text entered here will be displayed on **Screen B21**.

Basic Steps

- Advance to Screen 305 and press <ENTER> to view existing campus-specific purchasing notices.
- Type valid notices in the space provided and press <ENTER> to record.
- Advance to Screen B21 to view the information.

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

Screen Information

◆ **Page ____:** 4 digits
Identify the page number of the bulletin board to be modified. This will default to page 1. Add/modify the information that is to appear on the Purchasing Campus Bulletin Board (**Screen B21**).

Delete: 1 character
Type 'Y' to delete existing purchasing notices.

Enter the text to be displayed on Screen B21.

Screen B21 Information

- **PAGE __ OF __:** 4 digits
  Shows the page number currently displayed and the number of pages available.

- **Page __:** 2 digits
  Identify the page number of the bulletin board to be displayed. This will default to page 1. The information typed on Screen 305 will be displayed.

Displays the text entered on Screen 305.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

PF12 **Exit**
Exit Press key to terminate your FAMIS session.

Purchasing Basic Concepts

Concept of a Purchase Document

The FAMIS Purchasing System is based on 'creating' and 'maintaining' documents. By using the document concept, we have the ability to:

- Create a document with items for purchase
- Close the document and encumber funds
- Electronically route the document for approvals
- Receive the items on the document
- Record the information from the vendor's invoice
- Pay for the purchases
- Reconcile account statements with bank statements.

This manual deals with the first two areas: creating a document with items for purchase and closing the document and encumbering funds.

1. Each document has three main parts:
   Header
   Items
   Close

2. Each type of purchase document may have additional screens or functions that need to be completed given a certain set of circumstances. Nevertheless, all purchase documents have these three main parts.

Types of Purchasing Documents

Limited Purchase
Purchases below a specified dollar amount (seen on Screen 309); different dollar limits can be set for State funds vs. local.

Exempt Purchase
Purchases that are exempt from the State of Texas guidelines requiring a bid process; exempt object codes are defined on Screen 306.

Requisition
Purchases that must follow the State of Texas guidelines requiring a bid process.

Bid
Document prepared for vendors in order that they may submit a 'bid' or an offer for the goods or services.

Purchase Order
Document prepared as an order for goods or services.

<u>Master Order</u>
An agreement made between the purchasing office and a vendor for either a specified quantity or a specified discount on the purchase of goods or services.

Document Categories

Categories define rules to use in processing purchasing documents. They are defined on a purchasing control screen (Screen 312) with certain characteristics, such as whether budget is checked and whether a three-way match is required for payment.

RO **<u>Regular Order</u>**
Category used for Requisitions and Purchase Orders with 'regular processing' usually has a three-way match.

LP **<u>Limited Purchase</u>**
Category pertains to purchases below a specified dollar amount (seen on Screen 309); different dollar limits can be set for State funds vs. local.

EP **<u>Exempt Purchase</u>**
Category pertains to purchases that are exempt from the State of Texas guidelines requiring a bid process; exempt object codes are defined on Screen 306.

<u>Blanket/ Master Orders</u>
These are special types of purchases that represent an agreement between the purchaser and the vendor. These agreements are based either on an estimated quantity to be purchased over a period of time OR a discount offered by the vendor. Normal system edits for valid campus code, account and object codes are <u>not</u> performed.

<u>Departments</u> use the following categories for Blanket Orders:

BU **<u>Blanket Unencumbered</u>**
A requisition to instruct Purchasing to establish a vendor agreement for Quantity Pricing (MQ) or discount off list price (MD). Since funds are not encumbered separate requisitions (category BO) will have to be issued to purchase on the Master Order.

BO **<u>Blanket Order references a Master Order</u>**
A blanket order/requisition issued to buy items on an existing Master Order (MD or MQ) that would have originally been set up on a requisition sent over as category BU.

BE **<u>Blanket Order Encumbered</u>**
A blanket encumbered requisition issued for estimated quantities with funds encumbered. You can order off this Blanket Order the entire term of the contract without issuing another requisition. Purchasing usually creates a PO not a Master Order for this purchase.

<u>Purchasing Office</u> uses these categories for Master Orders:

MD **<u>Master Order (DISC)</u>**
Master Order based on a discount from the vendor.

MQ **<u>Master Order (QTY)</u>**
Master Order based on quantity. Entering this category will prevent you from ordering a quantity greater than that specified.

Automatic Purchase Document Numbering

FAMIS will automatically assign the 7-character document number. This is accomplished by entering the designated prefix followed by a zero (0) in the Doc: field on the Action Line. The valid prefixes are established by FAMIS Services and can be viewed on Screen 855. The assigned document number will automatically be displayed on the Action Line after all of the document header information has been successfully entered.

Vendor Concepts and Search

A vendor search may be done on any screen with a Vendor: field by typing an asterisk (*) and pressing <ENTER> to view vendors. See the Vendor User's Manual for further explanation.

Ship To and Invoice To Address Codes

Using the Ship To and Invoice To address codes saves time during document entry. Standard codes are coordinated with the State of Texas (GSC or current equivalent at the State). For example, TAMU Purchasing Office assigns code numbers and then sends a note to the State of Texas (GSC) asking that the codes be added to their database. Both fields use the same codes.

You can view and choose the codes by typing a question mark (?) in the appropriate fields. When you press <ENTER> the address information will be displayed.

You can <u>change the address on individual documents</u> in the following manner:

- Using the code selection, display the address
- Blank out the address code
- Change the address as you wish – you may add a contact person, or a room number, etc.
- This change will be for this purchase document only and will not update the standard address.

Multiple Accounts for a Line Item

When payment of an item is split across several accounts, each account must be entered for that item. Up to 40 accounts may be specified for an item by using the PF11 Key to access an additional pop-up window.

Payment by multiple accounts may be specified by a combination of a dollar amount and percentage of the line item balance. Either the percentage of the line item balance or the amount paid by each account must be entered to process the line item information, but the last account must show 100%. This indicates 100% of any remaining money is paid from that account. The total percentage amounts must equal 100%. It is recommended that percentage be used rather than dollar amounts.

> The actual payment distribution (in Accounts Payable) may be different from the information entered on the purchasing document.

If any dollar amount is specified for an account, these amounts are subtracted from the extended price and the percentages are applied to the remaining balance to calculate each account total.

Inventory Part Number

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

The inventory part number is based on the first department on the limited purchase document. Departments may use Screen 234 to set up inventory part numbers. When the part number is entered on Screen 241 (LP), Screen 224 (PO), Screen 254 (RQ) or Screen 236 (EP), its description is automatically filled in by the system. This saves re-typing the same description each time you buy the same part.

Screen 234 – Part Description Maintenance

```
   234 Part Description Maintenance                           05/19/09 15:45
                                                               FY 2009 CC 02
   Screen: ___   Dept: CHEM_   Part Nbr: CX0255-1_______
                                                    Delete: _

   Text:  175-13-55145-1, CALCIUM NITRATE TETRAHYDRATE_
          500G, CX0255-1_______________________________
          _____________________________________________
          _____________________________________________




         *   Please enter text in UPPER and LOWER case.


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

Processing Codes

Processing codes gives FAMIS instructions on how to handle a specific line item. Not all Purchasing documents use all of these codes. The codes include:

BLANK	**NORMAL PROCESSING** (No special processing required)
!	**COMMENT (NOT PRINTED)** (Used to enter a comment about the line item, which does not print on the document)
F	**FINAL** (Last document to be produced for line item)
N	**NO CHARGE** (No cost involved and no money to be encumbered, but will show as a line item)
R	**TRADE IN/REDUCTION OF INVENTORY** (Item is being traded in and inventory will be reduced)
V	**VENDOR DISCOUNT** (Discount or credit given by vendor and to be applied to the whole purchase)
T	**TEXT (PRINTED ON PO)** (Text entered is to be printed on the purchase document)
M	**MULTIPLE INVOICE (QTY NOT MATCHED)** (Multiple invoices can be processed against this line item and quantity ordered may be split between more than one invoice) 'M' is like a standing order. You can enter a dollar amount, for example, as (1) Lot and FAMIS will 'chip away' away until dollar amount is satisfied.

Encumber Funds

Encumbrances for Purchases are established when a document it closed. Closing the document generates the encumbrances that set aside funds to pay for the requested purchase. Encumbrances are created at the account and object code level: an encumbrance is generated for each account and object code combination on a document. The encumbrance is keyed primarily by the document (requisition or purchase order) number.

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

The User Reference number entered on the header of the requisition is transferred to the purchase order and identifies the encumbrances.

Payment of all line items releases hanging encumbrances on other line items.

Requisitions

All requisitions, except for those which set up a blanket order, are encumbered. The encumbrances are established using the 7 digit document id created when the requisition is entered.

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

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

Purchase Orders

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

When a purchase order document is closed, the system checks to see if this purchase order was created from the process of transferring a requisition. If it was, the system releases the encumbrances from the requisition and establishes new encumbrances under the purchase order number.

If a requisition is transferred to a bid document, the encumbrances remain under the requisition number until the purchase order resulting from that bid is created and closed.

User Reference Number

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

Open Commitment Screens

Screen 20 - OC 10 Digit List

This screen lists the encumbrances at the object code level. It shows a summary amount for a specific object code and the detail which make up the total.

<u>Screen 21 OC File List</u>
All encumbrances for a 6 digit account are listed on this screen.

<u>Screen 22 OC File List by User Ref or PO Number</u>
This screen displays encumbrances by the document number or by the User Reference number entered on the header of the document. Note only the characters that appear after the 6 digit account on the header are used.

<u>Screen 26 OC Inquiry by Reference</u>
This screen lists the encumbrances for a particular reference number. The reference number for purchasing encumbrances is the 7 digit document number assigned by the system when the document was entered.

<u>Encumbrance Adjustments</u>
Many actions cause adjustments to purchasing encumbrances. If an item is entered with a quantity such as 1 Lot and with a blank processing code, when a partial payment is made and the document is reopened and closed, the remaining encumbrance is "adjusted" out because the line item is considered complete.

On Screen 26, the original encumbrance column shows the amount encumbered for a 10-digit account the first time it is used on a document. If the document is reopened, modified and closed again, any changes to the encumbrance needed for the account(s) show in the adjustment column as a positive or negative amount. Changes to the encumbrance amount result from changes to quantities, unit prices, discount amounts, or adding or deleting line items.

If an amount is paid against an encumbrance, this will show in the liquidation column of Screen 26.

Handle Credit Memos

Credit Memos are a special case of a Purchase Order. As soon as the Credit Memo is processed by Accounts Payable, the account(s) listed reflect the entry. The next payment to the vendor from that account is combined with the Credit Memo. The invoice and Credit Memo are listed on the check stub to the vendor.

1. It is the department's responsibility to verify that the credit memo has <u>not</u> previously been used OR that the original invoice was not "short paid" by the Credit Memo amount. The credit should always be processed <u>using the same account and expenditure codes as the original invoice.</u>

2. Create a new Purchase document for the Credit Memo:
   - On Screen 241 use a processing code of "V" to create a negative amount.
   - The description must reference the original invoice number AND the original purchase document (limited, exempt, or purchase document). If an original voucher number (i.e., 270420-0120), the description should explain why a Credit Memo was issued by the company.

3. Mark the new purchase document number on the Credit Memo and forward to your Fiscal Office.

4. If you have both the original invoice and the Credit Memo, enter the Credit Memo as a separate line item at the same time you enter the limited or exempt purchase document for the original invoice.

Screen 240 – Limited Purchase Header

```
    240 Limited Purchase Header                                           05/19/09 15:46
                                                                          FY 2009  CC 02
    Screen: ___  Doc: L709643            C o m p l e t e d
             Doc Year: 2007   Order Date: 09/13/2006        Cat.: LP  State:
                 Dept: CHEM_     Subdept: _____        Total Amt: -99.68

     Doc Summary: CREDIT-WATANABE__________________________________
          Vendor: 1vvvvvvvvv3 SYG-AIMCH INC                  LDT Cd: __
    Reimburse ID: ___________                                   FOB: __
        User Ref: 456369-00000__                  All Items Received: Y
                                                       Date Received: 09/13/2006
   Ship To       Address Nbr: 076         Invoice To       Address Nbr: 122
   Name: CHEMISTRY DEPARTMENT__________    Name: FISCAL DEPT. ACCOUNTS PAYABLE_
   Addr: ATTN: ORLAN O ORSON___________    Addr: ______________________________
         ROOM #001_____________________          ______________________________
         3255 TAMU_____________________          6000 TAMU_____________________
         ______________________________          ______________________________
   City: COLLEGE STATION_____ State: TX    City: COLLEGE STATION_____ State: TX
    Zip: 778433255   Country: ___           Zip: 778436000   Country: ___
  Phone: ____________ Fax: ____________   Phone: ____________ Fax: ____________

  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp ADDR  Next        Resn        Notes       AdDpt
```

Credit Memo Example

Screen 241 – Limited Purchase Item

```
  241 Limited Purchase Item                                   05/19/09 15:47
                    SYG-AIMCH INC                              FY 2009 CC 02
  Screen: ___  Doc: L709643  Item: 1.0__
                                                  Unit                  Ext.
 Item  St       Account        Qty.      UOM      Price    --Disc.--  Price
   1.0 CO 456369 00000 4040   1.00______ LOT_ 99.6800______ _ ______      99.68
      Comm: _______________ Desc: credit for returned items - originally paid__
      Part: _______________       on Z607185_______________________________
      Proc cd: V St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _

          ______ _____ _____  __________ ____ _____________ _ ______
      Comm: _______________ Desc: _____________________________________________
      P                           _____________________________________________
      P                        1: _______ 2: _______ 3: _______ TIBH: _

          ______ _____ _____  __________ ____ _____________ _ ______
      Comm: _______________ Desc: _____________________________________________
      Part: _______________       _____________________________________________
      Proc cd: _ St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _
Page (F/B): _                                   Document Total:          -99.68

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next  IDesc Bkwd  Frwd        CAcct MAcct Warns
```

"V" Processing Code

Screen 242 – Limited Purchase Close

```
  242 Limited Purchase Close                                  05/19/09 15:47
                                                              FY 2009  CC 02
  Screen: ___  Doc: L709643            C o m p l e t e d


                    Close Document: _


   =========================================================================

     Doc Summary: CREDIT-WATARBE
        Doc Year: 2007    Doc Date: 09/13/2006      Cat: LP  State:
            Dept: CHEM    Sub Dept:              Total Amt: -99.68

        Vendor: 1vvvvvvvvv3 SYG-AIMCH INC                      LDT Cd:
  Reimburse Id:                                                   FOB:
      User Ref: 456369-00000                        All Items Received: Y
                                                         Date Received: 09/13/2006


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next  Item  Route Recal                   Warns
```

Recall the Document

To make changes to a Purchasing document once it has been sent to Routing, you must Recall it. For example, you realize that you must change an account object code on a document, but it is Routing. You can make those changes, but must recall the document from the routing system:

- Advance to Screen 912 (your document Out-Box).
- Locate the document you would like to re-open and type an 'X' next to it.
- Press PF5 to recall the document from the routing and approval system.
- Advance to Screen 243 to re-open the document.

Route the Document

A closed document may also be submitted to the routing and approval process by pressing the PF7 key.

If the document is submitted for routing after it is closed, it cannot be reopened without recalling the document from routing.

Rejected Documents

When a document is in Routing, any approver or signer may reject and return it to your in-box for correction. When this happens, you should:

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

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

3. Re-open the document on Screen 243 by setting the Reopen Document flag to ‘Y’ and pressing <ENTER>.

4. Make the necessary changes using Screens 240-244.

5. Finally, advance to Screen 242 to close and re-route the document.

Section II
Good Faith Effort

Good Faith Effort - Basic Concepts

Good Faith Effort describes the effort made by individuals when they are purchasing goods and services to do business with qualifying vendors whether the vendors are registered as HUB vendors or not.

To assist in the capture of this reporting data, GFE screens are available. These screens capture vendor bid information for addenda reporting for the Governor's semi-annual HUB reporting. The data from these screens is used to create statistical report, PBAR248, and is NOT sent directly to the Texas Building and Procurement Commission (TBPC).

The GFE screens are:

Screen 246	Limited Purchases
Screen 217	Purchase Orders
Screen 343	Vouchers
Screen 232	Exempt Purchases (does not participate in the controls and "NEXT" functionality)

Three of these screens (246, 232 and 217) are in Purchasing, while the fourth (Screen 343) is in Accounts Payable. The fields displayed on each of the screens are the SAME, although the screen title and number reflects the type of document used.

> In some instances these screens protect the State ID field once an entry has been made. If all the vendor fields are protected and the screen is full you need to use the PF8 Add key to add additional vendors.

When a Purchasing document is closed and/or completed, no further information can be entered on Screens 217, 232 or 246.

Either the Purchasing Screens (217, 232, 246) **OR** the Accounts Payable Screen (343) may be used, but not both.

Set GFE Controls for LP and PO Documents

Control fields on Screen 311 set options regarding the use of GFE with LP and PO documents. To change the values of these fields, a Change/Enhancement must be submitted. The form can be found on the FAMIS website, http://tamus.edu/offices/famis/.

The GFE control fields are:

P.O. Good Faith Effort Required
LP Good Faith Effort Required

The first field controls processing for Purchase Order documents (PO) while the second controls the LP documents. They function the same way, however.

Exempt Purchase (EP) documents do not need a control field. Data may be entered directly on Screen 232. The EP screens do not include Screen 232 in the "NEXT" (PF5) functionality.

Screen 311 – Purchasing System Control Part2

```
  311 Purch. System Control Part2                                   05/19/09 15:49
                                                                     FY 2009 CC 06
  Screen: ___

 ----------------------- Processing Control Flags ------------------------

  Bid Document Used................ Y    Buyer Code Required............. _
  Fixed Asset Receiving Required... Y    Change Whole Vendor ID on Inv.... Y

  P.O. Good Faith Effort Required.. Y    P.O. Approval Required........... _
  LP Good Faith Effort Required.... Y    LP / EP Approval Required........ Y


  Default Bid Open Time............ 03:00 PM
  Requisition Deadline............. __________    (messages maintained on 304)
  DEPT Default Year................ ____
  PURCH Default Year............... ____



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

The valid values for these fields are:

N the default value and no GFE data will be required for entry.

Y requires the appropriate GFE screen (Screens 246, 232, or 217) to have at least one entry before the document can close.

When the flag is set on Screen 311 to 'Y', the PF5 (Next) function will automatically direct the user to the appropriate GFE screen.

P.O. Good Faith Effort Required

When the "P.O. Good Faith Effort Required" field is '**Y**' on Screen 311, an additional field will display on Screen 220. This field "GFE Solicited" requires entry of '**Y**' or '**N**'.

Screen 220 – PO Header Create/Modify

```
 220 PO Header Create/Modify      TEXAS BOOKS AND MORE          05/19/09 16:01
                                                                FY 2009  CC 21
  Screen: ___   Doc: P900120
                         Vendor: 1vvvvvvvvv0        Total Amount: 3884.60
          << Dates >>    Doc. Year: 2009                 St. Req: ___________
Document : 09/22/2008    Cat.: RO User Ref: 400140-0011___   St. Ord: _______
Required : __________    Contact Person: JODY______________   Ph: 903-888-5555
Start    : 09/22/2008    Buyer:  TAB     THOMAS T TRAVIS      Ph: 903-888-5551
End      : 09/22/2008    Research (Y/N): N    Type Funds: F   Type Order: GRAN
Change   : __________    No.     Print Doc?  N   09/22/2008   PCC Code: _ _
Order    : __________    Dept: TRIO_  SubDept: GRANT          LDT Code: __
 Doc Summary: TEXTBOOKS FOR STUDENT SUPPORT SERVICES PARTIC   Cont Wk Force: _
Vndr Quote #: __________  Vndr Ref: ___________________________________
Delivry Dt: __________   Terms: ______  ___ N   30_   FOB: DP  Ship/Handle: ___
     GFE Solicited N
Sole Source (Y/N): N     Emergency (Y/N): N  Cat/Order: N   Rsp
   Bidding Vendor                  Vendor Contact           Cd     Bid Amount
 ______________________________ _________________________  ___  ______________
 ______________________________ _________________________  ___  ______________
 ______________________________ _________________________  ___  ______________
Reason Not Awarded to Low Bidder: _____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp Addr  Next  Items Resn        Notes VTerm AdDpt
```

When the "GFE Solicited" field is 'N' on Screen 220, a pop-up box for entry of a reason code displays. Using '?' Help displays a list of reason codes defined by each TAMUS Part. Select the reason code and the reason description displays in the reason field

```
+-------------------------------------------------------------------------+
|                                                                         |
|                 Enter Reason Cd No GFE was Solicited                    |
|                                                                         |
|                                                                         |
|                 ST     STATE CONTRACT_____________________              |
|                                                                         |
|                                                                         |
|                                 PF4=Exit                                |
+-------------------------------------------------------------------------+
```

Predefined reason codes:

```
+-----------------------------------------------------+
| Select from list, or enter code to re-start          |
|                                                      |
| Reason Code:                                         |
|                                                      |
|  Reason code          Description                    |
|  _    NR        NOT REQUIRED                         |
|  _    OT        OTHER                                |
|  _    RE        REIMBURSEMENT                        |
+-----------------------------------------------------+
```

If you have the choice of a special code 'OT' and select it, you must enter a reason.

TECH NOTE: Reason codes are on Screen 899; IAFPR-PQ-NO-GFE-REASON-CD

When the "GFE Solicited" field is '**Y**' on Screen 220, the 'NEXT' (PF5) sequence automatically includes Screen 217, Good Faith Effort Response – Purchase Orders.

Screen 217 – Good Faith Effort Response – Purchase Orders

```
    217 Good Faith Effort Response - Purchase Orders              05/19/09 16:03
                  OPT OCEAN SIGHT SCOPE                           FY 2009  CC 21
    Screen: ___        Doc: P900130

   Dept./Sub Dept.: PLANE  _____      GFE Bids Solicited: Y
   F Src  State ID          Vendor Name              Gn Eth Rsp  Amount Bid    Aw
  -- --- ----------- ------------------------------ -- --- --- --------------- -
   _  F  1xxxxxxxxx5  OPT OCEAN SIGHT SCOPE_________  M  __  B   _______6705.00 Y
   _  F  1xxxxxxxxx3  B&B PHOTO______________________ M  __  B   _______6749.00 _
   _  N  1xxxxxxxxx8  BAYWATCH SUPPLY INC___________  F  WO  N   ______________
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _

                     ** END OF DATA **              Reported Date:
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       NexT        Resn  Add
```

LP Good Faith Effort Required

When the "LP Good Faith Effort Required" field is 'Y' on Screen 311, an additional field displays on Screen 240. The field "GFE Solicited" requires entry of "Y" or "N".

Screen 240 – Limited Purchase Header

```
    240 Limited Purchase Header                                   05/19/09 16:11
                                                                  FY 2009  CC 06
    Screen: ___  Doc: L900244            C o m p l e t e d
             Doc Year: 2009   Order Date: 07/07/2008       Cat.: LP  State:
                 Dept: VPAT_     Subdept: _____        Total Amt: 61.26

     Doc Summary: SCIENTIFIC MARKERS
          Vendor: 1vvvvvvvvv1 SCIENTIFIC TOOLS                 LDT Cd: __
    Reimburse ID: ___________                                     FOB: __
        User Ref: 240026-VP_____                    All Items Received: Y
    GFE Solicited N                                      Date Received: 07/14/2008
   Ship To        Address Nbr: 056        Invoice To        Address Nbr: 056
   Name: VET. PATHOBIOLOGY______________   Name: VET. PATHOBIOLOGY______________
   Addr: 119A VET. MED. SCIENCES_______    Addr: 119A VET. MED. SCIENCES_______
         ______________________________          ______________________________
         4467 TAMU_____________________          4467 TAMU_____________________
         ______________________________          ______________________________
   City: COLLEGE STATION_____ State: TX    City: COLLEGE STATION_____ State: TX
    Zip: 778434467   Country: ___           Zip: 778434467   Country: ___
  Phone: 979-845-3333 Fax: 979-845-9222   Phone: 979-845-3333 Fax: 979-845-9222

  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp ADDR  Next        Resn        Notes       AdDpt
```

When the "GFE Solicited" field is 'N' on Screen 240, a pop-up box for entry of a reason code displays. Using '?' Help displays a list of predefined reason codes. Select the reason code and the reason description displays in the reason field

```
+------------------------------------------------------------------------+
|                                                                        |
|                                                                        |
|                  Enter Reason Cd No GFE was Solicited                  |
|                                                                        |
|                                                                        |
|                  IN    ITEM OR SVC FOR IMMEDIATE NEED_____             |
|                                                                        |
|                                                                        |
|                                  PF4=Exit                              |
+------------------------------------------------------------------------+
```

Predefined reason codes:

```
+---------------------------------------------------+
| Select from list, or enter code to re-start       |
|                                                   |
| Reason Code:                                      |
|                                                   |
|  Reason code          Description                 |
|  _    NR       NOT REQUIRED                       |
|  _    OT       OTHER                              |
|  _    RE       REIMBURSEMENT                      |
|                                                   |
+---------------------------------------------------+
```

If you have the choice of a special code 'OT' and select it, you must enter a reason.

TECH NOTE: Reason codes are on Screen 899; IAFPR-PQ-NO-GFE-REASON-CD

When the "GFE Solicited" field is 'Y' on Screen 240, the 'NEXT' (PF5) sequence automatically includes Screen 246, Good Faith Effort Response – Limited Purchases.

Screen 246 – Good Faith Effort Response – Limited Purchases

```
    246 Good Faith Effort Response - Limited Purchases           05/19/09 15:11
                                                                 FY 2009   CC AB
    Screen: ___         Doc: L550027

   Dept./Sub Dept.: FISC_  _____       GFE Bids Solicited: _
   F Src  State ID            Vendor Name            Gn Eth Rsp  Amount Bid    Aw
  -- --- ----------- ------------------------------ -- --- --- -------------- -
   _  N  1vvvvvvvvv8  KALE AND COMPANY IN CARE OF FI  _  BL  N   ______________
   _  F  3vvvvvvvvv6  XYZ COMPANY__________________  F  BL  R   ______________
   _  N  9vvvvvvvvv3  DUCKBILL COMMODITIES__________  _  __  B   ________100.00 _
   _  H  1vvvvvvvvv6  BIOMEDICAL SUPPLY INC_________  M  BL  R   ______________
   _  C  2vvvvvvvvv4  STATIONERY SHOP, THE__________  F  WO  B   ________110.00 Y
   _  F  1vvvvvvvvv1  KYLE*KITCHENS_________________  _  __  N   ______________
   _  N  ___________  LANCE LANDRY__________________  _  __  N   ______________
   _  C  1vvvvvvvvv0  KROGER VIDEO__________________  _  __  N   ______________
   _  H  1vvvvvvvvv6  VANCEY LUMBER CO INC__________  F  WO  B   ________200.00 _
   _  F  2vvvvvvvvv6  GARY GORDON*GRANT     ________  _  __  R   ______________
   _  C  3vvvvvvvvv0  TEXAS A&M ALTERNATE VENDOR____  _  __  R   ______________
   _  C  9vvvvvvvvv8  DUCKIE'S COMMODITIES UNLIMITED  _  __  B   ________300.00 _

               ** PRESS ENTER FOR MORE ENTRIES **      Reported Date:
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       NexT        Resn  Add
```

Good Faith Effort Response
Limited Purchases

Screen 246 is used to capture Good Faith Effort (GFE) information for Limited Purchases. The purpose is to detail vendor bid information for addenda reporting for the Governor's semi-annual HUB reporting. The data from this screen is used to create statistical report, PBAR248 and is NOT sent directly to the Texas Building and Procurement Commission (TBPC).

> When a Purchasing document is closed and/or completed, no further information can be entered on Screen 246.

Screen 246 – Good Faith Effort Response – Limited Purchases

```
   246 Good Faith Effort Response - Limited Purchases             05/19/09 15:11
                                                                  FY 2009  CC AB
   Screen: ___        Doc: L550027

  Dept./Sub Dept.: FISC_  _____       GFE Bids Solicited: _
  F Src  State ID            Vendor Name              Gn Eth Rsp  Amount Bid    Aw
 -- --- ----------- ------------------------------- -- --- --- -------------- -
  _  N  1vvvvvvvvv8  KALE AND COMPANY IN CARE OF FI  _  BL  N   ______________
  _  F  3vvvvvvvvv6  XYZ COMPANY___________________  F  BL  R   ______________
  _  N  9vvvvvvvvv3  DUCKBILL COMMODITIES__________  _  __  B   ________100.00 _
  _  H  1vvvvvvvvv6  BIOMEDICAL SUPPLY INC_________  M  BL  R   ______________
  _  C  2vvvvvvvvv4  STATIONERY SHOP, THE__________  F  WO  B   ________110.00 Y
  _  F  1vvvvvvvvv1  KYLE*KITCHENS_________________  _  __  N   ______________
  _  N  ___________  LANCE LANDRY__________________  _  __  N   ______________
  _  C  1vvvvvvvvv0  KROGER VIDEO__________________  _  __  N   ______________
  _  H  1vvvvvvvvv6  VANCEY LUMBER CO INC__________  F  WO  B   ________200.00 _
  _  F  2vvvvvvvvv6  GARY GORDON*GRANT      _______  _  __  R   ______________
  _  C  3vvvvvvvvv0  TEXAS A&M ALTERNATE VENDOR____  _  __  R   ______________
  _  C  9vvvvvvvvv8  DUCKIE'S COMMODITIES UNLIMITED  _  __  B   ________300.00 _

               ** PRESS ENTER FOR MORE ENTRIES **     Reported Date:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       NexT        Resn  Add
```

The Doc: field is required and is already displayed if you have come to this screen through the "NEXT" function. If you access this screen directly, you may enter a document number and press enter to see any existing data on the screen or enter new data. You must have access to the original purchasing document.

In the case of multiple departments on a document, you will see the first department/sub department that you have security access to. The department/sub department fields can be changed to another department/sub department that is on the document and will display if you have proper access.

- Indicate the function type for the F: field: Add (A), Update (U) or Delete (D).
- Enter an '**N**' in the GFE Bids Submitted: field to indicate no GFE was solicited.
- Enter the appropriate source code in the Src: field. The valid values are:

```
     Source Code Description
  _       C      CMBL
  _       F      FAMIS
  _       H      HUB
  _       N      NO LIST
  Select an Source Cd or Press<PF4> to Quit
```

- If the ***source code*** and part of the ***bidder/vendor's name*** is entered in the State ID: field, a pop-up screen displays matching names from the source data.

  For example, type 'C' (CMBL) in the Src: field and type 'C' in the State ID: field to find bidder/vendors with names beginning with that letter; the list displays.

Screen 246 – Good Faith Effort Response – Limited Purchases

```
  246 Good Faith Effort Response - Limited Purchases           05/19/09 15:17
                                                               FY 2009  CC AB
  Screen: ___       Doc: L550027

 Dept./Sub Dept.: FISC_  _____      GFE Bids Solicited: _
 F Src  State ID          Vendor Name               Gn Eth Rsp  Amount Bid    Aw
-- --- ----------- ------------------------------ -- --- --- -------------- -
 _  F  2vvvvvvvvv1  CHRIS C*CARSON________________  _  __  B   ________250.00 _
 _  N  ___________  SAM SMITHSONIAN_______________     N   ______________
 _  C  2vvvvvvvvv1  ATTEBERRY CONTRACTING, CLAYTON  _  __  B   ________249.00 _
 _  H  1vvvvvvvvv2  PROCESSOR & CHEMICAL SERVICES_  F  HI  B   ________210.00 _
 A  C  C__________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _

                    ** END OF DATA **                Reported Date:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       NexT       Resn  Add
```

- Select the desired bidder/vendor by typing 'X' in the field provided and press ENTER to return to Screen 246.

```
+------------------------------------------------------------------------------+
|   F0043 Mark Vendor with an 'X' to select                                    |
|   Screen: ___  Search: C__________________  Type: N (N,V)                     |
|                                                                              |
|          Vendor Name              Vendor ID    SHld                         |
| _ CALIFORNIA CONSUMER IMPORTS DB 1vvvvvvvvv2                                 |
| _ CANGELOSI COMPANY              1vvvvvvvvv6                                 |
| _ CHEATHAM CONTRACTOR INC, J.O.  1vvvvvvvvv3                                 |
| _ COMPA INDUSTRIES INC           1vvvvvvvvv8                                 |
| _ COMPLAS INC                    1vvvvvvvvv1                                 |
| _ CURRY INC                      1vvvvvvvvv8                                 |
|                                                                              |
|            ** END OF LIST - 6 Vendor(s) Found **                             |
|           PF4=Exit  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main              |
+------------------------------------------------------------------------------+
```

- When a bidder/vendor is selected, the data is pulled from FAMIS and the screen fields are populated with available data. If you change any data on a line, the program changes the source field to 'N' as it no longer matches the original source. When the Src: field is changed to an 'N' a pop-up will indicate the change (shown below). Otherwise the data displayed is protected from update.

```
+------------------------------------------------------------+
|                                                            |
|                                                            |
|    The data has been changed and does not match the source |
|                                                            |
|     The Source cd will be changed from F to 'N'            |
|                                                            |
|                         Press ENTER to Continue            |
|                                                            |
+------------------------------------------------------------+
```

- If the vendor is not on either the CMBL file, the HUB file or the FAMIS file, the vendor can be added by typing 'N' in the Src: field. You must enter a name in the Vendor Name: field.
- Each entry must have either a response code in the Rsp: field or an amount in the Amount Bid: field. You may also enter 'B' in the Rsp: field and an amount in the Amount Bid: field.

Screen 246 – Good Faith Effort Response – Limited Purchases

```
   246 Good Faith Effort Response - Limited Purchases           05/19/09 15:19
                                                                FY 2009  CC AB
   Screen: ___        Doc: L550027

  Dept./Sub Dept.: FISC_  _____      GFE Bids Solicited: _
  F Src  State ID            Vendor Name             Gn Eth Rsp  Amount Bid    Aw
 -- --- ----------- ------------------------------ -- --- --- -------------- -
  _  F  2vvvvvvvvv1  CHRIS C*CARSON_______________  _  __   B   ________250.00 _
  _  N  ___________  SAM SMITHSONIAN______________  _  __   N   ______________
  _  C  2vvvvvvvvv1  ATTEBERRY CONTRACTING, CLAYTON _  __   B   ________249.00 _
  _  H  1vvvvvvvvv2  PROCESSOR & CHEMICAL SERVICES_ F  HI   B   ________219.00 _
  _  F  2vvvvvvvvv9  AAA COMPUTER SUPPLIES_________ M  BL   _   _________99.95 Y
  _  C  2vvvvvvvvv1  ATTEBERRY CONTRACTING, CLAYTON _  __   R   ______________ _
  _  _  ___________  ______________________________ _  __   _   ______________ _
  _  _  ___________  ______________________________ _  __   _   ______________ _
  _  _  ___________  ______________________________ _  __   _   ______________ _
  _  _  ___________  ______________________________ _  __   _   ______________ _
  _  _  ___________  ______________________________ _  __   _   ______________ _
  _  _  ___________  ______________________________ _  __   _   ______________ _

                     ** END OF DATA **                 Reported Date:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       NexT       Resn  Add
```

- In some instances the screen protects the State ID field once an entry has been made. If all the vendor fields are protected and the screen is full you need to use the PF8 Add key to add additional vendors.

Basic Steps

- Advance to Screen 246.
- If necessary, type a Document number on the Action Line and press ENTER.
- Enter desired modifications and press ENTER to record changes. Use the PF8 Add key to make additional entries if the screen is full and the vendor fields are protected.
- Press PF5 to advance to Screen 242 to close the document and route it.

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

Action Line

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

Screen Information

Dept./Sub Dept.: Help 5 characters
Identify the department and/or sub department for the document.

GFE Bids Solicited: 1 character
Type 'N' to indicate that no Good Faith Effort was solicited.

F: 1 character
Type the desired modification code:
A = Add
U = Update
D = Delete

Src: 1 character
Include the source code. Valid values are:
C = CMBL
F = FAMIS
H = HUB
N = No List

State ID: 11 digits
Identify the State Identification number.

Vendor Name: 30 characters
Enter the vendor's name.

Gn: 1 character
Type the gender code for the bidder/vendor. Valid values are:
M = Male
F = Female

Eth: Help 2 characters
Identify the ethnicity of the bidder/vendor:
AI = American Indian
AS = Asian
BL = Black
HI = Hispanic
WO = Woman Owned

Rsp: Help 1 character
Include the appropriate response code:
B = Bid Received
N = No Response
R = Responded No Bid

Amount Bid: 14 digits
Enter the bid amount if no response code is entered, or enter 'B' and the amount. The amount can only be entered for a 'B' response.

Aw: 1 character
'Y' indicates awarded. **Only one bid may be awarded for a list.**

Reported Date: 8 digits
Displays the date reported.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

PF5
Next
Next
Advances to the next required screen (Screen 242).

PF7
Resn
Reason Code
Displays a pop up to enter or display the reason code that no GFE was solicited.

PF8
Add
Add
Used to make additional entries if the screen is full and the vendor fields are protected.

GFE Response - Purchase Orders

Screen 217 is used to capture Good Faith Effort (GFE) information for Purchase Orders.

The purpose is to detail vendor bid information for addenda reporting for the Governor's semi-annual HUB reporting. The data from this screen is used to create statistical report, PBAR248 and is NOT sent directly to the Texas Building and Procurement Commission (TBPC).

When a Purchasing document is closed and/or completed, no further information can be entered on Screen 217.

Screen 217 – Good Faith Effort Response – Purchase Orders

```
    217 Good Faith Effort Response - Purchase Orders                05/19/09 16:29
                                                                    FY 2009  CC AB
    Screen: ___        Doc: P800004

   Dept./Sub Dept.: FISC_  _____      GFE Bids Solicited: Y
   F Src  State ID           Vendor Name              Gn Eth Rsp  Amount Bid    Aw
  -- --- ----------- ------------------------------ -- --- --- --------------- -
   _  C  2xxxxxxxxx7  A & W WELDING_________________  F  WO  B   ________100.00 Y
   _  N  2xxxxxxxxx9  KANDY KAY KARSON______________  F  WO  N   ______________
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _
   _  _  ___________  ______________________________  _  __  _   ______________ _

                    ** END OF DATA **                  Reported Date:
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       NexT        Resn  Add
```

The Doc: field is required and is already displayed if you have come to this screen through the "NEXT" function. If you access this screen directly, you may enter a document number and press enter to see any existing data on the screen or enter new data. You must have access to the original purchasing document.

In the case of multiple departments on a document, you will see the first department/sub department that you have security access to. The department/sub department fields can be changed to another department/sub department that is on the document and will display if you have proper access.

- Indicate the function type for the F: field: Add (A), Update (U) or Delete (D).
- Enter the appropriate source code in the Src: field. The valid values are:

```
     Source Code Description
   _       C      CMBL
   _       F      FAMIS
   _       H      HUB
   _       N      NO LIST

   Select an Source Cd or Press<PF4> to Quit
```

- If the source code and part of the bidder/vendor's name is entered in the State ID: field, a pop-up screen displaying matching names from the source data will appear.

  For example, if you type 'C' (CMBL) in the Src: field and type 'A' in the State ID: field to find a bidder/vendor with a name beginning with that letter, a matching list displays.

Screen 217 – Good Faith Effort Response – Purchase Orders

```
  217 Good Faith Effort Response - Purchase Orders              05/19/09 15:27
                                                                FY 2009  CC AB
  Screen: ___       Doc: P000024

 Dept./Sub Dept.: FISC_  _____      GFE Bids Solicited: _
 F Src  State ID          Vendor Name              Gn Eth Rsp  Amount Bid    Aw
-- --- ---------- ------------------------------ -- --- ---  -------------- -
 _  N  __________  KYLE INC______________________  F  __  N   ______________
 _  N  1vvvvvvvvv8  KYLE AND COMPANY IN CARE OF FI  F  __  B   _________10.00 _
 _  F  2vvvvvvvvv7  A & W WELDING_________________  F  HI  N   ______________
 A  C  A_________  ______________________________  _  __  _   ______________ _
 _  _  __________  ______________________________  _  __  _   ______________ _
 _  _  __________  ______________________________  _  __  _   ______________ _
 _  _  __________  ______________________________  _  __  _   ______________ _
 _  _  __________  ______________________________  _  __  _   ______________ _
 _  _  __________  ______________________________  _  __  _   ______________ _
 _  _  __________  ______________________________  _  __  _   ______________ _
 _  _  __________  ______________________________  _  __  _   ______________ _
 _  _  __________  ______________________________  _  __  _   ______________ _

                   ** END OF DATA **                 Reported Date: 02/14/2006
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       NexT        Resn  Add
```

- Select the desired bidder/vendor by typing 'X' in the field provided and press ENTER to return to Screen 217.

```
 +-----------------------------------------------------------------------------+
 |   F0043 Mark Vendor with an 'X' to select                                    |
 |   Screen: ___   Search: A__________________   Type: N (N,V)                  |
 |                           Include Frz/Del Vendors: N                         |
 |                                                                              |
 |          Vendor Name                Vendor ID   Alias Frz Del SHld HUB       |
 |  _ A & ACB                          2vvvvvvvvv0   N    N   N                  |
 |  _ A & B WELDING                    2vvvvvvvvv0   N    N   N                  |
 |  _ A & B WELDING                    2vvvvvvvvv1   N    N   N                  |
 |  X A & W WELDING                    2vvvvvvvvv7   Y    N   N                  |
 |  _ A&M COMPUTING                    2vvvvvvvvv0   Y    N   N                  |
 |  _ A&M COMPUTING                    2vvvvvvvvv1   N    N   N                  |
 |  _ A&M COMPUTING                    2vvvvvvvvv2   N    N   N                  |
 |  _ A-1 PROPANE                      1vvvvvvvvv0   N    N   N                  |
 |  _ A-1 PROPANE                      1vvvvvvvvv1   N    N   N                  |
 |  _ AAA AND JANNA                    7vvvvvvvvv0   N    N   N                  |
 |  _ AAA AND JANNA                    7vvvvvvvvv7   N    N   N                  |
 |  _ AAA COMPUTER SUPPLIES            2vvvvvvvvv0   N    N   N    Y   Y         |
 |  _ AAA COMPUTER SUPPLIES            2vvvvvvvvv1   N    N   N    Y   Y         |
 |            ** More Vendors - Press <Enter> to View **                        |
 |           PF4=Exit  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main               |
 +-----------------------------------------------------------------------------+
```

- When a bidder/vendor is selected, the data will be pulled from FAMIS and the screen fields will be populated, if data is available. If any data on a line pulled is changed, the program will change the source field to 'N'; otherwise the data pulled will be protected. When the Src: field is changed to an 'N' a pop-up will indicate the change.

```
+------------------------------------------------------------+
|                                                            |
|                                                            |
|   The data has been changed and does not match the source |
|                                                            |
|    The Source cd will be changed from F to 'N'             |
|                                                            |
|                        Press ENTER to Continue             |
|                                                            |
+------------------------------------------------------------+
```

- If the vendor is not on either the CMBL file, the HUB file or the FAMIS file, the vendor can be added by typing 'N' in the Src: field. You must enter a name in the Vendor Name: field.
- Each entry must have either a response code in the Rsp: field or an amount in the Amount Bid: field. You may also enter 'B' in the Rsp: field and an amount in the Amount Bid: field.

Screen 217 – Good Faith Effort Response – Purchase Orders

```
   217 Good Faith Effort Response - Purchase Orders              05/19/09 15:31
                                                                 FY 2009   CC AB
   Screen: ___        Doc: P000024

  Dept./Sub Dept.: FISC_  _____       GFE Bids Solicited: _
  F Src  State ID            Vendor Name               Gn Eth Rsp  Amount Bid     Aw
 -- --- ----------- ------------------------------ -- --- --- -------------- -
  _  N  ___________ KYLE INC______________________  F  __   N  ______________
  _  N  1vvvvvvvvv8 KYLE AND COMPANY IN CARE OF FI  F  __   B  _________10.00 _
  _  F  2vvvvvvvvv7 A & W WELDING_________________  F  HI   N  ______________
  _  F  2vvvvvvvvv9 AAA COMPUTER SUPPLIES_________  M  BL   _  _________99.95  Y
  _  C  2vvvvvvvvv1 ATTEBERRY CONTRACTING, CLAYTON  _  __   R  ______________ _
  _  _  ___________ ______________________________  _  __   _  ______________ _
  _  _  ___________ ______________________________  _  __   _  ______________ _
  _  _  ___________ ______________________________  _  __   _  ______________ _
  _  _  ___________ ______________________________  _  __   _  ______________ _
  _  _  ___________ ______________________________  _  __   _  ______________ _
  _  _  ___________ ______________________________  _  __   _  ______________ _
  _  _  ___________ ______________________________  _  __   _  ______________ _

                   ** END OF DATA **                    Reported Date: 02/14/2006
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       NexT        Resn   Add
```

You can add more than 12 vendors.

When there is a full screen, add another vendor by typing "A" in the F: field, then type over an existing vendor. (This does not affect the existing vendor.) Once this next vendor is created, you will be able to page to the next screen and continue adding vendors on the blank lines available.

If all the vendor fields are protected and the screen is full you need to use the PF8 Add key to add additional vendors.

Basic Steps

- Advance to Screen 217.
- Type a document number on the Action Line and press ENTER.
- Enter desired modifications and press ENTER to record changes.
- Press PF5 to advance to Screen 226 to close the document and route it.

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

Action Line

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

Screen Information

Dept./Sub Dept.:	Help 5 characters Identify the department and/or sub department for the document.
GFE Bids Solicited:	1 character Enter an 'N' to indicate that no Good Faith Effort was solicited.
F:	1 character Type the desired modification code: A = Add U = Update D = Delete
Src:	1 character Include the source code. Valid values are: C = CMBL F = FAMIS H = HUB N = No List
State ID:	11 digits Identify the State Identification number.
Vendor Name:	30 characters Enter the vendor's name.
Gn:	1 character Type the gender code for the bidder/vendor. Valid values are: M = Male F = Female

Eth:

Help 2 characters
Identify the ethnicity of the bidder/vendor:
AI = American Indian
AS = Asian
BL = Black
HI = Hispanic
WO = Woman Owned

Rsp:

Help 1 character
Include the appropriate response code:
B = Bid Received
N = No Response
R = Responded No Bid

Amount Bid:

14 digits
Enter the bid amount if no response code is entered, or enter 'B' and the amount. The amount can only be entered for a 'B' response.

Aw:

1 character
'Y' indicates awarded. Only one bid may be awarded for a list.

Reported Date:

8 digits
Displays the date reported.

Additional Functions

PF KEYS — See the Appendix for explanations of the standard PF Keys.

PF5
Next

Next
Advances to the next required screen (Screen 226).

PF7
Resn

Reason Code
Displays a pop up to enter or display the reason code that no GFE was solicited.

PF8
Add

Add
Used to make additional entries if the screen is full and the vendor fields are protected.

GFE Response - Vouchers

Screen 343 is used to capture Good Faith Effort (GFE) information for Vouchers.

Vouchers should not be used if the purchase order or limited screens are used.

The purpose is to detail vendor bid information for addenda reporting for the Governor's semi-annual HUB reporting. The data from this screen is used to create statistical report, PBAR248 and is NOT sent directly to the Texas Building and Procurement Commission (TBPC).

Screen 343 – Good Faith Effort Response – Vouchers

```
  343 Good Faith Effort Response - Vouchers                       05/19/09 15:48
                                                                  FY 2009  CC AB
  Screen: ___   Voucher: 0600002

 Dept./Sub Dept.: FISC_  _____      GFE Bids Solicited: _
 F Src  State ID           Vendor Name               Gn Eth Rsp  Amount Bid    Aw
-- --- ----------- ------------------------------ -- --- --- -------------- -
 _  F  2vvvvvvvvv9  AAA COMPUTER SUPPLIES_________  M  BL  B   ________100.00 _
 _  C  2vvvvvvvvv6  GUERLAIN, GERALDINE___________  M  HI  N   ______________
 _  H  1vvvvvvvvv4  HUCKSTER PACKAGING & SUPPLY IN  F  WO  B   ________101.50 _
 _  N  ___________  BABER_________________________  _  __  B   ________101.00 Y
 _  F  2vvvvvvvvv4  KYLE, KAREN___________________  _  __  R   ______________
 _  H  1vvvvvvvvv9  OLSEN & GUERRA LUMBER COMPANY_  M  HI  N   ______________
 _  N  ___________  JAKERS SUPPLY CO______________  M  AI  B   ________105.00 _
 _  C  2vvvvvvvvv7  MARTINEZ CONSTRUCTION COMPANY,  M  HI  R   ______________
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _

                    ** END OF DATA **                Reported Date:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                  Resn  Add
```

The Doc: field is required and is already displayed if you have come to this screen through the "NEXT" function. If you access this screen directly, you may enter a document number and press enter to see any existing data on the screen or enter new data. You must have access to the original purchasing document.

In the case of multiple departments on a document, you will see the first department/sub department that you have security access to. The department/sub department fields can be changed to another department/sub department that is on the document and will display if you have proper access.

- Indicate the function type for the F: field: Add (A), Update (U) or Delete (D).
- Enter the appropriate source code in the Src: field. The valid values are:

```
     Source Code Description
  _       C      CMBL
  _       F      FAMIS
  _       H      HUB
  _       N      NO LIST

  Select an Source Cd or Press<PF4> to Quit
```

- If the source code and part of the bidder/vendor's name is entered in the State ID: field, a pop-up screen displaying matching names from the source data will appear. For example, if you type 'C' (CMBL) in the Src: field and type 'A' in the State ID: field to find a bidder/vendor with a name beginning with that letter, you will see a matching list displayed.

Screen 343 – Good Faith Effort Response – Vouchers

```
 343 Good Faith Effort Response - Vouchers                      05/19/09 15:48
                                                                FY 2009  CC AB
 Screen: ___   Voucher: 0600002

Dept./Sub Dept.: FISC_  _____      GFE Bids Solicited: _
F Src  State ID           Vendor Name             Gn Eth Rsp  Amount Bid    Aw
-- --- ----------- ------------------------------ -- --- --- --------------- -
_  F  2vvvvvvvvv9  AAA COMPUTER SUPPLIES_________ M  BL  B   ________100.00 _
_  C  2vvvvvvvvv6  GUERLAIN, GERALDINE___________ M  HI  N   ______________
_  H  1vvvvvvvvv4  HUCKSTER PACKAGING & SUPPLY IN F  WO  B   ________101.50 _
_  N  ___________  BABER_________________________ _  __  B   ________101.00 Y
_  F  2vvvvvvvvv4  KYLE, KAREN___________________ _  __  R   ______________
_  H  1vvvvvvvvv9  OLSEN & GUERRA LUMBER COMPANY_ M  HI  N   ______________
_  N  ___________  JAKERS SUPPLY CO______________ M  AI  B   ________105.00 _
_  C  2vvvvvvvvv7  MARTINEZ CONSTRUCTION COMPANY, M  HI  R   ______________
A  C  A__________  ______________________________ _  __  _   ______________ _
_  _  ___________  ______________________________ _  __  _   ______________ _
_  _  ___________  ______________________________ _  __  _   ______________ _
_  _  ___________  ______________________________ _  __  _   ______________ _

                   ** END OF DATA **              Reported Date:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

- Select the desired bidder/vendor by typing 'X' in the field provided and press ENTER to return to Screen 343.

```
+------------------------------------------------------------------------------+
|   F0043 Mark Vendor with an 'X' to select                                    |
|  > Screen: ___ Search: A__________________  Type: N (N,B)   CMBL Bidders     |
|  >                                 Type of Funds: S (S or L)                 |
|  >                       Include Frz/Del Bidders: N (Y or N)                 |
|                                                      Panel: 01 More >>       |
|         Bidder Name               ---------- Bid to ------------------       |
|  _ AAA SNOWSHOE REPAIR             100 MAIN STREET      COLLEGE STATI TX     |
|  X ADVANCE METAL SYSTEMS INC       P.O. BOX 961         ROUND ROCK    TX     |
|  _ ATTEBERRY CONTRACTING, CLAYTON P O BOX 946           HAWKINS       TX     |
|                                                                              |
|                                                                              |
|          ** END OF LIST - 3 Bidder(s) Found **                               |
|                        PF4=Exit   PF10=Left   PF11=Right                     |
+------------------------------------------------------------------------------+
```

- When a bidder/vendor is selected, the data will be pulled from FAMIS and the screen fields will be populated, if data is available. If any data on a line pulled is changed, the program will change the source field to 'N'; otherwise the data pulled will be protected. When the Src: field is changed to an 'N' a pop-up will indicate the change.

```
+-------------------------------------------------------------+
|   The data has been changed and does not match the source   |
|                                                             |
|    The Source cd will be changed from F to 'N'              |
|                                                             |
|                        Press ENTER to Continue              |
+-------------------------------------------------------------+
```

- If the vendor is not on either the CMBL file, the HUB file or the FAMIS file, the vendor can be added by typing 'N' in the Src: field. You must enter a name in the Vendor Name: field.
- Each entry must have either a response code in the Rsp: field or an amount in the Amount Bid: field. You may also enter 'B' in the Rsp: field and an amount in the Amount Bid: field.

Screen 343 – Good Faith Effort Response – Vouchers

```
 343 Good Faith Effort Response - Vouchers                         05/19/09 15:48
                                                                   FY 2009  CC AB
 Screen: ___   Voucher: 0600002

Dept./Sub Dept.: FISC_  _____       GFE Bids Solicited: _
F Src  State ID            Vendor Name              Gn Eth Rsp  Amount Bid    Aw
-- --- ---------- ------------------------------ -- --- --- -------------- -
 _  F  2vvvvvvvvv9  AAA COMPUTER SUPPLIES_________  M  BL  B   ________100.00 _
 _  C  2vvvvvvvvv6  GUERLAIN, GERALDINE___________  M  HI  N   ______________
 _  H  1vvvvvvvvv4  HUCKSTER PACKAGING & SUPPLY IN  F  WO  B   ________101.50 _
 _  N  ___________  BABER_________________________  _  __  B   ________101.00 Y
 _  F  2vvvvvvvvv4  KYLE, KAREN___________________  _  __  R   ______________
 _  H  1vvvvvvvvv9  OLSEN & GUERRA LUMBER COMPANY_  M  HI  N   ______________
 _  N  ___________  JAKERS SUPPLY CO______________  M  AI  B   ________105.00 _
 _  C  2vvvvvvvvv7  MARTINEZ CONSTRUCTION COMPANY,  M  HI  R   ______________
 _  F  2vvvvvvvvv5  AAA COMPUTER SUPPLIES_________  M  BL  _   _________99.95 Y
 _  C  2vvvvvvvvv1  ATTEBERRY CONTRACTING, CLAYTON  _  __  R   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _

                    ** END OF DATA **                 Reported Date:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                  Resn  Add
```

Basic Steps

- Advance to Screen 343.
- Type a document number on the Action Line and press ENTER.
- Enter desired modifications and press ENTER to record changes.

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

Action Line

◆ **Voucher:** 7 character/digits
Type the voucher number to be displayed.

Screen Information

Dept./Sub Dept.: Help 5 characters
Identify the department and/or sub department for the document.

GFE Bids Solicited: 1 character
Enter an 'N' to indicate that no Good Faith Effort was solicited.

F: 1 character
Type the desired modification code:
A = Add
U = Update
D = Delete

Src: 1 character
Include the source code. Valid values are:
C = CMBL
F = FAMIS
H = HUB
N = No List

State ID: 11 digits
Identify the State Identification number.

Vendor Name: 30 characters
Enter the vendor's name.

Gn: 1 character
Type the gender code for the bidder/vendor. Valid values are:
M = Male
F = Female

Eth: Help 2 characters
Identify the ethnicity of the bidder/vendor:
AI = American Indian
AS = Asian
BL = Black
HI = Hispanic
WO = Woman Owned

Rsp: Help 1 character
Include the appropriate response code:
B = Bid Received
N = No Response
R = Responded No Bid

Amount Bid: 14 digits
Enter the bid amount if no response code is entered, or enter 'B' and the amount. The amount can only be entered for a 'B' response.

Aw: 1 character
'Y' indicates awarded. Only one bid may be awarded for a list.

Reported Date: 8 digits
Displays the date reported.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

PF7
Resn
Type of Reason
Displays a pop up to enter or display the reason code that no GFE was solicited.

PF8
Add
Add
Used to make additional entries if the screen is full and the vendor fields are protected.

GFE Response - Exempt Purchases

Screen 232 is used to capture Good Faith Effort (GFE) information for Purchase Orders.

The purpose is to detail vendor bid information for addenda reporting for the Governor's semi-annual HUB reporting. The data from this screen is used to create statistical report, PBAR248 and is NOT sent directly to the Texas Building and Procurement Commission (TBPC).

When a Purchasing document is closed and/or completed, no further information can be entered on Screen 232.

Screen 232 – Good Faith Effort Response – Exempt Purchases

```
   232 Good Faith Effort Response - Exempt Purchases              05/19/09 15:527
                                                                  FY 2009  CC AB
   Screen: ___        Doc: E590011

  Dept./Sub Dept.: FISC_  _____      GFE Bids Solicited: _
  F Src  State ID           Vendor Name              Gn Eth Rsp  Amount Bid    Aw
 -- --- ----------- ------------------------------ -- --- --- --------------- -
  _  F  2vvvvvvvvv3  A&M*COMPUTING__________________  M  BL  R   ______________
  _  H  1vvvvvvvvv8  A & W OFFICE SUPPLY INC_______  F  WO  B   ________111.00 _
  _  F  2vvvvvvvvv9  AAA COMPUTER SUPPLIES_________  M  BL  N   ______________
  _  _  ___________  ______________________________  _  __  _   ______________ _
  _  _  ___________  ______________________________  _  __  _   ______________ _
  _  _  ___________  ______________________________  _  __  _   ______________ _
  _  _  ___________  ______________________________  _  __  _   ______________ _
  _  _  ___________  ______________________________  _  __  _   ______________ _
  _  _  ___________  ______________________________  _  __  _   ______________ _
  _  _  ___________  ______________________________  _  __  _   ______________ _
  _  _  ___________  ______________________________  _  __  _   ______________ _
  _  _  ___________  ______________________________  _  __  _   ______________ _

                     ** END OF DATA **                Reported Date:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                    Resn  Add
```

The Doc: field is required and you may enter a document number and press enter to see any existing data on the screen or enter new data. You must have access to the original purchasing document.

In the case of multiple departments on a document, you will see the first department/sub department that you have security access to. The department/sub department fields can be changed to another department/sub department that is on the document and will display if you have proper access.

- Indicate the function type for the F: field: Add (A), Update (U) or Delete (D).
- Enter the appropriate source code in the Src: field. The valid values are:

```
     Source Code Description
   _       C      CMBL
   _       F      FAMIS
   _       H      HUB
   _       N      NO LIST

   Select an Source Cd or Press<PF4> to Quit
```

- If the source code and part of the bidder/vendor's name is entered in the State ID: field, a pop-up screen displaying matching names from the source data will appear. For example, if you type 'C' (CMBL) in the Src: field and type 'A' in the State ID: field to find a bidder/vendor with a name beginning with that letter, you will see a matching list displayed.

Screen 232 – Good Faith Effort Response – Exempt Purchases

```
  232 Good Faith Effort Response - Exempt Purchases           05/19/09 15:52
                                                              FY 2009  CC AB
  Screen: ___        Doc: E590011

 Dept./Sub Dept.: FISC_  _____      GFE Bids Solicited: _
 F Src  State ID           Vendor Name               Gn Eth Rsp  Amount Bid    Aw
-- --- ----------- ------------------------------ -- --- --- --------------- -
 _  F  2vvvvvvvvv3  A&M*COMPUTING_________________  M  BL  R   ______________
 _  H  1vvvvvvvvv8  A & W OFFICE SUPPLY INC_______  F  WO  B   ________111.00 _
 _  F  2vvvvvvvvv9  AAA COMPUTER SUPPLIES_________  M  BL  N   ______________
 A  C  A__________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _
 _  _  ___________  ______________________________  _  __  _   ______________ _

                    ** END OF DATA **                Reported Date:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                     Resn  Add
```

- Select the desired bidder/vendor by typing 'X' in the field provided and press ENTER to return to Screen 232.

```
+-----------------------------------------------------------------------------+
|   F0043 Mark Vendor with an 'X' to select                                   |
|  > Screen: ___ Search: A___________________  Type: N (N,B)   CMBL Bidders   |
|  >                                  Type of Funds: S (S or L)               |
|  >                        Include Frz/Del Bidders: N (Y or N)               |
|                                                        Panel: 01 More >>    |
|         Bidder Name               ---------- Bid to ------------------      |
|  _ AAA SNOWSHOE REPAIR           100 MAIN STREET      COLLEGE STATI TX      |
|  X ADVANCE METAL SYSTEMS INC     P.O. BOX 961         ROUND ROCK    TX      |
|  _ ATTEBERRY CONTRACTING, CLAYTON P O BOX 946         HAWKINS       TX      |
|                                                                             |
|                                                                             |
|           ** END OF LIST - 3 Bidder(s) Found **                             |
|                       PF4=Exit   PF10=Left   PF11=Right                     |
+-----------------------------------------------------------------------------+
```

- When a bidder/vendor is selected, the data will be pulled from FAMIS and the screen fields will be populated, if data is available. If any data on a line pulled is changed, the program will change the source field to 'N'; otherwise the data pulled will be protected. When the Src: field is changed to an 'N' a pop-up will indicate the change.

```
|   The data has been changed and does not match the source    |
|                                                              |
|    The Source cd will be changed from F to 'N'               |
|                                                              |
|                        Press ENTER to Continue               |
```

- If the vendor is not on either the CMBL file, the HUB file or the FAMIS file, the vendor can be added by typing 'N' in the Src: field. You must enter a name in the Vendor Name: field.
- Each entry must have either a response code in the Rsp: field or an amount in the Amount Bid: field. You may also enter 'B' in the Rsp: field and an amount in the Amount Bid: field.

Screen 232 – Good Faith Effort Response – Exempt Purchases

```
    232 Good Faith Effort Response - Exempt Purchases              05/19/09 15:52
                                                                   FY 2009   CC AB
    Screen: ___         Doc: E590011

   Dept./Sub Dept.: FISC_  _____        GFE Bids Solicited: _
   F Src  State ID              Vendor Name                 Gn Eth Rsp  Amount Bid    Aw
  -- --- ----------- ------------------------------ -- --- --- -------------- -
   _  F  2vvvvvvvvv3  A&M*COMPUTING_________________  M  BL  R   ______________
   _  H  1vvvvvvvvv8  A & W OFFICE SUPPLY INC_______  F  WO  B   ________111.00 _
   _  F  2vvvvvvvvv9  AAA COMPUTER SUPPLIES_________  M  BL  N   ______________
   _  F  2vvvvvvvvv9  AAA COMPUTER SUPPLIES_________  M  BL  _   _________99.95 Y
   _  C  2vvvvvvvvv1  ATTEBERRY CONTRACTING, CLAYTON  _  ___ R   ______________ _
  _  _  ___________  ______________________________  _  ___ _   ______________ _
   _  _  ___________  ______________________________  _  ___ _   ______________ _
   _  _  ___________  ______________________________  _  ___ _   ______________ _
   _  _  ___________  ______________________________  _  ___ _   ______________ _
   _  _  ___________  ______________________________  _  ___ _   ______________ _
   _  _  ___________  ______________________________  _  ___ _   ______________ _
   _  _  ___________  ______________________________  _  ___ _   ______________ _

                    ** END OF DATA **                Reported Date:
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                  Resn  Add
```

Basic Steps

- Advance to Screen 232.
- Type a document number on the Action Line and press ENTER.
- Enter desired modifications and press ENTER to record changes.

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

Action Line

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

Screen Information

Dept./Sub Dept.: Help 5 characters
Identify the department and/or sub department for the document.

GFE Bids Solicited: 1 character
Enter an 'N' to indicate that no Good Faith Effort was solicited.

F: 1 character
Type the desired modification code:
A = Add
U = Update
D = Delete

Src: 1 character
Include the source code. Valid values are:
C = CMBL
F = FAMIS
H = HUB
N = No List

State ID: 11 digits
Identify the State Identification number.

Vendor Name: 30 characters
Enter the vendor's name.

Gn: 1 character
Type the gender code for the bidder/vendor. Valid values are:
M = Male
F = Female

Eth: Help 2 characters
Identify the ethnicity of the bidder/vendor:
AI = American Indian
AS = Asian
BL = Black
HI = Hispanic
WO = Woman Owned

Rsp: Help 1 character
Include the appropriate response code:
B = Bid Received
N = No Response
R = Responded No Bid

Amount Bid: 14 digits
Enter the bid amount if no response code is entered, or enter 'B' and the amount. The amount can only be entered for a 'B' response.

Aw: 1 character
'Y' indicates awarded. Only one bid may be awarded for a list.

Reported Date: 8 digits
Displays the date reported.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

PF7
Resn
Reason Code
Displays a pop up to enter or display the reason code that no GFE was solicited.

PF8
Add
Add
Used to make additional entries if the screen is full and the vendor fields are protected.

Section III
Limited Purchase Information

Limited Purchases: Basic Concepts

A limited purchase screen is entered to capture information that pertains to the purchase of merchandise that is below a certain dollar amount and does not require a formal bid by the central purchasing office.

For each limited purchase entered into the system you will use the following screens:

240 Limited Purchase Header
241 Limited Purchase Items
242 Limited Purchase Close

Additional screens which may be used are:

243 Limited Purchase Flag Maintenance
244 Limited Purchase Note Text

Information required to enter a limited purchase will need to be acquired in order to complete the transaction. This information consists of the following:

- **Department** for which this purchase is originating and any additional departments that may be splitting this purchase.

- **Vendor,** if known prior to making the purchase. It will have to be supplied in order to close the document.

- **Reimburse ID** for the person who paid for the items and will receive the check generated for reimbursement.

- **User reference,** which is a unique identifier assigned by your department for tracking this purchase.

- **Addresses** for shipping and invoicing.

- All **accounts** that will be responsible for the purchase of the items.

See **Purchasing Basic Concepts** for the following topics:

- Document Categories
- Processing Codes
- Encumbering Funds
- Handling Credit Memos
- Automatic Purchase Document Numbering
- Vendor Concepts and Search
- Ship To and Invoice To Address Codes
- Multiple Accounts for a Line Item
- Inventory Part Number
- Recalling the Document
- Routing the Document
- Rejected Documents

State vs. Local Funds

On Screen 6, each account has a value in the State field. A value "Y" means it is a State account.

Screen 6 – SL 6 Digit Account (FSA)

```
  006 SL 6 Digit Account (FSA)                                   05/19/09 16:36
                                                                  FY 2009 CC 02
  Screen: ___  Account: 121214 ____ TELEPHONE OPERATIONS

  Account Title: TELEPHONE OPERATIONS_______________   SA create enable: Y
  Resp Person: 8uuuuuuu5  MARSH, MILLIE M          Old Acct: 11250__________
          ABR Rule: 001       Map Code: 12120 Reporting Group: __
  Bottom Line Cntl: Y  Deflt Cat Cntl: R   Deflt Cat Tol Pct: _______
    AFR Fund Group: 10     Fund Group: FG     Sub Fund Group:     Sub-Sub: __
  Year-End Process: F   Year-End Acct: __________    Function: 35  Sub-Fun: __
      Default Bank: 79001     Override: Y    Proj FYTD End Mo: 08 Aux Code: ___
   Alternate Banks: ***** _____ _____ _____ _____    Security: ______
        State Funds: Y     Appropriated: _            ----SA Transactions---
             Dept     S-Dept Exec Div  Coll Mail Cd Stmt        Budget  Actual
   Primary: TCOM_    _____   AA    CI         C1174     Y    Expense: B      B
 Secondary: _____    _____                    _____     _    Revenue: B      B

        Fund Source: 05  ________________________________________
         Long Title: TELEPHONE OPERATIONS____________________
                     ________________________________________
    Account Letter: _   Setup Date: 07/08/1975    TRS/ORP Exempt: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next  CAcct CProj             Left  Right
```

Screen 309 – Purchasing Limited/Exempt/PIP Control

```
  309 Purch. Limited/Exempt/PIP Control                          05/19/09 16:37
                                                                  FY 2009 CC 02
  Screen: ___

------------------------------- Limited P.O. ---------------------------------
State Limit: _______5000.00
Prefix Functionality:  _
Current    1st                                     Match  Ship to    Inv to
Prefix     Prefix   Class  Cat         Limit    Mask    Dept   Addr Req   Addr Req
   A         L        L    LP   _______5000.00  AAAANNN   Y      Y          Y
```

- If the accounts input on Screen 241 are State accounts (i.e. the account on Screen 6 has the State Flag set to 'Y'), then:

  State Flag on Screen 240 automatically displays "Y" and the State Dollar Limit (seen on Screen 309) controls whether the purchase can be a Limited Purchase or must be a Requisition.

- If no State accounts are input on Screen 241, the flag on Screen 240 is blank and the Local limit set on Control Screen 309 is used.

- If both State and Local accounts are input on Screen 241, the flag displays "Y" on Screen 241 and the State limits on Control Screen 309 is used.

Create/Modify Limited Purchase Headers

The limited purchase document was designed to purchase smaller items that do not need to be processed by the purchasing office. The total for this document may not exceed the threshold amount requiring a bid set by each agency. For example, the threshold amount currently set by TAMU is $5,000.00 for local accounts and $5,000.00 for state accounts.

General information that pertains to the entire purchase such as the category defaults depending on whether you are on Limited or Exempt Screen (240 or 235), departments, vendor, and ship to/invoice to addresses should be entered using Screen 240.

Using the **PF11 AdDpt** key allows you to split purchase orders between two or more accounts with different department/subdepartment codes.

Screen 240 - Limited Purchase Header

```
  240 Limited Purchase Header                                       05/19/09 11:05
                                                                    FY 2009   CC 02
  Screen: ___   Doc: L739748            I n   P r o c e s s
           Doc Year: 2007    Order Date: 01/31/2007         Cat.: LP  State:
               Dept: BCBP_      Subdept: _____         Total Amt: 69.92

   Doc Summary: C02_______________________________________________
        Vendor: 1vvvvvvvvv6 PRATAIR DISTRIBUTION INC        LDT Cd: __
  Reimburse ID: ___________                                    FOB: __
      User Ref: 225050-2440___                    All Items Received: N
                                                       Date Received: __________
 Ship To       Address Nbr: 147           Invoice To       Address Nbr: 147
 Name: BIOCHEMISTRY & BIOPHYSICS DEPT     Name: BIOCHEMISTRY & BIOPHYSICS DEPT
 Addr: BIOCHEMISTRY & BIOPHYSICS BLDG     Addr: BIOCHEMISTRY & BIOPHYSICS BLDG
       ______________________________           ______________________________
       2128 TAMU_____________________           2128 TAMU_____________________
       ______________________________           ______________________________
 City: COLLEGE STATION_____ State: TX     City: COLLEGE STATION_____ State: TX
  Zip: 778432128    Country: ___           Zip: 778432128    Country: ___
Phone: ____________ Fax: ____________    Phone: ____________ Fax: ____________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp ADDR  Next        Resn        Notes       AdDpt
```

"GFE Solicited" field is displayed after the User Ref: field if the LP Good Faith Effort Required: field is required on Screen 311.

Basic Steps

Create a New Limited Purchase Header

- Advance to Screen 240, type a document prefix followed by zero in the Action Line and press <ENTER>.
- Enter the department, document summary, and user reference.
- Indicate whether or not the items have been received and the date they arrived (if they have been received), as well as the ship to and invoice to addresses.
- Type additional data in the available fields, as desired, and press <ENTER> to record the purchase information.
- If all information has been successfully entered, the system assigned limited purchase order number will be displayed on the Action Line.

Modify an Existing Limited Purchase Header

- Advance to Screen 240, type a valid limited purchase order number in the Action Line and press <ENTER>.
- Enter valid data in the available fields, as desired, and press <ENTER> to record the information.

Limited Purchase Creation Process

Create Limited Purchase Order Document Numbers

Type a document prefix (usually an **"L,"** abbreviation for limited purchase) followed by a **zero** (0) to have the system automatically assign a document number and then press <ENTER>. You may also manually assign the number using the following format (xxxxnnn), where "xxxx" represents the first department on the document and "nnn" is a sequentially assigned number logged by the department.

Enter Departments

A pop-up window for entering departments and sub-departments is displayed. The user's department code will automatically display when the security record for the user has a 'Home Dept/Sub' code that matches entity security.

At least one department is required to create a limited purchase document.

Type all departments/sub-departments that will have accounts on this document. Up to 10 extra departments/sub-departments can be added on the header of a limited purchase order document that will have approval and accounts. This pop-up window also allows you to split purchase orders between two or more accounts with different department/subdepartment codes. Press <PF4> to exit this pop-up window.

Department/Sub-Department Pop-Up Window

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

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

Once the system has returned to the limited purchase header screen you will receive the message **"Document number will be created automatically"** above the Action Line.

Vendor Search and Select

Vendor search and selection is available for all vendor ID numbers. If the vendor ID is unknown, type an asterisk (*) in the Vendor: field and press <ENTER> to access a pop-up window. This window will display a list of vendors and their ID numbers. Type an 'X' next to the desired vendor and press <ENTER> to select the vendor and return to Screen 240. Press PF4 if you wish to return to Screen 240 without selecting a vendor. The vendor is not required to create a new limited purchase order, but it must be entered before the document may be closed.

LDT Codes

Legal Descriptive Text (LDT) codes specify certain attributes of the purchase as a whole. Typing a question mark (?) in the LDT Cd: field and pressing <ENTER> will access a pop-up window with a complete list of valid codes. Type an 'X' next to the code to be applied to the purchase and press <ENTER> to select an LDT code and return to Screen 240. Press PF4 to return to Screen 240 without selecting a code.

Processing Codes

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

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

Action Line

◆ **Doc:** 7 character/digits
Type "L0" (zero) to create a new header document, or type the existing limited purchase order number to be modified.

Screen Information

Doc Year: 4 digits
Indicates the fiscal year the document was created. (**NOTE:** The field always defaults to the current fiscal year.)

◆ **Order Date:** 8 digits
The date the limited purchase is made. This can be modified once a date is entered. (**NOTE:** A future date in this field is not allowed.)

Cat: 2 characters
Displays the document category which is used to define accounting and receiving characteristics of the selected document. It will be filled in automatically by the system.

State: 1 character
'Y' indicates that state funds are used.

◆ **Dept:**	Help 5 characters Indicate the department for the primary account responsible for the purchase.
SubDept:	Help 5 characters Indicates the sub-department for the primary account responsible for the purchase.
Total Amt:	12 digits Shows total dollar amount of all items that have been added to this document. This field is blank until items are entered against this document.
◆ **Doc Summary:**	50 characters Identify a brief description of the entire purchase.
Vendor:	11 digits/ 30 characters Indicates the FAMIS vendor identification number and vendor's name.
LDT Cd:	Help 2 characters Shows Legal Descriptive Text Code that identifies any special instructions for purchase.
Reimburse ID:	11 digits Identifies the vendor ID number to whom the reimbursement check should be made out, if the items were paid for at the time of purchase.
FOB:	Help 2 characters Shows freight code defining conditions by which purchased goods will be transported/delivered.
◆ **User Ref:**	14 digits Identify the User Reference number used to indicate the subsidiary ledger (SL) account number for the order followed by the departmental reference number.
All Items Received:	1 character Indicates if ('Y' or 'N') all items purchased have been received. Entry required if 'Y' is entered.
GFE Solicited:	1 character This field is only displayed and required if set up on Screen 311. Type 'Y' or 'N' to indicate if GFE is solicited, or leave this field blank.
Date Received:	8 digits Shows date the items purchased were received.

Ship To

◆ **Address Nbr:**	Help 3 digits Indicate the code which identifies the address to which items purchased will be delivered.

- **Name:** 30 characters
  Enter the name of the department to which items purchased will be delivered. Will be filled in automatically if an Address Nbr: is specified.

- **Addr:** 120 characters/digits
  Indicate the street address to which items purchased will be delivered. Will be filled in automatically if an Address Nbr: is specified.

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

- **State:** 2 characters
  Include the state code.

- **Zip:** 9 digits
  Enter the ship to zip code.

- **Country:** 3 characters
  Identify the ship to country code if outside the United States.

Phone: 10 digits
Include the phone number of the contact person where items will be shipped.

Fax: 10 digits
Include the fax number.

Invoice To

- **Address Nbr:** Help 3 digits
  Identify the code which identifies the address to which items purchased will be billed.

- **Name:** 30 characters
  Identify the name of the department to which items purchased will be billed. Will be filled in automatically if an Address Nbr: is specified.

- **Addr:** 120 characters
  Indicate the street address to which items purchased will be billed. Will be filled in automatically if an Address Nbr: is specified.

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

- **State:** 2 characters
  Include the state code.

- **Zip:** 9 digits
  Enter the invoice to zip code.

◆ **Country:** 3 characters
Identify the country code where the invoice is to be sent, if outside the United States.

Phone: 10 digits
Include the phone number of the contact person for the invoice.

Fax: 10 digits
Include the fax number.

Additional Functions

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

PF4
ADDR
Address
Displays the vendor's address and business information.

PF5
Next
Next
Advances to the next required screen.

PF7
Resn
Reason
Used to enter a reason code why no GFE was solicited.

PF9
Notes
Notes (Document Notes)
Used to enter notes about the purchase. (**NOTE:** These are on-line reference notes regarding the document. They will not be printed.)

PF11
AdDpt
Additional Departments
Used to enter up to 10 additional departments/sub-departments on the header of a limited purchase order document that will have approval and accounts. This allows you to split purchase orders between two or more accounts with different department/subdepartment codes.

Create/Modify Limited Purchase Items

Information that pertains to each item on the limited purchase document, such as account, quantity, and unit price, are entered on this screen.

Flags set on Screen 310 determine if the Commodity Code and TIBH Code on this screen are required. These flags are set on a campus by campus basis.

Screen 241 - Limited Purchase Item

```
   241 Limited Purchase Item                                       05/19/09 09:16
                     G & G SERVICES CO                              FY 2009 CC 02
   Screen: ___  Doc: L739743  Item: 1.0__
                                                 Unit                  Ext.
  Item  St        Account        Qty.      UOM      Price    --Disc.--  Price
    1.0 CO 144013 00000 5635   1.00______ EA__ 90.0000______ _ ______      90.00
       Comm: _______________ Desc: cleaning services-m700079-#1063118467________
       Part: _______________       2x3 mats.gowns_______________________________
       Proc cd: _ St: Y Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _

    2.0 CO 144013 00000 5635   1.00______ EA__ 14.0000______ _ ______      14.00
       Comm: _______________ Desc: cleaning services-m700079-#1063118467________
       Part: _______________       6x8 mats_____________________________________
       Proc cd: _ St: Y Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _

    3.0 CO 144013 00000 5635   1.00______ EA__ 8.0000_______ _ ______       8.00
       Comm: _______________ Desc: cleaning services-m700079-#1063118467________
       Part: _______________       8x10 mat_____________________________________
       Proc cd: _ St: Y Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _
 Page (F/B): _                                     Document Total:        118.95

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next  IDesc Bkwd  Frwd        CAcct MAcct Warns
```

If a plus sign (+) is displayed between the “Account” and “Qty” fields, there are multiple accounts on that line item.

```
 Item  St        Account         Qty.      UOM      Price    --Disc.--  Price
    1.0 CO 110512 00000 5647 + 1.00______ LOT_ 552.9800_____ _ ______     552.98
       Comm: _______________ Desc: FAMIS PRINTING SERVICES______________________
       Part: _______________       _____________________________________________
       Proc cd: _ St: Y Cost Ref 1: _______ 2: _______ 3: _______
```

Basic Steps

- Advance to Screen 241.
- Type a valid limited purchase order number in the Action Line.
- Press <ENTER> to display existing line item information.
- Enter a valid account number, support account number (if used) and object code.
- Enter a valid quantity, unit of measure, unit price, and line item description and any other additional information needed.
- You may search for the desired commodity code by using ? Help, typing at least three alpha characters, or surround the item name by asterisks, such as *PAPER*.
- Press <ENTER> to record the line item information.

Line Item Process

Line Item Entry
Documents may have up to 900.0 items. The item number will default to **1.0** when the document is being created. FAMIS automatically increments the item number by one for each additional item you need to enter on the document. Use the decimal position of the item number to represent a **text only** item for the document.

Copy Account Number from Item to Item
To copy the account number from item 1 to item 2, enter the information for the line item first, then press PF10 instead of <ENTER>. This copies all the accounts from the previous item to the current item.

Multiple Accounts
When payment of an item is split across several accounts, each account must be entered for that item. Up to 40 accounts may be specified for an item by using <PF11> to access an additional pop-up window.

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

Change the Document
Closing a document encumbers the estimated amount. The document may be re-opened using Screen 242 once the purchase is made so that adjustments can be made. The vendor may also be changed at this time. When the document is closed again, any changes to amounts will adjust the encumbrances from a previous close.

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

The inventory part number is based on the first department on the limited purchase document. Departments may use Screen 234 to set up inventory part numbers. When the part number is entered on Screen 241 its description will automatically be filled in by the system.

Processing Codes - See Basic Concepts for further explanation

These codes are used to tell the system about any special processing the item may need. Valid processing codes include the following:

Processing Codes

Code	Meaning
BLANK	Normal Processing
N	Treats this item as a NO CHARGE item.
R	Treats this item as a TRADE-IN or a REDUCTION IN INVENTORY.
V	Vendor Discount
M	Multiple invoice (QTY NOT MATCHED)

Not all TAMUS Members use this "M" code.

Valid Object Codes-Use of Revenue Object Codes

Typically we only think of expense object codes being used on limited and exempt purchase order line items. However, there are instances where you might need to use a revenue code.

For example, let's say that your department is sponsoring a seminar and you take in money for registration. You deposit all of this money using a specific revenue object code, but someone cancels their registration and you need to issue them a refund. You can use the same revenue object code on your limited or exempt purchase order to generate their refund without having to pull funds from somewhere else. ***This is only allowed when Screen 310 is set to include revenue codes.***

No encumbrances are generated when a revenue code is used.

Part Number and Description Maintenance

Screen 234 is used to maintain the part numbers and descriptive text to be displayed.

Screen 234 – Part Description Maintenance

```
   234 Part Description Maintenance                                  05/19/09 11:20
                                                                      FY 2009 CC 02
   Screen: ___   Dept: CHEM_   Part Nbr: BX0465-2_______
                                                          Delete: _

   Text:  175-13-60091-0, BENZOYL CHLORIDE, 1L,________
          BX0465-2_____________________________________
          _____________________________________________
          _____________________________________________








         *   Please enter text in UPPER and LOWER case.


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

TIBH (Texas Industries for the Blind and Handicapped)
The TIBH field is used to indicate the reason that TIBH was or was not used as the vendor for the bid/purchase. This field is optional unless it is set to be required on a campus by campus basis. If the TIBH flag is set, the TIBH field is required on both Screen 224 and Screen 241. The field is also available on Exempt Documents (Screen 236), but it is not required even if the TIBH required flag is set.

TIBH reporting must be done on the commodity code level.

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

Action Line

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

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

Screen Information

Item: 4 digits
The number assigned to this line item.

St: 2 characters
Shows the status of the specified item. Indicates the document has a state bank on it in the account PE.

◆ **Account:** 15 digits
Identify the account number (subsidiary ledger + support account + object code) responsible for payment of the specified line item.

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

◆ **UOM:** Help 4 characters
Identify the unit of measure for the specified line item to be printed on the purchase order.

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

Disc.: Help 1 character/6 digits
Signify whether the discount entered is a dollar amount (D) or a percentage (P) followed by the amount of the discount to be taken for the specified line item.

Ext. Price: 10 digits
Displays the total item amount as calculated by the system.

Comm: Help 15 digits
Include the commodity code for classifying goods and services.

◆ **Desc:** 2 lines (45 characters each)
Identify a detailed description of the specified line item.

Part: Help 15 digits
Represents the part number that is used to define specific items within a department's inventory.

Proc cd: Help 1 character
Include the processing code which indicates whether or not the item needs special processing (i.e.: vendor discount, trade in, no charge).

St. 1 character
Indicates the document has a state bank on it.

Cost Ref 1,2,3: 7 characters
Represents the user-defined cost accounting reference number. This reference number is used to provide additional details about the processing of the selected line item.

TIBH: 1 character/digit
Shows the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as the vendor for the bid/purchase. Valid values include:

N = Not Provided by TIBH
T = TIBH Purchase
1 = Quantity
2 = Quality
3 = Delivery Time
4 = Life Cycle
5 = Price

Page (F/B): 1 character
Indicate whether to scroll Forward one page or scroll Backwards one page through the line items.

Document Total: 12 digits
Displays the total of all line items for the document.

Additional Functions

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

PF5 Next — **Next**
Advances to the next required screen (Screen 242).

PF6 IDesc — **Item Description**
Displays the extended item description for the item the cursor is placed on.

PF10
CAcct

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

PF11
MAcct

Multiple Account
Provides a pop-up window to continue adding accounts, support accounts or expense object codes to the document.

PF12
Warns

Warnings
Identifies any FAMIS warnings.

Close a Limited Purchase Order

You should close the limited purchase document after all required information has been successfully entered in order to prevent changes from being inadvertently added. <u>Closing a document will also encumber the necessary funds</u>.

It is possible to close and re-open a limited purchase document multiple times in order to make changes as long as it has not entered the Routing and Approval System of FAMIS.

Screen 242 - Limited Purchase Close

```
 242 Limited Purchase Close                                    05/20/09 08:42
                                                               FY 2009  CC 02
 Screen: ___  Doc: A200043            I n   P r o c e s s


                  Close Document: _


  =========================================================================

    Doc Summary: MH BUNKER SAND BM #52222
       Doc Year: 2002    Doc Date: 06/24/2002      Cat: LP  State:
           Dept: RSPO    Sub Dept:           Total Amt:

       Vendor: 1vvvvvvvvv0 RILEY TRUCKING CO INC           LDT Cd:
 Reimburse Id:                                                FOB:
     User Ref: 301960-PISC                    All Items Received: Y
                                                   Date Received: 06/24/2002



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next  Item  Route Recal                  Warns
```

Basic Steps

- Advance to Screen 242.
- Type a valid limited purchase document number in the Action Line.
- Press <ENTER> to display existing document information.
- Type a ‘Y’ in the pop-up window to Close Document and press <ENTER>.
- Type a ‘Y’ in the pop-up window and press <ENTER> to submit to Routing and Approval; or type an ‘N’ and press <ENTER>. The document will not be submitted to Routing and Approval if an ‘N’ is typed in the pop-up window.
- If all required information has been properly entered, the message “Document closed successfully” will appear in the message line.

Limited Purchase Close Process

<u>Encumbrance Processes (see Basic Concepts for further explanation)</u>

Closing the document generates encumbrances.

Change the Document

Closing a document encumbers the estimated amount. The document may be re-opened using Screen 243 once the purchase is made so that adjustments can be made. The vendor may also be changed at this time. When the document is closed again, any changes to amounts will adjust the encumbrances from a previous close.

You may open and close, re-open and close your limited purchase order as many times as is necessary before you send it into the routing and approval system of FAMIS. But you may need to make changes to it after it has already been sent into routing. For example, you may need to change an account object code on a document after you have closed it and sent it into routing. However, before you can make those changes, you must remove the document from the routing system. To do this, you should:

- Advance to Screen 912 (your document Out-Box).
- Locate the document you would like to re-open and type an 'X' next to it.
- Press PF5 to recall the document from the routing and approval system.
- Advance to Screen 243 to re-open the document.

Route the Document

A closed document may be submitted to the routing and approval process by pressing the PF7 key. ***Please Note:*** If the document is submitted for routing after it is closed, it cannot be reopened without recalling the document from routing (see above for instructions on recalling a document).

Rejected Documents

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

1. Select the document by typing an 'X' next to it in your in-box and then pressing the PF8 (Sel) key.
2. Once the Routing Document Information pop-up window appears, <TAB> down to the Action: prompt and type NOT to display the routing notes (which will contain the reason(s) for its rejection).
3. Re-open the document on Screen 243 by setting the Reopen Document flag to 'Y' and pressing <ENTER>.
4. Make the necessary changes using Screens 240-244.
5. Finally, advance to Screen 242 to close and re-route the document.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the limited purchase document number to be closed.

Screen Information

◆ **Close Document:** 1 character
Indicate whether or not ('Y' or 'N') the selected document should be closed.

Doc Summary: 50 characters
Displays a brief description of the entire purchase.

Doc Year: 4 digits
Indicates the fiscal year the document was created.

Doc Date: 8 digits
Indicates the date on which the purchase was entered into the system.

Cat: 2 characters
Displays the category which is used to define the accounting and receiving characteristics of the document.

State: 1 character
Shows state funds were used for purchase.

Dept: 5 characters
Indicates the department for the primary account responsible for the purchase.

Sub Dept: 5 characters
Indicates the sub-department for the primary account responsible for the purchase.

Total Amt: 15 digits
Displays the total dollar amount of all items that have been entered.

Vendor: 11 digits/30 characters
Shows the FAMIS identification number and name for the vendor.

LDT Cd: 2 characters
Represents the Legal Descriptive Text Codes which are used to indicate any special instructions for the purchase.

Reimburse Id: 11 digits
Identifies the vendor ID number to whom the reimbursement check should be made out, if the items were paid for at the time of purchase.

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

User Ref: 14 digits
Displays the user reference number which identifies the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.

All Items Received: 1 character
Indicates whether or not ('Y' or 'N') all items purchased have been received.

Date Received: 8 digits
Shows date the items purchased were received.

Additional Functions

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

PF5
Next
Next
Advances to next required screen (Screen 240).

PF6
Item
Item
Displays a list of all items entered on the limited purchase document.

PF7
Route
Route Document
Submits the document through routing and approval in order to be paid.

PF8
Recal
Recall Document
Recalls the document for processing or changes.

PF12
Warns
Warnings
Identifies any FAMIS warnings.

Set/Reset Limited Purchase Flags

Maintenance to a limited purchase document or items on a limited purchase document is performed using Screen 243. A document may be canceled/deleted, frozen, or re-opened. Specific items or all items on a limited purchase document may also be deleted using this screen.

If you type 'Y' in the Complete PO: field, a tracking record will be created and displayed on Screen 291. Documents that are completed normally will not be displayed on Screen 291.

Screen 243 - Limited Purchase Flag Maintenance

```
  243 LP Flag Maintenance         PRAMAIR DISTRIBUTION INC       05/20/09 08:44
                                                                  FY 2009 CC 02
  Screen: ___ Doc: A200074                       D e l e t e d


                 Cancel / Delete Document: Y

                          Freeze Document: N

                          Reopen Document: N

                         Delete all Items: Y

                     Delete/Undelete Item: _____ thru Item: _____

  Completing a document finalizes it and liquidates all encumbrances
  This process CANNOT be reversed.  Do NOT complete a document unless
  you are certain that no invoicing or receiving will be done in the future

                               Complete PO  N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                   Track CnclR Accts Extnd Items Warns
```

If a document is cancelled or uncancelled,
you must enter a reason in the pop-up window provided.

```
+-------------------------------------------------------------------------+
|                                                                         |
|   Cancel/Delete Reason: ________________________________________        |
|                         ________________________________________        |
|                                                                         |
+-------------------------------------------------------------------------+
```

Basic Steps

- Advance to Screen 243.
- Type a valid limited purchase document number in the Action Line.
- Press <ENTER> to display current flag settings.
- Modify flags as necessary.
- Press <ENTER> to record limited purchase flag changes.

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

Action Line

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

Screen Information

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

◆ **Freeze Document:** 1 character
Indicate whether or not ('Y' or 'N') the document should be restricted from further activity.

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

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

◆ **Delete/Undelete Item:** 5 digits
Identify the specific line item, or the first item in a range of items, on the document you wish to delete/undelete.

◆ **thru Item:** 5 digits
Include the specific line item, or the last item in a range of items, on the document you wish to delete/undelete.

> If you are deleting a single item, place the same number in this field as you entered in the previous field.

◆ **Complete PO:** 1 character
Indicate whether or not ('Y' or 'N') a document status should be changed to complete.

> Completing a document finalizes it and liquidates all encumbrances. It may not be re-opened after it has been completed.

Additional Functions

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

PF7 Track — **Track**
Displays the routing history of the selected document.

PF8 CnclR — **Cancel/Delete Reason**
A reason for canceling or deleting a document is required.

PF9 **Accts**	**Accounts** Displays the <u>accounts</u> distribution used on the document.
PF10 **Extnd**	**Document Header Extended Information** Shows the <u>extended</u> document header data.
PF11 **Items**	**Document Items** Displays a list of the <u>items</u> on the document.
PF12 **Warns**	**Warnings** Identifies any FAMIS <u>warnings</u>.

Enter Notes to a Limited Purchase

You may enter informational notes about your limited purchase document using Screen 244. With this screen, you may type as many as ninety-nine lines of notes on an open or closed document.

Text is entered without a wrap-around feature. To prevent a word being split between two lines, use the TAB key to advance to the next available text line.

Screen 244 - Limited Purchase Note Text

```
 244 Limited Purch Note Text                                      05/20/09 08:48
                                                                  FY 2009 CC 02
 Screen:      Doc: L900016  Item: __0.0    C o m p l e t e d
                                                    Position at line: ___
   Line                  Description
   1            >>Note entered 08/11/08 BY HAINES, HALEY H.__
   2            TERM DATES: 9/1/08 - 8/31/09_________________
   3            _____________________________________________
   4            REFERENCE QUOTE #19304_______________________
   5            _____________________________________________
   6            >>Note entered 09/09/08 by LANCE, LONNIE L___
   7            INVOICE #1325200 IN THE AMOUNT OF $499.00.___
   8            _____________________________________________
   9            _____________________________________________
   10           _____________________________________________
   11           _____________________________________________
   12           _____________________________________________

                                                       Page (F/B/E): _


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

Basic Steps

- Advance to Screen 244.
- Type a valid limited purchase document number in the Action Line.
- Press <ENTER> to display existing document notes.
- Add or modify text in the available lines, as desired.
- Press <ENTER> to record the information.

Document Notes Entry Process

Enter Document Notes

When notes have been entered regarding the limited purchase, the top line will automatically show the enterer and the date the entry was made.

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 244. Entering an 'F' will scroll one page forward. Entering a 'B' will scroll one page backwards. Entering an 'E' will take you to the "end" of the document notes.

View Document Notes

When notes are attached to document items they may be viewed with the NOTES PF Key indicated at the bottom of certain screens. The document header and all items that have notes attached will display the word **"NOTE"** at the top of these screens.

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

Action Line

◆ **Doc:**	7 character/digits Enter the limited purchase document number to be modified.
Item:	4 digits Indicate the item number for the note.

Screen Information

Position at line:	3 digits Enter a line number to be positioned at the top of the screen.
Line:	3 digits Shows the line number of the description.
Description:	45 characters (99 lines) Type a complete description of your line item. **There is no word wrap feature.**
Page (F/B/E):	1 character To scroll through text lines, enter **F**orward, **B**ackward or **E**nd.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF7 **PItem**	**Previous Item** Go to the previous item.
PF8 **NItem**	**Next Item** Go to the next item.

Copy Your Limited Purchase Order

When you process similar orders over and over (i.e. general supplies), you may find it convenient to copy old limited purchase documents to new ones. Screen 245 allows you to retrieve a limited purchase order that you previously entered and copy its line items to an existing or newly created limited purchase order.

Screen 245 - Copy Limited Purchase Order to Limited Purchase Order

```
 245 Copy Limited Purchase to Limited Purch.                    05/20/09 09:23
                                                                FY 2009 CC 02
  Screen: ___ Doc: L939165 Item: _____   From Vendor: GATES EQUIPMENT COMPANY
                                         From Doc FY: 2009
       New    Doc: L0_____   FY: 2009   Cat.: LP   Dt: 05/20/2009
          or
     Existing Doc: _______
 ----------------------------------------------------------------------------
Header Screen: _
                                                                         Proc
Func Item   ----- Desc ------   Quantity     Unit Price   UOM   Ext. Price   Cd
  _    1.0  chairs, cherry wo       2.00       150.0000 EA          300.00
  _    2.0  broken chair            1.00       150.0000 EA          150.00  V
  _    3.0  super rollers           1.00        25.0000 BOX          25.00








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

Basic Steps

Copy Limited Purchase Items to a New Document

- Advance to Screen 245.
- Indicate the limited purchase order from which you wish to copy line items on the Action Line and press <ENTER>.
- Type the limited purchase document prefix followed by a zero (0) in the New Doc: field and press <ENTER>.
- Indicate whether or not you wish to advance to the limited purchase header (Screen 240) after copying items to the new document.
- Type a ‘C’ next to the item(s) you wish to copy to the new document.
- Press <ENTER> to create the new limited purchase order with the copied item information.

Copy Limited Purchase Items to an Existing Document

- Advance to Screen 245.
- Indicate the limited purchase order from which you wish to copy line items on the Action Line and press <ENTER>.
- Type the limited purchase order to which you would like to copy the line item(s).
- Indicate whether or not you wish to advance to the limited purchase header (Screen 240) after copying items to the specified document.
- Type a ‘C’ next to the item(s) you wish to copy to the specified document.
- Press <ENTER> to copy the line items to the document.

Document Copy Process

Automatic Limited Purchase Order Creation

FAMIS will automatically assign the seven character limited purchase order number. This is accomplished by entering the limited purchase prefix followed by a zero (0) in the Doc: field. Purchasing prefix values are set by the FAMIS Services Team using Screen 854. However, you may view these values using Screen 855. The newly assigned limited purchase order number will be displayed after all items have been successfully copied to the new document.

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

Action Line

◆	**Doc:**	7 character/digits Identify the limited purchase order number from which you wish to copy line item information.
	Item:	4 digits Indicate the item number to be positioned on the first line of the display.
	From Vendor:	25 characters Shows the name of the vendor from whom the items were purchased.
	From Doc FY:	4 digits Identifies the fiscal year in which the original limited purchase order was processed.
◆	**New Doc:**	7 character/digits Identify the limited purchase document prefix followed by a zero that instructs FAMIS to automatically assign a new document number.
	OR	
◆	**Existing Doc:**	7 character/digits Identify the existing limited purchase document number to which you wish to copy line item information.
◆	**FY:**	4 digits Indicate the fiscal year in which items are purchased. The field defaults to the current system fiscal year if left blank.
	Cat:	Help 2 characters Identify the document category that defines the accounting and receiving characteristics. This field defaults to LP for limited purchase orders.
	Dt:	8 digits Indicate the date the new document is created. Will default to the current system date if left blank.

Screen information

Header Screen: 1 character
Signify whether or not ('Y' or 'N') the system should take you to the header of the new document upon completion of the copy of line items.

Func: Help 1 character
Identify the function (i.e. copy line items) you wish perform on the selected line item(s).

Item: 5 digits
Indicates the number of the specified document line item.

Desc: 16 characters
Displays a short description of the line item to be copied.

Quantity: 7 digits
Identifies the purchase quantity of the specified line item.

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

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

Ext. Price: 11 digits
Reflects the total extended price of the item, as computed by the system.

Proc Cd: 1 character
Indicates the processing code showing whether or not the item has been transferred to another document.

Additional Functions

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

PF11
AdDpt
Additional Departments
Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this requisition.

Section IV
Exempt/Delegated
Purchase Information

Exempt/Delegated Purchases
Basic Concepts

An **exempt** purchase is a type of purchase where the merchandise or service is exempt from the Member or State of Texas purchasing requirements.

A **delegated** purchase is one where the 'delegation of authority' to purchase certain goods or services has been granted by the Member to a specific department.

Both types of purchases can only use specific object codes that are defined on Screen 306. The specific list of object codes is verified before the purchase document is closed.

For each exempt purchase entered into the system you will use the following screens:

235 Exempt/Delegated Purchase Header
236 Exempt Purchase Items
237 Exempt Purchase Close

Additional screens which may be used are:

233 Copy Exempt Purchase Order to Exempt Purchase Order
238 Exempt Purchase Flag Maintenance
239 Exempt Purchase Note Text

Information required to enter an exempt purchase consists of the following:

- **Department** for which this purchase is originating and any additional departments that may be splitting this purchase.

- **Vendor** if known prior to making the purchase. It will have to be supplied in order to close the document.

- **Reimburse ID** for the person who paid for the items and will receive the check generated for reimbursement.

- **User reference** which is a unique identifier assigned by your department for tracking this purchase.

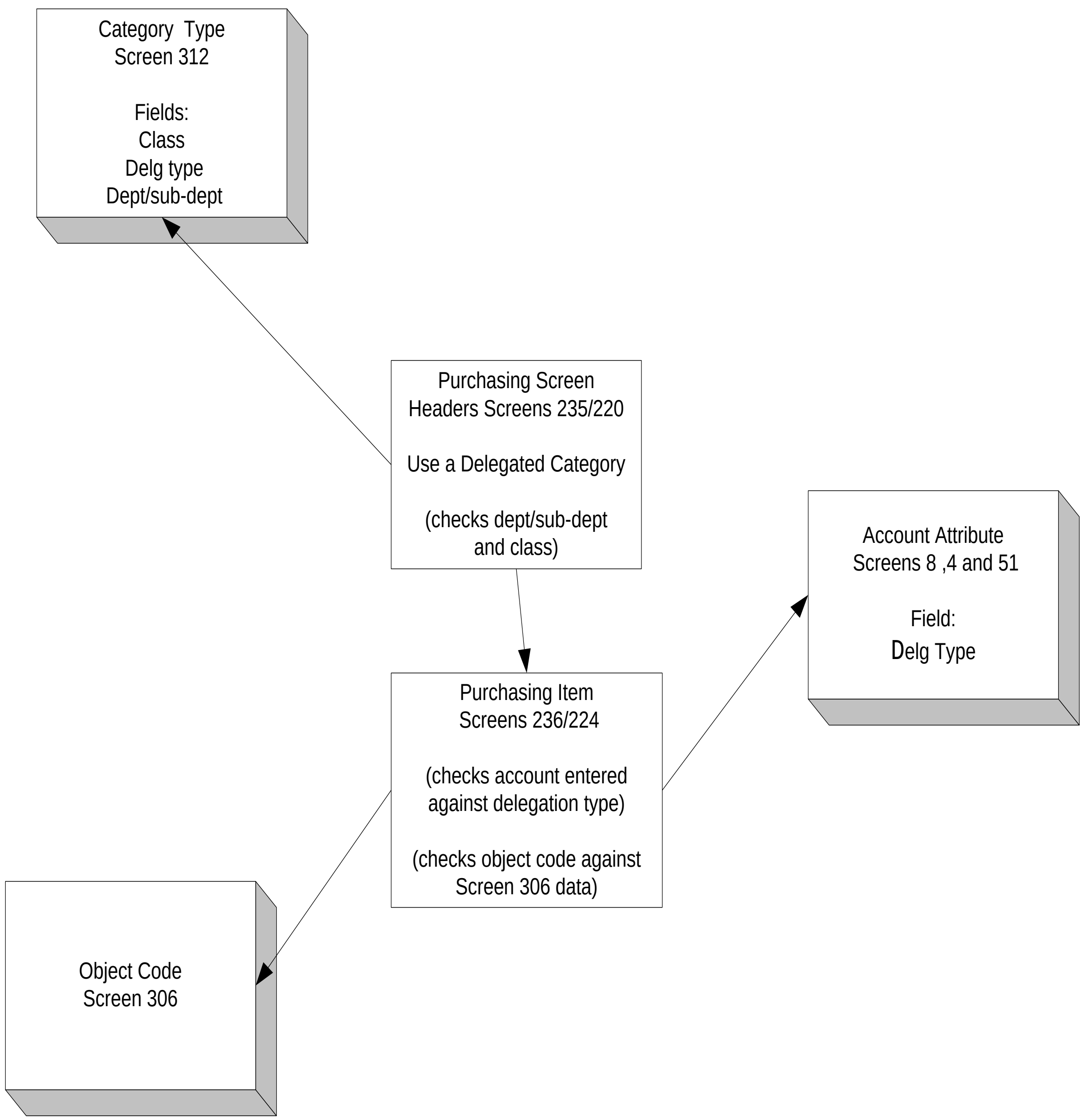
- **Address** for shipping and invoicing.

- All **accounts** that will be responsible for the purchase of the items.

Exempt/Delegated Purchases Setup

Delegated purchases may be entered on either the Exempt Purchasing Screens or the Purchase Order Screens. They are controlled by class (only P or E), department/subdepartment, account, object code and delegation type.

The following chart displays the connection of the various screens and fields that are used to create and execute a Delegated purchase.



When Purchase Orders are used for delegated purchases, the entity security for the user should be set up with a specific department. This ensures that the user is restricted by department and object codes that can be used. If the entity security is set up with a specific department the user cannot use non-delegated categories such as "RO" which do not limit the subcodes that can be used on a document.

In order to use delegated purchases, five fields must be set up on Screen 312. A new purchasing **document category** must be established by FAMIS personnel. The **document class**, the **delegation type**, and the **department** and **subdepartment** fields must be entered with the appropriate values. The subdepartment may be all asterisks ('*') to allow all subdepartments to use the category.

A separate category must be set up for each combination of class, department / subdepartment and delegation type.

Screen 312 – Document Category Maintenance

```
 312 Doc. Category Maintenance                                   05/20/09 09:19
                                                                  FY 2009 CC 02
 Screen: ___      Doc. Cat: UP

 Document Description: UNENCUMB - PHYS PL__

  * ------------------- * Processing Control Switches * ---------------- *
 Verify Account Numbers........... Y  Feed Requisitions to Accounting.. N
 Check Budget Balance............. N  Feed Encumbrances to Accounting.. N
 Check Commodity Code............. N  Perform 3-way Match.............. Y
 Delegation Type.................. C  Drop Flag........................ N

 Dept.... CONS_     Subdept.... *****  Class........................... P

 * ----------------------- * Tolerance Checking * ----------------------- *
Unit Price Control (UPC) $: __________    Ext. Price Control (XPC) $: ______
           *----- UPC CONTROL -----*     *----- XPC CONTROL -----*
            Unit Price  Ext. Price       Extended Price   Quantity
             Percent    Cap Amount          Percent       Percent
 Above (A): ______     ________           ______        ______
 Below (B): ______     ________           ______        ______
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help EHelp
```

You can place your cursor on the Doc. Cat: field, press PF2 and press <ENTER> to view a list of document categories:

Screen 312 – Doc. Category Pop-Up Window

```
|      Cat.      Description             Drop                        |
|  _    BE       BLANKET ENCUMBERED        N                         |
|  _    BO       REF. BLANKET ORDER        N                         |
|  _    BU       BLANKET UNENCUMBERED      N                         |
|  _    EP       EXEMPT PURCHASES          N                         |
|  _    LP       LIMITED PURCHASE          N                         |
|  _    MD       MASTER ORDER (DISC)       N                         |
|  _    MQ       MASTER ORDER (QTY)        N                         |
|  _    RO       REGULAR ORDERS            N                         |
|  X    UP       UNENCUMB - PHYS PL        N                         |
+--------------------------------------------------------------------+
```

The Class: field indicates the type of document. The class may be either E (exempt) or P (purchase order).

When a purchasing document is entered with a delegated category, the department/subdepartment will be checked against the Screen 312 data. If "*****' is entered in the subdepartment on Screen 312, any subdepartment for the specified department can be used.

A new delegation type field has been added to Screens 4, 8, and 51. If a delegation type exists on the category entered on the purchasing document, then all accounts on the document must match the delegation type on the document.

Screen 4 – GL Attributes 2

```
    004 GL Attributes 2                                            05/20/09 09:29
                                                                    FY 2009 CC 02
    Screen: ___ Account: 094001 ____         TGSLC-SLS-EFT
                                            ---Endowment Earnings Distribution---
   Element of Instit. Cost: ___ Sub-El: __   Acct: ______ _____ ____ Pct: ______
                Restricted: _                Acct: ______ _____ ____ Pct: ______
      Payroll Acct Analysis: ____            Acct: ______ _____ ____ Pct: ______
                Bond Issue: ________         Acct: ______ _____ ____ Pct: ______
    Accountant Responsible: 2uuuuuuu5        Acct: ______ _____ ____ Pct: ______
                 PRINCE, PAULA P                  ------ Subcode Edits ------
          Interest Exempt: _                           Low      High  Match
    Interest Exempt Reason: __                         1101     2099    N
           Interest GL Acct: ______                    2102     2999    N
           Capital Campaign: 1                         4000     4993    N
           Delegation Type: _                          4995     5993    N
                                                       5995     5999    N

   Comments: TO ESTABLISH AN ACCOUNT TO ADMINISTER TEXAS GUARANTEED______
             STUDENT LOAN CORPORATION FUNDS.  INTEREST WILL BE EARNED.___
             ____________________________________________________________
             ____________________________________________________________
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       Next
```

Screen 8 – SL Attributes 2

```
    008 SL Attributes 2                                            05/20/09 09:35
                                                                    FY 2009 CC 02
    Screen: ___  Account: 270190 ____ MAINTENANCE & REPAIR DEPARTMENT

        Element of Cost: ___  Sub-El: __      Foreign Tvl: 5    Gen Exp Bud: _
        Effort Category: USVC_                Rev Pledged: _     Restricted: _
        Salary Sav. Dist: ______ _____ ____  Pyrl Acct Anal: 5012   Delg Type: C
   Fac Salary Sav. Dist: ______ _____ ____     Int Exempt: _ Int Exe Reason: __
   Fac Savings Form 500: ______ _____ ____   Interest Acct: ______ _____
  Grad Savings Form 500: ______ _____ ____     Obj Trans   --- Subcode Edits ---
             Bond Issue: ________              Cat Type     Low     High   Match
            Budget Sort: ______      Cost Ref 1:  _    _    ____    ____     _
        Gift Fee Exempt: _           Cost Ref 2:  _    _    ____    ____     _
          A/R  Clerk Cd: __       Cap. Campaign:  8         ____    ____     _
  GCP/Constr.Proj: __________                                ____    ____     _
  Accountant Resp: 8uuuuuuu9  GRANT, GEORGE G                ____    ____     _
   Title to Equip: ________________________________________
  Comments: TO ACCOUNT FOR INCOME AND EXPENSES._________________________
            ____________________________________________________________
            ____________________________________________________________
            ____________________________________________________________
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       Next  CAcct
```

A program has been written to set the delegation type on the accounts. This program will set the type based on department and sub-department. A range of accounts may also be specified. The program name is XXFGDLG. It can be run for GLs, SLs and SAs.

The delegation type is a one character field. The user entering a document is not required to enter the delegation type. The only thing required by the enterer is the document category. The delegation type may be determined by each agency. These codes are set up by the FAMIS team on Screen 899 (table IAFRS-FG-FS-DELG-TYPE). Some options might be:

C = Physical Plant Construction
F = Food Services
G = Graphic Services
L = Library
P = Printing Center

Screen 306 has been changed to allow object codes to be specified for a delegation type. Account controls as well as object codes can be specified on Screen 306. Only the object codes/account controls defined on Screen 306 for the delegation type can be entered on a document if a special delegated category is entered. The current Exempt codes are viewable by typing 'E' in the "Exempt/Delg" field.

Screen 306 – Maintain Exempt/Delegation Type Object Code Table

```
 306 Maintain Exempt/Delegation Type Object Code Table          05/20/09 10:40
                                                                 FY 2009 CC 02
 Screen: ___        Acct Type: SL        Exempt/Delg: E

           Low     High
 Func      Obj     Obj                   Description
   _      0290    0292      PRIVATE GIFTS - VARIOUS___________________________
   _      0688    0688      COMPONENT PATENT INCOME___________________________
   _      1900    1990      EXEMPT - BENEFITS_________________________________
   _      3010    3420      EXEMPT - TRAVEL___________________________________
   _      4015    4015      EXEMPT - SUPPLIES FOOD SERVICES/SOFC ONLY_________
   _      4017    4017      SOFC - OFFICE SUPPLIES____________________________
   _      4025    4025      DIRECT PUBS ONLY - SUBS, PERIODICALS, & INFO SYS__
   _      4045    4045      TAMU PHARMACY ONLY - MEDICAL SUPPLIES_____________
   _      5010    5035      EXEMPT - UTILITIES________________________________
   _      5115    5116      EXEMPT - TEL-MO CHARGES___________________________
   _      5135    5135      EXEMPT - TEL-DEDICATED DATA CIRCUIT_______________
   _      5145    5145      EXEMPT - TEL-CENTREX______________________________
   _      5150    5150      EXEMPT - TEX-AN___________________________________
   _      5210    5211      EXEMPT - MEMBERSHIP DUES__________________________
   ********** More Data -- Press <ENTER> to View
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Screen 306 – Maintain Exempt/Delegation Type Object Code Table

```
   306 Maintain Exempt/Delegation Type Object Code Table          05/20/09 10:41
                                                                  FY 2009 CC 02
   Screen: ___        Acct Type: SL      Exempt/Delg: C

                 Low     High
   Func          Obj     Obj                   Description
     _          5450    5451     ARCH. AND ENG. SERVICES___________________________
     _          6930    6930     SRVS RESOLD TO DEPT-PHYS PLANT ONLY_______________
     _          8711    8733     C.I.P_____________________________________________
     _          ____    ____     __________________________________________________
     _          ____    ____     __________________________________________________
     _          ____    ____     __________________________________________________
     _          ____    ____     __________________________________________________
     _          ____    ____     __________________________________________________
     _          ____    ____     __________________________________________________
     _          ____    ____     __________________________________________________
     _          ____    ____     __________________________________________________
     _          ____    ____     __________________________________________________
     _          ____    ____     __________________________________________________
     _          ____    ____     __________________________________________________
               **** End of Data ****
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

PF2 Key used on Exempt/Delg: field

```
+------------------------------------------------+
|                                                |
|    *** D I C T I O N A R Y - H E L P ***       |
|                                                |
|  M  VALUES MEANING                             |
|  -  -----  ---------------------------------- |
|  _  BLANK  NO DELEGATION TYPE                  |
|  _  C      CONSTRUCT/ PHPL                     |
|  _  F      FOOD SERVICES                       |
|  _  G      GRAPHIC SERVICES                    |
|  _  L      LIBRARY                             |
|                                                |
|   Select a Value or Press <PF4> to Quit        |
+------------------------------------------------+
```

Exempt/Delegated Purchase Headers

An exempt/delegated purchase order is entered on Screen 235 to capture information that pertains to the purchase of merchandise that is either exempt from Member and GSC purchasing requirements or where the purchasing authority has been delegated to the department.

General information that pertains to the entire purchase such as the category, all departments, the vendor, and the ship to/invoice to addresses will be found on this screen.

Screen 235 – Exempt/Delegated Header

```
   235 Exempt/Delegated Header                                 05/20/09 09:43
                                                               FY 2009  CC 02
   Screen: ___  Doc: E920139            I n   P r o c e s s
            Doc Year: 2009   Order Date: 03/05/2009        Cat.: EP  State:
                Dept: CVEN_     Subdept: _____         Total Amt:

    Doc Summary: BATTERY FOR STUDENT SERVER________________________
         Vendor: 1vvvvvvvvv2 MICRO PC SALES                 LDT Cd: __
   Reimburse ID: ___________                                   FOB: __
       User Ref: 225480-00094__                   All Items Received: N
                                                     Date Received: __________
  Ship To        Address Nbr: 503          Invoice To       Address Nbr: 599
  Name: CIVIL ENGINEERING DEPT________     Name: CIVIL ENGINEERING BUSINESS OFF
  Addr: ROOM 100F CIVIL LAB BUILDING__     Addr: CE/TTI TOWER- RM 111__________
        ______________________________           ______________________________
        3136 TAMU_____________________           3136 TAMU_____________________
        ______________________________           ______________________________
  City: COLLEGE STATION_____ State: TX     City: COLLEGE STATION_____ State: TX
   Zip: 778453136   Country: ___            Zip: 778433136   Country: ___
 Phone: ____________ Fax: ____________    Phone: ____________ Fax: ____________

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

Doc Year is required if ‘Y’ is entered in the All Items Received: field.

Basic Steps

Create a New Exempt/Delegated Purchase Header

- Advance to Screen 235, type a document prefix followed by zero in the Doc: field on the Action Line and press <ENTER>.
- Enter the department, document summary, and user reference.
- Indicate whether or not the purchase items have been received, the date they arrived (if they have been received), as well as the ship to and invoice to addresses.
- Type additional information in the available fields, as desired, and press <ENTER> to record the purchase information.
- If all information has been successfully entered, the **system-assigned exempt/delegated purchase order number** will be displayed on the Action Line.

Modify an Existing Exempt/Delegated Purchase Header

The document must be open to make any changes.

- Advance to Screen 235, type a valid exempt/delegated purchase order number in Doc: field on the Action Line and press <ENTER>.
- Enter valid data in the available fields, as desired, and press <ENTER> to record the information.

Exempt/Delegated Purchase Creation Process

When to Create an Exempt/Delegated Purchase Order

Exempt/delegated purchase orders are created in order to record the purchase of merchandise that is exempt from TAMU and State of Texas (GSC) purchasing requirements. Purchase of exempt items is signified by the use of Exempt Object Codes. These codes are recorded on Screen 306. See below for a sample list of exempt object codes and their description, as displayed on Screen 306.

Type "GL" or "SL" in the Acct Type: field to view codes for the desired account type.

Screen 306 – Maintain Exempt/Delegation Type Object Code Table

```
  306 Maintain Exempt/Delegation Type Object Code Table        05/20/09 10:56
                                                                FY 2009 CC 02
  Screen: ___       Acct Type: SL     Exempt/Delg: E

            Low     High
  Func      Obj     Obj                      Description
    _      0290     0292     PRIVATE GIFTS - VARIOUS___________________________
    _      0688     0688     COMPONENT PATENT INCOME___________________________
    _      1900     1990     EXEMPT - BENEFITS_________________________________
    _      3010     3420     EXEMPT - TRAVEL___________________________________
    _      4015     4015     EXEMPT - SUPPLIES FOOD SERVICES/SOFC ONLY_________
    _      4017     4017     SOFC - OFFICE SUPPLIES____________________________
    _      4025     4025     DIRECT PUBS ONLY - SUBS, PERIODICALS, & INFO SYS__
    _      4045     4045     TAMU PHARMACY ONLY - MEDICAL SUPPLIES_____________
    _      5010     5035     EXEMPT - UTILITIES________________________________
    _      5115     5116     EXEMPT - TEL-MO CHARGES___________________________
    _      5135     5135     EXEMPT - TEL-DEDICATED DATA CIRCUIT_______________
    _      5145     5145     EXEMPT - TEL-CENTREX______________________________
    _      5150     5150     EXEMPT - TEX-AN___________________________________
    _      5210     5211     EXEMPT - MEMBERSHIP DUES__________________________
    ********** More Data -- Press <ENTER> to View
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Create Exempt/Delegated Purchase Order Document Numbers

Type a document prefix (usually an **"E,"** the abbreviation for exempt purchase) followed by a **zero** and then press <ENTER> to have the system automatically assign a document number. You may also manually assign the number using the following format (xxxxnnn), where "xxxx" represents the first department on the document and "nnn" is a sequentially assigned number logged by the department.

At least one department is required to create an exempt purchase document.

A pop-up window requesting departments and sub-departments will then be displayed. Type all Departments/Sub-Departments that will have accounts on this document. Press <PF4> to exit this pop-up window.

Department/Sub-Department Pop-Up Window

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

Once the system has returned to the exempt purchase header screen you will receive the message **"Document number will be created automatically"** above the Action Line.

Before you can close your exempt purchase order, the primary department must be entered for each account on the document.

Vendor Information

Vendor search and selection is available for all vendor ID numbers. If the vendor ID is unknown, enter an asterisk (*) in the Vendor: field and press <ENTER> to access a pop-up window. This window will display a list of vendors and their ID numbers. Type an 'X' next to the desired vendor and press <ENTER> to select the vendor and return to Screen 235. Press PF4 if you wish to return to Screen 236 without selecting a vendor. The vendor is not required to create a new exempt purchase order, but it must be entered before the document may be closed.

LDT Codes

Legal Descriptive Text (LDT) codes specify certain attributes of the purchase as a whole. Type a question mark (?) in the LDT Cd: field and press <ENTER> to access a pop-up window with a complete list of valid codes. Type an 'X' next to the code to be applied to the purchase and press <ENTER> to select the code and return to Screen 235. Press PF4 to return to Screen 235 without selecting a code.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the exempt/delegated purchase order document number to be created/modified.

Screen Information

Doc. Year: 4 digits
Indicate the fiscal year the document was created. (**NOTE:** This field always defaults to the current system fiscal year.)

◆ **Order Date:** 8 digits
The date the limited purchase is made. This can be modified once a date is entered. A future date in this field is not allowed.

Cat: 2 characters
Identify the document category which is used to define the accounting and receiving characteristics of the exempt/delegated purchase document. It will be filled in automatically by the system.

State: 1 character
'Y' indicates a State account is used for this purchase.

◆ **Dept:** Help 5 characters
Indicate the department for the primary account responsible for the purchase.

SubDept: Help 5 characters
Indicate the sub-department for the primary account responsible for the purchase.

Total Amt: 15 digits
Displays the total dollar amount of all items that have been added to this document. This field is blank until items are entered against this document.

◆ **Doc Summary:** 50 characters
Include a brief description of the entire purchase.

Vendor: 11 digits
Indicate the FAMIS vendor identification number.

LDT Cd: Help 2 characters
Include the Legal Descriptive Text codes used to identify any special instructions that need to be added to the purchase.

Reimburse ID: 11 digits
Identify the vendor ID number to whom the reimbursement check should be made out, if the items were paid for at the time of purchase.

FOB: Help 2 characters
Indicate the freight code defining conditions by which purchased goods will be transported/delivered.

◆ **User Ref:** 14 digits
Identify the user reference number which is used to indicate the subsidiary ledger (SL) account number used for the purchase followed by the departmental reference number.

◆ **All Items Received:** 1 character
Indicate whether or not ('Y' or 'N') all items purchased have been received.

Date Received: 8 digits
Identify the date the items purchased were received. ***(Required if 'Y' is entered in All Items Received: field.)***

Ship To

◆ **Address Nbr:** Help 3 digits
Indicate the code which identifies the address to which items purchased will be delivered.

◆ **Name:** 30 characters
Identify the department to which items purchased will be delivered. ***This will be filled in automatically if an "Address Nbr" is specified.***

◆ **Addr:** 120 characters/digits
Type the street address to which items purchased will be delivered. ***This will be filled in automatically if an "Address Nbr" is specified.***

◆ **City:** 20 characters
Indicate the city to which items purchased will be delivered. ***This will be filled in automatically if an "Address Nbr" is specified.***

◆ **State:** 2 characters
Enter the state to which items purchased will be delivered. ***This will be filled in automatically if an "Address Nbr" is specified.***

◆ **Zip:** 9 digits
Identify the zip code to which items purchased will be delivered. ***This will be filled in automatically if an "Address Nbr" is specified.***

◆ **Country:** 3 characters
If shipment is to be made outside the United States, enter the country code. ***This will be filled in automatically if an "Address Nbr" is specified.***

Phone: 12 digits
Include the phone number for the contact person at the address where items are being shipped. ***This will be filled in automatically if an "Address Nbr" is specified.***

Fax: 12 characters
Enter the fax number for the contact person at the address where items are being shipped. ***This will be filled in automatically if an "Address Nbr" is specified.***

Invoice To

◆ **Address Nbr:** Help 3 digits
Include the code which identifies the address to which items purchased will be billed. ***This will be filled in automatically if an "Address Nbr" is specified.***

◆ **Name:** 30 characters
Enter the name of the department to which items purchased will be billed. ***This will be filled in automatically if an "Address Nbr" is specified.***

◆ **Addr:** 120 characters/digits
Identify the street address to which items purchased will be billed. ***This will be filled in automatically if an "Address Nbr" is specified.***

◆ **City:** 20 characters
Indicate the city to which items purchased will be billed. ***This will be filled in automatically if an "Address Nbr" is specified.***

◆ **State:** 2 characters
Enter the state to which the invoice will be sent. ***This will be filled in automatically if an "Address Nbr" is specified.***

◆ **Zip:** 9 digits
Identify the zip code for the invoice address. ***This will be filled in automatically if an "Address Nbr" is specified.***

◆ **Country:** 3 characters
If invoice is sent to an address outside the United States, enter the country code. ***This will be filled in automatically if an "Address Nbr" is specified.***

Phone: 12 digits
Include the phone number for the contact person at the billing address. ***This will be filled in automatically if an "Address Nbr" is specified.***

Fax: 12 characters
Enter the fax number for the contact person at the billing address. ***This will be filled in automatically if an "Address Nbr" is specified.***

Additional Functions

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

PF8 **Address**
ADDR Displays vendor's address and additional vendor information.

PF5 **Next**	**Next** Advances to the next screen.
PF9 **Notes**	**Notes (Document Notes)** Used to enter free-form notes about the purchase. These are on-line reference notes regarding the document. They will not be printed.
PF11 **AdDpt**	**Additional Departments** Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this document.

Create/Modify Exempt Purchase Items

Screen 236 is used to enter information for each item on the exempt purchase document. This screen is also used to make any necessary changes on the items purchase. Use the PF keys at the bottom of this screen to view additional information about the exempt purchase item.

Screen 236 - Exempt Purchase Item

```
   236 Exempt Purchase Item                                      05/20/09 09:45
                     OAKLAND DAIRY                                FY 2009 CC 02
   Screen: ___  Doc: E920156  Item: 1.0__
                                                Unit                 Ext.
  Item  St       Account         Qty.      UOM      Price    --Disc.--  Price
    1.0 CO 300210 00000 6912   1.00______ LOT_ 168.4500_____ _ ______     168.45
       Comm: _______________ Desc: DUNCAN FOOD__________________________________
       Part: _______________       03/04/09  #60059477__________________________
       Proc cd: _ St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _

    2.0 CO 300210 00000 6912   1.00______ LOT_ 466.9200_____ _ ______     466.92
       Comm: _______________ Desc: DUNCAN FOOD__________________________________
       Part: _______________       03/03/09  #60059474__________________________
       Proc cd: _ St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _

    3.0 CO 300210 00000 6912   1.00______ LOT_ 514.6500_____ _ ______     514.65
       Comm: _______________ Desc: DUNCAN FOOD__________________________________
       Part: _______________       03/02/09  #60059468__________________________
       Proc cd: _ St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _
 Page (F/B): _                                   Document Total:        2163.60

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next  IDesc Bkwd  Frwd        CAcct MAcct Warns
```

Basic Steps

- Advance to Screen 236.
- Type a valid exempt purchase order number in the Doc: field on the Action Line.
- Press <ENTER> to display existing line item information.
- Enter a valid account number, support account number (if used) and object code.
- Enter a valid quantity, unit of measure, unit price, and line item description.
- Enter additional information in the available fields, as desired.
- You may search for the desired commodity code by typing a question mark (?), at least three alpha characters, or surround the commodity name with asterisks (i.e. *PAPER*).
- Press <ENTER> to record the line item information.

Line Item Process

Line Item Entry

Documents may have up to 900.0 items. The item number will default to **1.0** when the document is being created. FAMIS automatically increments the item number by one for each additional item you need to enter on the document. Use the decimal position of the item number to represent a **text only** item for the document.

Multiple Accounts

When payment of an item is split across several accounts, each account must be entered for that item. Up to 40 accounts may be specified for an item by using <PF11> to access an additional pop-up window.

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

Change the Document

Closing a document encumbers the estimated amount. The document may be reopened using Screen 237 once the purchase is made so that adjustments can be made. The vendor may also be changed at this time. When the document is closed again, any changes to amounts will adjust the encumbrances from a previous close.

Inventory Part Number

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

The inventory part number is based on the first department on the exempt purchase document. Departments may use Screen 234 to set up inventory part numbers. When the part number is entered on Screen 236 its description will automatically be filled in by the system.

Screen 234 – Part Description Maintenance

```
   234 Part Description Maintenance                              05/20/09 09:50
                                                                  FY 2009 CC 02
   Screen: ___    Dept: CHEM_    Part Nbr: AX0073-9_______
                                                      Delete: _

   Text:  175-13-30004-0, ACETIC ACID, GLACIAL, 2.5L___
          6/CS________________________________________
          AX0073-9____________________________________
          ____________________________________________



         *   Please enter text in UPPER and LOWER case.


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

TIBH (Texas Industries for the Blind and Handicapped)

The TIBH field is used to indicate the reason that TIBH was or was not used as the vendor for the bid/purchase. This field is optional unless it is set to be required on a campus by campus basis. If the TIBH flag is set, the TIBH field is required on both Screen 224 and Screen 241. The field is also available on Exempt Documents (Screen 236), but it is not required even if the TIBH required flag is set.

TIBH reporting must be done on the commodity code level.

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

Action Line

◆	**Doc:**	7 character/digits Identify the exempt purchase document number to add or modify line item information.
◆	**Item:**	4 digits Type the item number to be created or modified.

Screen Information

	Item:	3 digits Shows the line item number assigned.
	St:	3 characters Indicates the status of the specified item.
◆	**Account:**	15 digits Identify the account number (subsidiary ledger + support account + object code) responsible for payment of the specified line item.
◆	**Qty.:**	10 digits Indicate the purchase quantity of the specified line item.
◆	**UOM:**	Help 4 characters Identify the Unit of Measure for the specified line item to be printed on the purchase order.
◆	**Unit Price:**	16 digits Indicate the estimated dollar amount to be paid per unit of measure.
	Disc.:	Help 1 character/6 digits Identify whether the discount entered is a dollar amount (D) or a percentage (P) followed by the amount of the discount to be taken for the specified line item.
	Ext. Price:	16 digits Displays the total item extended amount calculated by the system.
	Comm:	Help 15 digits Include the commodity code for classifying goods and services.
◆	**Desc:**	2 lines (45 characters each) Identify a detailed description of the specified line item.
	Part:	Help 15 digits Include the part number that is used to define specific items within a department's inventory.

Proc cd: Help 1 character
Identify the processing code which indicates whether or not the item needs special processing (i.e.: vendor discount, trade in, no charge).

St: 1 character
'Y' indicates State funds were used for purchase.

Cost Ref 1, 2, 3: 7 characters/digits
Enter the user-defined cost accounting reference number. This reference number is used to provide additional details about the processing of the selected line item.

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

Page (F/B): 1 character
Indicate whether to scroll forward (F) or backwards (B) one page through the line items.

Document Total: 16 digits
Shows total dollar amount of all line items.

Additional Functions

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

PF5 Next — **Next**
Advances to the next screen (Screen 237) to close the document.

PF6 IDesc — **Item Description**
Place cursor on an item and press this key to view extended item description.

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

PF11 MAcct — **Multiple Account**
Provides a pop-up window to continue adding multiple accounts, support accounts or expense object codes to the document.

PF12 Warns — **Warnings**
Displays any FAMIS warnings.

Close an Exempt Purchase Order

You should close your exempt purchase document after all required information has been successfully entered to prevent changes from being inadvertently added. Closing your document will also encumber the necessary funds.

> It is possible to close and reopen a document as many times as necessary in order to make changes, providing the exempt purchase document has not entered the routing and approval system of FAMIS.

Screen 237 - Exempt Purchase Close

```
   237 Exempt Purchase Close                                          05/20/09 09:52
                                                                      FY 2009  CC 02
   Screen: ___  Doc: E920456            I n   P r o c e s s


                     Close Document: _


    =========================================================================


      Doc Summary: AUSTIN, TX. 2/18-2/20/2009. LAWRENCE, LOUISE
         Doc Year: 2009    Doc Date: 02/18/2009      Cat: EP  State:
             Dept: EPSY    Sub Dept:           Total Amt: 108.68

         Vendor: 2vvvvvvvvv0 LOUISE*LAWRENCE                 LDT Cd:
   Reimburse Id:                                                FOB:
       User Ref: 250662-0001                      All Items Received: Y
                                                       Date Received: 02/20/2009



 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next  Item  Route Recal                    Warns
```

Basic Steps

- Advance to Screen 237.
- Type a valid exempt purchase document number on the Action Line.
- Press <ENTER> to display existing document information.
- Set the Close Document: flag to 'Y' and press <ENTER>. If all required information has been properly entered, the message "Document closed successfully" will appear in the message line.
- Type 'Y' to submit to routing and approval.

Exempt Purchase Close Process

<u>Encumbrance Process</u>

Closing the document generates encumbrances which set aside funds to pay for the purchase. All documents, except those which set up a blanket order, are encumbered. The encumbrances are established using the 7-digit document ID created when the exempt purchase is entered. The User Reference number entered on the header of the exempt purchase will be transferred to the encumbrances. The encumbrances may be viewed on Screens 20, 21, 22, and 26.

Change the Document

Closing a document encumbers the estimated amount. The document may be reopened using Screen 238 once the purchase is made so that adjustments can be made. The vendor may also be changed at this time. When the document is closed again, any changes to amounts will adjust the encumbrances from a previous close.

You may open and close, or reopen and close your document, as many times as is necessary before you send it into the Routing and Approval system of FAMIS. But you may need to make changes to it after it has already been sent into routing. For example, you may need to change an account object code on a document after you have closed it and sent it into routing. However, before you can make those changes, you must remove the document from the routing system. To do this, you should:

- Advance to Screen 912 (your document Out-Box).
- Locate the document you would like to reopen and type an 'X' next to it.
- Press PF5 to recall the document from the Routing and Approval system.
- Advance to Screen 238 to reopen the document.

Route the Document

A closed document may be submitted to the routing and approval process by pressing the PF7 key.

If the document is submitted for routing after it is closed, it cannot be reopened without recalling the document from routing (see instructions on recalling a document).

Rejected Documents

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

1. Select the document by typing an 'X' next to it in your In-Box and press the PF8 (Sel) key.
2. When the Purchasing Document Cover Sheet pop-up window appears, type 'NOT' in the Action: field to display the routing notes that explain the reason for the rejection.
3. Reopen the document on Screen 238 by setting the Reopen Document flag to 'Y' and press <ENTER>.
4. Make the necessary changes using Screens 235 to 239.
5. Finally, advance to Screen 237 to close and re-route the document.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the exempt purchase document number to be closed.

◆ **Close Document:** 1 character
Indicate if ('Y' or 'N') the selected document should be closed.

Screen Information

Doc Summary: 50 characters
Shows a brief description of the entire purchase.

Doc Year: 4 digits
Indicates fiscal year the document was created.

Doc Date: 6 digits
Indicates the date on which the purchase was entered into the system.

Cat: 2 characters
Displays the category which is used to define the accounting and receiving characteristics of the document.

State: 1 character
Indicates whether or not ('Y' or 'N') State funds were used for this purchase.

Dept: 5 characters
Indicates the department for the primary account responsible for the purchase.

Sub Dept: 5 characters
Indicates the sub-department for the primary account responsible for the purchase.

Total Amt: 15 digits
Displays the total dollar amount of all items that have been entered.

Vendor: 11 digits/30 characters
Identifies the FAMIS identification number and name for the vendor associated with the purchase.

LDT Cd: 2 characters
Represents the Legal Descriptive Text Codes which are used to indicate any special instructions that need to be added to the purchase.

Reimburse Id: 11 digits
Identifies the vendor ID number to whom the reimbursement check should be made out, if the items were paid for at the time of purchase.

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

User Ref: 14 digits
Displays the User Reference number which identifies the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.

All Items Received: 1 character
Indicates whether or not ('Y' or 'N') all items purchased have been received.

Date Received: 8 digits
Displays the date the items purchased were received. This date is required.

Additional Functions

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

PF5 **Next**
Next Advances to the next screen (Screen 235).

PF6 **Item**
Item Displays a list of all items entered on the exempt purchase document.

PF7 **Route the Document**
Route Submits the document through the Routing and Approval system in order to be paid.

PF8 **Recall the Document**
Recal Select this PF key to recall the document for further processing.

PF12 **Warnings**
Warns Identifies any FAMIS warnings.

Set/Reset Exempt Purchase Flags

Maintenance to an exempt purchase document or items on an exempt purchase document is performed using Screen 238. A document may be canceled/deleted, frozen, or reopened. Specific items or all items on an exempt purchase document may also be deleted using this screen.

Screen 238 - Exempt Purchase Flag Maintenance

```
238 EP Flag Maintenance          ROGER R*RHIME                05/20/09 09:57
                                                               FY 2009 CC 02
Screen: ___ Doc: E920747                        D e l e t e d


              Cancel / Delete Document: Y

                       Freeze Document: N

                       Reopen Document: N

                      Delete all Items: Y

            Delete/Undelete Item: _____  thru Item: _____

Completing a document finalizes it and liquidates all encumbrances
This process CANNOT be reversed.  Do NOT complete a document unless
you are certain that no invoicing or receiving will be done in the future

                           Complete PO  N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                    Track CnclR Accts Extnd Items Warns
```

If a document is cancelled or uncancelled, you must enter a reason in the pop-up window provided.

```
+-------------------------------------------------------------------------+
|                                                                         |
|                                                                         |
|   Cancel/Delete Reason: SHOULD BE AN L DOC______________________        |
|                         ________________________________________        |
|                                                                         |
+-------------------------------------------------------------------------+
```

Basic Steps

- Advance to Screen 238.
- Type a valid exempt purchase document number on the Action Line.
- Press <ENTER> to display current flag settings.
- Modify flags as necessary.
- Press <ENTER> to record exempt purchase flag changes.

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

Action Line

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

Screen Information

- **Cancel / Delete Document:** 1 character
  Indicate ('Y' or 'N') if the document should be removed from the system.

- **Freeze Document:** 1 character
  Indicate ('Y' or 'N') if the document should be restricted from further activity.

- **Reopen Document:** 1 character
  Identify ('Y' or 'N') if a document that has been closed should be returned to an open status so that additions and modifications may be processed.

- **Delete all Items:** 1 character
  Indicate ('Y' or 'N') if all items from the specified document should be marked for deletion by the system.

- **Delete/Undelete Item:** 5 digits
  Identify line item, or first item in a range of items you wish to delete/undelete.

- **thru Item:** 5 digits
  Enter the specific line item, or the last item in a range of items, on the document you wish to delete/undelete.

  > If you are deleting a single item, type the same number in this field as you entered in the previous field.

- **Complete PO:** 1 character
  Indicate ('Y' or 'N') if a document status should be changed to complete.

  > Completing a document finalizes it and liquidates all encumbrances. It may not be reopened after it has been completed.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF7 **Track**	**Track** Displays the routing history of the selected document.
PF8 **CnclR**	**Cancel/Delete Reason** Enter the reason for canceling or deleting a document is required.
PF9 **Accts**	**Accounts** Displays the accounts distribution used on the document.
PF10 **Extnd**	**Document Header Extended Information** Shows the extended document header data.
PF11 **Items**	**Document Items** Displays a list of the items on the document.
PF12 **Warns**	**Warnings** Identifies any FAMIS warnings.

Enter Notes to an Exempt Purchase

You may enter informational notes about your exempt purchase document using Screen 239. With this screen, you may type as many as ninety-nine lines of notes on an open or closed document.

To view the document header notes, type "0.0" in the Item: field.

Text is entered without a wrap-around feature. To prevent a word being split between two lines, use the TAB key to advance to the next available text line.

Screen 239 - Exempt Purchase Note Text

```
 239 Exempt Purch Note Text                                        05/20/09 09:59
                                                                    FY 2009 CC 02
 Screen: ___  Doc: E920770  Item: __0.0    C o m p l e t e d
                                                   Position at line: ___
   Line                      Description
   1            >>Note entered 03/11/09 BY KHARAN, KAY_______
   2            KYLE KENT, THE DIRECTOR OF STUDENT___________
   3            TEACHING TRAVELED TO VARIOUS SCHOOL DISTRICTS
   4            (BRYAN, SNOOK, ROANOKE, SOUTHLAKE, BEDFORD)__
   5            TO MONITOR THE STUDENT TEACHING SUPERVISORS._
   6            BENEFIT TO TAMU: SUPERVISION OF SUPERVISING__
   7            TEACHERS IN "SUPERVISED STUDENT TEACHING"____
   8            FIELD BASED COURSES._________________________
   9            MILEAGE REPORT ATTACHED______________________
   10           TOTAL OF MILEAGE: 455.9 MILES________________
   11           _____________________________________________
   12           _____________________________________________

                                                          Page (F/B/E): _


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

Basic Steps

- Advance to Screen 239.
- Type a valid exempt purchase document number in the Doc: field on the Action Line.
- Type the item number in the Item: field. Enter '0.0' to view the document header notes.
- Press <ENTER> to display existing document notes.
- Add or modify text in the available lines, as desired, and press <ENTER> to record the information.

Document Notes Entry Process

Enter Document Notes

When notes have been entered regarding the exempt purchase, the top line will automatically show the enterer and the date the entry was made.

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 239. Entering an 'F' will scroll one page forward. Entering a 'B' will scroll one page backwards. Entering an 'E' will take you to the "end" of the document notes.

View Document Notes

When notes are attached to document items they may be viewed with the NOTES PF Key indicated at the bottom of certain screens. The document header and all items that have notes attached will display the word **"NOTE"** at the top of these screens.

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

Action Line

◆	**Doc:**	7 character/digits Enter the exempt purchase document number.
	Item:	4 digits Indicate the item number to attach the note.

Screen Information

Position at line:	3 digits Enter which line of text to position at the top.
Line:	2 digits Shows line number for each line of description.
Description:	45 characters (99 lines) Enter desired notes to be included on document.
Page (F/B/E)	1 character Indicate whether to scroll forward, (F) or backward (B), or scroll to the end (E) of notes.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF7 **PItem**	**Previous Item** Go to previous line item.
PF8 **NItem**	**Next Item** Go to next line item.

Copy Your Exempt Purchase Order

When you process similar orders over and over (i.e. general supplies), you may find it convenient to copy old exempt purchase documents to new ones. Screen 233 allows you to retrieve an exempt purchase order that you previously entered and copy its line items to an existing or newly created exempt purchase order.

Screen 233 - Copy Exempt Purchase to Exempt Purchase

```
  233 Copy Exempt Purchase to Exempt Purchase                     05/20/09 10:06
                                                                   FY 2009 CC 02
   Screen: ___ Doc: E920778 Item: _____   From Vendor: PAMELA P*PRINCE
                                          From Doc FY: 2009
        New    Doc: E0_____   FY: 2009   Cat.: EP   Dt: 05/20/2009
           or
      Existing Doc: _______
  ------------------------------------------------------------------------------
 Header Screen: _
                                                                            Proc
 Func Item   ----- Desc ------   Quantity     Unit Price   UOM   Ext. Price   Cd
   _    1.0  FOOD                     1.00         14.3800 LOT          14.38

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

Basic Steps

Copy Exempt Purchase Items to a New Document

- Advance to Screen 233.
- Indicate the exempt purchase order from which you wish to copy line items on the Action Line and press <ENTER>.
- Type the exempt purchase document prefix followed by a zero (0) in the New Doc: field and press <ENTER>.
- Indicate whether or not you wish to advance to the exempt purchase header (Screen 235) after copying items to the new document.
- Type a ‘C’ next to the item(s) you wish to copy to the new document.
- Press <ENTER> to create the new exempt purchase order with the copied item information.

Copy Exempt Purchase Items to an Existing Document

- Advance to Screen 233.
- Indicate the exempt purchase order from which you wish to copy line items on the Action Line and press <ENTER>.
- Type the exempt purchase order to which you would like to copy the item(s).
- Indicate whether or not you wish to advance to the exempt purchase header (Screen 235) after copying items to the specified document.
- Type a ‘C’ next to the item(s) you wish to copy to the specified document.
- Press <ENTER> to copy the line items to the document.

Document Copy Process

Automatic Exempt Purchase Order Creation

FAMIS will automatically assign the seven character/digits exempt purchase order number. This is accomplished by entering the exempt purchase prefix followed by a zero (0) in the Doc: field. Purchasing prefix values are set by the FAMIS Services Team using Screen 854. However, you may view these values using Screen 855. The newly assigned exempt purchase order number will be displayed after all items have been successfully copied to the new document.

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

Action Line

◆	**Doc:**	7 character/digits Identify the exempt purchase order document number from which you wish to copy line item information.
	Item:	4 digits Indicate the item number to be copied.
	From Vendor:	25 characters Shows the name of the vendor from which the items were purchased.
	From Doc FY:	4 digits Identifies the fiscal year in which the original exempt purchase order was processed.
◆	**New Doc:**	7 character/digits Identify the exempt purchase document number prefix followed by a zero that instructs FAMIS to automatically assign a new document number.
	OR	
◆	**Existing Doc:**	7 character/digits Identify the existing exempt purchase document number to which you wish to copy line item information.
◆	**FY:**	4 digits Indicate the fiscal year in which items are purchased. ***The field defaults to the current system fiscal year if left blank.***
	Cat:	Help 2 characters Identify the category that defines the accounting and receiving characteristics of the document. ***This field defaults to "EP" for exempt purchase orders.***
	Dt:	8 digits Indicate the date the new document is created. ***Will default to the current system date if left blank.***

Screen information

Header Screen: 1 character
Enter 'Y' to go to the header of the new document upon completion of the copy of line items.

Func: Help 1 character
Identify the function you wish perform on the selected line item(s). (For example, "C" to copy line items.)

Item: 5 digits
Indicates the number of the specified document line item.

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

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

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

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

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

Proc Cd: 1 character
Shows the processing code that indicates whether or not the item has been transferred to another document.

Additional Functions

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

PF11
AdDpt **Additional Departments**
Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this requisition.

Section V
Requisitions Information

Requisitions - Basic Concepts

General Requisition Information

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

For each requisition you will use the following screens:

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

Additional screens which may be used are:

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

Required Information

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

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

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

  RO **<u>Regular Order</u>**
  Category used for Requisitions and Purchase Orders with 'regular processing'; usually has a three-way match.

  BU **<u>Blanket Unencumbered</u>**
  A category of BU on your requisition instructs Purchasing to establish a vendor agreement for Quantity Discounts (MQ) or discount off list price (MD). Since funds are not encumbered separate requisitions (category BO) will have to be issued to purchase on the Master Order.

BO **<u>Blanket Order referencing a Master Order</u>**

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

BE **<u>Blanket Order Encumbered</u>**

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

CO **<u>Catalogue Order</u>**

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

xx **<u>Other</u>**

This denotes any requisition category that has been set up specifically for your agency/institution. For example 'UP' indicates a special code for use by TAMU Physical Plant.

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

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

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

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

- Is this an **EMERGENCY** purchase? Emergency purchases must be identified on the requisition header (Screen 250).

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

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

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

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

Automatic Requisition Creation

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

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

Screen 855 - Purchasing Type/Prefix Display

```
  855 Type/Prefix Display                                        09/11/09 13:43
                                                                 FY 2010 CC 02
  Screen: ___  Fiscal Year: 2010  Type: _______________

                             Next     Last    Number of
    Type           Fy    Prfx  Doc.     Number   Records  Class   Description

 ASSET TRANSFER   2010   N    000003   000502      500          TRNS DEPT PROPE
 BID              2010   B    000155   000655      500       B  BIDS
 BID              2010   C    000001   000501      500       B  CATALOGUE ORDER
 DEPT BUDGET      2010   U    000063   000263      200          DEPT BUDGET REQ
 DEPT CORRECT     2010   J    000005   000205      200          DEPT CORRECT RE
 EXEMPT PURCH     2010   E    000569   001039      500       E  EXEMPT PURCHASE
 INVOICE PROBLEM  2010   I    000196   000491      300          INVOICE PROB (P
 LIMITED PURCH    2010   A    000001   000501      500       L  LIMITED PURCHAS
 LIMITED PURCH    2010   L    002082   003976     2000       L  LIMITED PURCHAS
 LIMITED PURCH    2010   Z    000001   001001     1000       L  LIMITED PURCHAS
 MASTER ORDER     2010   M    000383   000482      100       M  MASTER ORDERS
 PURCHASE ORDER   2010   D    000001   000101      100       P  PHYS PLANT ORDE


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

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

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

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

Catalogue Orders

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

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

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

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

For **batch printing**, the catalogue orders will be separated to print on a different forms code based on the catalogue flag.

Change a Requisition

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

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

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

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

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

Route the Document

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

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

Rejected Documents

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

1. Select the document by typing an 'X' next to it in your in-box and then pressing the PF8 (Sel) key.
2. Once the Routing Document Information pop-up window appears, <TAB> down to the Action: prompt and type NOT to display the routing notes (which will contain the reason(s) for its rejection).

3. Re-open the document on Screen 258 by setting the Reopen Document flag to ‘Y’ and pressing <ENTER>.
4. Make the necessary changes using Screens 250-259.
5. Finally, advance to Screen 256 to close and re-route the document.

Vendor Search and Select

Vendor search and selection is available for all Vendor ID numbers. If the vendor address entered is different from the vendor file information, a pop-up window appears requesting address verification. The user may decide to use the file information or keep the address entered.

Create/Modify Requisition Headers

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

Screen 250 - Requisition Header Create/Modify

```
  250 Req. Header Create/Modify                                  05/20/09 10:10
                            NOTES                                FY 2009  CC 02
   Screen: ___ Doc: R903047
                            Doc. Year: 2009      Total Amount: 55295.00
           << Dates >>
  Document: 03/23/2009   Cat.: RO User Ref: 245040-2470___   St Req: __________
  Required: 06/30/2009   Contact Person: ARTIE ANDREWS_______ Ph: 979-845-2222
  Start    : __________  Buyer: ___                          Ph:
  End      : __________  Research (Y/N): Y    Type Funds: L   Type Order: HIED
  Change   : __________  No. 00   Print Doc? _
                         Dept: OCNG_ SubDept: _____              Attachments: _
  Doc Summary: ISOTOPIC CARBON DIOXIDE ANALYZER__________________

  Sole Source (Y/N): Y   Emergency(Y/N): Y   Catalogue Order(Y/N): N
                               << Suggested Vendors >>
 Vn ID: 1vvvvvvvvv0 or FEI: _________    Vn ID: ___________ or FEI: _________
        PITTS INC______________________         ______________________________
  Addr: 444 OAKLY PARKWAY_____________     Addr: ______________________________
        SUNNY CA 94085________________          ______________________________
        ______________________________          ______________________________
    PH: ____________ FAX: ____________      PH: ___________ FAX: ____________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next        SResn EResn Notes AdVen AdDpt
```

The Special Text Codes used are maintained on Screen 313.

Basic Steps

Create a New Requisition

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

Modify an Existing Requisition

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

See Basic Concepts for further explanation of the following:

Automatic Requisition Creation
Document Categories
Vendor Search and Select

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

Action Line

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

Screen Information

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

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

Dates

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

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

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

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

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

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

◆ **User Ref:**	14 digits Identify the User Reference number which indicates the subsidiary ledger (SL) account number used for the order followed by the departmental requisition number.
St Req:	11 digits Include the state requisition number assigned by the State to reference the document.
Contact Person:	20 characters Enter the name of the person to contact if there are any questions/ problems for the requisition.
Ph:	10 digits Indicate the area code and phone number for the requisition's contact person.
Buyer:	Help 3 characters Enter the initials of the buyer for the requisition.
Ph:	10 digits Indicate buyer's area code and phone number.
◆ **Research (Y/N):**	1 character Indicate whether or not ('Y' or 'N') the purchase items are intended for research purposes.
◆ **Type Funds:**	Help 1 character Identify the type of funds (State or Local) to be used for the purchase of the requested item(s). The Special Text Codes used are maintained on Screen 313.
Type Order:	4 characters Enter the type of order to be placed for the requested items.
No.:	3 digits Shows the number of times the purchase order has been changed.
Print Doc?:	1 character Identify ('Y' or 'N') if document is to be printed. Requisitions are not currently printed.
◆ **Dept:**	Help 5 characters Indicate the department of the primary account responsible for the requisition.
◆ **SubDept:**	Help 5 characters Enter the sub-department of the primary account responsible for the requisition.
Attachments:	1 character Indicate whether or not ('Y' or 'N') there are attachments for the requisition.

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

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

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

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

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

This allows the department to suggest vendors for the requisition.
Note: You can access the vendor search and select pop-up window by typing an asterisk (*) in the Vendor ID fields.

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

-OR-

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

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

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

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

Additional Functions

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

PF5 Next — **Next**
Advances to next required screen (Screen 251).

PF7 SResn — **Sole Source Reason**
Indicates the reason that the Sole Source flag has been set to 'Y.'

PF8 EResn — **Emergency Reason**
Displays the reason that the Emergency flag has been set to 'Y.'

PF9 **Notes**	**Notes** Used to enter free-form notes about the requisition. These are on-line reference notes regarding the document. They will not be printed.
PF10 **AdVen**	**Additional Suggested Vendors** Allows the addition of four additional suggested vendors for the requisition.
PF11 **AdDpt**	**Additional Departments** Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this requisition.

Enter Requisition Addresses and Text Codes

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

Screen 251 - Req Shipping and Text

```
  251 Req. Shipping and Text                                      05/20/09 10:17
                                                                  FY 2009  CC 02
   Screen: ___  Doc: R903183

   Ship To       Address Nbr: 442           Invoice To       Address Nbr: 442
   Name: RECREATIONAL SPORTS DEPT______     Name: RECREATIONAL SPORTS DEPT______
   Addr: STUDENT RECREATION CTR. RM 222     Addr: STUDENT RECREATION CTR. RM 222
         ______________________________           ______________________________
         4250 TAMU_____________________           4250 TAMU_____________________
         ______________________________           ______________________________
   City: COLLEGE STATION_____  State: TX    City: COLLEGE STATION_____  State: TX
    Zip: 778434250    Country: ___           Zip: 778434250    Country: ___
  Phone: ____________ FAX: ____________    Phone: ____________ FAX: ____________

   Text codes:  001   016   ___   ___   ___   ___   ___   ___   ___   ___
                ___   ___   ___   ___   ___   ___   ___   ___   ___   ___
   Additional   PRE BID MEETING REQUESTED____________________
   Text Lines:  SAMPLES REQUESTED ANLONG WITH BID FOR________
                DEPARTMENT TO REVIEW.________________________
                NEED ASAP.___________________________________      More text
                                                                    lines: _
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next                    Notes
```

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

Basic Steps

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

Requisition Text Entry Process

<u>Text Codes</u>

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

Screen 251 – Requisition Shipping and Text (cont'd)

Press PF4 to return to Screen 251 where the text codes selected will be displayed.

```
+-----------------------------------------------------------+
| More Text Codes - Select or Press <ENTER> to scroll        |
|                                                           |
|  Search Criteria:     Text Code: ___   Drop: N            |
|                                      Selected    of 18    |
|    Code      Description                              Drop |
|  _  001  DELIVERY MAY BE A FACTOR IN THE AWARD.         N  |
|  _  002  IF QUOTING OTHER THAN SPECIFIED, BIDDERS          |
|  _  003  BIDDERS MUST GIVE ESTIMATED DELIVERY           N  |
|  _  004  BULK PACKAGING AND SINGLE SHIPMENT ARE            |
|  _  005  VENDOR MAY BE REQUESTED TO SUBMIT A            N  |
|  _  006  ONCE THE ORDER IS PLACED, SUBSTITUTIONS           |
|  _  007  TEXAS A&M UNIVERSITY RESERVES THE RIGHT           |
|  _  008  LENGTH OF DELIVERY TIME MAY BE A FACTOR        N  |
|  _  010  NO SUBSTITUTION OF MANUFACTURER WILL BE        N  |
|  _  011  PRESENT CONTRACT WILL BE IN EFFECT             N  |
|  _  012  UNACCEPTABLE PERFORMANCE BY VENDOR MAY         N  |
|  _  013  QUOTE F.O.B. DESTINATION, FREIGHT PREPAID AND  N  |
|                                                           |
|  Select up to 18 Text Codes or Press <PF4> to Quit        |
|  Press <PF5> for extended description.                    |
+-----------------------------------------------------------+
```

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

Action Line

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

Screen Information

Ship To

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

◆ **Name:** 30 characters
Identify the name of the person or vendor items are to be shipped to.
Filled in automatically if an Address Nbr: is specified.

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

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

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

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

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

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

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

Invoice To

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

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

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

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

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

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

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

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

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

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

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

More text lines: 1 character
Indicate whether or not ('Y' or 'N') additional lines of text are required.

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

Additional Functions

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

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

PF9 Notes **Notes**
Used to enter free-form notes about the requisition.

These are on-line reference notes regarding the document. They will not be printed.

Create/Modify Requisition Line Items

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

Screen 254 - Requisition Line Item Create/Modify

```
   254 Req. Line Item Create/Modify                                05/20/09 10:18
                                                                    FY 2009 CC 02
   Screen: ___  Doc: R903181  Item: __1.0
                                    Estimated
                    Quantity  UOM     Unit Price                   Extended Price
                   ______1.00 BND_ _____11682.0200                       11682.02


 Commodity: _______________ Proc Cd: X Cost Ref 1: _______ 2: _______ 3: _______
  Part Nbr: _______________ Desc: QUOTE 4297___________________________________
            _                     Mplus version 5.1 base program and combinatio
                                  combination add-on single-user licences with_
                                  user guides for use in EREL LAB and TAMU dept
                                  faculty_______________________________________
     FY  CC  ---- Account ----  Pct.   Amt $
   2009  02  225580 10000 5761 100.00 ______________
   2009  02  241304 00000 5761 ______ ________581.75
   2009  02  241304 10000 5761 ______ ________581.75
   2009  02  216630 00000 5761 ______ ________581.75    CONTINUED

  More Desc (Y/N): _   More Items (Y/N): _   Print Line: _   Item Deleted: N
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next                    Notes CAcct MAcct
```

Basic Steps

- Advance to Screen 254.
- Type a valid requisition number on the Action Line and press <ENTER> to display existing line item information.
- Type the quantity you are requesting, the unit of measure, the unit price, the commodity code, and the line item description.
- Type your account number(s) and object code(s).
- Enter either a percentage <u>or</u> a dollar amount to be paid by the account.

  *Do NOT enter **both** a percentage and a dollar amount.*

- Type additional data in the available fields, as desired and press <ENTER> to record the line item information.

Requisition Line Item Process

<u>Line Item Entry</u>

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

Multiple Accounts

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

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

Master Orders

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

Screen 254 - Req. Line Item Create/Modify

```
  254 Req. Line Item Create/Modify    TIMMONS OIL                 05/20/09 10:33
                                                                   FY 2009 CC 02
  Screen: ___  Doc: R903219  Item: __1.0
                                   Estimated
 - Master Order -- Quantity  UOM     Unit Price                  Extended Price
 Number Item  Type ____165.00 GAL_ _________8.0500                      1328.25
 M900308 __2.0 MQ    1290.00 GAL            8.0500

Commodity: 405-39_________  Proc Cd: X Cost Ref 1: _______ 2: _______ 3: _______
 Part Nbr: _______________  Desc: Oil, Motor, SAE 10W-30_______________________
           _                     Delivered in Bulk____________________________
                                 _____________________________________________
                                 _____________________________________________
                                 _____________________________________________

   FY   CC   ---- Account ----  Pct.   Amt $
  2009  02   270620 16000 4030 100.00 ______________
  ____  __   ______ _____ ____ ______ ______________
  ____  __   ______ _____ ____ ______ ______________
  ____  __   ______ _____ ____ ______ ______________

 More Desc (Y/N): _   More Items (Y/N): _   Print Line: _   Item Deleted: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next                      Notes CAcct MAcct
```

Processing Codes

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

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

Inventory Part Number

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

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

Screen 234 – Part Description Maintenance

```
   234 Part Description Maintenance                                    05/20/09 10:35
                                                                        FY 2009 CC 02
   Screen: ___   Dept: CHEM_   Part Nbr: EM-BX0865-1____
                                                      Delete: _

   Text:  175-13-30023-0, BORIC ACID, ACS, GRANULAR,___
          500 GM_______________________________________
          EM-BX0865-1__________________________________
          _____________________________________________




         *   Please enter text in UPPER and LOWER case.


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

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

Action Line

◆	**Doc:**	7 character/digits Identify the requisition document number to add or modify line item information.
◆	**Item:**	4 digits Enter the item number to be created or modified.

Screen Information

◆	**Quantity:**	10 digits Indicate the purchase quantity of the specified line item.
◆	**UOM:**	Help 4 characters Identify the Unit of Measure for the line item to be printed on the requisition.
◆	**Estimated Unit Price:**	16 digits Include the estimated dollar amount to be paid per unit of measure.
	Extended Price:	16 digits Shows total item amount calculated by the system.

Commodity: Help 15 digits
Enter the commodity code for classifying goods and services.

Proc Cd: Help 1 character
Indicate the processing code if the item needs special processing (i.e.: vendor discount, trade in, no charge), or if the item has been transferred to a Purchase Order.

Cost Ref 1, 2, 3: 7 characters/digits
Enter user-defined cost accounting reference number (s), if desired. This reference number is used to provide additional details about the processing of the specified line item.

Part Nbr: Help 15 digits
Include the part number for specific inventory items within a department.

◆ **Desc:** 4 lines (45 characters each)
Enter a description of the specified line item.

FY: 4 digits
Identify the fiscal year the requisition will be paid. If left blank, the year will default to current fiscal year.

CC: 2 digits
Indicate the Campus Code of the agency purchasing items. If left blank, it defaults to the current campus code.

◆ **Account:** 15 digits
Identify the account number (subsidiary ledger + support account + object code) responsible for payment.

◆ **Pct:** 5 digits
Specify the percentage of the total dollar amount of the line item to be paid by the specified account.

Amt $: 14 digits
Indicate the dollar amount to be paid by the specified account.

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

More Desc (Y/N): 1 character
Indicate whether or not ('Y' or 'N') additional lines of description are needed for the specified line item.

More Items (Y/N): 1 character
Signify whether or not ('Y' or 'N') additional line items are to be processed for the requisition.

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

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

Additional Functions:

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

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

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

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

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

Close a Requisition

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

You may close and re-open your document multiple times in order to make changes, as long as it has not yet entered the Routing and Approval System of FAMIS.

Screen 256 - Requisition Document Close

```
 256 Requisition Document Close                                  05/20/09 10:40
                                                                 FY 2009  CC 02
  Screen: ___ Doc: R903442

          << Dates >>
 Document: 04/20/2009   Cat: RO   User Ref: 3019700001       St Req:
 Start   :              Contact Person: ANDREW ADDISON       Ph: 979-845-6655
 End     :              Buyer:                               Ph:    -   -
 Required: 05/20/2009   Research (Y/N): N    Type Funds: L   Type Order: LOC
 Change  :              No. 00   Last Print Date:
                        Sole Source: N   Emergency: N

     Doc Summary: RH REPLACEMENT CHAIRS

Total Amount:                      Untransferred Total:

                       I n   P r o c e s s

                        Close Document?   N

  Budget Balance Override: _               Session: 1586JC   Date: 05/20/09
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next  Item  Route                          Warns
```

Basic Steps

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

Requisition Close Process

Encumbrance Process

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

See Basic Concepts for further explanation of the following:

Changing a Requisition
Routing the Document
Rejected Documents

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

Action Line

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

Screen Information

Dates

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

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

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

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

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

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

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

St Req: 11 digits
Indicates the State Requisition number assigned by the State to reference the document.

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

Ph: 10 digits
Indicates the area code and phone number for the requisition's contact person.

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

Date: 6 digits
Displays the date of the batch session.

Additional Functions:

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

PF5
Next
Next
Advances to the next screen.

PF6
Item
Item
Displays the document inquiry pop-up window to view all items for the document.

PF7
Route
Route Document
Sends a closed document into the routing and approval process.

PF12
Warns
Warns
Identifies any FAMIS warnings.

Add Additional Requisition Header Text

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

You may add as many as ninety-nine (99) lines of additional instruction using this screen.

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

Screen 252 - Requisition Header Text Continued

```
    252 Req. Header Text Continued                                      05/20/09 10:42
                                                                          FY 2009 CC 02
    Screen: ___  Doc: R903320
                                                           Position at line: ___ of 19
                                                           Page (F/B/E): F
      Line                     Additional Text
      1            E&E COOPERATIVE CONTRACT DISCOUNTING_________
      2            DELIVERED AND INSTALLED______________________
      3            HHO OFFICE SOLUTIONS, INC. IS A CERTIFIED____
      4            TEXAS HUB,CERTIFICATE/VID # 1vvvvvvvvvvv0____
      5            _____________________________________________
      6            TERMS OF SALE:PURCHASE ORDER OR SIGNED QUOTE_
      7            TO INITIATE ORDER.___________________________
      8            _____________________________________________
      9            FURNITURE ORDERS ARE PLACED BASED ON THE_____
      10           CUSTOMER'S REQUESTED INSTALLATION DATE.______
      11           PRODUCT THAT MUST BE HELD IN STORAGE LONGER__
      12           THAN 30 DAYS MAY INCUR STORAGE FEES._________
      13           _____________________________________________
      14           LEAD TIME IS 8-10 WEEKS AFTER ALL COLOR______
      15           SELECTIONS, VERIFIED FIELD DIMENSIONS AND____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps

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

Requisition Text Entry Process

Page through Text

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

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

Action Line

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

Screen Information

Position at line __ of __:	3 digits Indicate which line of text should be positioned at the top of the screen. Also shows how many pages of text are included.
Page (F/B/E):	1 character Signify whether to scroll forward (F) through text lines, scroll backward (B) through text lines, or end (E) the editing session and advance to the next required requisition screen.
Line:	2 digits Displays the line number(s) of additional text to help track and/or search for specific text.
Additional Text:	99 lines Enter additional information or instructions. There is no word wrap feature.

Additional Functions

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

Enter the Sole Source Justification

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

If the sole source flag is set to "N" on the document header screens, you will be able to remove the information from this sole source screen. **All information must be removed from the screen (including the PF10 pop-up window) or you will receive an error message.**

Screen 253 - Requisition Sole Source

```
 253 Req. Sole Source                                                  05/20/09 10:43
                                                                       FY 2009  CC 02
  Screen: ___ Doc: R903336

1) Is this item required for use in: Research?  X  Classroom?  _
                                  Lab?  _      Other?  ____________________
2) List proprietary functions or features.  List qualities that are essential
   to accomplish your work.
   WE HAVE PURCHAED AN IDENTICAL UNIT BACK IN JANUARY 2009.  WE WANT TO__
   ADD ONE MORE MACHINE TO SPEED UP OUR RESEARCH WORK.___________________
   ______________________________________________________________________
   ______________________________________________________________________
3) List other companies who manufactures a similar item with similar functions.
   ENNIS CORP____________________________________________________________
   ______________________________________________________________________
4) Why won't these competing products be satisfactory?
   HAVING AN IDENTICAL MACHINE IS CRITICAL FOR GENERATING RELEVANT RESEAR
   CH DATA. ADDITIONALLY, THIS MACHINE IS THE CHEAPEST ONE IN THE MARKET.
   ______________________________________________________________________
5) Will installation be required?  N  (Y/N)
6) Will this item be used with existing equipment?  Y  (Y/N)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next                    Notes ExEq
```

Basic Steps

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

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

Action Line

◆	**Doc:**	7 character/digits Identify the requisition document number to add or modify sole source justification information.

Screen Information

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

◆ **List proprietary functions or features:**	280 characters Indicate why the item requested is essential to accomplish your work.
List other companies who manufactures a similar item with similar functions:	140 characters Enter other manufacturers that may be used to purchase the requested item.
Why won't these competing products be satisfactory:	210 characters Include the reason alternate vendors should not be used for the purchase of the requested item.
◆ **Will installation be required:**	1 character Identify whether or not ('Y' or 'N') installation will be required for the requested item.
◆ **Will this item be used with existing equipment:**	1 character Indicate whether or not ('Y' or 'N') the requested item will be used in conjunction with existing equipment.

Additional Functions:

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **Next**	**Next** Advances to the next required screen (Screen 254).
PF9 **Notes**	**Notes** Used to enter on-line notes about the requisition. These will not be printed.
PF10 **ExEq**	**Existing Equipment** Used to enter information about any existing equipment the requested item will be used in conjunction with.

Enter the Requisition Line Item Description

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

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

Screen 255 - Requisition Item Description

```
    255 Req. Item Description                                   05/20/09 10:44
                                                                 FY 2009 CC 02
    Screen: ___     Doc: R903336  Item: __1.0
                                                 Position at line: ___ of    4
      Line                   Description                   Page (F/B/E): F
      1             Model 15 Portable Lapping Machine:  15" Varia
      2             ble speed (0-120 RPM) lapping machine with___
      3             electronic control (see attached quote for___
      4             complete specifications)_____________________
      5             _____________________________________________
      6             _____________________________________________
      7             _____________________________________________
      8             _____________________________________________
      9             _____________________________________________
      10            _____________________________________________
      11            _____________________________________________
      12            _____________________________________________
      13            _____________________________________________
      14            _____________________________________________
      15            _____________________________________________
      16            _____________________________________________
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps

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

Requisition Line Item Process

Page through Text

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

You may also type a line number in the Position at line: field to advance to a specific line in the additional text.

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

Action Line

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

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

Screen Information

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

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

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

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

Additional Functions

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

Set/Reset Requisition Flags

There are many functions you can perform on your requisition that are just not addressed on the main data entry screens. Some of these functions include re-opening your requisition, deleting items from your requisition, or even canceling it all together.

You may use Screen 258 to perform general maintenance functions on your requisition.

Screen 258 - Requisition Flag Maintenance

```
  258 Req. Flag Maintenance       NO VENDOR ON DOCUMENT          05/20/09 10:46
                                                                  FY 2009 CC 02
  Screen: ___ Doc: R903332                        D e l e t e d


                Cancel / Delete Document: Y

                         Freeze Document: N

                         Reopen Document: N

                        Delete all Items: Y

                    Delete/Undelete Item: _____ thru Item: _____
 ---------------------------------------------------------------------------






Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                   Track       Accts Extnd Items Warns
```

Basic Steps

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

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

Action Line

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

Screen Information

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

Freeze Document: 1 character
Signify whether or not ('Y' or 'N') the requisition should be restricted from further activity.

Reopen Document:	1 character Specify whether or not ('Y' or 'N') a document that has been closed should be returned to an open status so that additions and modifications may be processed.
Delete all Items:	1 character Identify whether or not ('Y' or 'N') all items from the specified document should be marked for deletion by the system.
Delete/Undelete Item:	5 digits Enter the specific line item or the first item in a range of items on the requisition you wish to delete.
thru Item:	5 digits Identify the specific line item, or the last item in a range of items on the requisition you wish to delete. If you are only deleting a single line item, place the same line item number in this field as well as the previous field.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF7 **Track**	**Track** Shows the action taken on a document.
PF9 **Accts**	**Accounts** Identifies the account(s) used. Press PF5 to see if there is any over budget message displayed.
PF10 **Extnd**	**Document Header Extended Information** Shows extended information for the document.
PF11 **Items**	**Items** Displays the line items on the document.
PF12 **Warns**	**Warnings** Identifies any FAMIS warnings on document.

Enter Notes on Your Requisition

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

> Text is entered without a wrap-around feature. To prevent a word being split between two lines, use the TAB key to advance to the next available text line.

Line item number zero (0.0) pertains to the entire requisition.

Screen 259 - Requisition Note Text

```
  259 Req Note Text                                              05/20/09 10:47
                                                                   FY 2009 CC 02
  Screen: ___  Doc: R903357  Item: __0.0    T r a n s f e r r e d
                                                  Position at line: ___
    Line               Description
    1            >>Note entered 04/10/09 BY NOWLAND, NORA N___
    2            THIS ORDER, TELE WORK ORDER #30459-32________
    3            VERSION QUOTE #1-18S0A9, IS TO BE ORDERD_____
    4            AGAINST MASTER ORDER M900478. A COPY OF THE__
    5            QUOTE HAS BEEN FAXED TO ROGER REESE, 2-1111__
    6            THIS ORDER NEEDS TO BE FAXED TO THE VERITY___
    7            SELECT TEAM ACCOUNT MANAGER HARLAN HOWELL,___
    8            7-7777.______________________________________
    9            _____________________________________________
    10           _____________________________________________
    11           _____________________________________________
    12           _____________________________________________

                                                         Page (F/B/E): _


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

Basic Steps

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

Requisition Notes Entry Process

Page through Text

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

View Requisition Notes

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

Header Notes vs. Item Notes

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

To enter a note that pertains to the entire requisition, enter a line item number of zero (0.0).

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

Action Line

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

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

Screen Information

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

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

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

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

Additional Functions

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

PF7
PItem
Previous Item
Go back to the previous line item.

PF8
NItem
Next Item
Advance to the next line item.

Copy a Document to a Requisition

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

Screen 247 - Copy Documents - to Requisition

```
 247 Copy Documents - to Requisition                            05/20/09 10:50
                                                                FY 2009 CC 02
  Screen: ___ Doc: R903357 Item: _____  From Vendor: No vendor on document
                                        From Doc FY: 2009
       New    Doc: R0_____   FY: 2009   Cat.: RO   Dt: __________
          or
     Existing Doc: _______
 ------------------------------------------------------------------------------
Header Screen: _
                                                                         Proc
Func Item   ----- Desc ------   Quantity     Unit Price  UOM   Ext. Price   Cd
  _    1.0  FDC-CP1P-19T, FDC       8.00        31.7600 EA        254.08  X
  _    2.0  006101R3131003M,       48.00        12.1400 EA        582.72  X
  _    3.0  S000065, SLEEVES      150.00         0.3600 EA         54.00  X
  _    4.0  M67-048-C, METAL        7.00        44.9000 EA        314.30  X
  _    5.0  CSS270, CABLE DEL      50.00         0.7400 EA         37.00  X
  _    6.0  FDC-001, FDC UNIT       1.00      1066.6100 EA       1066.61  X
  _    7.0  DP1800N/3000FT, D       1.00       497.3800 EA        497.38  X
  _    8.0  FDC-CP1P-19T, FDC       6.00        31.7600 EA        190.56  X
  _    9.0  M67-060, TRAY SPL       2.00        34.3200 EA         68.64  X
  _   10.0  M67-068, SPLICE T       6.00        33.6700 EA        202.02  X
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                        AdDpt
```

Basic Steps

Copy Items to a New Requisition

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

Copy/Transfer Requisition Items to an Existing Requisition

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

Requisition Copy/Transfer Process

Transfer/Copy Functions

There are two distinct functions on this screen. Function **"C"** allows a line item to be copied to either an existing document or create a new document for the item. Function **"T"** allows a line item to be transferred to an existing document or create a new document for the item

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

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

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

Action Line

◆	**Doc:**	7 character/digits Enter the desired requisition document number.
	Item:	4 digits Indicate the item number to be positioned on the first line of the display.
	From Vendor:	25 characters Provides the name of the vendor from which the items were originally purchased.
	From Doc FY:	4 digits Identifies the fiscal year in which the original purchase document was created.
◆	**New Doc:**	7 character/digits Identify the document prefix followed by a zero that instructs FAMIS to automatically assign a new requisition number.
	--OR--	
◆	**Existing Doc:**	7 character/digits Identify the existing requisition number you wish to copy items to.
◆	**FY:**	4 digits Indicate the fiscal year items are purchased in. The field defaults to the current system fiscal year if left blank.

◆ **Cat.:**	Help 2 characters Identify the document category that defines the accounting and receiving characteristics of the requisition.
Dt:	8 digits Indicate the date the new requisition or purchase order is created. Will default to the current system date if left blank.

Screen Information

Header Screen:	1 character Indicate if ('Y' or 'N') the system should advance to the header of the new document after line items are copied.
Func:	Help 1 character Identify the function to be performed: items should be copied (C) from the source document to the new or existing document specified or leave blank if no action is to be taken.
Item:	5 digits Indicates the item number to be copied.
Desc:	20 characters Displays a short description of line item to be copied.
Quantity:	9 digits Identifies purchase quantity of the line item.
Unit Price:	11 digits Indicates the line item price per unit of measure.
UOM:	3 characters Represents the Unit of Measure for the line item.
Ext. Price:	12 digits Reflects the total extended price of the item, as computed by the system.
Proc Cd:	1 character Indicates the processing code for the requisition, if the requisition needs special processing or if it has been transferred to a Purchase Order.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF11 **AdDpt**	**Additional Departments** Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this document.

Section VI
Purchase Orders Information

Purchase Orders - Basic Concepts

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

Many purchase orders are created in the processing office (Purchasing Services) by transferring requisition line items to create a new purchase order document.

257	Requisition Line Item Copy/ Transfer

For each purchase order you will use the following screens:

220	Purchase Order header create
221	Purchase Order ship to/invoice to addresses and text
224	Purchase Order line items
226	Purchase Order document close

Additional screens which may be used are:

218	Purchase Order line item renumber
219	Purchase Order vendor modify
222	Purchase Order header text continued
223	Purchase Order sole source justification
225	Purchase Order item description continued
228	Purchase Order flag maintenance
229	Purchase Order note text

The following information is required to enter a purchase order will need to be obtained in order to complete the transaction.

- The **department** for which this purchase order is originating for and any additional departments that may be splitting this order.

- **Category** which defines certain characteristics of the purchase order for accounting and receiving. Examples of several categories include:

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

  BU **Blanket Unencumbered**
  A purchase order to instruct Purchasing to establish a vendor agreement for Quantity Pricing (MQ) or discount off list price (MD). Since funds are not encumbered separate purchase orders (category BO) will have to be issued to purchase on the Master Order.

BO **<u>Blanket Order references a Master Order</u>**
A blanket order/purchase order issued to buy items on an existing Master Order (MD or MQ) that would have originally been set up on a purchase order sent over as category BU.

BE **<u>Blanket Order Encumbered</u>**
Blanket encumbered purchase order issued for estimated quantities with funds encumbered. You can order off this Blanket Order the entire term of the contract without issuing another purchase order. Purchasing usually creates a PO not a Master Order for this purchase.

xx **<u>Other</u>**
Any purchase order category that has been set up specifically for your operation.

- User reference which is a unique identifier assigned by your department for tracking this purchase order.
- **Type of Funds** which indicates the highest restricted fund used for purchases (i.e., state/local) and **Type of Order** which classifies the order based on Type of Funds.
- Will the items being purchased be used for research?
- Is the merchandise requested a sole source item? If so, Screen 223 (Sole Source) needs to be completed.
- Is this an emergency purchase?
- The Vendor Identification Number or Federal Employer Identification number for your suggested vendors is required. The Vendor Identification number can be found on the system.
- Address for shipping and invoicing are required.
- Description of items.
- All accounts that will be responsible for the purchase of the items on the purchase order.

Copy/Transfer Requisition Line Items

The Purchasing Office uses Screen 257 to copy or transfer requisitions to new purchase documents such as a bid document or a purchase order. Screen 257 allows you to retrieve a requisition previously entered and copy its line items to an existing or newly created purchase document.

Whenever a purchase order is created or 'added to' as a result of line item transfer(s) from either a requisition (via Screen 257) or a bid originating from a requisition (via Screen 417), a notification will be sent to the requisition creator's in-box. This change has been made in an effort to better communicate the change of status from a requisition to a purchase order to the departments.

This communication comes in the form of an 'FYI' in the requisition creator's inbox. The requested action of the 'FYI' will indicate 'Ntfy/Trnsfr'. The routing document will contain a routing note indicating: >> Item Transfer on 03/20/07 to Doc: xxxxxxx. The specific line items used to create the purchase order are not shown in this notification, however. The user can continue to see the specifics of the transfer by viewing Screen 290 or using the PF12 'Track' key via Screen 280. Screen 280 shows the most detail.

All other existing notifications will continue to be sent.

Screen 257- Requisition Line Item Copy/Transfer

```
 257 Req. Line Item Copy/Transfer                                  07/23/08 16:47
                                                                   FY 2008 CC 02
  Screen: ___ Doc: R804112 Item: _____     From Vndr:
                                             To Vndr:
  New  Class: _ Doc: _______ FY: 2007 Cat.: __ Vndr: ___________ Dt: __________
  or
Exist  Class: _ Doc: _______
 -----------------------------------------------------------------------------
Header Screen: _     Document has     5 items, including text and deleted items
                                                                           Proc
Func Item   ----- Desc ------   Quantity     Unit Price  UOM    Ext. Price   Cd
  _    1.0  Welding Helmet #2        1.00       329.0000   EA         329.00  X
  _    2.0  Welding Helmet #2        1.00       329.0000   EA         329.00  X
  _    3.0  Welding Helmet #2        4.00       329.0000   EA        1316.00  X
  _    4.0  Welder, Millermat        2.00      4319.0000   EA        8638.00  X
  _    5.0  Plasma Cutter, Mi        2.00      3095.1100   EA        6190.22  X
  _
  _
  _
  _
  _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                                 Warns
```

Basic Steps

Copy/Transfer Requisition Line Items to a New or Existing Document

- Advance to Screen 257.
- Type a valid requisition number on the Action Line and press<ENTER>.
- To create a new document, type a valid class in the New Class: field, a document prefix followed by a zero (0) in the Doc: field, and a category in the Cat: field.
  OR
- To add to an existing document, type the class and number of the document to which you wish to copy/transfer.
- Enter a vendor ID and date, if desired.
- Press <ENTER> to view a list of line items available for copy/transfer.
- Indicate whether you wish to **C**opy or **T**ransfer the selected line items.
- Press <ENTER> to copy/transfer the items and create the new purchase document.

Requisition Copy/Transfer Process

Transfer/Copy Functions

There are two distinct functions on this screen. Function **"C"** allows a line item to be copied to either an existing document or create a new document for the item. Function **"T"** allows a line item to be transferred to an existing document or create a new document for the item.

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

Items that are copied are not tracked and encumbrances for the source document are not liquidated. Copying an item does not affect the ability to update the source item.

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

Action Line

◆	**Doc:**	7 character/digits Identify the requisition document number to be accessed.
	Item:	4 digits Indicate the item number to be positioned on the first line of the display.
	From Vndr:	25 characters Provides the name of the vendor from which the items were originally purchased.

To Vndr: 25 characters
Shows the name of the vendor to which the items will be sent.

New

Class: Help 1 character
Indicate the class of purchase document you would like to create.

◆ **Doc:** 7 character/digits
Include the document prefix followed by a **zero** that instructs FAMIS to automatically assign a new purchase document number.

--OR--

Exist

Class: Help 1 character
Indicate the type of existing purchase document.

◆ **Doc:** 7 character/digits
Include the existing document number you wish to copy items to.

◆ **FY:** 4 digits
Indicate the fiscal year items are purchased in. The field defaults to the current system fiscal year if left blank.

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

Vndr: 11 digits
Include the FAMIS vendor ID number for the suggested vendor.

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

Screen Information

Header Screen: 1 character
Enter 'Y' if the system should advance to the header of the new document upon completion of the copy of line items.

Document has ___ items: 3 digits
Displays the number of items on document, including text and deleted items.

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

Item: 5 digits
Indicates the line item number on the specified document.

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

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

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

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

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

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

Additional Functions

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

PF12 Warns **Warnings**
Displays any FAMIS warnings.

Create/Modify a Purchase Order Header

The purchase order was designed to identify items requested for purchase that must first be processed by the purchasing office. The first step in creating a purchase order involves specifying header information pertaining to the entire purchase order, regardless of individual line item information. You may use Screen 220 to enter this general purchase order information. Header information typically includes the document category, the originating and, when necessary, supporting departments, people to contact, and suggested vendor sources.

The Contract Workforce flag on this screen allows a purchase order to be flagged as Contract Workforce. This will automatically feed the flag to the Purchasing Invoice: field and to the vouchers created by the Purchasing module of FAMIS.

Screen 220 - Purchase Order Header Create/Modify

```
  220 PO Header Create/Modify      ASTON REPAIR CENTER INC        05/20/09 10:56
                                                                  FY 2009  CC 02
   Screen: ___   Doc: P904485
                       Vendor: 1vvvvvvvvv0       Total Amount: 790.00
          << Dates >>  Doc. Year: 2009                  St. Req: ____________
 Document : 05/19/2009 Cat.: BO User Ref: 300210-1970___   St. Ord: _______
 Required : __________ Contact Person: DARLA DOLAN_________ Ph: 979-845-7777
 Start    : __________ Buyer:  SAP     PARRISH, PAMELA     Ph: 979-845-4444
 End      : __________ Research (Y/N): N    Type Funds: L   Type Order: HIED
 Change   : __________ No.     Print Doc?  N    05/19/2009  PCC Code: _ _
 Order    : 05/06/2009 Dept: FDSV_  SubDept: _____          LDT Code: __
  Doc Summary: ARNOLD REPAIR *0270__________________________ Cont Wk Force: _
 Vndr Quote #: B900082___  Vndr Ref: BRYAN BORDERS______________________
 Delivry Dt: 05/06/2009  Terms: ______  ___ N   30_   FOB: DP  Ship/Handle: ___

 Sole Source (Y/N): N    Emergency (Y/N): N  Cat/Order:     Rsp
    Bidding Vendor                Vendor Contact            Cd     Bid Amount
  ARNOLD REPAIR_________________ LAWRENCE_________________ ___  96612.50______
  SUPER SERVICE_________________ WALTERS__________________ ___  97125.00______
  HARRINGTON EQUIPMENT__________ HOWELL___________________ ___  98120.00______
 Reason Not Awarded to Low Bidder: ________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp Addr  Next  Items Resn        Notes VTerm AdDpt
```

"GFE Solicited" field will be displayed if the P.O. Good Faith Effort: field is set to "Y" on Screen 311.

Basic Steps

Create a New Purchase Order Header

- Advance to Screen 220, type a document prefix followed by zero (0) in the Action Line and press <ENTER>.
- Enter the vendor, category, department, user reference, type of funds, type of order, and document summary.
- Indicate whether or not the purchase items are for research, emergency purchases, or sole source purchases.
- Type additional information in the available fields, as desired, and press <ENTER> to record the purchase order information.
- If all information has been successfully entered, the system assigned purchase order document number will be displayed in the Action Line.

Modify an Existing Purchase Order Header

- Advance to Screen 220.
- Type a valid purchase order number in the Action Line and press <ENTER>.
- Type/modify valid data in the available fields, as desired, and press <ENTER> to record the information.

Purchase Order Process

See Basic Concepts for further explanation of the following:

Automatic Purchase Order Creation
Document Categories
Vendor Search and Select

PO Printing Notes

1. The "Reason Not Awarded" only prints if one or more bidding vendors are input.
2. For "Type Of Funds" equal to ‘F’ (Federal), the special text beginning with ‘FDn’ (Screen 313) will print. (JCL must have option of REQUEST=FED)

LDT Codes

Legal Descriptive Text (LDT) codes specify text required of certain purchases.

Typing a question mark (?) in the LDT Cd: field and pressing <ENTER> will access a pop-up window with a complete list of valid codes. Type an ‘X’ next to the code to be applied to the purchase and press <ENTER> to select an LDT code and return to Screen 220. Press PF4 to return to Screen 220 without selecting a code.

Type of Funds and Type Order

These two fields are controlled by entries on Screen 318 (Type of Funds) and Screen 319 (Type of Orders). The screens are maintained by each campus and the values may be changed as needed.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the purchase order document you wish to create/modify.

Screen Information

◆ **Vendor:** 11 digits
Enter the FAMIS identification number of the vendor associated with the purchase.

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

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

St. Req: 11 digits
Identify the state requisition number assigned by the State to reference the purchase order.

Dates

◆ **Document:** 8 digits
Enter the date the purchase order is created. Will default to the current system date.

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

Start: 8 digits
Identify the beginning date of an agreement or order as part of a maintenance agreement or blanket order.

End: 8 digits
Indicate the last date of a maintenance agreement or blanket order.

Change: 8 digits
Enter the date the last change was made to the purchase order.

◆ **Order:** 8 digits
Include the date the purchase order was made. This can be modified once a date is entered. ***A future date in this field is not allowed.***

◆ **Cat:** Help 2 characters
Identify the document category which is used to define the accounting and receiving characteristics of the document.

◆ **User Ref:** 14 digits
Include the user reference number. Typically, this is made up of the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.

St. Ord: 6 digits
Identify the state order number assigned by the State to reference the purchase order.

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

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

Buyer: Help 3 characters
Enter the initials of the buyer associated with the purchase.

Ph: 10 digits
Shows area code and phone number for buyer.

◆ **Research (Y/N):** 1 character
Type 'Y' if the purchase items are intended for research purposes.

◆ **Type Funds:** Help 1 character
Indicate the type of funds to be used for the purchase of the requested items. For "F" the special text beginning with "FDn" (Screen 313) will print. (JCL must have option of REQUEST=FED. Valid values include:

F = FED -FEDERAL
F = SERV - SERVICE
F = CATL - CATALOG PURCHASE
F = GROU - GROUP PURCHASE
F = LEAS - LEASE
F = CONT - CONTRACT
F = HIED - HIGHER EDUCATION
L = BLDG - BUILDING LOCAL
L = LEAS - LEASE

◆ **Type Order:** Help 4 characters
Identify the type of order to be placed for the requested items. ***If the Type Fund: (above) was selected from the pop-up window, this field will be filled in automatically.***

No.: 3 digits
Displays the number of changes that have occurred on this purchase order document, as calculated by the system.

Print Doc?: 1 character
Type 'Y' if the specified document is to be printed.

PCC Code: Help 1 character
Indicate the State of Texas (GSC) defined classification code that determines various purchase types and associated payments.

◆ **Dept:** Help 5 characters
Include the department of the primary account responsible for the purchase.

◆ **SubDept:** Help 5 characters
Identify the sub-department of the primary account responsible for the purchase.

LDT Code: Help 2 characters
Enter the legal descriptive text codes to be used to add special instructions to the purchase order.

Doc Summary: 50 characters
Include a brief summary of the document as a whole, which will be displayed on inquiry screens.

Cont Wk Force: 1 character
Type 'Y' if this payment is to be flagged as a Contract Work Force payment.

Vndr Quote #: 10 characters
Identify the quote number assigned by the vendor who is awarded the bid.

Vndr Ref: 35 characters
Include the vendor's reference number, usually the representative who signed the bid or gave the phone bid.

Delivery Dt: 8 digits
Enter the expected delivery date for the goods/services to be purchased.

Terms: 13 digits/characters
Signify any special vendor terms or discounts:

I	= As Invoiced
N	= Net or (gross)
P	= Proximate (or approximate)
Blank	= None

FOB: Help 2 characters
Include the freight code defining conditions by which purchase goods will be transported/delivered.

Ship/Handle: 3 characters
Not currently used.

◆ **Sole Source (Y/N):** 1 character
Type 'Y' if the merchandise requested is a sole source item.

◆ **Emergency (Y/N):** 1 character
Enter 'Y' if this is an emergency purchase.

Cat/Order: 1 character
'Y' identifies this is a catalogue order.

Bidding Vendor: 30 characters
Identify vendors bidding for the purchase order.

Vendor Contact: 25 characters
Include the name of the person to contact at the vendor regarding bids for this order.

Rsp Cd: Help 3 characters
Enter the vendor response code to be used to indicate how a particular vendor responds to a bid.

Bid Amount: 15 digits
Indicate the dollar amount the vendor bids for the purchase.

Only prints if one or more of the Bidding Vendor fields are filled in.

Reason not Awarded to Low Bidder: 45 characters
Include the reason why purchase order did not go to the lowest bidder, if necessary.

Only prints if one or more of the Bidding Vendor fields are filled in.

Additional Functions

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

PF4 Addr
Addr
Shows the address for the bidder.

PF5 Next
Next
Advances to the next required screen.

PF6 Items
Document Items
Displays the item inquiry pop-up window for any items on the document.

PF7 Resn
Type of Reason
Displays a pop up to select type of reason (Sole Source, Emergency, GFE) to be entered.

PF9 Notes
Notes
Free form notes can be entered on a document.

These are on-line reference notes regarding the document. They will not be printed.

PF10 VTerm
Vendor Terms
Retrieves the vendor terms that are on file for the vendor.

PF11 AdDpt
Additional Departments
Allows additional departments/sub-departments to be viewed or added. (See Department field.)

Enter Purchase Order Ship To/Invoice To Addresses

The address to be used for shipping the order is entered on the left half of Screen 221. Likewise, the address for the invoice is entered on the right half of Screen 251. Special vendor instruction text codes that pertain to the entire purchase order document may also be entered on this screen.

Codes must be set up by FAMIS Services in coordination with Purchasing Services and the State of Texas (GSC).

Screen 221 – PO Shipping and Text

```
   221 PO Shipping and Text         CLINIC LABS                     05/20/09 13:37
                                                                    FY 2009   CC 02
    Screen: ___  Doc: P900188

    Ship To       Address Nbr: 106              Invoice To       Address Nbr: 106
    Name: DEPARTMENT OF STUDENT HEALTH__        Name: DEPARTMENT OF STUDENT HEALTH__
    Addr: SERVICES______________________        Addr: SERVICES______________________
          ATTN: ACCOUNTS PAYABLE________              ATTN: ACCOUNTS PAYABLE________
          1222 TAMU_____________________              1222 TAMU_____________________
          ______________________________              ______________________________
    City: COLLEGE STATION_____  State: TX       City: COLLEGE STATION_____  State: TX
     Zip: 778431264     Country: ___             Zip: 778431264     Country: ___
   Phone: 409-845-1111 FAX: 409-845-8888       Phone: 409-845-1111 FAX: 409-845-8888

    Text codes:  022  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___
                 ___  ___  ___  ___  ___  ___  ___  ___  ___  ___

    Additional   *********************************************
    Text Lines:      LICENSE AND SUPPORT FOR THE PERIOD OF____
                     SEPTEMBER 1, 2008 AND AUGUST 31, 2009____
                 *********************************************           More text
   LDT Codes:    __   __   __   __   __   __                              lines: _
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       Next                    Notes
```

Basic Steps

- Advance to Screen 221.
- Type a valid purchase order number in the Action Line.
- Press <ENTER> to display existing document address and text information.
- Type a ship to and invoice to address number or manually fill in the addresses.
- Enter text codes and additional lines of text, as desired.
- Press <ENTER> to record the shipping and text information.

Shipping and Text Process

Text Codes

Text codes save time. The codes point to standard text that can be printed on the purchase order. By choosing the code, the enterer does not have to type the text on each purchase order. Typing a question mark (?) in the Text codes: field and pressing <ENTER> will access a pop-up window with a complete list of valid text codes.

Type an 'X' next to as many as 20 text codes to be applied to the purchase. Press PF4 to return to Screen 221 where the text codes selected will be displayed. Press PF5 while in the pop-up to display an extended description of the text code, if necessary.

```
+------------------------------------------------------------+
| More Text Codes - Select or Press <ENTER> to scroll        |
|                                                            |
|  Search Criteria:     Text Code: ___    Drop: N            |
|                                   Selected    of 19       |
|    Code       Description                            Drop  |
|  _  001  DELIVERY MAY BE A FACTOR IN THE AWARD.        N   |
|  _  002  IF QUOTING OTHER THAN SPECIFIED, BIDDERS          |
|  _  003  BIDDERS MUST GIVE ESTIMATED DELIVERY          N   |
|  _  004  BULK PACKAGING AND SINGLE SHIPMENT ARE            |
|  _  005  VENDOR MAY BE REQUESTED TO SUBMIT A           N   |
|  _  006  ONCE THE ORDER IS PLACED, SUBSTITUTIONS           |
|  _  007  TEXAS A&M UNIVERSITY RESERVES THE RIGHT           |
|  _  008  LENGTH OF DELIVERY TIME MAY BE A FACTOR       N   |
|  _  010  NO SUBSTITUTION OF MANUFACTURER WILL BE       N   |
|  _  011  PRESENT CONTRACT WILL BE IN EFFECT            N   |
|  _  012  UNACCEPTABLE PERFORMANCE BY VENDOR MAY        N   |
|  _  013  QUOTE F.O.B. DESTINATION, FREIGHT PREPAID AND N   |
|                                                            |
|  Select up to 19 Text Codes or Press <PF4> to Quit         |
|  Press <PF5> for extended description.                     |
+------------------------------------------------------------+
```

LDT Codes

Legal Descriptive Text (LDT) codes specify text required of certain purchases.

Type a question mark (?) in the LDT Cd: field and press <ENTER> to access a pop-up window with a complete list of valid codes. Type an 'X' next to the code to be applied to the purchase and press <ENTER> to select an LDT code and return to Screen 221. Press PF4 to return to Screen 221 without selecting a code.

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

Action Line

◆ **Doc:** 7 character/digits
Enter the document number to be added/modified.

Screen Information

Ship To

◆ **Address Nbr:** Help 3 digits
Indicate the address code which identifies the address to which items purchased will be delivered.

◆ **Name:** 30 characters
Enter the name of the department to which items purchased will be delivered. ***Will be filled in automatically if an Address Nbr: is specified.***

◆ **Addr:** 4 lines/30 characters
Indicate the street address where items purchased will be delivered. ***Will be filled in automatically if an Address Nbr: is specified.***

◆ **City, State, Zip:** 20 characters/2 characters/9 digits
Enter the city, state, and zip code where items purchased will be delivered. ***Will be filled in automatically if an Address Nbr: is specified.***

Country, Phone, FAX: 3 characters/10 digits/10 digits
Type the country code, area code and phone number, and the area code and FAX number where items purchased will be delivered. ***Will be filled in automatically if an Address Nbr: is specified.***

Invoice To

◆ **Address Nbr:** Help 3 digits
Identify the address code which identifies the address to which items purchased will be billed.

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

◆ **Addr:** 4 lines/30 characters
Indicate the street address to which items purchased will be billed. ***Will be filled in automatically if an Address Nbr: is specified.***

◆ **City, State, Zip:** 20 characters/2 characters/9 digits
Indicate the city, state, and zip code where items purchased will be billed. ***Will be filled in automatically if an Address Nbr: is specified.***

Country, Phone, FAX: 3 characters/10 digits/10 digits
Include the country code, area code and phone number, and the area code and FAX number to which items purchased will be billed. ***Will be filled in automatically if an Address Nbr: is specified.***

Text codes: Help 3 digits
Displays the text codes which identify any special vendor instructions that must be added to the purchase order.

Additional Text Lines: 4 lines/45 characters
Identify any special instructions that need to be added to purchase order that do not have an assigned text code in FAMIS.

LDT Codes: Help 2 characters/digits
Enter the legal descriptive text codes to be which are used to add special instructions to the purchase order.

More text lines: Help 1 characters
Type 'Y' to add more lines of text on Screen 222.

Additional Functions:

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **Next**	**Next** Advances to the next required screen.
PF9 **Notes**	**Notes** Used to enter free-form notes about the requisition.

These are on-line reference notes regarding the document. **They will not be printed.**

Create/Modify a Purchase Order Line Item

Each individual line item for the purchase order is entered separately using Screen 224. You may input up to 900 separate lines for one purchase order. For each line item the quantity, unit price, description, and accounts responsible for payment of the requested item must be entered.

Flags set on Screen 310 determine if the Commodity Code and TIBH Code are required on this screen. These flags are set on a campus by campus basis by FAMIS Services.

Screen 224 - Purchase Order Line Item Create/Modify

```
   224 P.O. Line Item Create/Modify    DALE MARKETING LP          05/20/09 13:42
                                                                   FY 2009 CC 02
   Screen: ___  Doc: P900207  Item: __1.0

                     Quantity  UOM     Unit Price  -- Discount -- Extended Price
                    ______6.00 EA__ _______970.6700 _ ___________        5824.02


 Commodity: 204-53_________  Proc Cd: _ Cost Ref 1: _______ 2: _______ 3: _______
  Part Nbr: _______________  Desc: Computer, OptiPlex 755, 223-1202_____________
      TIBH: _                      Quote #4xxxxxxx8_____________________________
                                   ____________________________________________
                                   ____________________________________________
                                   ____________________________________________
     FY   CC   ---- Account ----   Pct.   Amt $
   2009   02   246237 05900 5787 ______ _______3882.68
   2009   02   230069 00000 5787 ______ ________970.67
   2009   99   480541 00000 5787 100.00 ______________
   ____   __   ______ _____ ____ ______ ______________

  More Desc (Y/N): _   More Items (Y/N): _   Print Line: Y   Item Deleted:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next                    Notes CAcct MAcct
```

Always make the 100% line the last line in the distribution.

Basic Steps

Create or Modify a Line Item

- Advance to Screen 224.
- Type a valid purchase order number in the Action Line and press <ENTER>.
- Enter a valid quantity, unit of measure, unit price, commodity code, and line item description.

  OR
- Add/modify valid data in the available fields, as desired.
- You may search for the desired commodity code by typing a question mark (?), at least three alpha characters, or surround the commodity name by asterisks, such as *PAPER*.
- Enter a valid account number and object code.
- Enter either a percentage or a dollar amount to be paid by the account. Do NOT enter both a percentage and a dollar amount.
- Enter additional information in the available fields, as desired.
- Press <ENTER> to record the line item information.

Document Line Item Process

Line Item Entry

Purchase order documents may have up to 900.0 items. The item number will default to 1.0 when the document is being created. FAMIS automatically increments the item number by one for each additional item you need to enter on the document. Use the decimal position of the item number to represent a **text only** item for the document.

TIBH (Texas Industries for the Blind and Handicapped)

The TIBH field is used to indicate the reason that TIBH was or was not used as the vendor for the bid/purchase. This field is optional unless it is set to be required on a campus by campus basis. If the TIBH flag is set, the TIBH field is required on both Screen 224 and Screen 241. The field is also available on Exempt Documents (Screen 236), but it is not required even if the TIBH required flag is set.

TIBH reporting must be done on the commodity code level.

See Basic Concepts for further explanation of the following:

Multiple Accounts
Processing Codes

Master Orders

Purchase orders that have a category of BO or MO will display/allow input of master order information, including the master order document number, the master order line item, and the master order category (see below).

Master Order information will only be displayed when you use a category of BO or MO on Screen 220.

```
  224 P.O. Line Item Create/Modify    MILES UNIFORMS & EMBLEMS  05/20/09 13:43
                                                                FY 2009 CC 02
  Screen: ___  Doc: P900272  Item: __1.0

 - Master Order --  Quantity  UOM     Unit Price  -- Discount -- Extended Price
 Number Item  Type ______3.00 EA__ ________59.5000 _ ___________         178.50
 M800106 __4.0 MQ       79.00 EA          59.5000

Commodity: 200-85_________ Proc Cd: _ Cost Ref 1: _______ 2: _______ 3: _______
 Part Nbr: _______________ Desc: Side Pocket Trouser Waist Sizes thru 54______
     TIBH: _                     Blauer Style 8810 as per the following______
                                 specifications:______________________________
                                 _____________________________________________
                                 Color:  Dark Navy____________________________
   FY  CC  ---- Account ----  Pct.   Amt $                CONTINUED
  2009  02  300540 20000 5755 100.00 ______________
  ____  __  ______ _____ ____ ______ ______________
  ____  __  ______ _____ ____ ______ ______________
  ____  __  ______ _____ ____ ______ ______________

 More Desc (Y/N): _   More Items (Y/N): _   Print Line: Y   Item Deleted:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next                        Notes CAcct MAcct
```

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

Action Line

◆ **Doc:** 7 character/digits
Identify the document number to which you wish to add/modify item information.

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

Screen Information

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

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

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

Discount: Help 7 characters
Identify if the discount entered is a dollar amount (D) to be subtracted from the unit price or a percentage (P) to be subtracted from the extended price of the line item, and include the discount amount.

Extended Price: 16 digits
Displays the total item amount as calculated by the system.

◆ **Commodity:** Help 15 digits
Identify the commodity code for classifying goods and services.

Proc Cd: Help 1 character
Include the processing code to be used to indicate whether or not the item needs special processing by the system (i.e.: whether the line item should be treated as a vendor discount, a trade in, or a no charge item).

Cost Ref 1,2,3: 7 characters/digits
Represents the user-defined cost accounting reference number. This reference number is used to provide additional details about the processing of the line item.

Part Nbr: Help 15 digits
Include the part number code which defines inventory items for a department.

◆ **Desc:** 4 lines/45 characters each
Enter a detailed description of the specified line item.

TIBH: 1 character/digit
Shows the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as the vendor for the bid/purchase. Valid values include:

N	=	Not Provided by TIBH
T	=	TIBH Purchase
1	=	Quantity
2	=	Quality
3	=	Delivery Time
4	=	Life Cycle
5	=	Price

FY: 4 digits
Identify the fiscal year the purchase order will be paid. ***If left blank, the year will default to current fiscal year.***

CC: 2 digits
Indicate the campus code of the agency purchasing items. ***If left blank, this field will default to the current campus code.***

◆ **Account:** 15 digits
Identify the account number (subsidiary ledger + support account + object code) responsible for payment.

◆ **Pct.:** 6 digits
Specify the percentage of the total dollar amount of the line item to be paid by the specified account.

Amt $: 14 digits
Enter the dollar amount to be paid by the specified account. ***If a percent was not specified in the previous field, then a dollar amount to be paid will be required.***

More Desc (Y/N): 1 character
Type 'Y' to indicate additional lines of description are needed for the specified line item.

More Items (Y/N): 1 character
Enter 'Y' if additional line items are to be processed for the purchase order.

Print Line: 1 character
Type 'Y' if line item information should be printed.

Item Deleted: 1 character
'Y' signifies the item has been marked for deletion from the purchase order.

Additional Functions:

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

PF5
Next — **Next**
Advances to the next required screen.

PF9 **Notes**	**Document Notes** Free form notes can be entered on a document.
	These are on-line reference notes regarding the document and will not be printed
PF10 **CAcct**	**Copy Accounts** Copies all account information from the previous item to the current item. Dollar amounts are left blank and require either amount or percentage for the new item.
PF11 **MAcct**	**Multiple Account** Provides a pop-up window to continue adding accounts (up to forty) for the specified item.

Close a Purchase Order Document

You should close the purchase order document after all required information has been successfully entered to prevent further changes from being added. Closing a document will encumber the requested funds.

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

Screen 226 checks for possible Contract Workforce purchase orders. If the program determines the document is a possible Contract Workforce purchase order, a pop-up window will be available to give you the opportunity to set the Contract Workforce flag.

Screen 226 - Purchase Order Document Close

```
 226 Purchase Order Document Close                              05/20/09 13:50
                                                                FY 2009  CC 02
  Screen: ___ Doc: P904494           NATIONAL INSTRUMENTS CORPORATION

          << Dates >>
 Document: 05/20/2009   Cat: RO   User Ref: 2255300518091     St Req:
 Start   :              Contact Person: BEN BROMLEY           Ph: 979-847-9999
 End     :              Buyer:  CCC     CONLEE, CARLY         Ph: 979-845-3333
 Required: 06/30/2009   Research (Y/N): N    Type Funds: L    Type Order: HIED
 Change  :              No.       Last Print Date:
                        Sole Source: Y   Emergency: N

     Doc Summary: DATA ACQUISITION SYSTEM

Total Amount:          6,897.82    Untransferred Total:         6,897.82

                       I n   P r o c e s s

                        Close Document?  N

  Budget Balance Override: _                Session: 1586JC   Date: 05/20/09
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next  Item  Route                         Warns
```

Basic Steps

- Advance to Screen 226.
- Type a valid purchase order number in the Action Line and press <ENTER> to display existing purchase order information.
- Set the Close Document? flag to 'Y' and press <ENTER>.
- If all required information has been properly entered, the message "Document closed successfully" will appear in the message line.

Document Close Process

Encumbrance Processes

Closing a purchase order unencumbers the requisition and then encumbers the amount on the purchase order.

Contract Workforce

The criteria that Screen 226 uses to determine the Contract workforce eligibility is:

1. Purchase order is $10,000 or greater
2. There are items flagged as State (depends on accounts being flagged as State)
3. The purchase order contains any of the FAMIS object codes that map to the Comptroller object codes designated as Contract Workforce.

See Basic Concepts for further explanation of the following:

Changing a Purchase Order
Routing the Document
Rejected Documents

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

Action Line

◆ **Doc:** 7 character/digits
Enter the document number you would like to close.

Screen Information

Dates

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

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

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

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

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

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

User Ref: 14 digits
Displays the user reference number which is made up of the subsidiary ledger (SL) account number used to pay for the order followed by the user-assigned reference number.

St Req: 11 digits
Indicates the state requisition number assigned by the State to reference the purchase order.

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

Ph: 10 digits
Indicates the area code and phone number for the purchase order's contact person.

Buyer: 3 characters
Identifies the initials of the buyer for the purchase.

Ph: 10 digits
Indicates the area code and phone number of the buyer for the purchase order.

Research (Y/N): 1 character
Indicates whether or not ('Y' or 'N' the purchase items are intended for research purposes.

Type Funds: 1 character
Shows the type of funds to be used for the purchase of the requested item(s).

Type Order: 4 characters
Indicates the type of order to be placed for the requested item(s).

No.: 3 digits
Shows the number of changes that have been made to this purchase order document.

Last Print Date: 8 digits
Indicates the date the document was last printed.

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

Emergency: 1 character
Reflects whether or not ('Y' or 'N') this is an emergency purchase.

Doc Summary: 50 characters
Displays a brief summary of the document which will be seen on inquiry screens.

Screen 226 – Purchase Order Document Close (cont'd)

Total Amount: 17 digits
Identifies the total dollar amount required for purchase of the requested item(s).

Untransferred Total: 17 digits
Shows the total dollar amount that has not been transferred to a purchase order.

◆ **Close Document?:** 1 character
Type 'Y' to close the document.

Budget Balance Override: 1 character
Enter 'Y' if the purchase will be allowed to exceed the available budget.

Session: 6 characters
Identifies the batch session number associated with the accounting for the master order.

Date: 8 digits
Displays the date the document was closed.

Additional Functions:

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

PF5 Next
Next
Advances to the next required screen.

PF6 Item
Item
Displays the document inquiry pop-up window to view all items for the document.

PF7 Route
Route Document
Sends a closed document through the routing and approval process.

PF12 Warns
Warnings
Identifies any FAMIS warnings.

Additional Purchase Order Header Text

Additional instructions pertaining to the purchase order that do not have an assigned text code in FAMIS may be entered using Screen 222. Ninety-nine lines of additional text may be entered using this screen.

Text is entered without a wrap-around feature. To prevent a word being split between two lines, use the TAB key to advance to the next available text line.

Screen 222 - Purchase Order Header Text Continued

```
    222 PO Header Text Continued                                   05/20/09 13:51
                                                                    FY 2009 CC 02
    Screen: ___   Doc: P904494
                                                      Position at line: ___ of  9
                                                      Page (F/B/E): F
      Line                Additional Text
      1            TEXAS A&M UNIVERSITY IS ISSUING THIS PURCHASE
      2            ORDER FOR A DATA AQUISITION SYSTEM FOR THE___
      3            DEPARTMENT OF MECHANICAL ENGINEERING_________
      4            _____________________________________________
      5            DELIVERY: MATERIAL REQUIRED ON OR BEFORE_____
      6            JUNE 30, 2009________________________________
      7            _____________________________________________
      8            DEPARTMENT CONTACT: BEN BROMLEY______________
      9                                979-847-9999_____________
      10           _____________________________________________
      11           _____________________________________________
      12           _____________________________________________
      13           _____________________________________________
      14           _____________________________________________
      15           _____________________________________________
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help EHelp
```

Basic Steps

- Advance to Screen 222.
- Type a valid purchase order number in the Action Line and press <ENTER> to display existing purchase order text.
- Add or modify text in the available fields, as desired, and press <ENTER> to record the information.

Purchase Order Text Entry Process

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 222. Enter an 'F' to scroll one page forward. Enter a 'B' to scroll one page backwards. Enter an 'E' to end the editing session and take you to the next required purchase order screen.

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

Action Line

◆ **Doc:** 7 character/digits
Enter the purchase order document number to be modified.

Screen Information

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

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

Line: 3 digits
Specifies a line number of the description.

Additional Text: 99 lines
Enter additional information or instructions.

There is no word wrap feature.

Additional Functions

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

Purchase Order Sole Source Justification

Purchase Orders that have been flagged with a sole source vendor will need to have the sole source justification recorded on this screen. The purpose for the items to be purchased, proprietary functions or features, any other companies with similar items, and why they are unsatisfactory, as well as the need for installation and use with other equipment are indicated on this screen.

If the sole source flag is set to "N" on the document header screens, you will be able to remove the information from this sole source screen. **All information must be removed from the screen (including the PF10 pop-up window) or you will receive an error message.**

Screen 223 - Purchase Order Sole Source

```
 223 PO Sole Source              NATIONAL INSTRUMENTS CORPORATI 05/20/09 13:54
                                                                FY 2009  CC 02
  Screen: ___ Doc: P904494

1) Is this item required for use in: Research?  _  Classroom?  _
                                     Lab?  _       Other?  DESIGN CLASS________
2) List proprietary functions or features.  List qualities that are essential
   to accomplish your work.
   DAQ SYSTEM MUST BE COMPATIBLE WITH OTHER NATIONAL INSTRUMENT EQUIPMENT
   IN LABS AND LANVIEW SOFTWARE:MUST BE SMALL(MAX.10"X4"X4'),PORTABLE,___
   SELF-STANDING;HAVE ABILITY TO NEASURE MANY DIFFERENT TYPES OF SIGNALS,
   FOR DATA ANALYSIS.____________________________________________________
3) List other companies who manufactures a similar item with similar functions.
   IOTECH; 25555 CANTON ROAD;CLELAND,OH 44146____________________________
   ______________________________________________________________________
4) Why won't these competing products be satisfactory?
   EQUIPMENT DOES NOT MATCH DATA ACQUISITION EQUIPMENT STUDENTS ARE______
   USING IN CLASES AND WOULD REQUIRE STUDENTS TO LEARNE TO PROGRAM NEW___
   SOFTWARE FOR DATA ANALYSIS WHEN THEY ONLY HAVE SHORT PERIODS OF TIME__
5) Will installation be required?  N  (Y/N)
6) Will this item be used with existing equipment?  Y  (Y/N)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12---
      Hmenu Help  EHelp       Next                    Notes ExEq
```

Basic Steps

- Advance to Screen 223.
- Type a valid purchase order number in the Action Line and press <ENTER> to display existing document sole source information.
- Add or modify screen information by answering the questions, as applicable, and press <ENTER> to record the information.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the document number to which you wish to add or modify sole source justification information.

Screen Information

- **Is this item required for use in:** 23 characters
  Identify the area for which the item is required: Research, Classroom, Lab, Other. Type an 'X' in the appropriate field or type the required area in the "Other?" field.

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

List other companies who manufactures a **similar item with similar functions:** 140 characters
Include other manufactures that may be used to purchase the requested item.

Why won't these competing products be satisfactory?: 210 characters
Identify the reason alternate vendors should not be used for the purchase of the requested item.

- **Will installation be required?:** 1 character
  Type 'Y' if installation will be required.

- **Will this item be used w/ existing equipment?:** 1 character
  Enter 'Y' if the requested item will be used in conjunction with existing equipment.

Additional Functions:

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

PF5 Next
Next
Advances to the next required screen.

PF9 Notes
Notes
Enter on-line notes about the document.
These will not be printed.

PF10 ExEq
Existing Equipment
Enter information about any existing equipment the requested item will be used in conjunction with.

Enter Purchase Order Item Description

There may be times when you need to enter a detailed description of an item. Should this description require more space than is available on Screen 224, you may use the space provided here on Screen 225 to supplement your item description. Ninety nine lines of additional text may be input for each line item.

The text entered on this screen will appear on the purchase order when printed.

Text is entered without a wrap-around feature. To prevent a word being split between two lines, use the TAB key to advance to the next available text line.

Screen 225 - Purchase Order Item Description

```
    225 P.O. Item Description                                     05/20/09 13:55
                                                                   FY 2009 CC 02
    Screen: ___     Doc: P904381  Item: __1.0
                                                   Position at line: ___ of  23
      Line              Description                        Page (F/B/E): F
      1            PURCHASE AND INSTALL APPROXIMATELY 282 SQUARE
      2            YARDS OF CARPET AND COVE BASE FOR ROOMS______
      3            242B, 242C, 242D, 242E, AND 243A, 243B, 243C,
      4            243D, 243DD, 243F FO THE KOLDUS BLDG. #383___
      5            _____________________________________________
      6            CARPET SELECTION: MILLIKIN DESIGN COLORED____
      7                              CRYSTAL____________________
      8                              #230 MULBERRY GEM__________
      9            _____________________________________________
      10           PURCHASING CONTACT:   JULIE JENSEN___________
      11                                 979-845-4444 XT 241____
      12           _____________________________________________
      13           DEPT. CONTACT:        TYLER TOLAR____________
      14                                 979-845-5555___________
      15           _____________________________________________
      16           VENDOR RESPONSIBLE FOR:______________________
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 225.
- Type a valid purchase order and line item number in the Action Line and press <ENTER> to display existing line item descriptions.
- Add or modify text in the available fields, as desired and press <ENTER> to record the information.

Document Line Item Process

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 225. Enter an ‘F’ to scroll one page forward. Enter a ‘B’ to scroll one page backwards. Enter an ‘E’ to “end” the editing session and take you to the next required purchase order screen.

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

Action Line

◆	**Doc:**	7 character/digits Identify the document number to which you would like to add or modify line item information.
◆	**Item:**	4 digits Enter the item number to be added or modified.

Screen Information

Position at line:	3 digits Indicate which line number of text should be positioned at the top of the screen.
Page (F/B/E):	1 character Identify whether to scroll forward through text lines, scroll backward through text lines, or end the editing and return to the next required requisition screen.
Line:	3 digits Shows the line number of the description.
Description:	45 characters (99 lines) Type a complete description of the line item. **There is no word wrap feature.**

Additional Functions

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

Copy/Transfer Purchase Order Line Items

You may find it beneficial to copy or transfer frequently purchased items (i.e. general supplies) from existing document to new purchase documents. Screen 227 allows you to retrieve a document that you previously entered and transfer or copy its line items to an existing or newly created purchase document.

Screen 227 - Purchase Order Line Item Copy/Transfer

```
 227 P.O. Line Item Copy/Transfer                                05/20/09 14:04
                                                                  FY 2009 CC 02
  Screen: ___ Doc: P904204 Item: _____     From Vndr: CTY LABS
                                             To Vndr:
  New  Class: _ Doc: _______ FY: 2009 Cat.: __ Vndr: ___________ Dt: __________
  or
Exist  Class: _ Doc: _______
 ------------------------------------------------------------------------------
Header Screen: _     Document has    11 items, including text and deleted items
                                                                          Proc
Func Item   ----- Desc ------   Quantity     Unit Price  UOM    Ext. Price   Cd
  _    0.1  INSTALLATION:                                                     T
  _    0.2  RESPONSIBILITY FO                                                 T
  _    0.3  INSURANCE:                                                        T
  _    0.4  CORRECTION OF DEF                                                 T
  _    1.0  Type B-Auto Airlo       1.00     12748.0000   EA      12748.00
  _    2.0  Gas Analyzer, Mod       1.00      2968.0000   EA       2968.00
  _    3.0  Shelves 28" (71cm       1.00       286.0000   EA        286.00
  _    4.0  Shelves 36" (91 c       1.00       304.0000   EA        304.00
  _    5.0  Gloves, Black Lat       1.00        13.0000   PR         13.00
  _    6.0  Installation and        1.00                 LOT                  N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                                                 Warns
```

Basic Steps

Copy/Transfer Line Items to a New or Existing Purchase Document

- Advance to Screen 227.
- Type a valid purchase order number in the Action Line and press <ENTER>.
- To create a new document, type a valid class in the New Class: field, a valid document prefix in the Doc: field, and a valid category in the Cat: field

  OR
- To add to an existing document, type the class and number of the document to which you wish to copy/transfer items.
- Press <ENTER> to view a list of line items available for copy/transfer.
- Indicate whether you would like to Copy (C) or Transfer (T) the available items to the new purchase document.
- Press <ENTER> to copy/transfer the items and create the new document number.

Document Copy/Transfer Process

Transfer/Copy Functions

There are two distinct functions on this screen. Function **"C"** allows a line item to be copied to either an existing document or create a new document for the item. Function **"T"** allows a line item to be transferred to an existing document or create a new document for the item.

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

Items that are copied are not tracked and encumbrances for the source document are not liquidated. Copying an item does not affect the ability to update the source item.

Correct a Line Item Transfer

If a transfer was done in error (Ex: transferred to incorrect document), the error can be handled in two ways.

1) **The preferred method is to transfer the item in error to the correct document by following these steps:**

   A) Close the document with the error using Screen 226.
   B) Go to Screen 227 and enter the document with the error and transfer the item in error to the correct document.

      This method will maintain the document tracking information and the item can be traced from the originating document to the correct document.

2) **If for some reason the above method cannot be used, use the following procedure:**

   A) Go to Screen 228 - PO Flag Maintenance to delete the line items. Tab to the Item to Delete/Undelete: field and enter the number of the item you wish to delete. Pressing <ENTER> will delete the specified line item from the document.
   B) Return to Screen 227 and use the line item in the original document (which will be marked with an "X" in the Processing Code field), and **COPY** it to the correct document.

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

Action Line

◆ **Doc:** 7 character/digits
Enter the document number from which you want to copy or transfer items.

Item: 4 digits
Type the item number to be positioned at the top of the source document.

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

To Vndr: 25 characters
Shows the name of the vendor to which the items will be copied/transferred.

◆ **New Class:** Help 1 character
Identify the class code for the document to be created.

◆ **Doc:** 7 character/digits
Enter the document prefix followed by a zero to instruct FAMIS to automatically assign a new document number.

--OR--

◆ **Exist Class:** Help 1 character
Identify the class code of the existing document you are copying or transferring to.

◆ **Doc:** 7 character/digits
Include the existing purchase document number to copy or transfer items to.

◆ **FY:** 4 digits
Identify the fiscal year items are purchased in. The current system fiscal year is the default.

◆ **Cat.:** Help 2 characters
Enter the document category to be used to define the accounting and receiving characteristics of the document.

Vndr: 11 digits
Identify the FAMIS vendor ID number for the suggested vendor.

Dt: 8 digits
Indicate the date the new purchase document is created. ***Will default to the current system date if left blank.***

Screen Information

Header Screen: 1 character
Type 'Y' if the system should advance to the header of the new document upon completion of the copy/transfer of line items.

Document has __: 3 digits
Displays the number of items on document, including text and deleted items.

Func: Help 1 character
Identify the function code which indicates whether items should be copied (C) or transferred (T) from the source document to the new or existing document specified.

Item: 3 digits
Indicates the document line item number.

Desc: 20 characters
Shows a short line item description.

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

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

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

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

Proc Cd: 1 character
Identifies the processing code which is used to indicate whether or not the document needs special processing or if the item has previously been transferred to a purchase order.

Additional Functions

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

PF12 Warns **Warnings**
Identifies any FAMIS warnings.

Set/Reset Purchase Order Flags

Document flags are used to control activity on the purchase order as a whole. You may set (or reset) flags for your purchase order using Screen 228. From this screen, your document may be canceled/deleted, frozen, or re-opened. Specific items or all items on your document may also be deleted or undeleted.

> Completing a document finalizes it and liquidates all encumbrances.
> **<u>This process CANNOT be reversed</u>**.
> Do NOT complete a document unless you are certain
> that no invoicing or receiving will be done in the future.

To prevent Purchase Orders from being completed accidentally, a pop-up window will appear after entering 'Y' in the Complete PO: field. This will enable you to confirm that the Purchase Order is complete and ready to be finalized.

Screen 228 - Purchase Order Flag Maintenance

```
   228 PO Flag Maintenance          STYLUS INDUSTRIES             05/20/09 14:06
                                                                   FY 2009 CC 02
   Screen: ___ Doc: P904214                           C l o s e d


                  Cancel / Delete Document: N

                           Freeze Document: N

                           Reopen Document: N

                          Delete all Items: N

                      Delete/Undelete Item: _____ thru Item: _____

   Completing a document finalizes it and liquidates all encumbrances
   This process CANNOT be reversed.  Do NOT complete a document unless
   you are certain that no invoicing or receiving will be done in the future

                               Complete PO  Y

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                   Track CnclR Accts Extnd Items Warns
```

Screen 228 - Purchase Order Flag Maintenance Message

```
   228 PO Flag Maintenance          STYLUS INDUSTRIES             05/20/09 14:06
                                                                   FY 2009 CC 02
   Screen: ___ Doc: P904214                           C l o s e d

                  Cancel / Delete Document: N
              +-----------------------------------------------------------+
              | Completing a document is an irreversible process.         |
              | It finalizes it and liquidates all encumbrances           |
              | associated with it.  Do NOT  complete a document          |
              | unless you are certain that no invoicing or               |
              | receiving will be done in the future.                     |
              |                                                           |
              | Are you sure you want to Complete the document? (Y/N): _  |
  ------------+-----------------------------------------------------------+
   Completing a document finalizes it and liquidates all encumbrances
   This process CANNOT be reversed.  Do NOT complete a document unless
   you are certain that no invoicing or receiving will be done in the future

                               Complete PO  Y

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                   Track CnclR Accts Extnd Items Warns
```

Basic Steps

- Advance to Screen 228.
- Type a valid purchase order number in the Action Line and press <ENTER> to display the current document flag settings.
- Set/reset document flags as desired and press <ENTER> to record purchase order flag changes.
- If you are completing the purchase order, type 'Y' in the Complete PO: field and press <ENTER>. When the pop-up window appears, confirm or cancel the completion.

> If a document is cancelled or uncancelled, you must enter a reason in the pop-up window provided.

```
+-----------------------------------------------------------------------+
|                                                                       |
|   Cancel/Delete Reason:  ______________________________________       |
|                          ______________________________________       |
|                                                                       |
+-----------------------------------------------------------------------+
```

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

Action Line

◆ **Doc:**	7 character/digits Enter the document number for which flags will be set/reset.

Screen Information

Cancel / Delete Document:	1 character Type 'Y' if the document should be removed from the system.
Freeze Document:	1 character Enter 'Y' if the purchase order should be restricted from further activity.
Reopen Document:	1 character Type 'Y' if a document that has been closed should be returned to an open status so that additions/modifications may be processed.
Delete all Items:	1 character Enter 'Y' if all items from the specified document should be marked for deletion by the system.
Delete/Undelete Item:	5 digits Specify the specific line item, or the first item in a range of items on the document you wish to delete.
thru Item:	5 digits Identify the specific line item, or the last item in a range of items on the document you wish to delete. ***If you are only deleting a single line item, place the same number in this field as in the previous field.***

Complete PO 1 character
Type 'Y' to mark the purchase order as completed.

> This should **ONLY** be done if the document will never be completed through the invoicing process.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF7 **Track**	**Track** Track history of additions/modifications to document.
PF8 **CnclR**	**Cancel/Delete Reason** Enter the reason for cancellation or deletion.
PF9 **Accts**	**Account Distribution** Shows all accounts used to pay for item(s).
PF10 **Extend**	**Extended Information** Provides extended detail information entered on the document header.
PF11 **Items**	**Line Items** Displays the line items included on the document.
PF12 **Warns**	**Warnings** Shows any FAMIS warnings.

Enter Notes for a Purchase Order

You may enter informational notes about your purchase order using Screen 229. Using this screen, you may enter as many as ninety-nine lines of notes on an open or a closed purchase order.

> Text is entered without a wrap-around feature. To prevent a word being split between two lines, use the TAB key to advance to the next available text line.

Screen 229 - Purchase Order Note Text

```
  229 PO Note Text                                                05/20/09 14:10
                                                                   FY 2009 CC 02
  Screen: ___   Doc: P904241   Item: __0.0    C l o s e d
                                                       Position at line: ___
    Line                      Description
    1             >>Note entered 05/06/09 BY CONWAY, CARLA_____
    2             REOPENED PO TO ENTER DELIVERY SCHEDULE_______
    3             _____________________________________________
    4             _____________________________________________
    5             _____________________________________________
    6             _____________________________________________
    7             _____________________________________________
    8             _____________________________________________
    9             _____________________________________________
    10            _____________________________________________
    11            _____________________________________________
    12            _____________________________________________

                                                              Page (F/B/E): _


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

Use item number 0.0 to enter notes for the entire purchase order.

Basic Steps

- Advance to Screen 229.
- Type a valid purchase order number in the Action Line and press <ENTER> to display existing document notes.
- Add or modify document text in the available space, as desired, and press <ENTER> to record the information.

Requisition Notes Entry Process

<u>Page through Text</u>

The F/B/E: field is used to scroll through all of the lines of text added on Screen 229. Entering an 'F' will scroll one page forward. Entering a 'B' will scroll one page backwards. Entering an 'E' will "end" the editing session and take you to the next required purchase document screen.

<u>View Purchase Document Notes</u>

When notes are attached to document items they may be viewed with the NOTES PF Key indicated at the bottom of the FAMIS screens. The document header and all items that have notes attached will display the word **"NOTES"** at the top of the screens.

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

Action Line

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

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

Use item 0.0 to enter notes about the purchase order as a whole.

Screen Information

Position at line: 3 digits
Indicate the line number of description text that is to be positioned at the top of the screen.

Line: 3 digits
Specifies the line number of each line of description entered.

Description: 45 characters (99 lines)
Type a complete description of your line item.

There is no word wrap feature.

Page (F/B/E): 1 character
Indicate whether to scroll forward (F) or backward (B) through text lines, or end the editing session.

Additional Functions

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

PF7
PItem
Previous Item
Advance to note on previous line item, if available.

PF8
NItem
Next Item
Advance to note on next line item, if available.

Purchase Order or Master Order Vendor

There may come a time when you need to change the vendor listed on a purchase order. When this time comes, you may use Screen 219. From here you will enter the new vendor along with the reason you had to make the change.

You may use Screen 219 to change the vendor on a closed document without reopening it.

Screen 219 - Purchase Order and Master Order Vendor Modify

```
 219 PO and MO Vendor Modify                                     05/20/09 14:13
                                                                 FY 2009  CC 02
  Screen: ___   Doc: P904281

             Vendor: 1vvvvvvvvv0  RESEARCH BIO TESTING

             Reason: WRONG VENDOR SELECTED___________________
                     ________________________________________

                                                   Total Amount: 14000.00
          << Dates >>  Doc. Year:                       St. Req:
Document : 05/07/2009  Cat.: RO User Ref: 216860-0000       St. Ord:
Required :             Contact Person: SANDI SHERMAN        Ph: 979-845-9999
Start    :             Buyer:  CKA     ASTER, ANNA          Ph: 979-845-3333
End      :             Research (Y/N): Y    Type Funds: L   Type Order: HIED
Change   :             No.     Print Doc?  N                PCC Code:
                       Dept: VSAM   SubDept:

 Description: SUDO START UP - SEQUENCING TESTS
  Delivry Dt: 05/06/2009 Terms:           N 30   FOB: DP  Ship/Handle:

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

Screen 219 - Vendor Change Verification Pop-Up Window

```
+-------------------------------------------------------+
|                                                       |
|                                                       |
|   Old Vndr: 1vvvvvvvvv6  TERA RESEARCH TESTING        |
|                                                       |
|   New Vndr: 1vvvvvvvvv8  RESEARCH BIO TESTING         |
|                                                       |
|   Do you wish to proceed with this change? (Y/N)  Y   |
|                                                       |
+-------------------------------------------------------+
```

Basic Steps

- Advance to Screen 219.
- Type a valid purchase document number in the Action Line.
- Press <ENTER> to display existing purchasing document information.
- Type the new vendor ID number and the reason you need to change vendors.
- Press <ENTER> to access a pop-up window asking you to verify your change.
- Type a 'Y' and press <ENTER> to accept the change.

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

Action Line

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

Screen Information

◆ **Vendor:**	11 digits Enter the vendor's identification number.
◆ **Reason:**	2 lines/40 characters Include the reason vendor for the purchase order is being changed.
Total Amount:	15 digits Indicates the total dollar amount of the purchase order.
Doc. Year:	4 digits Identifies the fiscal year the document was created.
St. Req:	11 digits Indicates the state requisition number manually assigned by the State to reference the document.

Dates

Document:	8 digits Displays the date the purchase order was created.
Required:	8 digits Indicates the date the requested order is required.
Start:	8 digits Indicates the beginning date of the agreement/order for a Maintenance Agreement or Blanket Order.
End:	8 digits Indicates the ending date of the agreement/order for a Maintenance Agreement or Blanket Order.
Change:	8 digits Indicates the date the last change was made to the purchase document.
Cat:	2 characters Displays the document category which is used to define the accounting and receiving characteristics of the purchase document.
User Ref:	14 digits Displays the user reference number that is made up of the subsidiary ledger (SL) account number used for the order and the departmental reference number.

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

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

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

Buyer: 3 characters
Displays the buyer's initials.

Ph: 10 digits
Displays the area code and phone number for the buyer.

Research (Y/N): 1 character
'Y' indicates the purchase items are intended for research.

Type Funds: 1 character
Displays the type of funds to be used for the purchase.

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

No.: 3 digits
Shows the number of changes that have been made to this purchase document.

Print Doc?: 1 character
Displays 'Y' if the purchase document will be printed.

PCC Code: 1 character/digit
Displays the State of Texas (GSC) defined classification code which identifies the various purchase types and their associated payments.

Dept: 5 characters
Indicates the primary department responsible for the purchase order.

SubDept: 5 characters
Identifies the primary sub-department responsible for the purchase order.

Description: 50 characters
Displays a description of the purchase order.

Delivery Dt: 8 digits
Indicates the expected delivery date for the good/serviced ordered.

Terms: 3 digits/characters
Describes any special vendor terms or discounts for the order.

FOB: 2 characters
Indicates the freight codes which define the conditions by which purchased goods will be transported/delivered.

Ship/Handle: 3 characters
Not currently used.

Additional Functions

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

PF9 **Notes**
Notes Used to add notes to the documents.

Renumber Purchase Order Line Items

You may find it necessary to renumber the line items on your document. This is especially useful if the document contains deleted line items. Renumbering your document allows you to clean up the display and print out by putting deleted line items at the end, instead of interspersed throughout the listing.

Purchase document line items may be renumbered using Screen 218. Screen 218 may be used to renumber on all purchasing documents, including Limited Purchases, Exempt Purchases, Requisitions, Master Orders, and Purchase Orders.

Screen 218 - Renumber Line Items

```
 218 Renumber Line Items                                     07/01/07 11:10
                                                              FY 2007 CC AA
 Screen: ___    Doc: R700010

                      11 line items (including text and deleted items)

  New                                                                  Proc
  Nbr  Item  ----- Desc ------  Quantity    Unit Price   UOM   Ext. Price   Cd

 _____   1.0 test                  3.00         9.9900 EA          29.97
 _____   2.0 test item 2           1.00         1.1100 EA           1.11
 12___   3.0 test aa               1.00         0.8700 EA           0.87
 _____   4.0 test bb               1.00         0.9900 EA           0.99
 _____   5.0 test cc               1.00         0.3300 EA           0.33
 _____   6.0 test yy               2.00         0.8700 EA           1.74
 13___   7.0 test zz               1.00         9.9900 EA           9.99
 14___   8.0 test abc              3.00         0.6700 EA           2.01
 _____   9.0 another test item     2.00         2.2200 EA           4.44   D
 _____  10.0 test dd               1.00         0.4500 EA           0.45   D


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

Basic Steps

- Advance to Screen 218.
- Type a valid purchase document number on the Action Line.
- Press <ENTER> to display all existing document line items.
- Renumber the deleted line items by entering numbers greater than the highest line item for the document.
- Press <ENTER> to move the deleted items to the bottom of the purchase order information. Your items should now be in the correct order, though their numbers will not be continuous.
- Renumber all items, as desired.
- Press <ENTER> to record the information.

Line Item Renumber Process

Renumbering purchase document line items is actually a two step process because line items may not be given a number that already exists in the document. For instance, in the above example, line items 3, 7, and 8 have been deleted and need to be moved to the bottom of the purchase document. However, to move them to the bottom of the list, they must be given a number **greater than** the highest line on the purchase document, in this case line item #11.

The first step in the renumbering process would be to renumber items 3, 7, and 8 to 12, 13, and 14 (see below).

New Nbr	Item	----- Desc ------	Quantity	Unit Price	UOM	Ext. Price	Proc Cd
_____	1.0	test	3.00	9.9900	EA	29.97	
_____	2.0	test item 2	1.00	1.1100	EA	1.11	
12___	3.0	another test item	2.00	2.2200	EA	4.44	D
_____	4.0	test aa	1.00	0.8700	EA	0.87	
_____	5.0	test bb	1.00	0.9900	EA	0.99	
_____	6.0	test cc	1.00	0.3300	EA	0.33	
13___	7.0	test dd	1.00	0.4500	EA	0.45	D
14___	8.0	test xx	3.00	0.3300	EA	0.99	D

This will produce the following list of items.

New Nbr	Item	----- Desc ------	Quantity	Unit Price	UOM	Ext. Price	Proc Cd
_____	1.0	test	3.00	9.9900	EA	29.97	
_____	2.0	test item 2	1.00	1.1100	EA	1.11	
_____	4.0	test aa	1.00	0.8700	EA	0.87	
_____	5.0	test bb	1.00	0.9900	EA	0.99	
_____	6.0	test cc	1.00	0.3300	EA	0.33	
_____	9.0	test yy	2.00	0.8700	EA	1.74	
_____	10.0	test zz	1.00	9.9900	EA	9.99	
_____	11.0	test abc	3.00	0.6700	EA	2.01	
_____	12.0	another test item	2.00	2.2200	EA	4.44	D
_____	13.0	test dd	1.00	0.4500	EA	0.45	D

The final step in the renumbering process would be to renumber the items so that they flow from 1 to 11 (see below).

_____	1.0	test	3.00	9.9900	EA	29.97	
_____	2.0	test item 2	1.00	1.1100	EA	1.11	
_____	3.0	test aa	1.00	0.8700	EA	0.87	
_____	4.0	test bb	1.00	0.9900	EA	0.99	
_____	5.0	test cc	1.00	0.3300	EA	0.33	
_____	6.0	test yy	2.00	0.8700	EA	1.74	
_____	7.0	test zz	1.00	9.9900	EA	9.99	
_____	8.0	test abc	3.00	0.6700	EA	2.01	
_____	9.0	another test item	2.00	2.2200	EA	4.44	D
_____	10.0	test dd	1.00	0.4500	EA	0.45	D

Deleted items will **not** be printed on the purchase order.

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

Action Line

◆ **Doc:** 7 character/digits
Enter the document number for which you wish to renumber the line items.

Screen Information

New Nbr: 5 digits
Indicate the new number to be assigned to the purchase item.

Item: 5 digits
Identifies the current number assigned to the purchase item.

Desc: 17 characters
Displays a brief description of the purchase item.

Quantity: 9 digits
Indicates the number of purchase items requested.

Unit Price: 12 digits
Identifies the cost per unit of measure for the purchase item.

UOM: 3 characters
Shows the unit of measure for the specified purchase item.

Ext. Price: 12 digits
Displays the total extended price for the item, as calculated by the system.

Proc Cd: 1 character
Signifies the processing code which indicates whether the item needs any special processing or if the item has been transferred/deleted.

Additional Functions:

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

On-Demand Print for Purchase Documents

Screen 215 is used for printing or reprinting purchase orders. This screen also allows you to provide a range of documents to be printed and enables you to identify the type of output and printer destination.

> Purchase Order Default Parms will be used on Screen 215 while Bid Print Default Parms will be used on Screen 216.

When you are re-printing a purchase order only specify a single document to be printed. In other words, you may not re-print a range of purchase order documents using this screen.

Screen 215 - Print Purchase Document

```
 215 Print Purchase Document                                       05/20/09 14:24
                        C o m p l e t e d                           FY 2009 CC 02
  Screen: ___   Start Doc: P900396  End Doc: P900396

            Print (Y/N): _             Printer: ________________
               Print Dt: 05/20/09__    Reprint: _


        Text Codes Last: _           Two Forms: _
         FED Text Codes: _           Mail Code: _
         Limited Bid To: _          Spl Output: __________

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

      Vndr: TENSLY SALES AND SERVICE COMPANY
Document Dt: 09/17/2008                Cat: RO    User Ref: 219250-217259
      Buyer: AAA  ANDREWS, AMY         Dept: CUST  SubDept:
 Print Doc?  N    09/17/2008

Doc Summary: AUTOMATIC SCRUBBER

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

Print Purchase Document Process

The output for the on-demand printing of Purchasing documents is routed to the appropriate printer based on the buyer code entered on the document.

Any document without a buyer code or any document whose buyer code is not set up with a destination will be printed at the default printer set up on Screen 308.

Basic Steps

- Advance to Screen 216.
- Type a valid purchase document, or range of purchase documents on the Action Line and press <ENTER>.
- Indicate whether you would like to print or re-print the document(s).
- Specify the number of additional copies of the purchase document you would like to have printed.
- Add or modify information in the available fields, as desired.
- Press <ENTER> to send the purchase document(s) to the printer.

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

Action Line

◆ **Start Doc:** 7 character/digits
Identify the first purchase order number to be printed.

◆ **End Doc:** 7 character/digits
Enter the ending purchase order number to be printed.

Screen Information

◆ **Print (Y/N):** 1 character
To print the purchase order document, type 'Y' in this field.

Printer: 16 characters/digits
Include the printer destination for the printed document(s).

Print Dt: 8 digits
The default is the current date. If needed, change this date to the day printing is to be processed.

Reprint: 1 character
Type 'Y' to reprint a purchase order.

Text Codes Last: 1 character
Type 'Y' if header text codes should be printed after the line items.

Two Forms: 1 character
Enter 'Y' to print the first page of a document in one format and all the other pages in a different format.

FED Text Codes: 1 character
Type 'Y' if federal text codes (found on Screen 313) should be printed at the end of all documents with 'F' type of funds.

Mail Code: 1 character
Enter 'Y' to use the mail stop information from the department in the "ship to" address.

Limited Bid To: 1 character
Indicate if the "Bid To" address should print for the limited instead of the "Order From" address for the vendor.

Spl Output: 10 characters/digits
Include printer forms code for special output.

Purchase Order Information

Vndr: 30 characters
Displays the name of the vendor on the purchase order.

Document Dt: 8 digits
Shows date the document was created.

Cat: 2 characters
Identifies the category found on the Purchasing tables, which is used to set certain control information. Values are:
EP = Exempt Purchase
LP = Limited Purchase
RO = Regular Order

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

Buyer: 3 characters/15 characters
Shows initials and name of the buyer.

Dept: 5 characters
Indicates the department of the primary account responsible for the document.

SubDept: 5 characters
Shows the sub-department of the primary account responsible for the bid document.

Print Doc?: 1 character
'Y' indicates document was to be printed.

Doc Summary: 50 characters
Displays a brief summary of the document as a whole.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

Section VII
Master Order Information

Master Orders - Basic Concepts

Master orders are used to record an agreement with a vendor. The master order is based on the estimated quantity to be purchased or a discount offered by the vendor.

For each purchase order you will use the following screens:

260 Master Order Header
261 Master Order Ship To/Invoice To Addresses and Text
264 Master Order Line Items
266 Master Order Document Close

Additional screens which may be used are:

262 Master Order Additional Text
263 Master Order Sole Source Justification
265 Master Order Item Description Continued
268 Master Order Flag Maintenance
269 Master Order Note Text

Information required to enter a master purchase order will need to be acquired in order to complete the transaction. This information consists of the following:

- The **department** for which this master order is originating for and any additional departments that may be splitting this order.

- **Category** which defines certain characteristics of the master order for accounting and receiving. Examples of master order categories include:

  BU **Blanket Unencumbered**
  A purchase order to instruct Purchasing to establish a vendor agreement for Quantity Pricing (MQ) or discount off list price (MD). Since funds are not encumbered separate purchase orders (category BO) will have to be issued to purchase on the Master Order.

  BO **Blanket Order references a Master Order**
  A blanket order/purchase order issued to buy items on an existing Master Order (MD or MQ) that would have originally been set up on a purchase order sent over as category BU.

  BE **Blanket Order Encumbered**
  Blanket encumbered purchase order issued for estimated quantities with funds encumbered. You can order off this Blanket Order the entire term of the contract without issuing another purchase order. Purchasing usually creates a PO not a Master Order for this purchase.

MD **Master Orde**r based on a discount from the vendor.

MQ **Master Order** based on quantity. Entering this category will prevent you from ordering a quantity greater than that specified.

- **User reference** that is a unique identifier assigned by your department for tracking this purchase order.
- Addresses for shipping and invoicing are required.
- Description of items.

No purchase document may reference a particular master order until the master order has been closed on Screen 266. Purchase documents referencing a master order must specify a document category BO. This specifies that funds should not be encumbered all at once, but rather as line items are added to the purchase order.

TAMU Master Order Process

Departmental Request to Set Up a New Master Order

- Department creates a requisition using category BU (Blanket Unencumbered). This category has been defined by TAMU to indicate that the department wants to have a Master Order (MD or MQ) created using the information supplied on the requisition. This category does not require any accounts and no encumbrances are posted upon document close.

  A BE (Blanket Encumbered) is also available when you want the money encumbered to go directly to a Purchase Order and not a Master Order.

- Department can use the header screen to put a note to Purchasing Office.
- Department sends the requisition through departmental Routing & Approval and then the document goes to Purchasing Office.

Purchasing Office Creates the Master Order

- Purchasing transfers the requisition to a Bid document and sends it out to bid. When the bid is awarded, the document is transferred to a Master Order.
- Purchasing gives the department the Master Order number to use on new requisitions.
- Master Orders can be created for quantity and discount.

Department Creates New Requisitions Using the Master Order

- Department creates new requisitions using the category of BO (Blanket Order). This category has certain fields that will be required, including the Master Order number.

Create/Modify Master Order Headers

A master order is an agreement with a vendor based on purchasing items by quantity or for a specific discount. General information that pertains to the entire master order, such as category, departments, contact, and vendor, are input on Screen 260.

Master Orders can only have a document category of MQ or MD.

Screen 260 - Master Order Header Create/Modify

```
 260 MO Header Create/Modify      MMM VETERINARY SUPPLY CO       05/20/09 14:29
                                                                 FY 2009  CC 02
  Screen: ___    Doc: M900170
                          Vendor: 1vvvvvvvvv4        Total Amount: 40514.00

          << Dates >>  Doc. Year: 2009
Document : 07/02/2008  Cat.: MQ User Ref: 270650-MO09___
Required : __________  Contact Person: LYLA LAWRENCE_______ Ph: 979-862-1111
Start    : 09/01/2008  Buyer:  CKA     ASH, ASHLEY          Ph: 979-845-3333
End      : 08/31/2009  No.     Print Doc?  N   07/02/2008
Change   : __________  Dept: VTEA_  SubDept: _____

Doc Summary: PROPOFLO/RAPINOVET___________________________
Vndr Quote #: __________  Vndr Ref: CAMMIE CARSON 505-999-8888_________
Delivry Dt: 08/31/2009  Terms: ______  ___ N   30_   FOB: DP  Ship/Handle: ___
                                                           Rsp
   Bidding Vendor                   Vendor Contact         Cd      Bid Amount
 MMM VETERINARY SUPPLY_________ CHANCE CASWELL___________  ___  40514.00______
 TW MEDICAL VETERINARY SUPPLY__ SUE SHAW_________________  ___  41280.00______
 SCHERR ANIMAL HEALTH____________________________________  NR_  ______________
Reason not Awarded to Low Bidder: _____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp Addr  Next                    Notes VTerm AdDpt
```

Basic Steps

Create a New Master Order Header

- Advance to Screen 260.
- Type a document prefix followed by zero (0) in the Action Line and press <ENTER>.
- Enter the department, vendor, category, and document summary.
- Type additional information in the available fields, as desired, and press <ENTER> to record the information.
- If all information has been successfully entered, the system assigned master order document number will be displayed in the Action Line.

Modify an Existing Master Order Header

- Advance to Screen 260.
- Type a valid master order number in the Action Line and press <ENTER>.
- Type valid data in the available fields, as desired.
- Press <ENTER> to record the information.

Master Order Process

See Basic Concepts for further explanation of the following:

Automatic Master Order Creation
Document Categories

Enter Departments

After typing the prefix and a zero, press <ENTER> to display a pop-up window requesting departments and sub-departments. Enter all department/sub-departments that will have approval and accounts on this document.

At least one department is required to create a master order and you must have update access to the first department listed on the pop-up window.

Press <PF4> to exit and return to Screen 260.

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

Master Order Categories

MD Master Order based on a discount from the vendor.
MQ Master Order based on quantity. Entering this category will prevent you from ordering a quantity greater than that specified.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the master order document number to be created/modified.

Screen Information

◆ **Vendor:**	11 digits Enter the FAMIS identification number of the vendor associated with the purchase.
Total Amount:	15 digits Indicates the dollar amount of the master order.
◆ **Doc. Year:**	4 digits Fiscal year of the document. This field defaults to the current system fiscal year if not otherwise specified.
Dates	
◆ **Document:**	8 digits Enter date the master order is created. Will default to the current system date.
Required:	8 digits Indicate the date by which the requested order is required.
Start:	8 digits Identify the beginning date of an agreement or order as part of a maintenance agreement or blanket order.
End:	8 digits Indicate the ending date of the agreement or order.
Change:	8 digits Enter the date the last a change was made to the master order.
◆ **Cat:**	**Help** 2 characters Indicate the document category that defines the accounting and receiving characteristics of the document.
User Ref:	14 digits Include the user reference number that is made up of the subsidiary ledger (SL) account number and the departmental reference number.
Contact Person:	20 characters Enter the name of the person to contact regarding this master order.
Ph:	10 digits Indicate the area code and phone number for the contact person.
Buyer:	**Help**3 characters Enter the initials of the buyer associated with the purchase.
Ph:	10 digits Indicates the area code and phone number for the buyer.
No.:	3 digits Displays the number of changes that have occurred on this document, as calculated by the system.

Print Doc?:	1 character Type 'Y' if the specified document is to be printed.
◆ **Dept:**	Help 5 characters Indicate the department of the primary account responsible for the purchase.
◆ **SubDept:**	Help 5 characters Include the sub-department of the primary account responsible for the purchase.
Doc Summary:	50 characters Enter a brief summary of the master order document as a whole, which will be displayed on inquiry screens.
Vndr Quote #:	10 characters Identify the quote number assigned by the vendor who is awarded the bid.
Vndr Ref:	35 characters Include the vendor's reference number or name of representative who signed the bid or gave phone bid.
Delivery Dt:	8 digits Indicate the expected delivery date for the goods/services ordered.
Terms:	13 digits/characters Enter any special vendor terms or discounts.
FOB:	Help 2 characters Signify the freight code defining conditions by which purchase goods will be transported/delivered.
Ship/Handle:	3 characters **Not currently used.**
Bidding Vendor:	30 characters Identify vendors bidding for the purchase order.
Vendor Contact:	25 characters Signify the name of the person to contact at the vendor regarding bids for this order.
Rsp Cd:	Help3 characters Enter the response code indicating how the vendor responded to the bid.
Bid Amount:	15 digits Include the dollar amount the vendor bids for the purchase.
Reason not Awarded to Low Bidder:	45 characters Displays the reason, if any, the bid was awarded to a vendor other than the one with the lowest bid.

Additional Functions:

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF4 **Addr**	**Address** Shows the address for the bidder.
PF5 **Next**	**Next** Advances to the next required screen.
PF9 **Notes**	**Notes** Free form notes can be entered on a document.
	These are on-line reference notes regarding the document. They will not be printed.
PF10 **VTerm**	**Vendor Terms** Retrieves the vendor terms that are on file for the vendor.
PF11 **AdDpt**	**Additional Departments** Allows additional departments/sub-departments to be viewed or added. (See Department field.)

Enter Master Order Ship To/Invoice To Addresses and Text

The addresses to be used for shipping the order is entered on the left half of Screen 261. Likewise, the address for the invoice is entered on the right half of Screen 261. Special vendor instruction text codes that pertain to the entire master order document may also be entered on this screen.

Screen 261 - Master Order Shipping and Text

```
 261 MO Shipping and Text         O'MALLY AUTO PARTS            05/20/09 14:30
                                                                FY 2009  CC 02
  Screen: ___  Doc: M900132

  Ship To      Address Nbr: 343           Invoice To      Address Nbr: 343
  Name: TRANSPORTATION CENTER_________    Name: TRANSPORTATION CENTER_________
  Addr: AGRONOMY ROAD_________________    Addr: AGRONOMY ROAD_________________
        ______________________________          ______________________________
        1376 TAMU_____________________          1376 TAMU_____________________
        ______________________________          ______________________________
  City: COLLEGE STATION_____  State: TX   City: COLLEGE STATION_____  State: TX
   Zip: 778431376     Country: ___         Zip: 778431376     Country: ___
 Phone: ____________  FAX: ____________  Phone: ____________  FAX: ____________

  Text codes:  055  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___
               ___  ___  ___  ___  ___  ___  ___  ___  ___  ___

  Additional   FOR INVOICING AND DELIVERY ON OR AFTER_______
  Text Lines:  SEPTEMBER 1, 2009.___________________________           Continued
               _____________________________________________
               RENEWAL 4 OF 4 YEAR OPTION.__________________        More text
 LDT Codes:    __   __   __   __   __   __                           lines: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next                    Notes
```

Basic Steps

- Advance to Screen 261.
- Type a valid master order number in the Action Line and press <ENTER> to display existing document address and text information.
- Type a ship to and invoice to address number or manually fill in the addresses.
- Enter text codes and additional lines of text, as desired, and press <ENTER> to record the shipping and text information.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the master order document number to be modified.

Screen Information

Ship To

◆ **Address Nbr:** Help 3 digits
Enter the address code number that identifies the address where items will be delivered.

- **Name:** 30 characters
  Enter the name of the department to which items purchased will be delivered. **Filled in automatically if an Address Nbr: is specified.**

- **Addr:** 4 lines/30 characters
  Indicate the street address where items purchased will be delivered. **Filled in automatically if an Address Nbr: is specified.**

- **City, State, Zip:** 20 characters/2 characters/9 digits
  Enter the city, state, and zip code to which items purchased will be delivered. **Filled in automatically if an Address Nbr: is specified.**

Country, Phone, FAX: 3 characters/12 digits/12 digits
Type the country code, area code and phone number, and the area code and FAX number to which items purchased will be delivered. **Filled in automatically if an Address Nbr: is specified.**

Invoice To

- **Address Nbr:** Help 3 digits
  Identify the code which identifies the address to which items purchased will be billed.

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

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

- **City, State, Zip:** 20 characters/2 characters/9 digits
  Indicate the city, state, and zip code to which items purchased will be billed. **Filled in automatically if an Address Nbr: is specified.**

Country, Phone, FAX: 3 characters/12 digits/12 digits
Include the country code, area code and phone number, and the area code and FAX number to which items purchased will be billed. **Filled in automatically if an Address Nbr: is specified.**

Text codes: Help 3 digits
Identifies text codes to identify any special vendor instructions that are added to the master order.

Additional Text Lines: 4 lines/ 45 characters
Identifies any special instructions that need to be added to the master order that do not have an assigned text code in FAMIS.

LDT Codes: Help 2 characters/digits
Identifies the Legal Descriptive Text codes. These codes represent special instructions that need to be added to the master order.

More text lines: Help 1 character
Indicates whether or not ('Y' or 'N') more text lines are needed to enter additional information.

Additional Functions:

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

PF5
Next
Next
Advances to the next required screen.

PF9
Notes
Notes
Used to enter free-form notes about the requisition.

These are on-line reference notes regarding the document. **They will not be printed.**

Create/Modify Master Order Line Items

Each individual line item for the master order must be entered separately using Screen 264. You may input up to 900 separate lines for one master order. For each line item the quantity, unit price, and description of the requested item must be entered.

When referencing your master order with a purchase order (Screen 224), you may not enter a quantity greater than that entered on this screen (Screen 264) on the master order.

Screen 264 - Master Order Line Item Create/Modify

```
  264 M.O. Line Item Create/Modify    LAYNES AMBULATORY MONITO   05/20/09 14:32
                                                                  FY 2009 CC 02
  Screen: ___  Doc: M900119  Item: __1.0

                    Quantity  UOM     Unit Price  -- Discount -- Extended Price
                   _____20.00 EA__ ________75.0000 _ ___________        1500.00
              MQ        20.00 EA           75.0000

 Commodity: 961-48_________ Proc Cd: _ Cost Ref 1: _______ 2: _______ 3: _______
  Part Nbr: _______________ Desc: Holter Analysis Back-Up______________________
      TIBH: _                     (no equipment provided)______________________
                                  test code # 009274___________________________
                                  _____________________________________________
                                  _____________________________________________




  More Desc (Y/N): _   More Items (Y/N): _   Print Line: Y   Item Deleted:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next                    Notes CAcct
```

Basic Steps

Create a New or Existing Line Item

- Advance to Screen 264.
- To create a new document, type a valid master order number in the Action Line and press <ENTER>.
  OR
  To add to an existing document, type a valid master order and line item number in the Action Line.
- Enter a valid quantity, unit of measure, unit price, commodity code, and line item description.
- Type additional information in the available fields, as desired.
- Press <ENTER> to record the line item information.

Master Order Line Item Process

Line Item Entry

Master order documents may have up to 900.0 items. The item number will default to 1.0 when the document is being created. FAMIS automatically increments the item number by one for each additional item you need to enter on the document. Use the decimal position of the item number to represent a **text only** item for the document.

Once an item is entered for a master order, a special status line will appear (see below). For master orders with a category of MQ, the status line is used to display the quantity remaining to be ordered. For master orders with a category of MD, the status line is used to display the total discounts taken against the master order.

Master Order Status Line

```
 264 M.O. Line Item Create/Modify    LAYNES AMBULATORY MONITO   05/20/09 14:32
                                                                 FY 2009 CC 02
 Screen: ___  Doc: M900119  Item: __1.0

                   Quantity  UOM     Unit Price  -- Discount -- Extended Price
                  _____20.00 EA__ ________75.0000 _ ___________        1500.00
            MQ         20.00 EA           75.0000

Commodity: 961-48_________ Proc Cd: _ Cost Ref 1: _______ 2: _______ 3: _______
 Part Nbr: _______________ Desc: Holter Analysis Back-Up______________________
     TIBH: _                     (no equipment provided)______________________
                                 test code # 009274___________________________
                                 _____________________________________________
                                 _____________________________________________




 More Desc (Y/N): _   More Items (Y/N): _   Print Line: Y   Item Deleted:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next                    Notes CAcct
```

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

Action Line

◆ **Doc:**	7 character/digits Identify the document number for which you want to add/modify item information.
◆ **Item:**	4 digits Include the item number to be created or modified.

Screen Information

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

◆ **UOM:** Help 4 characters
Enter the Unit of Measure for the specified line item to be printed on the master order.

◆ **Unit Price:** 16 digits
Indicate the dollar amount to be paid per unit of measure specified.

Discount: Help 7 characters
Identify whether the discount entered is a dollar amount (D) to be subtracted from the unit price or a percentage (P) to be subtracted from the extended price of the line item, and include the amount of the discount.

Extended Price: 16 digits
Displays the total item amount as calculated by the system.

◆ **Commodity:** Help 15 digits
Enter the commodity code for classifying goods and services.

Proc Cd: Help 1 character
Enter the processing code to be used to indicate if the item needs any special processing (i.e.: vendor discount, trade in, no charge).

Cost Ref 1,2,3: 7 characters
Identify the user-defined cost accounting reference which is used to provide additional details about the processing of a specified line item.

Part Nbr: Help 15 digits
Enter the inventory part number that defines specific items within a department's inventory.

◆ **Desc:** 4 lines/45 characters each
Include a detailed description of the specified line item.

TIBH: 1 character/digit
Include the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as the vendor for the bid/purchase. Valid values include:

N = Not Provided by TIBH
T = TIBH Purchase
1 = Quantity
2 = Quality
3 = Delivery Time
4 = Life Cycle
5 = Price

More Desc (Y/N): 1 character
Enter 'Y' if additional lines are needed to complete the description of the line item.

More Items (Y/N): 1 character
Type 'Y' if additional line items are to be processed for the master order.

Print Line:	1 character Enter 'Y' if <u>item information should be printed</u>.
Item Deleted:	1 character Displays 'Y' if the <u>item has been marked for deletion</u> from the master order.

<u>Additional Functions:</u>

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **Next**	**Next** Advances to the <u>next required screen</u>.
PF9 **Notes**	**Document Notes** Free form <u>notes can be entered on the document</u>. **These are on-line reference notes regarding the document and will <u>not</u> be printed.**
PF10 **CAcct**	**Copy Accounts** <u>Copies all account information from the previous item to the current item</u>. Dollar amounts are left blank and require either amount or percentage for the new item.

Close a Master Order Document

You should close the master order document after all required information has been successfully entered to prevent further changes from being added to the document. It is possible to close and re-open a master order in order to make changes.

The master order must be closed in order to create purchase order(s) referencing the master order.

Screen 266 - Master Order Close

```
 266 Master Order Close                                              05/20/09 14:36
                                                                     FY 2009  CC 02
  Screen: ___ Doc: M900150            MILES UNIFORMS & EMBLEMS INC

          << Dates >>
 Document: 06/23/2008   Cat: MQ   User Ref: 30054020000      St Req:
 Start   : 09/01/2008   Contact Person: S. SHORE MS#1238     Ph: 979-847-8888
 End     : 08/31/2009   Buyer:  PAW     WINSTON, WANDA       Ph: 979-845-4444
 Required:              Research (Y/N): N    Type Funds: L   Type Order: HIED
 Change  :              No.      Last Print Date: 06/23/2008
                        Sole Source: N   Emergency: N

     Doc Summary: BLANKET ORDER FOR UNIFORMS

Total Amount:         46,774.50    Untransferred Total:         46,774.50

                       C l o s e d

                        Close Document?  N

  Budget Balance Override: _                 Session: 1586JC   Date:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next  Item                                Warns
```

Basic Steps

- Advance to Screen 266.
- Type a valid master order number in the Action Line and press <ENTER>.
- Set the Close Document? flag to 'Y' and press <ENTER>.
- If all required information has been properly entered, the message "Document closed successfully" will appear in the message line.

Document Close Process

Change a Master Order

Sometimes you may need to make changes to the master order. This is accomplished by reopening the document on Screen 268. To reopen a document, advance to Screen 268 and set the Reopen Document flag to 'Y.'

Remember! You must close the document again after all changes have been successfully entered. Purchase orders and requisitions may not reference an open master order.

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

Action Line

◆ **Doc:** 7 character/digits
Enter the master order document number to be closed.

Screen Information

Dates

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

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

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

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

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

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

User Ref: 14 digits
Identifies user reference number which is made up of the subsidiary ledger (SL) account number and departmental reference (voucher) number.

St Req: 11 digits
Indicates the state requisition number assigned by the State to reference the master order.

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

Ph: 10 digits
Indicates the area code and phone number for the master order's contact person.

Buyer: 3 characters
Identifies the initials of the buyer for the purchase.

Ph: 10 digits
Indicates the area code and phone number of the buyer for the master order.

Research (Y/N): 1 character
'Y' is displayed if the purchase items are intended for research purposes.

Type Funds: 1 character
Represents the type of funds to be used for the purchase of the requested item(s).

Type Order: 4 characters
Indicates the type of order to be placed for the requested item(s).

No: 3 digits
Indicates the number of changes that have been made to the document since its creation.

Last Print Date: 8 digits
Shows the date the document was last printed.

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

Emergency: 1 character
Displays 'Y' if this is an emergency purchase.

Doc Summary: 50 characters
Displays a brief summary of the master order document which will be seen on document inquiry screens.

Total Amount: 17 digits
Shows the total dollar amount required for the purchase of the requested item(s).

Untransferred Total: 17 digits
Identifies the total dollar amount that has not yet been transferred to a purchase order.

◆ **Close Document?:** 1 character
Type 'Y' to close the document.

Budget Balance Override: 1 character
Enter 'Y' if the purchase will be allowed to exceed the available budget.

Session: 6 characters
Identifies the batch session reference header associated with the accounting for the master order.

Date: 8 digits
Displays the date the document is closed.

Additional Functions:

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5	**Next**
Next	Advances to the next required screen.
PF6	**Item**
Item	Displays the document inquiry pop-up window to view all items on the document.
PF12	**Warnings**
Warns	Displays a list of any FAMIS warnings.

Enter Additional Master Order Header Text

Additional instruction pertaining to the master order that do not have an assigned text code in FAMIS may be entered using Screen 262. Ninety-nine lines of additional text may be entered using this screen.

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

Screen 262 - Master Order Header Text Continued

```
  262 MO Header Text Continued                                 05/20/09 14:37
                                                               FY 2009 CC 02
  Screen: ___   Doc: M900151
                                                   Position at line: ___ of 14
                                                   Page (F/B/E): F
    Line                 Additional Text
    1          FOR INVOICING AND DELIVERY ON OR AFTER_______
    2          SEPTEMBER 1, 2008.___________________________
    3          _____________________________________________
    4          RENEWAL 2 OF 3 YEAR OPTION.__________________
    5          (M600417, M800060)___________________________
    6          _____________________________________________
    7          DEPARTMENT POINT OF CONTACT:_________________
    8          DOUG DREW____________________________________
    9          979-845-9700_________________________________
    10         _____________________________________________
    11         VENDOR POINT OF CONTACT:_____________________
    12         MILEY MORRIS_________________________________
    13         512-822-2888_________________________________
    14         512-822-2886 (FAX)___________________________
    15         _____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 262.
- Type a valid master order number in the Action Line.
- Press <ENTER> to display existing master order header text.
- Add or modify text in the available fields, as desired.
- Press <ENTER> to record the information.

Master Order Text Entry Process

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 262. Enter an ‘F’ to scroll one page forward. Enter a ‘B’ to scroll one page backwards. Enter an ‘E’ to end the editing session and take you to the next required master order screen.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the master order document number to add or modify header text.

Screen Information

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

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

Line: 3 digits
Displays a line number of the description.

Additional Text: 99 lines/45 characters
Enter additional information on instructions.

There is no word wrap feature.

Additional Functions

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

Enter Master Order Sole Source Justification

Master orders that have been flagged with a sole source vendor will need to have the sole source justification recorded on Screen 263. The purpose for the items to be purchased, proprietary functions or features, any other companies with similar items, and why they are unsatisfactory, as well as the need for installation and use with other equipment are indicated on this screen.

> If the sole source flag is set to "N" on the document header screens, you will be able to remove the information from this sole source screen. **All information must be removed from the screen (including the PF10 pop-up window) or you will receive an error message.**

Screen 263 - Master Order Sole Source

```
 263 Master Ord. Sole Source      MILES UNIFORMS & EMBLEMS INC  05/20/09 14:40
                                                                 FY 2009  CC 02
  Screen: ___ Doc: M900187

1) Is this item required for use in: Research?  _  Classroom?  _
                                  Lab?  _        Other?  VET MED HOSPITAL____
2) List proprietary functions or features.  List qualities that are essential
   to accomplish your work.
   PHAZER IS THE MANUFACTURE AND SOLE DISTRIBUTOR OF THEIR_______________
   PHARMACEUTICALS AND BIOLOGICALS.______________________________________
   ______________________________________________________________________
   ______________________________________________________________________
3) List other companies who manufactures a similar item with similar functions.
   PHARMACEUTICALS MANUFACTURED BY PHAZER ARE UNIQUE IN CHEMICAL_________
   COMPOSITION AND ARE NOT AVAILABLE FROM OTHER VET PHARMACEUTICAL MFRS._
4) Why won't these competing products be satisfactory?
   CHEMICAL COMPOSITION IS NOT THE SAME._________________________________
   ______________________________________________________________________
   ______________________________________________________________________
5) Will installation be required?  N  (Y/N)
6) Will this item be used with existing equipment?  N  (Y/N)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next                    Notes  ExEq
```

Basic Steps

- Advance to Screen 263.
- Type a valid master order number in the Action Line and press <ENTER> to display existing document sole source information.
- Add or modify screen information by answering the questions, as applicable, and press <ENTER> to record the information.

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

Action Line

◆ **Doc:** 7 character/digits
Enter the master order document number to add or modify sole source justification information.

Screen Information

◆ **Is this item required for use in:**	23 characters Identify the area for which the item is required: Research, Classroom, Lab, Other. Type an 'X' in the appropriate field or type the designated area in the "Other?" field.
◆ **List proprietary functions or features:**	4 lines/70 characters Indicate why the item requested is essential to accomplish your work.
List other companies who manufactures a similar item with similar functions:	2 lines/70 characters Include other manufacturers that may be used to purchase the requested item.
Why won't these competing products be satisfactory?:	3 lines/70 characters Identify the reason alternate vendors should not be used for the purchase of the requested item.
◆ **Will installation be required?:**	1 character Type 'Y' if installation will be required.
◆ **Will this item be used with existing equipment?:**	1 character Enter 'Y' if the requested item will be used in conjunction with existing equipment.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF9 **Next**	**Next** Advances to the next required screen.
PF9 **Notes**	**Notes** Enter on-line notes about the document. **These are not printed.**
PF10 **ExEq**	**Existing Equipment** Used to enter information about any existing equipment the requested item will be used in conjunction with.

Enter Master Order Item Descriptions

There may be times when you need to enter a detailed description of an item. Should this description require more space than is available on Screen 264, you may use the space provided here on Screen 265 to supplement your item description. Ninety nine (99) lines of additional text may be input for each line item.

<u>**The text entered on this screen will appear on the purchase order when printed.**</u>

Text is entered without a wrap-around feature. To prevent a word being split between two lines, use the TAB key to advance to the next available text line.

Screen 265 - Master Order Item Description

```
  265 M.O. Item Description                                          05/20/09 14:41
                                                                      FY 2009 CC 02
  Screen: ___    Doc: M900193  Item: __1.0
                                                     Position at line: ___ of  10
    Line                    Description                   Page (F/B/E): F
    1           WEEKLY PICK-UP SERVICE FOR SHARPS WASTE______
    2           CONTAINERS. *28 GALLON REUSUABLE CONTAINER*__
    3           _____________________________________________
    4           VENDOR SHALL PROVIDE THE BOXES & RED_________
    5           BIOHAZARD LINERS FOR EACH BOX. VENDOR SHALL__
    6           ALSO HANDLE ALL PAPERWORK FOR PROPER DISPOSAL
    7           _____________________________________________
    8           *********************************************
    9           FUEL SURCHARGE PER CONTAINER - $4.96_________
    10          *********************************************
    11          _____________________________________________
    12          _____________________________________________
    13          _____________________________________________
    14          _____________________________________________
    15          _____________________________________________
    16          _____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 265.
- Type a valid master order and line item number in the Action Line and press <ENTER>.
- Add or modify text in the available fields, as desired. Press <ENTER> to record the information.

Document Line Item Process

<u>Page through Text</u>

The F/B/E: field is used to scroll through all of the lines of text added on Screen 265. Enter an ‘F’ to scroll one page forward. Enter a ‘B’ to scroll one page backwards. Enter an ‘E’ to “end” the editing session and take you to the next required purchase order screen.

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

Action Line

◆ **Doc:**	7 character/digits Identify the document number you wish to add or modify line item descriptions.
◆ **Item:**	4 digits Include the line item number to add or modify line item descriptions.

Screen Information

Position at line:	3 digits Indicate which line of text should be positioned at the top of the screen.
Page (F/B/E):	1 character Signify whether to scroll forward (F) or backward (B) through text lines, or end (E) the editing and return to the next required master order screen.
Line:	3 digits Specifies the line number of the description text.
Description:	45 characters (99 lines) Type a complete description of your line item. **There is no word wrap feature.**

Additional Functions

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

Set/Reset Master Order Document Flags

Document flags are used to control activity on the purchase order as a whole. You may set (or re-set) flags for your purchase order using Screen 228. From this screen, your document may be canceled/deleted, frozen, or re-opened. Specific items or all items on your document may also be deleted or undeleted.

Screen 268 - Master Order Flag Maintenance

```
  268 M.O. Flag Maintenance       LANDLEY INC                     05/20/09 14:42
                                                                   FY 2009 CC 02
  Screen: ___ Doc: M900199                       D e l e t e d


                 Cancel / Delete Document: Y

                          Freeze Document: N

                          Reopen Document: N

                         Delete all Items: Y

                     Delete/Undelete Item: _____ thru Item: _____
 ---------------------------------------------------------------------------




Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                   Track       Accts Extnd Items Warns
```

Basic Steps

- Advance to Screen 268.
- Type a valid master order number in the Action Line and press <ENTER> to display current document flag settings.
- Set/re-set document flags as desired, and press <ENTER> to record purchase order flag changes.

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

Action Line

◆ **Doc:**	7 character/digits Enter the document number to set/reset flags.

Screen Information

Cancel/Delete Document:	1 character Type 'Y' if the document should be removed from the system.
Freeze Document:	1 character Enter 'Y' to restrict requisition from further activity.
Reopen Document:	1 character Type 'Y' if a document that has been closed should be returned to an open status so that additions and modifications may be processed.

Delete all Items: 1 character
Enter ‘Y’ if all items from the specified document should be marked for deletion by the system.

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

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

Additional Functions

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

PF7 Track — **Track**
Allows you to track the routing history of the selected document.

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

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

PF11 Items — **Items**
Displays the line items on the document.

PF12 Warns — **Warnings**
Identifies any FAMIS warnings.

Enter Notes for a Master Order

You may enter informational notes about your purchase order using Screen 269. Using this screen, you may enter as many as ninety-nine lines of notes on an open or a closed purchase order.

> Text is entered without a wrap-around feature. To prevent a word being split between two lines, use the TAB key to advance to the next available text line.

Screen 269 - Master Order Note Text

```
 269 MO Note Text                                              05/20/09 14:44
                                                                FY 2009 CC 02
 Screen: ___  Doc: M900190  Item: __0.0    C l o s e d
                                                 Position at line: ___
   Line                 Description
   1            >>Note modified 04/08/09 by ASTER, ARLENE____
   2            REOPENED TO UPDATE ITEM #4 PRODUCT___________
   3            DESCRIPTION AND PART NUMBER.  PREVIOUS ITEM__
   4            WAS DISCONTINUED AND REPLACED WITH THE CD26__
   5            AT THE SAME PRICE AND PACKAGING. REPRINTING__
   6            FOR FILE.  SEE EMAIL TO FILE FROM FRANK______
   7            FAULK._______________________________________
   8            _____________________________________________
   9            _____________________________________________
   10           _____________________________________________
   11           _____________________________________________
   12           _____________________________________________

                                                      Page (F/B/E): _


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

Basic Steps

- Advance to Screen 269.
- Type a valid master order number in the Action Line and press <ENTER> to display existing document notes.
- Add or modify document text in the available space, as desired, and press <ENTER> to record the information.

Master Order Notes Entry Process

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 269. Enter an 'F' to scroll one page forward. Enter a 'B' to scroll one page backwards. Enter an 'E' to "end" the editing session and take you to the next required master order document screen.

View Purchase Document Notes

When notes are attached to document items they may be viewed with the NOTES PF Key indicated at the bottom of the screens. The document header and all items that have notes attached will display the word **"NOTE"** at the top of the screen.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the master order document number to which you will add/modify notes.

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

Screen Information

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

Line: 3 digits
Shows the line number of the description.

Description: 45 characters (99 lines)
Type a complete description of your line item.

There is no word wrap feature.

Page (F/B/E): 1 character
Indicate whether to scroll forward (F) through text lines, scroll backward (B) through text lines, or end (E) the editing session.

Additional Functions

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

PF7
PItem
Previous Item
Go to the previous item.

PF8
NItem
Next Item
Go to the next item.

Section VIII
Purchasing Inquiry Information

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.

Positioning the Display

Several document inquiry screens allow you to position a particular document at the top of the inquiry screen. This is accomplished by entering as much information on the Action Line as possible. For example, entering a 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:

Value	Meaning
B	Bid
M	Master Order
P	Purchase Order
R	Requisition
L	Limited Purchase

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 your arrow keys. Then press the PF keys to display additional information as desired.

Document Browse

Screen 280 is a useful screen that displays all purchasing documents created, and shows the status of the document in the routing and approval process. Users may limit the selection displayed by typing a document class type in the Class: field. For example, if you want to view only Limited Purchase documents, type ‘L’ in this field.

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

Screen 280 - Document Browse

```
  280 Document Browse                                             05/20/09  2:48PM
                                                                     FY 2009 CC 02
  Screen: ___   Class: L   Doc: L938___

 S C N              L I M I T E D   P U R C H
 L L T   Doc          Vendor Name       Date      User Ref      Buy    Amount     St
 - - - ------- ------------------ -------- ------------- --- ------------- ---
 _ L * L938234 RAYNY*RILEY        09/22/08 230121-1060                78.75  CO
 _ L   L938235 BROWN B*BENSON     01/20/09 144006-46160              288.58  CO
 _ L   L938236 BRAZOS WATER SUPPL 01/15/09 511782-00000              205.25  CO
 _ L   L938237 DOCS INC           02/01/09 144006-90844               63.00  CO
 _ L * L938238 KIRSTA*KING        01/28/09 241606-979                 21.05  CO
 _ L   L938239 MCMAN'S DELI       12/12/08 511782-00000               68.73  CL
 _ L * L938240 ALLIED BUILDING    02/03/09 270190-06472            4,737.73  CO
 _ L   L938241 CHASE'S PAINT      02/09/09 270190-06526              213.36  CO
 _ L   L938242 PRAMAIR DISTRIBUTI 02/09/09 144007-27245               37.50  CO
 _ L * L938243 JOAN J*JONES       02/04/09 230121-1062               267.46  CO
 _ L   L938244 DOCS INC           02/01/09 144006-90459               63.00  CO
 _ L   L938245 FISHER TOOLS       02/09/09 225350-00758               75.97  CO
 _ L * L938246 L & L BAR-B-QUE DB 01/26/09 500205--0                 443.70  CO
                   More Entries - Press <ENTER> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

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

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

Action Line

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

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

Screen Information

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

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

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

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

Vendor Name: 18 characters
Displays the vendor's 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
Shows the initials of the buyer for the document, as defined by the system.

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

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

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

Additional Functions

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

PF5
Invc
Invc
Used to view the invoice details.

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

PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**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 Browse by Department

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

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

Screen 281 - Document Browse by Department/SubDepartment

```
   281 Document Browse By Dept/SubDept                            05/20/09  2:50PM
                                                                     FY 2009 CC 02
   Screen: ___   Dept: CHEM_   SubDept: _____   Class: P  Doc: _______
                                               Completed Docs: N

  S C N                  P U R C H A S E   O R D E R
  L L T   Doc    Buy        Vendor Name              Date    S-Dept   Amount     St
  - - - ------- --- -------------------------- -------- ----- ------------- ---
  _ P * P903388 AGC PARKER VACUUM INC          03/16/09          10,059.51  PRT
  _ P   P903655 KGK DATA PROJECTS INC          04/02/09           5,593.00  PRT
  _ P   P903758 AGC QUALITY TOOLS LLC          04/08/09           4,495.00  PRT
  _ P   P903763 AGC QUASTAR TECHNICS INC       04/08/09           5,024.60  PRT
  _ P * P903841 PKP C C  MEDICAL SUPPLY INC    04/13/09          19,335.79  PRT
  _ P   P903981 AGC MTS INSTRUMENTS INC        04/20/09          14,655.30  PRT
  _ P   P904052 VJE JRR CT HOTEL               04/23/09           6,919.10  PRT
  _ P   P904186 PKP AGILE TECHNOLOGY           04/30/09          61,329.40  PRT
  _ P   P904199 PKP BIO LABS INC               05/01/09           8,482.00  PRT
  _ P * P904204 PKP CTY PRODUCTS               05/04/09          16,319.00  PRT
  _ P   P904216 PKP TELNY INC                  05/05/09          24,327.60  PRT
  _ P   P904220 AGC OERL-BOLD VACUUM US        05/05/09           8,740.60  PRT
                     More Entries - Press <Enter> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

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

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

Action Line

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

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

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

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

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

Screen Information

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

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

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

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

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

Vendor Name: 26 characters
Identifies the vendor's name.

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

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

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

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

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

Additional Functions

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 **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 document.

Document Browse by Account

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

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

Screen 282 - Document Browse by Account

```
 282 Document Browse By Account                                05/20/09  2:55PM
                                         Acct      Acct          FY 2009 CC 02
 Screen: ___   Class: P  Acct: 270780 00771 CC: 02   FY: 2009    Doc: P9_____
                                           Completed Docs: Y

S C N          Supp
L L T   Doc    Acct    Vendor Name      Date      User Ref        Amount     St
- - - ------- ----- ---------------- -------- -------------- ------------- ---
_ P   P900106 00771 APPLIED BIOPODS  07/23/08 270780-0623       32,000.00  CO
_ P   P900137 00771 APPLIED BIOPODS  08/07/08 270780-0623       10,964.65  CO
_ P   P900154 00771 APPLIED BIOPODS  08/13/08 270780-0520       11,354.34  CO









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

Basic Steps

- 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.

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

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

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

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

Screen Information

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

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

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

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 Identifies the status of the document. For example: CL = Closed CO = Completed FR = Frozen IP = In Process TR = Transferred PRT = Printed DL = Deleted

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**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 Browse by User Reference

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

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

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

Screen 284 - Document Browse by User Reference

```
 284 Document Browse By User Ref                                05/20/09  2:57PM
                                                                  FY 2009 CC 02
 Screen: ___  User Ref.: 0010141_______
              Include: Only Class: _
S C N
L L T    User Ref       Doc      Vendor Name      Date    Buy     Amount       St
- - - -------------- ------- ---------------- -------- --- --------------- ---
_ L   001014-1       A504699 CLAIRE C*CANTER  02/08/05               149.64  CL
_ L   001014-1       A506723 MEREY M*MOORE    02/14/05               166.00  IP
_ L   001014-1       A924856 JAN J*JONES      05/14/09                25.20  CL
_ L   001014-1       A924868 TEXAS A&M UNIVER 05/14/09               187.40  CL
_ L   001014-1       A924873 KARLA K*KUNZ     05/14/09                60.00  CL
_ L   001014-1       A924886 US DEPT OF EDUCA 05/14/09                21.32  CL
_ L   001014-1       A924900 US DEPT OF EDUCA 05/14/09                16.64  CL
_ L   001014-1       A924911 US DEPT OF EDUCA 05/14/09                77.63  CL
_ L   001014-1       A924925 US DEPT OF EDUCA 05/14/09               701.78  CL
_ L   001014-1       A503433 ARLY*ASTIN JR    02/03/05               110.46  CO
_ L   001014-1       A504714 SOUTHWEST STUDEN 02/08/05                29.14  CO
_ L   001014-1       A504793 GREATER ED       02/08/05                42.90  CO
_ L   001014-1       A504798 NELTA            02/08/05                23.80  CO
                          More Entries - Press <Enter> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- 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: Only Class: Help 1 character
Enter the class of document to be displayed.

Screen 284 – Document Browse by User Reference (cont'd)

Screen Information

SL:	1 character Type an 'X' to select a document for display on Screen 278.
CL:	1 character Identifies the class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).
NT:	1 character An asterisk (*) indicates notes are attached to the document.
User Ref:	14 digits/characters Displays the user reference used to indicate the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.
Doc:	7 character/digits Identifies document number(s) for the class of document specified.
Vendor Name:	16 characters Shows 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: 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**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.

PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**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 Browse 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

```
  285 Document Browse By Vendor                                  05/20/09  3:03PM
                       MICROAGE                                     FY 2009 CC 02
  Screen: ___  Vendor: 1vvvvvvvvv2  Class: P  Doc: _______   Completed Docs: N
                                                             All Mail Codes: _

 S C N         M First
 L L T   Doc   C Dept  Doc Summary Buy  Date       User Ref        Amount    St
 - - - ------- - ----- ----------- --- -------- -------------- ------------ ---
 _ P * P200710 2 CLVM  SAR:FOSS HE JAW 10/02/01 135002-2251                  DL
 _ P * P501635 2 HLKN  225600/MEDI LPS 12/22/04 225600-03                    DL
 _ P * P501944 2 ANSC  PROJECTORS  LPS 01/25/05 240904-6321                  DL
 _ P * P502008 2 VTPB  DOC CAMERAS LPS 01/31/05 225400-8245                  DL
 _ P   P600534 2 HLKN  211800-3000 LPS 09/28/05 211800-30000                 DL
 _ P   P603888 2 SOCI  VIDEO SYSTE LPS 06/29/06 225300-0301       27102.00  PRT
 _ P   P604279 2 MEEN  16 COMPUTER LPS 08/03/06 225530-2000       15896.00  PRT
 _ P * P704597 2 HLKN  225600/MULT KGK 04/27/07 225600-001                   DL
 _ P   P705882 2 CLVM  ROOM 101 VI KGK 07/05/07 144020-17536      30111.90  PRT
 _ P * P706271 2 POLS  CAMCORDER,  KGK 07/25/07 211810-0004ET      3498.00  PRT
 _ P * P801643 2 EPSY  FACULTY WOR KGK 11/14/07 241384-0001                  DL
 _ P   P803189 2 RELH  CANE CONFER KGK 02/15/08 300650-0805       27452.75  PRT
 _ P   P803390 2 MEEN  26 HR COMPA KGK 02/28/08 225530-3000       25678.38  PRT
                                   More Entries - Press <Enter> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

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

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

Screen 285 – Document Browse by Vendor (cont'd)

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.

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

Screen Information

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

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

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

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

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

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

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

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

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

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

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

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

Additional Functions

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 **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.

Documents by State Requisition Number

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

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

Screen 286 - Document Browse By State Requisition Number

```
  286 Document Browse By State Requisition Nbr                 05/20/09  3:04PM
                                                                  FY 2009 CC 02
  Screen: ___  State Req: C04693_____  Class: P  Doc: _______ Completed Docs: N

 S C N    State
 L L T  Req Number  Doc     Vendor Name   Date      User Ref        Amount     St
 - - - ----------- ------- ------------- ----- ------------- ------------- ---
 _ P   C04693      P806133 NEIMAN PRINTIN 08/08 300090-PRINT      1,292.00  CL
 _ P   C05626      P904292 THE*INST GRO   05/09 241401-PRINT      3,489.00  CL
 _ B   DDM         B200468                12/01 158255-2001          10.00  TR
 _ R * DIRSDD512   R802326                01/08 211720-RJS       16,713.90  TR
 _ R   DEB DREW    R703811                05/07 225370-4473       3,732.00  TR
 _ R * EMMA ELSLY  R900481                09/08 270160-9382      17,912.00  TR
 _ R   I0000399    R703452                05/07 219960-0000      24,012.00  TR
 _ R   LOC         R303233                04/03 270060-33000      3,000.00  TR
 _ R   LOC         R400369                08/03 151301-40000      1,584.00  TR
 _ R   LOC         R500797                09/04 151301-40000      4,498.20  TR
 _ R   LOC         R803738                05/08 225190--10000     9,310.90  TR
 _ B   LOCAL       B300520                01/03 270060-32000      8,820.00  TR
 _ B   LOCAL       B300652                03/03 270060-30000     10,000.00  TR
                                    More Entries - Press <Enter> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- 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.

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

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

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

Screen Information

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

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

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

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

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

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

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

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

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

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

Additional Functions

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 **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 Browse by State Order Number

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

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

Screen 287 - Document Browse by State Order Number

```
 287 Document Browse By State Order Nbr                         05/20/09  3:0[illegible]PM
                                                                   FY 2009 CC 02
 Screen: ___  State Order: 101473  Class: P  Doc: _______  Completed Docs: N

S C N St Ord.
L L T Number   Doc     Vendor Name       Date     User Ref        Amount     St
- - - ------ ------- ----------------- ----- -------------- ------------- ---
_ P   101473 P900171 KONIL MINOT BUS    08/08 133006-712         1,193.52  PRT
_ P   101476 P900161 MINOT CORP         08/08 289010-25000         825.12  PRT
_ P   101477 P900175 KONIL MINOT BUS    08/08 289010-25000       1,105.68  PRT
_ P   101757 P604298 MINOT CORP         08/06 210390-14000         783.72  TR
_ P   101759 P604296 MINOT CORP         08/06 241656- #003         596.76  TR
_ P * 102966 P700186 XERON CORP         08/06 132004-RICH901    18,357.12  CL
_ P   102967 P700188 XERON CORP         08/06 240904-2007       18,663.36  CL
_ P * 103487 P700193 RIMO INC           08/06 300460-1106       10,370.88  TR
_ P * 103609 P204459 PARR SCIENTIFIC CO 08/02 270860-89376         105.86  TR
_ P * 104344 P500280 XERON CORP         08/04 240218-0000        9,688.00  CL
_ P * 104648 P700283 XERON CORP         09/06 131019-2007                  DL
_ P   104716 P300401 REGIONAL MAIL EXPR 09/02 270580-3         100,000.00  TR
_ P   105585 P700358 XERON CORP         09/06 241406-6016        4,837.68  CL
                                   More Entries - Press <Enter> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- 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

<u>State Order Number</u>

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

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

<u>Action Line</u>

State Order: 6 digits
Identify the <u>first State Order Number</u> to be displayed.

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

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

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

Screen Information

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

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

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

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

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

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

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

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

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

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

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receiving** 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.

Browse Documents Closed but Not Routed

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

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

Screen 271 - Documents Closed But Not Routed

```
  271 Documents Closed But Not Routed                          02/22/10  2:25PM
                                                                  FY 2010 CC 02
  Screen: ___  Dept: ANTH_  SubDept: _____  Class: _  Doc: _______


 S C N
 L L T   Doc    Buy    Vendor Name      User Ref.     Date   S-Dept   Amount
 - - - ------- --- ----------------- ------------- -------- ----- -------------
 _ L   A000007     JJ MORRIS CHANCE  2416092010    01/28/10              479.99
 _ M   M500352 DMK JAMES J*JENSON    214910 5689   10/14/04           31,200.00
 _ M   M600046 JWP JAMES J*JENSON    214910 5689   06/16/05           31,200.00
 _ M * M600470 SSB JAMES J*JENSON    214910 5689   04/26/06           31,200.00
 _ M * M700004 SSB JAMES J*JENSON    214910 5689   04/26/06           31,200.00
 _ P   P001424 AGC PERCUSIVE         500262EN8330  11/12/09           74,335.00
 _ P   P001958 AGC CANTON INDUSTRY   41100000025   12/11/09           21,340.20
 _ P   P002111 AGC JAUL MEDICAL INC  2152801019    12/21/09           11,270.00
 _ P * P002114 AGC DAYTIME SOLUTIONS 80501000000   12/21/09           47,500.00
 _ P * P002120 AGC COHN TECHNOLOGIES 27049000920   12/21/09           11,308.00
 _ P   P002139 AGC WINSTON PLAINS    27049000919   12/21/09           12,620.00
 _ P * P002153 AGC PERSH SCIENTIFIC  23008201146   12/22/09            7,075.00
                   More Entries - Press <Enter> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Hmenu Help  EHelp Print Invc  Recv  Audit Accts       Headr Items Track
```

Basic Steps

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

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

Action Line

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

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

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

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

Screen Information

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

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

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

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

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

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

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

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

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

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

Additional Functions

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

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

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

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

PF7 **Audit**	**Audit** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
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.

Documents Browse by Status Code

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

Screen 272 - Documents by Status

```
 272 Documents By Status                                      05/20/09  3:13PM
                                                                 FY 2009 CC 02
 Screen: ___   Dept: PURS_  SubDept: _____   Class: _  Doc: _______
               Status:  IP  Route Status:  __

S C N
L L T   Doc    Buy Vendor Name St Rt   User Ref.     Date    S-Dept   Amount
- - - ------- --- ---------- -- -- ------------ -------- ----- ------------
_ B   B300460 PAS             IP    2702600101   12/03/02         10,000.00
_ L   A611355     THE*INSITE  IP    2711205741   06/30/05
_ M   M300229 DJM SANY ELECTR IP    4306000000   09/03/02
_ M   M300328 PFB TEMAS OFFIC IP                 01/21/03             20.00
_ M   M400314 MSG BANK TWO    IP    270260PROCARD 01/22/04
_ M * M600195 MSS LEINCH INCO IP    4306000000   08/01/05              1.00
_ R   R300928                 IP    3003400000   10/01/02
_ R   R402645 DJJ             IP    2400500001   03/16/04         11,472.00
_ R   R700365                 IP    3002100000   08/15/06
_ R * R902307                 IP    270160-0001  01/28/09         20,000.00


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

Basic Steps

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

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

Action Line

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

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

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

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

◆ **Status:** Help 2 characters
Enter a status code to limit the display. Valid values are:
IP = In Process
CL = Closed
DL = Deleted
CO = Completed
TR = Transferred

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

Screen Information

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

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

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

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

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

Vendor Name: 11 characters
Identifies the name of the vendor the items were purchased from.

St: 2 characters
Shows the current status of the documents for the status specified on the Action Line. Common document status codes include:
IP = In Process
CL = Closed
DL = Deleted
CO = Completed
TR = Transferred

Rt:	2 characters Shows the current routing status of the document.
User Ref.:	13 digits/characters Displays the user reference used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.
Date:	6 digits Indicates the date the document was set-up on the system.
S-Dept:	5 characters Identifies the sub-department associated with the document.
Amount:	10 digits Indicates the total dollar amount of all line items for the document.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
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 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.

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

The number of pages displayed varies from document to document.

Screen 288 - Document Summary (Page 1)

```
  288 Document Summary                                        05/20/09  3:17PM
                                                                 FY 2009 CC 02

  Screen: ___    Doc: P903505   Number of Desc  Lines: 5_      Page: 1__ Of  5

  VENDOR:                                           +-------------------------+
 1vvvvvvvvv2                                        | DOC: P903505            |
 MACK COMPUTER & SERVICE                            |                         |
 3888 S TEXAS AVE                                   | USER REF: 230082-00106  |
 BRYAN, TX  77802                                   +-------------------------+



  INVOICE TO:                                 SHIP TO:
 BIOLOGY DEPT.                               BIOLOGY DEPT.
 BSBW ROOM 325                               BSBE ROOM 101
 ATTN: ANITA ALLEN                           ATTN: REED/RENEE
 3258 TAMU                                   COLLEGE STATION TX 77843
 COLLEGE STATION TX 77843-3258


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

Screen 288 - Document Summary (Page 2)

```
  288 Document Summary                                        05/20/09  3:17PM
                                                                 FY 2009 CC 02

  Screen: ___    Doc: P903505   Number of Desc  Lines: 5_      Page: 2__ Of  5

 << ADDITIONAL TEXT >>
 APPLE MASTER ORDER M900322
 REFERENCE QUOTE #W45069427

 VENDOR CONTACT:
 JON JONES
 PHONE:
 979-314-0111
 FAX:
 979-846-2222

 DEPARTMENT CONTACT:
 ANITA ALLEN
 PHONE:
 979-845-7777

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

Screen 288 - Document Summary (Page 3)

```
   288 Document Summary                                       05/20/09  3:17PM
                                                                 FY 2009 CC 02

   Screen: ___   Doc: P903505   Number of Desc  Lines: 5_      Page: 3__ Of  5

  ITEM          DESCRIPTION          QUANTITY  UOM    UNIT PRICE  EXTENDED PRICE
  ----- -------------------------- --------- ---- ------------- -------------
    1   Computer, Mac Pro                1.00 EA       11,463.00      11,463.00

        ZOG1
        065-7938
        065-7963

    2                                    1.00 EA          799.00         799.00
        Apple LED Cinema Display 24"
        MB382LL/A

    3                                    1.00 EA          199.00         199.00
        AppleCare Protection Plan for Mac Pro
        S3135LL/A

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

Screen 288 - Document Summary (Page 4)

```
   288 Document Summary                                       05/20/09  3:18PM
                                                                 FY 2009 CC 02

   Screen: ___   Doc: P903505   Number of Desc  Lines: 5_      Page: 4__ Of  5

                                                          Total      12,461.00
              >> Account Distribution <<
     02 2009 230082-00000-5787  LAB GENOMIC BIOINFO.ARAM/HA          11,463.00
     02 2009 230082-00000-5760  LAB GENOMIC BIOINFO.ARAM/HA             799.00
     02 2009 230082-00000-5536  LAB GENOMIC BIOINFO.ARAM/HA             199.00
                                            Account Total          12,461.00

  CATALOGUE ORDER: N
  DOCUMENT DATE: 03/25/2009
       Disc Pct:  0.000
    Disc Due DD: 0
       Disc Ind: N
         Pay DD: 30
         F.O.B.: DP
     Vendor Ref: JON JONES

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

Screen 288 - Document Summary (Page 5)

```
   288 Document Summary                                       05/20/09  3:18PM
                                                                 FY 2009 CC 02

   Screen: ___   Doc: P903505   Number of Desc  Lines: 5_      Page: 5__ Of  5

     Delivery Date: 03/31/2009
  Delivery Reqd By:
      Dept Contact: ANITA ALLEN
         Phone No.: 979-845-7777


       Bidding Vendor              Vendor Contact             Bid Amount


  REASON FOR AWARD TO OTHER THAN LOW BIDDER:


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

Basic Steps

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

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

Action Line

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

◆ **Number of Desc Lines:** 2 digits
Indicate the number of description lines to display per item. The screen will default to 5 lines to match those on the item create screen if not specified.

◆ **Page __ Of:** 2 digits
Indicate the document summary page number to be displayed. Will default to the current page.

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

Screen Information:

Screen 1

Vendor: 5 lines/30 characters
Displays the vendor's ID number, name, and address.

Doc: 7 character/digits
Displays the document number.

User Ref: 10 digits
Identifies the user reference number for the document.

Invoice To: 5 lines/30 characters
Indicates the address where items purchased will be invoiced.

Ship To: 5 lines/30 characters
Indicates the address where items purchased will be shipped.

Screen 2

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

Screen 3

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

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

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

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

Unit Prices: 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.

Screen 4

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

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

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

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

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

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

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

Vendor Ref: 35 digits/characters
Displays the reference number assigned by the vendor, if any.

Delivery Date: 8 digits
Identifies the date the items were delivered.

Delivery Reqd By: 8 digits
Indicates the day by which the delivery of items requested is required.

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

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

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

Screen 5

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

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

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

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

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

Additional Information

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

Document Line Items with Paid Amounts

Screen 276 displays a document's line items having paid amounts. Selection of a line item will pass control to Screen 279.

Screen 276 – Document Inquiry – Line Items w/Paid Amounts (Panel 1)

```
  276 Document Inquiry - Line Items w/Paid Amounts           05/20/09  3:28PM
                                                                FY 2009 CC 02
  Screen: ___    Document: P901103
                                                             Panel: 01 More >>
 Doc Summary: RPRS/PARTS**CONFIRMING ORDER DO NOT DUPLICATE**
      Vendor: 1vvvvvvvvv1  BRYAN GAS SERVICE INC
    Doc Date: 10/29/2008              Doc FY: 2009   Doc Amt: 8227.88
       Buyer: ENGLAND, ELEANE         Status: CO     Amt Inv: 8227.88
 Oth A/P Src:                       Route St: FN    Amt Vchr: 8227.88

 S Line       Description        P Extended Price  Paid Amount      Balance
 - ----- --------------------- - -------------- ------------ ---------------
 _   1.0 REPAIRED/REPLACED:TRAN        4351.74       4351.74            0.00
 _   2.0 DELTA P SENSOR                 712.12        712.12            0.00
 _   3.0 TURBO CORE                    4607.77       4607.77            0.00
 _   4.0 TURBO CORE DEPOSIT     V       750.00-       750.00-           0.00
 _   5.0 INJECTOR CORE DEPOSIT  V       693.75-       693.75-           0.00



                     *** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv        Accts Print Left  Right
```

Screen 276 – Document Inquiry – Line Items w/Paid Amounts (Panel 2)

```
  276 Document Inquiry - Line Items w/Paid Amounts           05/20/09  3:28PM
                                                                FY 2009 CC 02
  Screen: ___    Document: P901103
 << More                                                     Panel: 02
 Doc Summary: RPRS/PARTS**CONFIRMING ORDER DO NOT DUPLICATE**
      Vendor: 1vvvvvvvvv1  BRYAN GAS SERVICE INC
    Doc Date: 10/29/2008              Doc FY: 2009   Doc Amt: 8227.88
       Buyer: ENGLAND, ELEANE         Status: CO     Amt Inv: 8227.88
 Oth A/P Src:                       Route St: FN    Amt Vchr: 8227.88

 S Line    Quantity   UOM   P   Unit Price    Paid Quantity   Inv UOM
 - -----  ----------  ----  -  -------------  -------------   -------
 _   1.0        1.00  EA          4351.7400            1.00    EA
 _   2.0        1.00  EA           712.1200            1.00    EA
 _   3.0        1.00  EA          4607.7700            1.00    EA
 _   4.0        1.00  EA    V      750.0000-           1.00
 _   5.0        1.00  EA    V      693.7500-           1.00



                     *** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv        Accts Print Left  Right
```

Basic Steps

- Advance to Screen 276.
- Type the desired document number in the Document: field and press <ENTER>.
- Press one of the available PF keys at the bottom of the screen to view additional information about the document. PF9 allows you to print the information using Entire Connection.

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

Action Line

◆ **Document:** 7 digits
Enter the purchase order document number.

Screen Information

Panel 1

Doc Summary: 50 characters/digits
Displays a brief description of the document.

Vendor: 11 digits/30 characters
Displays the vendor's identification number and name on the purchasing document.

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

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

Doc Amt: 12 digits
Shows dollar amount of the document.

Buyer: 20 characters
Displays the name of the buyer for the document and phone extension if provided.

Status: 3 characters
Displays the status code of the document.

Amt Inv: 12 digits
Identifies the dollar amount invoiced.

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

Route St: 3 characters
Displays a purchasing document's status in the routing and approval system.

Amt Vchr: 12 digits
Shows the total dollar amount vouchered for the document.

S: 1 character
Type an 'X' to select the line item and advance to Screen 279.

Line: 4 digits
Shows the line item number on the document.

Description: 24 characters
Displays a brief description of the specified line item.

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

Extended Price: 12 digits
Indicates the total item amount as calculated by the system.

Paid Amount: 12 digits
Identifies the dollar amount paid for the line items.

Balance: 12 digits
Shows the balance remaining to be paid.

Panel 2

Quantity: 12 digits
Identifies the quantity of items purchased.

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

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

Unit Price: 12 digits
Displays the dollar amount to be paid per unit of measure.

Paid Quantity: 12 digits
Shows the quantity of items paid.

Inv UOM: 3 characters
Identifies the unit of measure for the specified line item to be printed on the purchase order.

Additional Functions

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

PF5 Invc **Invoice**
View invoice information for the document.

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

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

PF9 Print **Print**
Used to print document information using Entire Connection. **See the FAMIS Entire Connection User's Manual for more details.**

Document Inquiry by Campus

Screen 277 displays a list of purchasing documents for all FAMIS Members that match the document number on a vendor's purchase order. If a vendor questions why payment has not been received, a FAMIS user can enter the document number on Screen 277 and determine which campus(es) have issued the same purchase order number.

Screen 277 – Document Inquiry by Campus

```
    277 Document Inquiry by Campus                                    05/20/09  3:31PM
                                                                         FY 2009 CC 02
    Screen: ___   Doc: P901046

        CC   Doc                                                             Doc
   CC  Name Class    Vendor ID     Vendor Name         Dept     Amount       Stat
   -- ----- -----  -----------  ------------------    ----   ------------- ----
   02 TAMU     P    1vvvvvvvvv2  AC INSTRUMENTS        HLKN     24,760.00    CO
   04 TSU      P    1vvvvvvvvvD  BARKER & TYLER        LIBR         43.00    CO
   05 PVAMU    P    1vvvvvvvvv0  ET PRODUCTS INC       ELEN      1,100.00    CO
   16 TAMIU    P    2vvvvvvvvv0  HINSLEY, HARRY        LPPO        378.94    CO









                       ** End of List   4 Documents Found **
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp              Ship
```

Place the cursor on the desired campus code and press PF6 to view the Ship To Address and contact information.

Screen 277 – PF6 Key Pop-Up

```
+--------------------------------------------+
|                                            |
|          Ship  To  Address                 |
|                                            |
|    HEALTH & KINESIOLOGY                    |
|    ROOM 158 READ                           |
|    COLLEGE STATION       TX                |
|                778434243                   |
|    Phone:                                  |
|  -------------------------------------     |
| Contact: DONNA DAVIS                       |
| Contact Phone: 979-845-3333                |
| Dept: HLKN                                 |
|       HEALTH AND KINESIOLOGY               |
|                                            |
|                                            |
|        Press <PF4> to Exit                 |
+--------------------------------------------+
```

Basic Steps

- Advance to Screen 277.
- Type a valid purchase order number in the Doc: field and press <ENTER>.
- Place your cursor on the desired campus code and press PF6 to view the Ship To Address and contact information.

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

Action Line

◆ **Doc:**	7 digits Enter the desired purchase order document number.

Screen Information

CC:	2 digits Displays campus code on the document.
CC Name:	5 characters Shows the name of the campus code on the document.
Doc Class:	1 character Identifies the document class type.
Vendor ID:	11 digits Displays the vendor's identification number on the purchasing document.
Vendor Name:	18 characters Shows the vendor's name.
Dept:	4 characters/digits Identifies the department code.
Amount:	12 digits Indicates the dollar amount of the purchasing document.
Doc Stat:	2 characters Displays the status code of the document.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF6 **Ship**	**Ship** View shipping and contact information for the selected purchasing document.

Document Inquiry

When the document number is known, the most comprehensive information available is found on Screen 278. You may also advance to Screen 279 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)

```
  278 Document Inquiry                                         05/20/09  3:57PM
                                                                  FY 2009 CC 02
  Screen: ___   Document: P903054
                                                              Panel: 01 More >>
 Doc Summary: USB DESKTOP HARD DRIVE
      Vendor: 1vvvvvvvvv1  SYMUS INDUSTRIES
Reimburse ID:                 Doc FY: 2009       Doc Amt: 260.47
    User Ref: 289010-95000    Status: CL         Amt Inv: 260.47
    Doc Date: 02/26/2009    Route St: FN        Amt Vchr: 260.47
       Class: P          Oth A/P Src:         Inv Forced:
    Category: RO       USAS Doc Type:    Req Delivery Date: 03/12/2009
 LP Received:                                      Buyer: KEENE, KENDRA
Nbr Invoices: 1      Catalogue Order:     Delg:     Contact: GAIL GARRETT

 S Line  Quantity   UOM        Description        P  Unit Price  Extended Price
 - ----- ---------- ---- ----------------------- - ------------- -------------
 _   1.0       1.00 EA   2 TB Hi-Speed USB Deskto M     260.4700        260.47



                    *** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp        Invc  Recv  DlPrt Accts Print Left  Right
```

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)

```
  278 Document Inquiry                                         05/20/09  3:58PM
                                                                  FY 2009 CC 02
  Screen: ___   Document: P903054
 << More                                                      Panel: 02 More >>
 Doc Summary: USB DESKTOP HARD DRIVE
      Vendor: 1vvvvvvvvv1  SYMUS INDUSTRIES
Reimburse ID:                 Doc FY: 2009       Doc Amt: 260.47
    User Ref: 289010-95000    Status: CL         Amt Inv: 260.47
    Doc Date: 02/26/2009    Route St: FN        Amt Vchr: 260.47
       Class: P          Oth A/P Src:         Inv Forced:
    Category: RO       USAS Doc Type:    Req Delivery Date: 03/12/2009
 LP Received:                                      Buyer: KEENE, KENDRA
Nbr Invoices: 1      Catalogue Order:     Delg:     Contact: GAIL GARRETT

 S Line  Received   Date Recvd  Invoiced   Date Invcd   Matched    Date Mtchd
 - ----- ---------- ---------- ---------- ----------  ---------- ----------
 _   1.0       1.00 03/11/2009       1.00 03/18/2009        1.00 04/30/2009



                    *** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp        Invc  Recv  DlPrt Accts Print Left  Right
```

Screen 278 - Document Inquiry (Panel 3)

```
  278 Document Inquiry                                        05/20/09  3:59PM
                                                                 FY 2009 CC 02
  Screen: ___    Document: P903054
 << More                                                     Panel: 03
 Doc Summary: USB DESKTOP HARD DRIVE
      Vendor: 1vvvvvvvvv1  SYMUS INDUSTRIES
Reimburse ID:                  Doc FY: 2009        Doc Amt: 260.47
    User Ref: 289010-95000    Status: CL          Amt Inv: 260.47
    Doc Date: 02/26/2009    Route St: FN         Amt Vchr: 260.47
       Class: P          Oth A/P Src:          Inv Forced:
    Category: RO       USAS Doc Type:   Req Delivery Date: 03/12/2009
 LP Received:                                     Buyer: KEENE, KENDRA
Nbr Invoices: 1      Catalogue Order:    Delg:    Contact: GAIL GARRETT
              INV                          Paid            Paid       Remaining
 S Line       UOM       Description     P   Quantity          Amount        Balance
 - ----- --- ------------------ - -------------- -------------- --------------
 _   1.0 EA  2 TB Hi-Speed USB  M          1.00         260.47           0.00



                    *** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  DlPrt Accts Print Left  Right
```

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 additional information will be provided.

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

Action Line

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

Screen Information

Panel 1

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

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

Reimburse ID: 11 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 is processed.

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

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

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

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

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

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

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

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

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

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

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

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

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

LP Received: 10 digits
Indicates whether or not goods/services for a limited purchase were received before it was closed/routed. **If the items were received, the date they were received will be displayed**.

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

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

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

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

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

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

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

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

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

Description: 24 characters
Displays a brief description of the line item.

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

Unit Price: 10 digits
Shows 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
Signifies the date the line item was invoiced.

Matched: 10 digits
Indicates the quantity of matched items.

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

Panel 3

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

Paid Quantity: 10 digits
Shows the quantity paid.

Paid Amount: 10 digits
Shows the amount paid.

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

Additional Information

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

PF5 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 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 if an item has passed the three-way match requirement in order to be paid. It displays the date an item was received, invoiced, and matched.

Screen 279 - Document Line Item Inquiry

```
  279 Document Line Item Inquiry                              05/20/09  4:00PM
                                                                 FY 2009 CC 02
  Screen: ___   Document: P903072   Item: 1.0__ of 2

          Vendor: 1vvvvvvvvv2  MACK COMPUTER SERVICE
        User Ref: 288810-09005
        Item UOM: EA                              Received   Invoiced   Matched
        Item Qty: 3.00                           ---------- ---------- ----------
 Item Unit Price: 3094.0000                 UOM:         EA         EA
   Item Discount:                            Dt: 03/04/2009 02/27/2009 04/08/2009
  Item Ext Price: 9282.00                   Qty:       3.00       3.00       3.00
    Item Proc Cd:
  Commodity Code: 20453
   First Account: 211810-09005-5787  Cost Ref1:         2:         3:
       Item Desc: Computer, Mack Pro ZOEM

       TIBH Code:
     Delete Flag:
     Freeze Flag:
Capital/Inv Flag: Y

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

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

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

Screen 279 – PF7 Invoice Detail

```
  279 Document Line Item Inquiry                              05/20/09  4:00PM
                                                                 FY 2009 CC 02
  Screen: ___   Document: P903072   Item: 1.0__ of 2
+---------------------------------------------------------------------------+

          *** Invoice Inquiry for Item   1.0 of Document P903072 ***
                                                    Completed Docs: N
                             M
  Invoice Nbr   Vch Nbr St St Inv Date   Quantity     Unit Price    Ext Price
 ------------- ------- -- -- -------- ------------ ------------ ------------
 00019495      1092627 CO MS 02/27/09         3.00    3094.0000       9282.00
 *** Inv Totals                               3.00                    9282.00



                End of Valid Invoices Found
                PF3= Back to 279   PF4=Exit
+---------------------------------------------------------------------------+
```

Basic Steps

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

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

Action Line

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

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

Screen Information

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

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

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

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

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

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

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

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

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

First Account: 15 digits
Shows the first FAMIS account for this document.

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

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

TIBH Code: 1 character/digit
Shows the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as the vendor for the bid/purchase. Valid values are:

N	=	Not Provided by TIBH
T	=	TIBH Purchase
1	=	Quantity
2	=	Quality
3	=	Delivery Time
4	=	Life Cycle
5	=	Price

Delete Flag: 1 character
'Y' indicates item has been deleted from system.

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

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

Received, Invoiced, Matched

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

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

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

Additional Information

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

PF7 InDtl — **Invoice Detail**
Displays detailed invoice information about the document.

PF8 Accts — **Accounts**
Identifies the accounts used to pay for item.

PF11 Idesc — **Item Description**
Place cursor on a line item and press this key to see detailed description of the item.

Incomplete Receiving and Invoicing

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

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

Screen 275 – Incomplete Receiving/Invoicing

```
    275 Incomplete Receiving/Invoicing                          05/20/09  4:06PM
                                                                   FY 2009 CC 02
    Screen: ___  Dept: BIOL_  SubDept: _____  Class: L  Doc: _______
                 Number Of Days: ___

   S                                                    St Cat Sub
   L   Doc                 Summary               Date    Cd /MS Dept   Amount
   - ------- ------------------------------ ---------- -- -- ----- -------------
   _ A922981 CORK STOPPER                   05/08/2009 CL LP               87.50
     INV:    42554550 RI  VCH: 1112460      05/11/2009 CL MS               87.50

   _ A923210 SUPPLIE FOR ARIEL LAB          04/04/2009 CL LP              120.09
     INV:    A923210  VCH: 1111994          04/04/2009 IP                 120.09

   _ A923403 CAT ORDER FOR SUMMER           05/11/2009 CL LP              558.25
     INV:    47246  VCH: 1113397            05/12/2009 IP                 552.82

   _ A923466 AGAR                           05/11/2009 CL LP              185.98
     INV:    5378945  VCH: 1113401          05/12/2009 CL MS              137.24
     INV:    5490533  VCH: 1113405          05/14/2009 CL MS               48.74
                  More Entries - Press <Enter> to continue
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                  Audit Accts       Headr Items Track
```

Invoice is in process (IP)

Basic Steps

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

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

Action Line

◆ **Dept:** Help 5 characters
Enter the department code to be displayed.

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

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

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

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

Screen Information

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

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

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

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

St Cd: 2 characters
Indicates the status code.

Cat/MS: 2 characters
Displays the category/matching status.

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

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

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF7 **Audit**	**Audit** View audit information for selected document.
PF8 **Accts**	**Accounts** Shows the account distribution of funds used for the items on this selected document.
PF10 **Headr**	**Header** Displays extended document header detail for the created document.
PF11 **Items**	**Items** Shows the line items on file for the document.
PF12 **Track**	**Track** Allows you to see the tracking history of a document through creation process.

Document Tracking Inquiry

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

Press ENTER to scroll through the list, or type a document number 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

```
   290 Document Tracking Inquiry                                05/20/09  4:18PM
                                                                   FY 2009 CC 02
   Screen: ___    Doc: P900612

  C                       To     To       To                Action  Action
  L   Document  Item     Cls  Document   Item   Action       Date     Time    By User
  -   -------   -----     -   -------    -----  -------   --------   -----   --------
  P   P900612                                   CREATE    09/30/08   13:40   LxxxxxP
  P   P900612                                   CLOSED    09/30/08   14:43   LxxxxxP
  P   P900612                                   REOPEN    09/30/08   16:59   LxxxxxP
  P   P900612                                   CLOSED    09/30/08   17:00   LxxxxxP
  P   P900612                                   REOPEN    10/14/08   08:46   LxxxxxP
  P   P900612                                   CLOSED    10/14/08   08:48   LxxxxxP
  P   P900612                                   REOPEN    10/15/08   10:27   LxxxxxP
  P   P900612                                   CLOSED    10/15/08   10:29   LxxxxxP
  P   P900612     3.4                           DELETE    09/30/08   13:50   LxxxxxP
  P   P900612     3.5                           DELETE    09/30/08   13:50   LxxxxxP
  P   P900612     3.6                           DELETE    09/30/08   13:50   LxxxxxP
  P   P900612     3.7                           DELETE    09/30/08   13:50   LxxxxxP

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

Basic Steps

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

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

Action Line

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

Screen Information

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

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

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

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

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

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

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

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

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

By User: 7 characters/digits
Indicates the user ID of the person performing the action on the document.

Additional Information

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

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

```
  291 Document Tracking Cross Reference                            05/20/09  4:18PM
                                                                      FY 2009 CC 02
  Screen: ___      Doc: P900622

 C     To       To     From  From      From               Action   Action
 L   Document  Item    Cls  Document   Item    Action      Date     Time    By User
 -   -------   -----    -   -------    -----  -------   --------   -----   --------
 P   P900622     1.0    R   R900800      1.0  TRNSFR    10/01/08   14:18   KxxxxxP
 P   P900623     1.0    R   R900438      1.0  TRNSFR    10/01/08   14:19   ExxxxxP
 P   P900623     2.0    R   R900438      3.0  TRNSFR    10/01/08   14:19   ExxxxxP
 P   P900623     4.0    R   R900438      2.0  TRNSFR    10/01/08   14:19   ExxxxxP
 P   P900624     1.0    R   R900786      1.0  TRNSFR    10/01/08   14:22   KxxxxxP
 P   P900625     1.0    R   R900769      1.0  TRNSFR    10/01/08   14:23   LxxxxxP
 P   P900625     2.0    R   R900769      2.0  TRNSFR    10/01/08   14:23   LxxxxxP
 P   P900626     0.1    B   B900195      0.1  TRNSFR    10/02/08   08:32   ExxxxxP
 P   P900626     1.0    B   B900195      1.0  TRNSFR    10/02/08   08:32   ExxxxxP
 P   P900626     1.1    B   B900195      1.1  TRNSFR    10/02/08   08:32   ExxxxxP
 P   P900626     2.0    B   B900195      2.0  TRNSFR    10/02/08   08:32   ExxxxxP
 P   P900626     3.0    B   B900195      3.0  TRNSFR    10/02/08   08:32   ExxxxxP

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

Basic Steps

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

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

Action Line

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

Screen Information

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

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

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

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

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

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

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

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

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

By User: 7 characters/digits
Indicates the user ID of the person performing the action on the document.

Additional Information

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

Section IX
Appendix

Instructions

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

3270 Emulation Keys

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

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

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

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

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

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

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

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

```
 F0002 Record has been successfully added
 002 GL 6 Digit                                          03/03/94 14:56
                                                          FY 1994 CC AA
Screen: ___ Account: 032365 ____           NAVSO, INC.

 Account Title: NAVSO, INC.________________________
```

Message Line

The line above the Action Line is used to display messages to the user. These messages may be error messages or processing messages, such as the one below.

```
F6537 Please enter a valid six digit GL account
002 GL 6 Digit                                              01/20/92 11:26
```

Scrolling Through Data

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

Help

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

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

Escaping from a Pop-Up Window

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

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.

Screen 002 - GL 6 Digit

```
  002 GL 6 Digit                                               06/30/99 10:09
                                                                FY 1999 CC AM
  Screen: ___ Account: 014000 ____          MEDICINE

  Account Title: MEDICINE___________________________
  Resp Person: _________                    Old Acct: 0284___________
  Year-end Process: F   Reclassify: _  Reporting Group: __  Aux Code: ___
    AFR Fund Group: 10  Fund Group: FG  Sub Fund Group:      Sub-Sub: __
```

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

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

```
+------------------------------------------------------------------+
|                                                                  |
|              *** D I C T I O N A R Y - H E L P ***               |
|                                                                  |
|  VALUES                            MEANING                       |
|  --------------------------------  ----------------------------- |
|  F                                 Fiscal Year                   |
|  P                                 Project Year                  |
|  E                                 Encumbrance Only (SL's only)  |
|  T                                 Transfer BBA (SL's Only)      |
|  D                                 BBA to Different account (SL) |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|  Rule : IAFRS-FG-FS-YY-END-PROC          Default value is:       |
|  View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                          |
|  Field: FG-FS-YY-END-PROC                                        |
|                                                                  |
|  PF1=Menu PF4=Exit                                               |
+------------------------------------------------------------------+
```

Question Mark or Asterisk (? 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

```
   002 GL 6 Digit                                                    02/16/04 10:12
                                                                      FY 2004 CC 02
   Screen: ___ Account: 010100 ____             ED & GEN INCOME-TUITION

   Account Title: ED & GEN INCOME-TUITION____________
   Resp Person: 4uuuuuuuu0   MASON, MOLLY M          Old Acct: NA_____________
   Year-end Process: F   Reclassify: _  Reporting Group: __  Aux Code: ___
     AFR Fund Group: ?   Fund Group: FG  Sub Fund Group:      Sub-Sub: __
           Function: __
       Default Bank: 03000  Override: Y       SL Mapped Count: 18
    Alternate Banks: ***** _____ _____ _____ _____    Security: ______

                     Dept    S-Dept Exec Div  Coll Mail Cd Stmt
            Primary: REV__   _____   UN   AD        C6000    N
          Secondary: VTEA_   _____   AA   CD   VM   C4457    Y

        Fund Source: __  ________________________________________
         Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION
                     ________________________________________
     Account Letter: Y   Setup Date: 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

```
+-----------------------------------------------------------+
| ** More Codes - Press <ENTER> to View **                  |
|                                                           |
|  Search Criteria:    AFR Fund Group: __                   |
|                                                           |
|    AFR        Sub                                         |
|    Fund  Fund Fund    Description                         |
|  _  01                CLEARING ACCOUNTS                   |
|  X  10    FG          FUNCTIONAL AND GENERAL              |
|  _  20    DS   DF     DESIGNATED/FUNCTIONAL & GENERAL     |
|  _  21    DS   DS     DESIGNATED/SERVICE DEPARTMENTS      |
|  _  22    DS   ST     DESIGNATED/SERV DEPT-MATERIAL & SUP |
|  _  23    DS   SM     DESIGNATED/SERV DEPT-COMM & UTIL    |
|  _  24    DS   SU     DESIGNATED/SERV DEPT-REPAIRS & MAIN |
|  _  25    DS   SR     DESIGNATED/SERV DEPT-RENTALS & LEAS |
|  _  26    DS   SL     DESIGNATED/SERV DEPT-PRINTING & REP |
|  _  27    DS   SP     DESIGNATED/SERV DEPT-CLAIMS & LOSSE |
|  _  28    DS   SC     DESIGNATED/SERV DEPT-OTHER OPER EXP |
|  _  29    DS   SO     DESIGNATED/SERV DEPT-OTHER OPER EXP |
|                        --  IASYS-AFR-FUND-GROUP  --       |
|     Select an AFR Fund Group or Press <PF4> to Quit       |
+-----------------------------------------------------------+
```

Purchasing Screens List

Document Inquiry Pop-Up Windows

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

Exiting a pop-up window is done by pressing <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the inquiry screen from where you started.

From within many of the pop-up window an additional set of extended function keys may appear to further inquire on the document or item. See **Additional Inquiry Pop-up Windows** section for explanation of the function assigned to the key.

Inquiry Screen Extended Function Keys

Accts **Accounts**
Displays a window of all responsible accounts and their portion of the total order.

```
+------------------------------------------------------------------+
|   F5628 End of accounts on document                              |
|  P P600026     *** Account Distribution ***                      |
|                                                                  |
|   CC  FY       Account           Description         Amount      |
|   -- ---- ----------------- ------------------- ---------------  |
|   AM 1996 330001-00000-4050 GIGI'S TEST ACCOUNT           48.64  |
|   AM 1996 330001-00000-4010 GIGI'S TEST ACCOUNT           11.23  |
|                             Total all Accounts *          59.87  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|         PF3= Back to 280  PF4=Exit  PF5=BBA                      |
+------------------------------------------------------------------+
```

Audit **Audit**

Displays a window summarizing document activity.

```
+--------------------------------------------------------------+
|                                                              |
|                   **** Audit Information ****                |
|                                                              |
|    Document: P600027                                         |
|        Item:                                                 |
|                                                              |
|     Date Created: 10/09/95       Time Created: 10.45.43      |
|     Added By: Axxxx6    CARR, CAREN C                        |
|                                                              |
|    Last Modify Date: 10/19/95   Last Modify Time: 11.31.37   |
|                                 Last Modify PGM: Pxxxxx8     |
|   Last Modify By: Axxxx6    CARR, CAREN C                    |
|                                                              |
|                                                              |
|                 PF3= Back to 280  PF4=Exit                   |
+--------------------------------------------------------------+
```

Headr **Document Header**

Accesses a window of document header information. From within this window you can view multiple windows of document information.

```
+-----------------------------------------------------------------------------+
|                                                                             |
|             **** Document Header Extended Information ****                  |
|                                                                             |
| Document: P600026 *   Doc Year: 1996   Total: 15.23                         |
|  Summary: OFFICE AND LAB SUPPLIES FOR FALL SEMESTER                         |
|   Vendor: Avvvvvvvvv1  DUCKIE'S LAB AND RESEARCH SUPPLIES                   |
|         << Dates>>                                                          |
| Document: 10/05/95  Cat: RO User Ref: 333333-09988A    Req:                 |
| Required:             Contact:                          Ph:                 |
|    Start:               Buyer:                          Ph:                 |
|      End:            Research: N   Type Funds: L  Type Order: CATL          |
|   Change:                   No:       Print Doc: Y                          |
|     Dept: MISP  SubDept:         Route Status:                              |
|                                                                             |
|     PF3= Back to 280  PF4=Exit   PF5=AdDept  PF6=Ship                       |
|     PF7=Sug. Vndr     PF8=Accts  PF9=Notes   PF10=Sole/Emer.  PF11=Items    |
+-----------------------------------------------------------------------------+
```

Inv **Invoicing**

Displays a window summarizing document invoicing entries.

```
+---------------------------------------------------------------------------+
|                                                                           |
|                   *** Invoices for Document  P600107 ***                  |
|                  No.                   M   Vchr                           |
|   Invoice No.   Items    Date      St St   FY  Voucher Post     Amount    |
|  -------------- ---  ----------  -- --  ---- ------- ---- -------------- |
|  AMC999G1G1        8  10/17/95    CL MS  1996 0000025   N         201.89  |
|                                                                           |
|                                                                           |
|                      ** End of Invoices **                                |
+---------------------------------------------------------------------------+
```

Items

Document Items

Shows detail information for items on the document. From within this window you can view multiple windows of item information.

```
+--------------------------------------------------------------------------+
|   F2999 End of line items on file                                        |
|  P P600026        **** Document Item Inquiry ****                        |
|                                                 PANEL: 01MORE>>          |
| Nt Item         Description             Quantity PCd UOM     Extended    |
| -- ----- ----------------------------- -------- --- ---- --------------- |
|  *   1.0 standard staples                  12.00     BOX           14.88 |
|      2.0 standard staplers - hand held     16.00     EA            33.76 |
|      3.0 Assorted Screws, Nuts, and Bol     1.00     CS            11.23 |
|      4.0 microscope glass slides - 250     10.00     BOX           90.00 |
|                                                                          |
|                                                                          |
|                                                                          |
|  PF3= Back to 280   PF4=Exit       PF5=More Desc  PF6=Itm Ext  PF7=Audit |
|  PF8=Itm Accts      PF9=Itm Notes  PF10=Left      PF11=Right             |
+--------------------------------------------------------------------------+
```

Print

Print

Used to print document information from FAMIS using Entire Connection. She the FAMIS Entire Connection User's Manual for greater detail.

```
+--------------------------------------------------------+
| You must be running Entire Connection in order to      |
| take advantage of this print function.                 |
|                                                        |
| Press <Enter> to Proceed with Print                    |
|                                                        |
| Press PF12 to Cancel this print request                |
|                                                        |
+--------------------------------------------------------+
```

Recv

Receiving

Displays a window summarizing document receiving entries.

```
+--------------------------------------------------------------------------+
|                *** Shipments for Document  P600107 ***                   |
|       No.    Date                                          Rec by        |
| Ship Items Received  St           Doc Summary               Dept  Carrier |
| ----  --- ---------- -- ---------------------------------- ----- ------- |
|  001    8 10/20/95   CL LAB/OFFICE SUPPLIES, FALL 1996      MISP   UPS    |
|                                                                          |
|                          ** End of Shipments **                          |
+--------------------------------------------------------------------------+
```

Track **Document Tracking**

Identifies all types of action that have gone against this document. From within this window you may track any of the related documents by placing the cursor on any of the window lines and press <PF12>.

```
+-----------------------------------------------------------+
|  P P600026           Document Tracking                    |
|                                                           |
|        Class  Document  Item   Action    Date     Time    |
|        -----  --------  ------ -------- --------- ------  |
|   To                           CREATE   10/05/95  16:15   |
|   To                           CLOSED   10/12/95  10:30   |
|   To                           REOPEN   10/13/95  14:33   |
|   To                           CLOSED   10/13/95  14:35   |
|   To                           REOPEN   10/13/95  14:42   |
|   To                           CLOSED   10/13/95  14:49   |
|   To                           REOPEN   10/13/95  14:49   |
|   To                           CLOSED   10/13/95  14:51   |
|                                                           |
|                  PF3= Back To 280  PF4=Exit  PF12=Track   |
+-----------------------------------------------------------+
```

Standard PF Keys

PF Keys are used in the purchasing module of FAMIS 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 Routing & Approvals.

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.

Exiting a pop-up window is done by pressing <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

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

Extended Function Keys

Accts **Accounts**
Displays a window of all responsible **accounts** and their portion of the total order.

```
+-------------------------------------------------------------------+
|   F5628 End of accounts on document                               |
|  P P600026     *** Account Distribution ***                       |
|                                                                   |
|   CC  FY       Account            Description         Amount      |
|   -- ---- ----------------- -------------------- --------------   |
|   AM 1996 330001-00000-4050 GIGI'S TEST ACCOUNT          48.64    |
|   AM 1996 330001-00000-4010 GIGI'S TEST ACCOUNT          11.23    |
|                             Total all Accounts *         59.87    |
|                                                                   |
|                                                                   |
|                                                                   |
|         PF3= Back to 280  PF4=Exit  PF5=BBA                       |
+-------------------------------------------------------------------+
```

AdDept **Additional Departments**

Displays all departments that have approval and accounts on this document.

```
+---------------------------------------------------------------+
|               Additional Departments/SubDepartments           |
| Doc: P400013                                                  |
|                      Dept           SubDept                   |
|                      -----          -------                   |
|                      CHEM                                     |
|                      MISP                                     |
|                      PURS                                     |
|                                                               |
|                                                               |
|                       Press <PF4> to Exit                     |
+---------------------------------------------------------------+
```

Addr **Address**

Used to include more lines of address information.

```
+-------------------------------------------+
|                                           |
| Addr: 11409 WADDLE WAY _____________      |
|       SUITE 909_____________________      |
|       ATN:  WAYNE WADDLESWORTH______      |
|       ______________________________      |
|                                           |
+-------------------------------------------+
```

AdFFX **Additional Fixed Asset Information**

Provides additional information for a particular fixed asset record.

```
+---------------------------------------------------------------------+
|                ** Additional Fixed Asset Information **             |
|                                                                     |
|      Purchase Order                                                 |
|                Number: P550039                PO Line: 001          |
|        Account Number: 1xxxxxxxxx08435     Acq Method: PO           |
|                                                                     |
|      Vendor                                                         |
|        Number: 1vvvvvvvvv0                                          |
|          Name: APPLE COMPUTER                                       |
|                                                                     |
|      Alt APO                                                        |
|             Name: RODDEY, RHONDA                                    |
|           Number: 4uuuuuuu6                                         |
|       Exec Level: AA                                                |
|         Division: CD                                                |
|           School: BA                                                |
|             Dept: CLBA                                              |
|                                                                     |
+---------------------------------------------------------------------+
```

BBA **Budget Balance Available**

Show any over budget messages that may pertain to a particular account on the document.

```
+--------------------------------------------------------------+
|    5628 End of accounts on document                          |
|  P P400013     *** Budget Balance Available ***              |
|                                                              |
|   CC  FY       Account            Over Budget Message        |
|   -- ---- ----------------- ------------------------------   |
|   02 1994 133502-00000-8435                                  |
|                                                              |
|                                                  PF4=exit    |
+--------------------------------------------------------------+
```

Bkwd **Backwards**

Returns to the pervious screen or scrolls one page back for a particular item.

Ddesc **Damage Description**

Used to provide information about any goods that were **damaged**.

```
+--------------------------------------------------------------------+
|                                                                    |
|   Dmg Description: 10 OF THE 12 DRUMS OF CONTAINING POLY- ______   |
|                    ACRILAMIDE GEL FOR P.A.G.E. ANALYSIS ________   |
|                    HAD BEEN CRUSHED BY HEAVIER SUPPLIES AND_____   |
|                    WERE LEAKING UPON ARRIVAL.___________________   |
|                    _____________________________________________   |
|                    NEW DRUMS HAVE BEEN REQUESTED FROM THE ______   |
|                    VENDOR AND SHOULD ARRIVE W/IN 10 DAYS________   |
|                    _____________________________________________   |
|                                                                    |
+--------------------------------------------------------------------+
```

Frwd **Forward**

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

Header **Document Header**

Accesses a window of document header information. From within this window you can view multiple windows of document information.

```
+------------------------------------------------------------------------------+
|                                                                              |
|             **** Document Header Extended Information ****                   |
|                                                                              |
| Document:   P400013            Doc Year: 1995 Total:         1,945.66        |
|                                                                              |
|         << Dates>>                                                           |
| Document: 10/04/93  Cat: RO User Ref: 133502-4048        Req:                |
| Required:             Contact: RONALD R. ROGERS         Ph: 409-845-3335     |
|    Start:               Buyer: BAB BARBARA BENSLY       Ph: 409-845-4555     |
|      End:            Research: N   Type Funds: S  Type Order: SPOT           |
|   Change:                   No:      Print Doc: N  10/15/93                  |
|     Dept: CHEM  SubDept:                                                     |
|                                                                              |
|                                  PF4=Exit  PF5=AdDept  PF6=Ship  PF7=Vndr    |
|                                            PF8=Sole    PF9=Notes PF11=Items  |
+------------------------------------------------------------------------------+
```

Idesc **Item Description**

More detailed item descriptions can be entered by pressing PF11.

```
+-------------------------------------------------------------------+
|                                                                   |
|  Item Description: MACINTOSH QUADRA 650 WITH 500 MB HARD DISK___   |
|                    8 MB RAM, 1 MB VRAM, INTERNAL CD ROOM 300I___   |
|                    PART NO: M2104LL/B___________________________   |
|                    _____________________________________________   |
|                    _____________________________________________   |
|                    _____________________________________________   |
|                    _____________________________________________   |
|                    _____________________________________________   |
|                                                                   |
+-------------------------------------------------------------------+
```

Items **Document Items**

Provides a window showing all document **items**. From within this window you can view multiple windows of item information.

```
+-----------------------------------------------------------------------------+
|   F2999 End of line items on file                                           |
|  R R400007        **** Document Item Inquiry ****                           |
|                                                     PANEL: 01MORE>>         |
| Nt Item          Description             Quantity PCd UOM     Extended      |
| -- ----- ------------------------------ -------- --- ---- --------------- |
|      1.0 1.6 GB FORMATTED (USEABLE) FAS     1.00  X  EA         1,515.00    |
|                                                                             |
|                                                                             |
|    PF3= Back to 280      PF4=Exit         PF5=More Desc    PF6=Itm Ext      |
|    PF8=Itm Accts         PF9=Itm Notes    PF10=Left        PF11=Right       |
+-----------------------------------------------------------------------------+
```

Itm Accts **Accounts on a Document**

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

```
+---------------------------------------------+
|    5628 End of accounts on document         |
|  R R400007     *** Account Distribution ***  |
|                                             |
|   CC  FY        Account           Amount    |
|   -- ---- ----------------- ---------------  |
|   02 1994 511060-00000-8435       1,515.00   |
|                                             |
|                                             |
|                           PF4=exit  PF5=BBA  |
+---------------------------------------------+
```

Itm Ext **Item Extended Information**

Show detail information about the specific item ordered (i.e., quantity, unit of measure, unit price and commodity code).

```
+----------------------------------------------------------------------+
|              **** Document Item Extended Information ****            |
|                                                                      |
|  Document:       R400007 1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK |
|  Item:           1.0                                                 |
|                                     Date Created:  09/22/93          |
|  Quantity:       1.00               Last Modified: 10/06/93          |
|  UOM:            EA                                                  |
|  Unit Price:           1,515.0000   Commodity:     20534             |
|  Extended Price:          1,515.00  Tax:                             |
|  Prc Cd:         X                  Print:                           |
|                                                                      |
|                                                         PF4=Exit    |
+----------------------------------------------------------------------+
```

Itm Notes **Item Notes**

Displays notes that have been added to a particular document item. Use the **Position at Line:** field to start the text at a particular line. The **Page (F/B/E):** field scrolls **F**orward, and **B**ackwards through the text, or **E**nd to exit the window.

```
+-----------------------------------------------------------------+
|    7468 Note not found on file                                  |
|  R400007   1.0                        Position at line: ___     |
|     Line             ******** Note Text ********                |
|            PROGRAM DIRECTOR, MARTHA M MALLARD REQUESTS__        |
|            TO REVIEW ALL MATERIAL ORDER UPON ARRIVAL.___        |
|            _____________________________________________        |
|            MS MALLARD WILL BE RESPONSIBLE FOR DISPERSAL_        |
|            AMONG CONFERENCE ATTENDEES___________________        |
|            _____________________________________________        |
|                    PF4=Exit                  Page (F/B/E): E    |
|                                                                 |
+-----------------------------------------------------------------+
```

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          |
|    3    BRACKET, 10 MS ACCESS TIME, FORMATTED AND            |
|    4    TESTED PRIOR TO SHIPPING, MODEL SEAGATE              |
|    5    OR EQUIVALENT.  5 YEAR OR GREATER.                   |
|                                                              |
|              ** End of description List **                   |
|                                                              |
|                               Press <PF4> to Exit            |
+--------------------------------------------------------------+
```

Next **Next Screen**
Advances to the next screen required.

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

```
+-----------------------------------------------------------------+
|  F0013 Please enter desired modifications                        |
| P600026   1.0                           Position at line: ___    |
|    Line             ******** Note Text ********                  |
|    1       >>Notes Entered 10/12/95 BY CARR, CAREN C____         |
|    2       THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS___         |
|    3       PRIOR TO THE AWARD.___________________________         |
|    4       _____________________________________________         |
|    5       CONTACT DR. WAYNE W. WASHINGTON FOR FURTHER_          |
|    6       DETAILS/CLARIFICATION ABOUT THE REQUESTED____         |
|    7       ITEMS.________________________________________        |
|    8       _____________________________________________         |
|    9       _____________________________________________         |
|    10      _____________________________________________         |
|    11      _____________________________________________         |
|    12      _____________________________________________         |
|             PF4=Exit  PF7=PItem  PF8=NItem    Page (F/B/E): _   |
+-----------------------------------------------------------------+
```

Pdesc **Purchasing Document Description**
Additional description for purchasing document items may be seen by pressing this PF Key.

```
+--------------------------------------------------------------------+
|                                                                    |
|  ITEM Description: yellow sticky note pads_____________________    |
|                    assorted sizes, including:__________________    |
|                    15 2 1/2 in X 2 1/2 in pads_________________    |
|                    9  2 1/2 in X 1 in pads_____________________    |
|                    9  3 1/2 in X 4 in pads_____________________    |
|                    ____________________________________________    |
|                    ____________________________________________    |
|                    ____________________________________________    |
+--------------------------------------------------------------------+
```

Rdesc **Receiving Item Description**
Displays a window where additional receiving item descriptions may be added/modified.

```
+--------------------------------------------------------------------+
|                                                                    |
|  ITEM Description: ONLY 1/2 OF EXPECTED ORDER ARRIVED WITH THIS_   |
|                    SHIPMENT.___________________________________    |
|                    PLEASE NOTIFY MS. MARTHA MALLARD AS SOON_____   |
|                    AS REMAINING SUPPLIES ARE RECEIVED SO THAT___   |
|                    THEY MAY BE DISTRIBUTED TO DEPARTMENT HEADS._   |
|                    ____________________________________________    |
|                    ____________________________________________    |
|                                                                    |
+--------------------------------------------------------------------+
```

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**.

Ship **Shipping Address**
Displays the Ship To and Invoice To addresses for the document.

```
+------------------------------------------------------------------------------+
|               **** Required Shipping and Text Information ****               |
|                                                                              |
|  Document   P400013                                                          |
|                                                                              |
|  Ship To      Address Nbr:               Invoice To      Address Nbr:        |
|  Name: DEPARTMENT OF CHEMISTRY           Name: DEPARTMENT OF CHEMISTRY       |
|  Addr: ATTN:  CORWIN CARTER              Addr: ATTN:  CORWIN CARTER          |
|                                                                              |
|  City: COLLEGE STATION      State: TX    City: COLLEGE STATION      State: TX |
|   Zip: 778433255    Country:              Zip: 778433255    Country:         |
|    PH:              FAX:                   PH:              FAX:             |
|                                                                              |
|                                                 Press <PF4> to Exit          |
+------------------------------------------------------------------------------+
```

Sole **Sole Source**
Displays Sole Source and Emergency purchase reasons.

```
+------------------------------------------------------------------------------+
|             **** Sole Source and Emergency Information ****                  |
|                                                                              |
|   Document:    R400007                                                       |
|                                                                              |
|   Sole Source (Y/N): N  Reason:                                              |
|                                                                              |
|     Emergency (Y/N): N  Reason:                                              |
|                                                                              |
|                                                Press <PF4> to Exit           |
+------------------------------------------------------------------------------+
```

Track **Document Tracking**
Displays a document **tracking** window identifying all types of **action** that have gone against this document. From within this window you may track any of the related documents by placing the cursor on any of the window lines and press <PF12> again.

```
+------------------------------------------------------------+
|  P P600026           Document Tracking                     |
|                                                            |
|        Class  Document  Item   Action    Date      Time    |
|        -----  --------  ------ --------  --------- ------  |
|   To                           CREATE   10/05/95  16:15    |
|   To                           CLOSED   10/12/95  10:30    |
|   To                           REOPEN   10/13/95  14:33    |
|   To                           CLOSED   10/13/95  14:35    |
|   To                           REOPEN   10/13/95  14:42    |
|   To                           CLOSED   10/13/95  14:49    |
|   To                           REOPEN   10/13/95  14:49    |
|   To                           CLOSED   10/13/95  14:51    |
|                                                            |
|                  PF3= Back To 280  PF4=Exit  PF12=Track    |
+------------------------------------------------------------+
```

Vndr **Suggested Vendors**

Displays all suggested vendor sources for a particular document.

```
+-------------------------------------------------------------------------------+
|                    **** Suggested Vendors Information ****                     |
|                                                                                |
|  Document:   R400007                                                           |
|                                                                                |
|   VID:            or FEI: 6xxxxxxx8   VID:            or FEI: 8xxxxxxx8       |
|        FALCON SYSTEMS INC                   LEGACY SYSTEMS                      |
|  Addr: 5816 ROSEVILLE ROAD            Addr: 1006 DEPO HILL RD SUITE G          |
|        SACRAMENTO CA 95842                  BROOMFIELD CO 80020                 |
|                                                                                |
|    PH: 800-326-1002 FAX: 916-344-1292   PH:              FAX:                  |
|                                                                                |
|                                                    Press <PF4> to Exit         |
+-------------------------------------------------------------------------------+
```

FAMIS Transaction Codes

FAMIS uses a 3-digit transaction code to determine how transactions are processed. The last digit is often used as a reference to further describe the transaction.

The exception is a full 3-digit code to indicate special processing. Many of these codes are used for budget transactions, encumbrances and beginning balances.

Financial Accounting

02x - Budgets (Screens 10, 10A, 10B, 10C, 10D)		
020	Original Budgets & Original Budget Corrections	Special FAMIS Processing
021	Revised Budgets (General)	Special FAMIS Processing
022	Budget Transfers	Special FAMIS Processing
023	Base SL to SA (Original)	Special FAMIS Processing
024	Base SL to SA (Revised)	Special FAMIS Processing
025	SA to SA (Within SL Only)	Special FAMIS Processing
027	Begin Year Budget Forward	Special FAMIS Processing
03x - Receipts (Screen 12)		
030	Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)	User Defined
031	Investment Earnings	User Defined
032	Gifts	User Defined
033	Miscellaneous Receipts	User Defined
034	Cashiers – Vault Entries	User Defined
038	Payroll Interpart Transfers	Assigned by FAMIS
039	Interpart IDTs – Credit to One Part, Disbursement to Other	Assigned by FAMIS
04x - Disbursements (Screen 13)		
043	Miscellaneous Disbursements	User Defined
044	Cashiers – Vault Entries	User Defined
045	Miscellaneous Cash Disbursements (Travel Advance, Work Funds)	User Defined
046	Change of Source of Funds	Assigned by FAMIS
047	AP Check Voids	Assigned by FAMIS
048	AP Disbursements	Assigned by FAMIS
049	Payroll Disbursements	Assigned by FAMIS
05x - Encumbrances (Screen 11)		
050	Previous Year(s) Encumbrances	Special FAMIS Processing
051	Salary Encumbrances	Assigned by FAMIS
054	Requisition	Assigned by FAMIS
055	Purchase Order	Assigned by FAMIS
057	Encumbrance Begin Year Carry Forward	Special FAMIS Processing
058	Regular Encumbrance	User Defined
059	Current Year Encumbrances (budget check, regardless of flags)	Special FAMIS Processing
E5x	Blanket Wage Encumbrances	Assigned by FAMIS

Financial Accounting Transaction Codes (cont'd)

06x - Encumbrances (Screens 14, 14A, 25, 35, 36, 37 85, 86)		
060	Real Journal Entries	User Defined
061	JE for IDTs	Assigned by FAMIS
062	JE for Cash Sales/Payments on Receivables (overrides freeze)	Assigned by FAMIS
063	JE from Student Feeds	Assigned by FAMIS
064	JE from Payroll Feeds	Assigned by FAMIS
065	JE from Accounts Receivable (create receivable)	Assigned by FAMIS
066	JE from Fixed Assets (capitalization, etc)	Assigned by FAMIS
067	JE from LMS (Loan Management System)	Assigned by FAMIS
068	JE from Accounts Payable (setting up liabilities)	Assigned by FAMIS
069	Compound Journal Entries (system controlled)	Assigned by FAMIS
06A	JE for Procurement Card Entries	Assigned by FAMIS
09x – Beginning Balances, Bank Transfers (Screen 15)		
090	Bank Transfers	Special FAMIS Processing
098	Beginning Balances	Special FAMIS Processing

A/P Voucher

14x – Regular Vouchers (Screens 104, 111, 112) (Invoicing Screen345)		
140	Regular Vouchers	User Defined
141	Regular Vouchers	User Defined
142	Produce Separate Checks for Vouchers	User Defined
143	State Travel Vouchers	Special FAMIS Processing
147	Revolving Vouchers	Assigned by FAMIS
148	Change Source of Funds	Assigned by FAMIS
149	Force Separate Check	Special FAMIS Processing
15x – Credit Memos (Screen 108) (Invoicing Screen340)		
151	Regular Credit Memo	User Defined
152	Regular Credit Memo	User Defined
159	Forces Separate Credit Memo (only matches when used on same voucher as charges)	Special FAMIS Processing
16x – Prepaid Vouchers (Screen 109) (Invoicing Screen345)		
160-164	Prepaid Voucher (Regular) with reconciliation	User Defined
165	Prepaid Voucher with NO reconciliation (does a JE to cash voucher clearing and does not affect the bank)	Assigned by FAMIS
166	Prepaid Voucher with NO reconciliation (offset to the bank)	Assigned by FAMIS
167	Prepaid Revolving Voucher	Assigned by FAMIS
169	Prepaid Cash Voucher	User Defined
17x – Prepaid Credit Memo (Screen 116) (Invoicing Screen340 and 345)		
170-174	Prepaid Credit Memo with reconciliation	User Defined
176	Prepaid Credit Memo with NO reconciliation (no offset to the bank)	User Defined
175	NOT USED	User Defined
177-179	Prepaid vouchers with reconciliation	User Defined

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FAMIS Session and Batch Header Codes

A session/batch reference code is used to group sessions of like transactions. The first three (3) characters typically identify the type of transactions entered during the session. For example, ARP001 would signify an Accounts Receivable Payment transaction. We recommend that FAMIS users use these batch header codes where appropriate.

Accounts Payable		
AP ACH	APA	FAMIS ASSIGNED
AP Check	APC	FAMIS ASSIGNED
AP State Voucher	APV	FAMIS ASSIGNED
Fee	FEE	
Travel	TRV	
Corrections-Travel	TRC	
Purchase	PRV	
Prepaid Vouchers	PPV	
Corrections- Purchase	PVC	
Delete Vouchers	DEV	
Housing Interface	HSG	FAMIS ASSIGNED
SIMS Interface	SIMS	FAMIS ASSIGNED
Miscellaneous	MDS	
Procurement Card	PCC	FAMIS ASSIGNED
Corrections-Payroll	CPR	
Accounts Receivable		
AR Accounting Feed	FAR	FAMIS ASSIGNED
AR Payments	ARP	FAMIS ASSIGNED
Bank Transfers		
Bank Transfers	BTR	
Budget		
Budget Brought Forward	BBF	FAMIS ASSIGNED
Beginning Entries	BEG	
Regular	BJN	
Original Budgets	BUD	
Generated Exp Budget	GEB	FAMIS ASSIGNED
Cash Receipts		
Cashier Deposits-Depts	CDP	
Corrections Receipts	CRC	
Departmental Deposits	DDP	
Distribution to S/L	DTR	
Gifts	GIF	
Interest	INT	
Investment Sales	INS	
Letter of Credit	LOC	
Miscellaneous	MDP	
V/MC Charge Back	CBK	
V/MC Deposits	VDD	
Encumbrance		
Encumbrance	ENC	

IDTs		
Regular	IDT	
Corrections	IDC	
Gift Fees	FEE	
Interface IDTs	(dept. code) Ex: PHPLxx	
Visa/MC Charges	VMC	
Interagency Payments	IAP	
Journal Entries		
Regular	JEN	
Corrections	JEC	
Investments	JIN	
Payroll		
EPA Adjustments	EPA	FAMIS ASSIGNED
Insurance Billing	INS	FAMIS ASSIGNED
Insurance Equity Transfer	INEQ	FAMIS ASSIGNED
Payroll	PAY	FAMIS ASSIGNED
Payroll Auto Adjustment	SEAA	FAMIS ASSIGNED
Salary Encumbrance	SEN	FAMIS ASSIGNED
Salary Savings	SSV	FAMIS ASSIGNED
Fixed Assets (FFX)		
FFX Accounting Feed	FFX	FAMIS ASSIGNED
FFX Depreciation Fee	FFD	FAMIS ASSIGNED
Sponsored Research (SPR)		
Indirect Cost	INDZ	FAMIS ASSIGNED
Suspense		
Suspense	SUS	

Ref: - K:\FA\DOC\WRKNPRCS\Charts for Manuals\SessionBatchHeaderCodesNF.docx

FAMIS Reference Codes

Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified below, along with related transactions. Samples of Screen 23 have been used to show each reference code with related transactions.

Reference # 1

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 1	Encumbrances Vouchers Credit Memos Prepaid Vouchers Prepaid Credit Memos Revolving Vouchers Revolving Prepaid Vouchers Change Source of Funds Multi Vendor Vouchers (SL & GL)	05x 06x	PO # or Doc #
	Budget (SL) Budget Transfer	02x	Budget #
	Beg Balance #	098	Beginning Balance (GL)
	AFR #	060	AFR Entries/Reversals (SL & GL)

Screen 23 – Transaction Inquiry by Account (Panel 1)

```
  023 Transaction Inquiry by Account                             03/10/09 14:02
                       VET MED - TEACHING HOSPITAL                FY 2009 CC 02
  Screen: ___   Account: 144013 4010  Ref: 1  Direct/Indirect: D
                                        Bank Option: N
 Sbcd TC    Ref 1  Date  Description            Amount      I BatRef Offset Acct
 ---- --- ------- ----- ------------------ --------------- - ------ -----------
 4010 054 L902781 09/16 DYLAN TROPHY DB            420.50  D 8576JF
 4010 054 L904455 09/22 WINSTON'S OFFICEWOR        367.00  D 8576JF
 4010 068 L903552 09/25 NASH NASWORTHY             131.49  F PVP308 014400 2100
 4010 068 L904455 09/26 WINSTON'S OFFICEWOR        367.00  F PVP309 014400 2100
 4010 061         09/26 STORES                     646.71    PURS01 270260 0523
 4010 061         09/26 STORES                     107.47    PURS01 270260 0523
 4010 061         09/26 STORES                     434.10    PURS01 270260 0523
 4010 061         09/26 STORES                      51.41    PURS01 270260 0523
 4010 061         09/26 STORES                      72.35    PURS01 270260 0523
 4010 061         09/26 STORES                      90.57    PURS01 270260 0523
 4010 061         09/26 STORES                      11.96    PURS01 270260 0523
 4010 061         09/26 STORES                     417.24    PURS01 270260 0523
 4010 061         09/26 STORES                     322.99    PURS01 270260 0523
 4010 061         09/26 STORES                      98.66    PURS01 270260 0523
                              * Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             View              DLoad Left  Right
```

Reference # 2

Reference 2 is almost always assigned by FAMIS. In most cases, this will be the voucher number. There are various ways to view or report data by this reference number.

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 2	Disbursements Vouchers Credit Memos Prepaid Vouchers Prepaid Credit Memos Revolving Vouchers Change Source of Funds Multi-Vendor Vouchers Revolving Prepaid Vouchers	068	Voucher #
	Interdepartmental Transfers Receipts	030 061	Bill # or Receipt #
	A/R Addt'l Line Item Entry A/R Line Item Adjust A/R Line Item Payment		A/R Invoice
	Encumbrance (SL)	05x	Document #
	AFR Entries/Reversals (SL & GL)	060	Document #
	DBR Budget Transfer	022	DBR Document #

Screen 23 – Transaction Inquiry by Account (Panel 1)

```
 023 Transaction Inquiry by Account                           03/10/09 14:01
                      VET MED - TEACHING HOSPITAL              FY 2009 CC 02
 Screen: ___   Account: 144013 4010  Ref: 2  Direct/Indirect: D
                                       Bank Option: N
Sbcd TC   Ref 2  Date  Description            Amount      I BatRef Offset Acct
---- --- ------- ----- ------------------ --------------- - ------ -----------
4010 054 L902781 09/16 DYLAN TROPHY DB            420.50  D 8576JF
4010 054 L904455 09/22 WINSTON'S OFFICEWOR        367.00  D 8576JF
4010 068 1006899 09/25 NASH NASWORTHY             131.49  F PVP308 014400 2100
4010 068 1007488 09/26 WINSTON'S OFFICEWOR        367.00  F PVP309 014400 2100
4010 061 S054790 09/26 STORES                     646.71    PURS01 270260 0523
4010 061 S054792 09/26 STORES                     107.47    PURS01 270260 0523
4010 061 S054793 09/26 STORES                     434.10    PURS01 270260 0523
4010 061 S054794 09/26 STORES                      51.41    PURS01 270260 0523
4010 061 S054795 09/26 STORES                      72.35    PURS01 270260 0523
4010 061 S054796 09/26 STORES                      90.57    PURS01 270260 0523
4010 061 S054797 09/26 STORES                      11.96    PURS01 270260 0523
4010 061 S054798 09/26 STORES                     417.24    PURS01 270260 0523
4010 061 S054799 09/26 STORES                     322.99    PURS01 270260 0523
4010 061 S054800 09/26 STORES                      98.66    PURS01 270260 0523
                              * Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             View              DLoad Left  Right
```

Reference # 3

Reference 3 is less used than the others. There are some transactions where you will see entries in Reference 3. There are various ways to view the data for this reference number.

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE	AUTO OR MANUAL
REF 3	AP Disbursements (GL) Prepaid Vouchers	04x 068	AP Check #	A
	Receipts Disbursements	03x 04x	Teller # (if manually entered)	M

Screen 23 – Transaction Inquiry by Account (Panel 1)

```
  023 Transaction Inquiry by Account                            03/10/09 13:58
                      VET MED - TEACHING HOSPITAL                FY 2009 CC 02
  Screen: ___   Account: 144013 4010  Ref: 3  Direct/Indirect: D
                                       Bank Option: N
 Sbcd TC   Ref 3  Date  Description            Amount      I BatRef Offset Acct
 ---- --- ------- ----- ------------------ --------------- - ------ -----------
 4011 068         02/28 JT MOORE CHANCE             89.61  N PCV001 014400 2100
 4011 041         02/28 WALLER-CREDIT INV            8.00- C PCR001
 4011 054         03/06 ROY RASWELL DISTR          316.36  D 8576JF
 4013 054         12/04 MMM VETERINARY SUP          21.82  D 7940EP
 4013 054         12/04 MMM VETERINARY SUP          15.58  D 7940EP
 4013 068         12/15 MMM VETERINARY SUP          21.82  F INV376 014400 2100
 4013 068         12/15 MMM VETERINARY SUP          15.58  F INV376 014400 2100
 4013 061 0106202 01/08 CARE PAY 20090000        2,089.64    OSJ009 001004 1610
 4013 054         03/06 PNEUMON SERVICES            32.00  D 7940EP
 4013 054         03/06 SHORE VETERINARY I         253.66  D 7940EP
 4014 068         03/03 DYLAN TROPHY DB              7.50  F PVP410 014400 2100
 4020 054         09/01 DALE MARKETING L P         593.92  D PUR001
 4020 054         09/09 DALE MARKETING L P          79.99  D 8576JF
 4020 054         09/15 DISK-O-TAPE INC            753.82  D 8576JF
                                * Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             View             DLoad Left  Right
```

REFERENCE # 4

Reference 4 is typically used by departments to identify transactions by a number that is meaningful to them. There are various ways to view or report data by this reference number thereby aiding the departments to work with their accounting data.

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 4	Vouchers Credit Memo Prepaid Vouchers Prepaid Credit Memos Revolving Prepaid Vouchers Change Source of Funds Multi-Vendor Vouchers	068	Department Voucher #
	A/R Additional Line Item Entry A/R Line Item Adjust A/R Line Item Payment	022	A/R Payment Check #
	AFR #	060	AFR Entries/Reversals (SL & GL)

Screen 23 – Transaction Inquiry by Account (Panel 1)

```
  023 Transaction Inquiry by Account                            03/10/09 13:56
                      VET MED - TEACHING HOSPITAL                FY 2009 CC 02
  Screen: ___   Account: 144013 4010   Ref: 4  Direct/Indirect: D
                                       Bank Option: N
 Sbcd TC   Ref 4  Date  Description             Amount      I BatRef Offset Acct
 ---- --- ------- ----- ----------------- -------------- - ------ -----------
 4010 054 84691   09/16 DYLAN TROPHY DB            420.50  D 8576JF
 4010 054 90248   09/22 WINSTON'S OFFICEWOR        367.00  D 8576JF
 4010 068 90105   09/25 NASH NASWORTHY             131.49  F PVP308 014400 2100
 4010 068 90248   09/26 WINSTON'S OFFICEWOR        367.00  F PVP309 014400 2100
 4010 061         09/26 STORES                     646.71    PURS01 270260 0523
 4010 061         09/26 STORES                     107.47    PURS01 270260 0523
 4010 061         09/26 STORES                     434.10    PURS01 270260 0523
 4010 061         09/26 STORES                      51.41    PURS01 270260 0523
 4010 061         09/26 STORES                      72.35    PURS01 270260 0523
 4010 061         09/26 STORES                      90.57    PURS01 270260 0523
 4010 061         09/26 STORES                      11.96    PURS01 270260 0523
 4010 061         09/26 STORES                     417.24    PURS01 270260 0523
 4010 061         09/26 STORES                     322.99    PURS01 270260 0523
 4010 061         09/26 STORES                      98.66    PURS01 270260 0523
                                  * Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             View              DLoad Left  Right
```

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Revised: 02/23/2011 3:10 PM

Glossary

A

ABR

See Automatic Budget Reallocation.

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

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

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

Account ID
A 6-digit 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
An application of the Financial Records System (FRS). AP processes vendor payments and keeps track of financial activity involving vendors.

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 entered into the system with a header record and control totals, usually prepared by one person or subsystem feed.

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

BBA
See Budget Balance Available.

Beginning Balance
Balances posted during implementation.

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

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

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

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

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

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

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

C

Capital

Assets, cash, means, property, resource.

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

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

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

Chart of Accounts
A listing, at the 6-digit level, of all account numbers within 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.

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.

D

Data

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

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

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

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

Data Entry
A means for adding information into the system.

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

Default Mandatory
Flag indicating whether the transfer is mandatory. If no value is entered in the detail lines for this field, the transfer will be flagged with the default value after pressing <ENTER>.

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

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

Diagnostic Message HELP
An on-line feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.

Diagnostics
The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC
The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

Disbursement
Record money paid out by the institution from GL, SL and SA or bank account. Can reverse an encumbrance. A payment for goods received, services rendered, reduction of debt or purchase of other assets that does not go through the AP/voucher system.

Discount Account
The account credited for discounts taken by the system when a check is written.

Discount Table
A table containing user-defined values representing discount terms for vendors.

Dollar Data
A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit
A code used in Accounts Payable to specify a check amount. If the amount of a vendor's check is greater than this value, the check will not be generated.

Drop Flag
A data element whose condition signifies that a document is to be removed from the database immediately.

E

Encumbrance

An obligation incurred in the form of a purchase order or contract. Also referred to as an open commitment.

Endowment
Funds received by an institution from a donor who specifies the condition that the principal not be spent.

Endowment Income
The income generated by investing the principal of an Endowment Fund.

Entry Code
The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, is predefined by the system. It is also known as the Transaction Code.

Expended
Depleted, used up.

Expense
Cost, disbursement, payments.

F

FA

See Financial Accounting.

Feed
Transactions from other systems that are transferred to the FRS.

Field
That part of a control record, transaction or established for displaying or entering information.

File
A storage area established within a computer system or database for organizing similar kinds if data.

Financial Accounting (FA)
A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

Financial Records System (FRS)
A system that supports the financial record-keeping and reporting of a college or university.

Flag
A data element used to set controls or conditions on a process or program.

Freeze Flag
A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

FRS
See Financial Records System.

FTE
Full-time Equivalents. Used by the B/P/P System.

Function
Purpose.

Fund
An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance and changes in the balance.

Fund Balance
The equity of a fund (the difference between assets and liabilities).

Fund Group
A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.

Fund Group ID
A one-digit identification number representing the fund group with which an account is associated.

Fund Transfer
A movement of dollars from one fund balance to another.

G

General Ledger (GL)

A balance sheet account for the institution. All GL account numbers begin with "0" (zero).

GL
See General Ledger.

GL/SL Relationships
User-defined structures relating Subsidiary Ledger (SL) revenue/expense accounts to General Ledger (GL) fund accounts.

Global Subcode Edit (GSE)
A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

GSE
See Global Subcode Edit.

H

Header

That portion of a Purchasing document containing basic information such as the document's number, the date and amount.

HEAF
Indicates a Higher Education Assistance Fund code number.

HELP
An online feature which accesses PREDICT in order to supply descriptions, valid values and suggested actions.

I

IDT

Interdepartmental Transfer.

Indirect Updating
The automatic posting of real dollar activity to a GL Balance Sheet account as a result of a direct transaction.

Inquiry Screen
A screen which only displays information and cannot be used for entering data.

Interface
A communication link between data processing systems or parts of systems that permits sharing of information.

Interfund Borrowing
The transfer of an asset or liability from one fund to another.

J

JCL
See Job Control Language.

Job Control Language (JCL)
A problem-oriented language, used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.

Journal Entry
A non-cash transfer of dollars between two or more accounts.

L

Ledger
A collection of account records for an organization. FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense). See also General Ledger and Subsidiary Ledger.

Liability Account
In AP, a GL account that is credited for the liability when a voucher is processed. Any GL account that accepts a transaction creating a liability.

Liquidate
Reduce encumbrance through payment; pay off debt.

M

Map Code
A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

Mandatory
Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value after pressing <ENTER>.

Memo Bank Account
An account that represents the balances of demand deposits for operating accounts.

Menu
A screen containing a list of available processes, screens or other menus.

N

Name Rotation
A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports.

O

Object Code
A four-digit number identifying specific items of revenue/expense or attribute records.

Open Commitment
An encumbrance.

P

Parameter
A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing or output requirements.

Purpose
The function.

R

Receipts

Cash received from cash assets, collections on account receivable and sale of other assets. The purpose is to record money received by the institution to the GL, SL and SA or bank accounts.

Recommendation
The budget projection version that is submitted to the Budget Office for approval.

Regular Order
A type of purchase order that denotes a typical order.

Remit-To Address
The address to which the check for goods and/or services rendered will be sent.

Requisition
A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

Retention Months
A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

Revenue
Income or receipts.

Run Parameter
A parameter from a control record or a program control transaction (as opposed to a file maintenance transaction).

S

Save

The process that creates a budget version.

6-Digit Account
For GL: An entity that consists of a self-balancing set of 10-digit accounts.
For SL: An entity of revenues and/or expenses

Screen HELP
An on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

Secondary Vendor
The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

Secured Submitted Version
Submitted budget version that has been locked. It can be flagged to indicate it is an "official" version.

Selling Account
Account which is allowed to "sell" to specified buying accounts via interdepartmental transfers.

Session
A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

SL
See Subsidiary Ledger.

Split Encumbrance
An encumbrance which applies to several accounts.

Standing Order
A type of purchase order used for (recurring) services like those provided by the telephone and electric companies.

Subcode
Four digits appended to the account ID to identify attributes and dollar records within an account.

Submit
The process that attached a budget version to a budget account as a budget of an account.

Submitted Version
Version of the budget submitted for approval as the official budget of an account.

Subsidiary Ledger
Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

Suspense Account
A GL clearing account reflecting real dollar activity directed to the Suspense File.

T

1099 Vendor
A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

1099 Voucher
A voucher that must be reported to the IRS on Form 1099.

10-Digit Account
The six-digit account ID combined with the four-digit subcode, i.e. an account control or object code.

Tax Code
A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

Tax ID
A Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

Taxes
An additional charge on the acquisition of goods that is imposed by the taxing authority and should be paid with the invoice.

Temporary Vendor
A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

Transaction Code
A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

U

Update Screen
A screen that allows a user to enter data for updating the files.

V

Valid Value
A value of a data element that has been defined for input.

Value-Based
A mechanism used to restrict operator access to information by comparing operator security authorization with the value stored in the field.

Vendor
A provider of goods and/or services.

Vendor Addresses
See Order-From Addresses and Remit-To Addresses.

Vendor Automatic
A feature that automatically assigns a specific Number Assignment to the vendor in the Action/Context Line.

Vendor Commodity
A good or service purchased from a specific vendor.

Vendor File
A record of all attributes, dollar data, and control information for all vendors.

Version
Account Budgets created by departments. These can later be submitted as the budget recommendation for the account. Once a version is locked, it will be called a 'secure version' and can never again be changed.

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