Purchasing User Manual

FAMIS Services
The Texas A&M University System
Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Purchasing section of 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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<td>Document Browse by State Requisition Number</td>
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<td>Document Browse by State Order Number</td>
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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**

<table>
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<th>M20 Purchasing Module Menu</th>
<th>02/23/11 15:42</th>
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<tbody>
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<td>Screen: _____________</td>
<td>FY 2011 CC 02</td>
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<td>* ------ Purchasing Menus --------</td>
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<td>M21 Purchasing Vendor Menu</td>
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<td>M22 Purchasing Document Inquiry Menu</td>
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<td>M26 Receiving Menu</td>
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<td>M34 Invoice Menu</td>
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<td>M36 Departmental Fixed Assets Menu</td>
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<td>M41 Commodity and CMBL Bidders Menu</td>
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<td>M42 Bids and Bid Lists Menu</td>
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<td>M44 Bid List Inquiry</td>
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<td>M45 Purchasing Controls Menu</td>
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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**

<table>
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<tr>
<th>M21 Vendor Information Menu</th>
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<tbody>
<tr>
<td>Screen: _____________</td>
<td>FY 2011 CC 02</td>
</tr>
<tr>
<td>* -------- Vendor Information -----</td>
<td></td>
</tr>
<tr>
<td>201 Vendor Change Log</td>
<td></td>
</tr>
<tr>
<td>203 Vendor Add/Modify</td>
<td></td>
</tr>
<tr>
<td>204 Vendor Purchasing Create</td>
<td></td>
</tr>
<tr>
<td>205 Vendor Payables Create</td>
<td></td>
</tr>
<tr>
<td>206 Vendor Ownership Information</td>
<td></td>
</tr>
<tr>
<td>207 Vendor ACH Information</td>
<td></td>
</tr>
<tr>
<td>209 State Vendor Hold Maintenance</td>
<td></td>
</tr>
<tr>
<td>143 Vendor Flag Set/Reset</td>
<td></td>
</tr>
<tr>
<td>101 Vendor Number Search</td>
<td></td>
</tr>
<tr>
<td>102 Vendor Name Search</td>
<td></td>
</tr>
<tr>
<td>120 Vendor Alias Maintenance</td>
<td></td>
</tr>
<tr>
<td>132 Vendor History</td>
<td></td>
</tr>
<tr>
<td>173 State HUB ID Search</td>
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<tr>
<td>174 State HUB Name Search</td>
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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**

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<td>271 Documents Closed But Not Routed 280 Document Browse by Number</td>
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<td>272 Documents by Status 281 Document Browse by Dept.</td>
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<tr>
<td>273 Incomplete Receiving/Invoicing 282 Document Browse by Account</td>
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<td>274 Document Inquiry - w/Paid Amts 283 Document Browse by Buyer</td>
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<td>275 Document Inquiry by Campus 284 Document Browse by User Ref.</td>
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<td>276 Document Inquiry by Campus 285 Document Browse by Vendor</td>
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<tr>
<td>277 Document Inquiry by Campus 286 Document Browse by State Req.</td>
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<tr>
<td>278 Document Inquiry 287 Document Browse by GSC Order</td>
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<td>279 Document Line Item Inquiry 288 Document Summary</td>
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<tr>
<td>290 Document Tracking Inquiry 295 SciQuest Document Xref</td>
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<td>291 Document Tracking Cross Ref 296 Document Browse by Vendor</td>
</tr>
<tr>
<td>292 PIP Browse by Document 297 Document Browse by Vendor</td>
</tr>
<tr>
<td>293 PIP Browse by Invoice 298 Document Summary</td>
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</table>

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

**Menu M23 - Purchase Order and Master Order Menu**

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<td>221 PO Shipping and Text Info. 261 MO Shipping and Text</td>
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<tr>
<td>222 PO Additional Header Text 262 MO Additional Text</td>
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<tr>
<td>223 PO Sole Source Justification 263 MO Sole Source Justification</td>
</tr>
<tr>
<td>224 PO Item Create/Modify 264 MO Item Create/Modify</td>
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<tr>
<td>225 PO Item Additional Desc. 265 MO Item Description Cont’d</td>
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<tr>
<td>226 PO Document Close 266 MO Document Close</td>
</tr>
<tr>
<td>227 PO Transfer/Copy 267 MO Transfer/Copy</td>
</tr>
<tr>
<td>228 PO Flag Maintenance 268 MO Flag Maintenance</td>
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<td>229 PO Notes 269 MO Notes</td>
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</table>

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

*Hmenu Help  EHelp*
Purchasing Menu Screens (cont’d)

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

**Menu M24 - Requisitions and Limited Purchasing Entry Menu**

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

<table>
<thead>
<tr>
<th>M34 Purchasing Invoice Menu</th>
<th>05/19/09 15:44</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>FY 2009 CC 02</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Page: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to FAMIS Purchasing Module</td>
<td></td>
</tr>
<tr>
<td>TAMU Purchasing Deadlines posted for FY 2008</td>
<td></td>
</tr>
</tbody>
</table>

***************************************************************
* 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**

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Page: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEADLINES-Purchase Requisitions for FY 2009 and 2010</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Goods/Services Purchase Requisition Type</td>
<td>Date Purchase Requisition Required</td>
</tr>
<tr>
<td>$100,000 or more and not under A&amp;M/State Contract</td>
<td>5-18-2009*</td>
</tr>
<tr>
<td>&gt; $5,000 but &lt; $100,000 &amp; not under A&amp;M/State Contract</td>
<td>6-1-2009*</td>
</tr>
<tr>
<td>&gt; $5,000 &amp; under A&amp;M/State Contract</td>
<td>8-3-2009*</td>
</tr>
<tr>
<td>* Dates are for FY 2009 and FY 2010 funded procurements.*</td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Goods/Services Purchase Requisition Type</th>
<th>Date Purchase Requisition Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100,000 or more and not under A&amp;M/State Contract</td>
<td>5-18-2009*</td>
</tr>
<tr>
<td>&gt; $5,000 but &lt; $100,000 &amp; not under A&amp;M/State Contract</td>
<td>6-1-2009*</td>
</tr>
<tr>
<td>&gt; $5,000 &amp; under A&amp;M/State Contract</td>
<td>8-3-2009*</td>
</tr>
</tbody>
</table>

* Dates are for FY 2009 and FY 2010 funded procurements.*

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

- **LP** *Limited Purchase*
  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** *Exempt Purchase*
  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.

**Blanket/ Master Orders**

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 not performed.

**Departments** use the following categories for Blanket Orders:

- **BU** *Blanket Unencumbered*
  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** *Blanket Order references a Master Order*
  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** *Blanket Order Encumbered*
  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.
Purchasing Office uses these categories for Master Orders:

**MD**  
**Master Order (DISC)**  
Master Order based on a discount from the vendor.

**MQ**  
**Master Order (QTY)**  
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 change the address on individual documents 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

<table>
<thead>
<tr>
<th>Screen: ___ Dept: CHEM_ Part Nbr: CX0255-1________</th>
<th>Delete: _</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text: 175-13-55145-1, CALCIUM NITRATE TETRAHYDRATE_500G, CX0255-1_______________________________</td>
<td></td>
</tr>
<tr>
<td>* Please enter text in UPPER and LOWER case.</td>
<td></td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHHelp
## Processing Codes

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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.
Purchasing Basic Concepts (cont’d)

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

Screen 22 OC File List by User Ref or PO Number
This screen 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.

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

Encumbrance Adjustments
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 not previously been used OR that the original invoice was not “short paid” by the Credit Memo amount. The credit should always be processed using the same account and expenditure codes as the original invoice.
2. Create a new 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**

<table>
<thead>
<tr>
<th>240 Limited Purchase Header</th>
<th>05/19/09 15:46</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: L709643</td>
<td>FY 2009 CC 02</td>
</tr>
<tr>
<td>Doc Year: 2007 Order Date: 09/13/2006</td>
<td></td>
</tr>
<tr>
<td>Cat.: LP State: ______</td>
<td></td>
</tr>
<tr>
<td>Dept: CHEM_ Subdept: _____</td>
<td></td>
</tr>
<tr>
<td>Total Amt: -99.68</td>
<td></td>
</tr>
<tr>
<td>Doc Summary: CREDIT-WATANABE</td>
<td></td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvv3 SYG-AIMCH INC</td>
<td></td>
</tr>
<tr>
<td>Reimburse ID: 456369-00000</td>
<td></td>
</tr>
<tr>
<td>All Items Received: Y</td>
<td></td>
</tr>
<tr>
<td>Ship To Address Nbr: 076</td>
<td></td>
</tr>
<tr>
<td>Invoice To Address Nbr: 122</td>
<td></td>
</tr>
<tr>
<td>Name: CHEMISTRY DEPARTMENT</td>
<td>Name: FISCAL DEPT. ACCOUNTS PAYABLE</td>
</tr>
</tbody>
</table>
| Addr: ATTN: ORLAN O ORSON | Addr: ___________________________
| 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---
Credit Memo Example

Screen 241 – Limited Purchase Item

Screen 242 – Limited Purchase Close

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/](http://tamus.edu/offices/famis/).
Good Faith Effort - Basic Concepts (cont’d)

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Document Used</td>
<td>Y</td>
</tr>
<tr>
<td>Fixed Asset Receiving Required</td>
<td>Y</td>
</tr>
<tr>
<td>P.O. Good Faith Effort Required</td>
<td>Y</td>
</tr>
<tr>
<td>LP Good Faith Effort Required</td>
<td>Y</td>
</tr>
<tr>
<td>Buyer Code Required</td>
<td>_</td>
</tr>
<tr>
<td>Change Whole Vendor ID on Inv.</td>
<td>Y</td>
</tr>
<tr>
<td>P.O. Approval Required</td>
<td>_</td>
</tr>
<tr>
<td>LP / EP Approval Required</td>
<td>Y</td>
</tr>
<tr>
<td>Default Bid Open Time</td>
<td>03:00 PM</td>
</tr>
<tr>
<td>Requisition Deadline</td>
<td></td>
</tr>
<tr>
<td>DEPT Default Year</td>
<td></td>
</tr>
<tr>
<td>PURCH Default Year</td>
<td></td>
</tr>
</tbody>
</table>

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

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.

Predefined reason codes:

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
Good Faith Effort - Basic Concepts (cont’d)

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

<table>
<thead>
<tr>
<th>Dept./Sub Dept.</th>
<th>F Src</th>
<th>State ID</th>
<th>Vendor Name</th>
<th>Gn Eth Rsp</th>
<th>Amount Bid</th>
<th>Aw</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLANE</td>
<td>F</td>
<td>xxxxxxxx5</td>
<td>OPT OCEAN SIGHT SCOPE</td>
<td>M</td>
<td>6705.00</td>
<td>Y</td>
</tr>
<tr>
<td>PLANE</td>
<td>N</td>
<td>xxxxxxxx8</td>
<td>BAYWATCH SUPPLY INC</td>
<td>F</td>
<td>WO</td>
<td>N</td>
</tr>
</tbody>
</table>

**END OF DATA**

Reported Date: 05/19/09 16:03

---

## 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

<table>
<thead>
<tr>
<th>State ID</th>
<th>Vendor Name</th>
<th>Gn Eth Rsp</th>
<th>Amount Bid</th>
<th>Aw</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxxxxxx3</td>
<td>B&amp;B PHOTO</td>
<td>M</td>
<td>6749.00</td>
<td>_</td>
</tr>
</tbody>
</table>

**END OF DATA**

Reported Date: 05/19/09 16:11

---

**END OF DATA**
Good Faith Effort - Basic Concepts (cont’d)

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

<table>
<thead>
<tr>
<th>Dept./Sub Dept.: FISC_</th>
<th>GFE Bids Solicited:</th>
<th>F Src</th>
<th>State ID</th>
<th>Vendor Name</th>
<th>Gn Eth Rsp</th>
<th>Amount Bid</th>
<th>Aw</th>
</tr>
</thead>
<tbody>
<tr>
<td>1vvvvv8</td>
<td>KALE AND COMPANY IN CARE OF FI</td>
<td>BL</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3vvvvv6</td>
<td>XYZ COMPANY</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9vvvvv3</td>
<td>DUCKBILL COMMODITIES</td>
<td>B</td>
<td></td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3vvvvv6</td>
<td>BIOMEDICAL SUPPLY INC</td>
<td>M</td>
<td>BL</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2vvvvv4</td>
<td>STATIONERY SHOP, THE</td>
<td>F</td>
<td>WO</td>
<td>B</td>
<td>110.00</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvv1</td>
<td>KYLE*KITCHENS</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>LANCE LANDRY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>KROGER VIDEO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>VANZIE LUMBER CO INC</td>
<td>F</td>
<td>WO</td>
<td>B</td>
<td>200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>GARY GORDON*GRANT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>TEXAS A&amp;M ALTERNATE VENDOR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>DUCKIE’S COMMODITIES UNLIMITED</td>
<td>B</td>
<td></td>
<td>300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** PRESS ENTER FOR MORE ENTRIES **

Reported Date: 05/19/09 15:11

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

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:

<table>
<thead>
<tr>
<th>Source Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>CMBL</td>
</tr>
<tr>
<td>_</td>
<td>FAMIS</td>
</tr>
<tr>
<td>_</td>
<td>HUB</td>
</tr>
<tr>
<td>_</td>
<td>NO LIST</td>
</tr>
</tbody>
</table>

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.

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

```plaintext
+-----------------------------------------------------------------------------+
|   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.

![Pop-up message]

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.

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.
Screen 246 – Good Faith Effort Response – Limited Purchases (cont’d)

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

Rsp: Helps 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
Advances to the next required screen (Screen 242).

PF7 Reason Code
Resn 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
Screen: ___       Doc: P800004
FY 2009  CC AB
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

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

**END OF DATA**

** More Vendors - Press <Enter> to View **
Screen 217 – Good Faith Effort Response – Purchase Orders (cont’d)

- 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**

```
<table>
<thead>
<tr>
<th>Dept./Sub Dept.: FISC_  _____</th>
<th>GFE Bids Solicited:</th>
</tr>
</thead>
<tbody>
<tr>
<td>F Src State ID Vendor Name</td>
<td>Gn Eth Rsp Amount Bid Aw</td>
</tr>
<tr>
<td>--- --- ----------- ------------------------------- -- --- --- --------------- -</td>
<td></td>
</tr>
<tr>
<td>_  N  ___________  KYLE INC______________________  F  __  N   ______________</td>
<td></td>
</tr>
<tr>
<td>_  N  1vvvvvvvvv8  KYLE AND COMPANY IN CARE OF FI  F  B  10.00</td>
<td></td>
</tr>
<tr>
<td>_  2vvvvvvvvv7  A &amp; W WELDING_________________  F  HI  N   ______________</td>
<td></td>
</tr>
<tr>
<td>_  2vvvvvvvvv9  AAA COMPUTER SUPPLIES_________  M  BL  _  _________99.95  Y</td>
<td></td>
</tr>
<tr>
<td>_  C  2vvvvvvvv1  ATTEBERRY CONTRACTING, CLAYTON  _  __  R  ______________</td>
<td></td>
</tr>
<tr>
<td>_  _  ___________  ______________________________  _  __  _   ______________ _</td>
<td></td>
</tr>
<tr>
<td>_  _  ___________  ______________________________  _  __  _   ______________ _</td>
<td></td>
</tr>
<tr>
<td>_  _  ___________  ______________________________  _  __  _   ______________ _</td>
<td></td>
</tr>
<tr>
<td>_  _  ___________  ______________________________  _  __  _   ______________ _</td>
<td></td>
</tr>
<tr>
<td>_  _  ___________  ______________________________  _  __  _   ______________ _</td>
<td></td>
</tr>
<tr>
<td>_  _  ___________  ______________________________  _  __  _   ______________ _</td>
<td></td>
</tr>
<tr>
<td>** END OF DATA **                          Reported Date: 02/14/2006</td>
<td></td>
</tr>
</tbody>
</table>
```

**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.
Screen 217 – Good Faith Effort Response – Purchase Orders (cont’d)

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.: 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
Screen 217 – Good Faith Effort Response – Purchase Orders (cont’d)

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

Rsp: 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
Advances to the next required screen (Screen 226).

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

PF8 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

<table>
<thead>
<tr>
<th>Dept./Sub Dept.: FISC</th>
<th>GFE Bids Solicited:</th>
<th>F Src</th>
<th>State ID</th>
<th>Vendor Name</th>
<th>Gn Eth Rsp</th>
<th>Amount Bid</th>
<th>Aw</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2vvvvv</td>
<td>M BL B</td>
<td>AAA COMPUTER SUPPLIES</td>
<td></td>
<td>100.00</td>
<td>Y</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>2vvvvv</td>
<td>M HI N</td>
<td>GUERLAIN, GERALDINE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>1vvvvv</td>
<td>F WO B</td>
<td>HUCKSTER PACKAGING &amp; SUPPLY IN</td>
<td></td>
<td>101.50</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>1vvvvv</td>
<td>F 2vvvvv</td>
<td>BABER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>2vvvvv</td>
<td>M HI R</td>
<td>KYLE, KAREN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>1vvvvv</td>
<td>M HI N</td>
<td>OLSEN &amp; GUERRA LUMBER COMPANY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>1vvvvv</td>
<td>N AI B</td>
<td>JAKERS SUPPLY CO</td>
<td></td>
<td>105.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>2vvvvv</td>
<td>M HI R</td>
<td>MARTINEZ CONSTRUCTION COMPANY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**END OF DATA**

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:

<table>
<thead>
<tr>
<th>Source Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>CMBL</td>
</tr>
<tr>
<td>F</td>
<td>FAMIS</td>
</tr>
<tr>
<td>H</td>
<td>HUB</td>
</tr>
<tr>
<td>N</td>
<td>NO LIST</td>
</tr>
</tbody>
</table>

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.

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

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.
• 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.

**END OF DATA**

### 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:

Type the voucher number to be displayed.

**Screen Information**

Dept./Sub Dept.:

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
Screen 343 – Good Faith Effort Response – Vouchers (cont’d)

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 Type of Reason
Resn
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.

<table>
<thead>
<tr>
<th>Screen 232 – Good Faith Effort Response – Exempt Purchases</th>
</tr>
</thead>
<tbody>
<tr>
<td>232 Good Faith Effort Response - Exempt Purchases</td>
</tr>
<tr>
<td>Screen: ___</td>
</tr>
<tr>
<td>Dept./Sub Dept.: FISC_</td>
</tr>
<tr>
<td>GFE Bids Solicited:</td>
</tr>
<tr>
<td>F Src State ID Vendor Name Gn Eth Rep Amount Bid Aw</td>
</tr>
<tr>
<td>F 2vvvvvvvvv3 A&amp;M*COMPUTING M BL R</td>
</tr>
<tr>
<td>H 1vvvvvvvvv8 A &amp; W OFFICE SUPPLY INC F WO B 111.00</td>
</tr>
<tr>
<td>F 2vvvvvvvvv9 AAA COMPUTER SUPPLIES M BL N</td>
</tr>
<tr>
<td>** END OF DATA ** Reported Date:</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Source Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C CMBL</td>
</tr>
<tr>
<td>F FAMIS</td>
</tr>
<tr>
<td>H HUB</td>
</tr>
<tr>
<td>N NO LIST</td>
</tr>
</tbody>
</table>

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

Dept./Sub Dept.: FISC_ Vendor Name: A&M COMPUTING
GFE Bids Solicited: M BL R
Amount Bid: ______________

---

** END OF DATA **

---

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

---

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
Screen 232 – Good Faith Effort Response – Exempt Purchases (cont’d)

- 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

<table>
<thead>
<tr>
<th>Dept./Sub Dept.: FISC_ _____</th>
<th>GFE Bids Solicited: _</th>
</tr>
</thead>
<tbody>
<tr>
<td>F Src State ID Vendor Name</td>
<td>Gn Eth Rsp Amount Bid</td>
</tr>
<tr>
<td>____________________________</td>
<td>________________________</td>
</tr>
<tr>
<td>_ F 2vvvvvvv3 A&amp;M COMPUTING</td>
<td>M BL R ________________</td>
</tr>
<tr>
<td>_ H 1vvvvvvv8 A &amp; W OFFICE SUPPLY INC</td>
<td>F WO B 111.00</td>
</tr>
<tr>
<td>_ F 2vvvvvvv9 AAA COMPUTER SUPPLIES</td>
<td>M BL _____99.95 Y</td>
</tr>
<tr>
<td>_ C 2vvvvvvv1 ATTEBERRY CONTRACTING, CLAYTON</td>
<td>R _ ___Y _ ___</td>
</tr>
</tbody>
</table>

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
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
Screen 232 – Good Faith Effort Response – Exempt Purchases (cont’d)

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

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

PF8
Add
Used to make additional entries if the screen is full and the vendor fields are protected.
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.
Limited Purchases – Basic Concepts (cont’d)

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)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen:</td>
<td>___</td>
</tr>
<tr>
<td>Account:</td>
<td>121214</td>
</tr>
<tr>
<td>Account Title:</td>
<td>TELEPHONE OPERATIONS</td>
</tr>
<tr>
<td>Resp Person:</td>
<td>MARSH, MILLIE M</td>
</tr>
<tr>
<td>Old Acct:</td>
<td>11250</td>
</tr>
<tr>
<td>ABR Rule:</td>
<td>001</td>
</tr>
<tr>
<td>Map Code:</td>
<td>12120</td>
</tr>
<tr>
<td>Reporting Group:</td>
<td></td>
</tr>
<tr>
<td>Bottom Line Ctrl:</td>
<td>Y</td>
</tr>
<tr>
<td>Deflt Cat Ctrl:</td>
<td>R</td>
</tr>
<tr>
<td>Deflt Cat Tol Pot:</td>
<td></td>
</tr>
<tr>
<td>AFR Fund Group:</td>
<td>10</td>
</tr>
<tr>
<td>Fund Group:</td>
<td>FG</td>
</tr>
<tr>
<td>Sub Fund Group:</td>
<td></td>
</tr>
<tr>
<td>Sub-Sub:</td>
<td></td>
</tr>
<tr>
<td>Year-End Process:</td>
<td>F</td>
</tr>
<tr>
<td>Year-End Acct:</td>
<td></td>
</tr>
<tr>
<td>Function:</td>
<td>35</td>
</tr>
<tr>
<td>Sub-Fun:</td>
<td></td>
</tr>
<tr>
<td>Default Bank:</td>
<td>79001</td>
</tr>
<tr>
<td>Proj FYTD End Mo:</td>
<td>08</td>
</tr>
<tr>
<td>Aux Code:</td>
<td></td>
</tr>
<tr>
<td>Alternate Banks:</td>
<td></td>
</tr>
<tr>
<td>Security:</td>
<td></td>
</tr>
<tr>
<td>State Funds:</td>
<td>Y</td>
</tr>
<tr>
<td>Appropriated:</td>
<td></td>
</tr>
<tr>
<td>SA Transactions---</td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td>S-Dept Exec Div</td>
</tr>
<tr>
<td>Coll Mail Cd Stmt</td>
<td>Budget</td>
</tr>
<tr>
<td>Primary:</td>
<td>TCOM</td>
</tr>
<tr>
<td>Dept: AA</td>
<td></td>
</tr>
<tr>
<td>CI</td>
<td>C1174</td>
</tr>
<tr>
<td>Expense:</td>
<td>B</td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Secondary:</td>
<td></td>
</tr>
<tr>
<td>Dept:</td>
<td></td>
</tr>
<tr>
<td>CI</td>
<td></td>
</tr>
<tr>
<td>Revenue:</td>
<td>B</td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Fund Source:</td>
<td>05</td>
</tr>
<tr>
<td>Account Letter:</td>
<td></td>
</tr>
<tr>
<td>Setup Date:</td>
<td>07/08/1975</td>
</tr>
<tr>
<td>TRS/ORP Exempt:</td>
<td></td>
</tr>
<tr>
<td>Enter-</td>
<td></td>
</tr>
<tr>
<td>FF1---FF2---FF3---FF4---FF5---FF6---FF7---FF8---FF9---FF10---FF11---FF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help</td>
<td>EHelp</td>
</tr>
<tr>
<td>Next</td>
<td>CHacct CProj</td>
</tr>
<tr>
<td>Left</td>
<td>Right</td>
</tr>
</tbody>
</table>

**Screen 309 – Purchasing Limited/Exempt/PIP Control**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen:</td>
<td>___</td>
</tr>
<tr>
<td>Limited P.O.</td>
<td></td>
</tr>
<tr>
<td>State Limit:</td>
<td>5000.00</td>
</tr>
<tr>
<td>Prefix Functionality:</td>
<td></td>
</tr>
<tr>
<td>Current 1st</td>
<td></td>
</tr>
<tr>
<td>Prefix</td>
<td>Prefix</td>
</tr>
<tr>
<td>A</td>
<td>L</td>
</tr>
</tbody>
</table>
Limited Purchases – Basic Concepts (cont’d)

- 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

Doc: L739748

Doc Year: 2007  Order Date: 01/31/2007
Cat.: LP
State: State:
Dept: BCBP_ Subdept: _____

Doc Summary: C02
Vendor: 1vvvvvvvvv6 PRATAIR DISTRIBUTION INC
LDT Cd: __
Reimburse ID: ___________
User Ref: 225050-2440
All Items Received: N
Date Received: __________
Ship To       Address Nbr: 147
Name: BIOCHEMISTRY & BIOPHYSICS DEPT
Addr: BIOCHEMISTRY & BIOPHYSICS BLDG
______________________________
2128 TAMU_________________
______________________________
City: COLLEGE STATION_____ State: TX
Zip: 778432128   Country: ___
Phone: ____________ Fax: ____________
```

**“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

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, ?, * 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.
Screen 240 – Limited Purchase Header (cont’d)

◆ 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.
Screen 240 – Limited Purchase Header (cont’d)

◆ 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: 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/digits
   Indicate the street address to which items purchased will be billed. Will be filled in automatically if an Address Nbr: is specified.

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

◆ State: 2 characters
   Include the state code.

◆ Zip: 9 digits
   Enter the invoice to zip code.
Screen 240 – Limited Purchase Header (cont’d)

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

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

**Fax:**
10 digits
Include the fax number.

**Additional Functions**

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

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

**PF5 Next**
Advances to the next 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

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

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.
Screen 241 – Limited Purchase Item (cont’d)

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.
Screen 241 – Limited Purchase Item (cont’d)

**Processing Codes - See Basic Concepts for further explanation**
These codes are used to tell the system about any special processing the item may need. Valid processing codes include the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLANK</td>
<td>Normal Processing</td>
</tr>
<tr>
<td>N</td>
<td>Treats this item as a NO CHARGE item.</td>
</tr>
<tr>
<td>R</td>
<td>Treats this item as a TRADE-IN or a REDUCTION IN INVENTORY.</td>
</tr>
<tr>
<td>V</td>
<td>Vendor Discount</td>
</tr>
<tr>
<td>M</td>
<td>Multiple invoice (QTY NOT MATCHED)</td>
</tr>
</tbody>
</table>

Not all 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**

<table>
<thead>
<tr>
<th>Part Description Maintenance</th>
<th>05/19/09 11:20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Dept: CHEM_ Part Nbr: BX0465-2_______</td>
<td>FY 2009 CC 02</td>
</tr>
<tr>
<td>Delete: _</td>
<td></td>
</tr>
<tr>
<td>Text: 175-13-60091-0, BENZOYL CHLORIDE, 1L,_______</td>
<td></td>
</tr>
<tr>
<td>BX0465-2__________________</td>
<td></td>
</tr>
<tr>
<td>__________________________</td>
<td></td>
</tr>
</tbody>
</table>

* Please enter text in UPPER and LOWER case.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---Hmenu Help  EHelp
Screen 241 – Limited Purchase Item (cont’d)

**TIBH (Texas Industries for the Blind and Handicapped)**
The TIBH field is used to indicate the reason that TIBH was or was not used as the vendor for the bid/purchase. This field is optional 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.
Screen 241 – Limited Purchase Item (cont’d)

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

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

St. 1 character
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
Advances to the next required screen (Screen 242).

PF6 Item Description
Displays the extended item description for the item the cursor is placed on.
<table>
<thead>
<tr>
<th>PF10</th>
<th>Copy Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAcct</td>
<td>Used to copy account information from the previous item to the current item. All dollar amounts are left blank and require either amount or percentage for a new item to be specified.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF11</th>
<th>Multiple Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAcct</td>
<td>Provides a pop-up window to continue adding accounts, support accounts or expense object codes to the document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF12</th>
<th>Warnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warns</td>
<td>Identifies any FAMIS warnings.</td>
</tr>
</tbody>
</table>
Close a Limited Purchase Order

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

It is possible to close and 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

<table>
<thead>
<tr>
<th>242 Limited Purchase Close</th>
<th>05/20/09 08:42</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: A200043</td>
<td>In Process</td>
</tr>
</tbody>
</table>

== 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: lvvvvvvvv0 RILEY TRUCKING CO INC LDT Cd:
Reimburse Id: FOB: All Items Received: Y
User Ref: 301960-PISC Date Received: 06/24/2002

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

Encumbrance Processes (see Basic Concepts for further explanation)
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**

**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.
Screen 242 – Limited Purchase Close (cont’d)

**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**
  - Advances to **next** required screen (Screen 240).

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

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

**PF8**
- **Recall Document**
  - **Recalls** the document for processing or changes.

**PF12**
- **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

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

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

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**
Displays the routing history of the selected document.

PF8
**Cancel/Delete Reason**
A reason for canceling or deleting a document is required.
### Screen 243 – Limited Purchase Flag Maintenance (cont’d)

<table>
<thead>
<tr>
<th>PF9</th>
<th>Accounts</th>
<th>Displays the accounts distribution used on the document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF10</td>
<td>Document Header Extended Information</td>
<td>Shows the extended document header data.</td>
</tr>
<tr>
<td>Extnd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF11</td>
<td>Document Items</td>
<td>Displays a list of the items on the document.</td>
</tr>
<tr>
<td>Items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF12</td>
<td>Warnings</td>
<td>Identifies any FAMIS warnings.</td>
</tr>
<tr>
<td>Warns</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enter Notes to a Limited Purchase

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

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

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&gt;&gt;Note entered 08/11/08 BY HAINES, HALEY H.</td>
</tr>
<tr>
<td>2</td>
<td>TERM DATES: 9/1/08 - 8/31/09</td>
</tr>
<tr>
<td>3</td>
<td>REFERENCE QUOTE #19304</td>
</tr>
<tr>
<td>6</td>
<td>&gt;&gt;Note entered 09/09/08 by LANCE, LONNIE L</td>
</tr>
<tr>
<td>7</td>
<td>INVOICE #1325200 IN THE AMOUNT OF $499.00</td>
</tr>
</tbody>
</table>

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.

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.
Screen 244 – Limited Purchase Note Text (cont’d)

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

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

Action Line
◆ Doc: 7 character/digits
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 Forward, Backward or End.

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

PF7 Previous Item
Ptitem Go to the previous item.

PF8 Next Item
Nltem 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

<table>
<thead>
<tr>
<th>Screen 245 Copy Limited Purchase Order to Limited Purch.</th>
<th>05/20/09 09:23</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2009 CC 02</td>
<td></td>
</tr>
<tr>
<td>Screen: ___ Doc: L939165 Item: _____ From Vendor: GATES EQUIPMENT COMPANY</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>New Doc: L0_____ FY: 2009 Cat.: LP Dt: 05/20/2009</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Existing Doc: _______</td>
<td></td>
</tr>
<tr>
<td>________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Header Screen: _</td>
<td></td>
</tr>
<tr>
<td>Proc</td>
<td></td>
</tr>
<tr>
<td>Func Item ----- Desc ----- Quantity Unit Price UOM Ext. Price Cd</td>
<td></td>
</tr>
<tr>
<td>_ 1.0 chairs, cherry wo 2.00 150.0000 EA 300.00</td>
<td></td>
</tr>
<tr>
<td>_ 2.0 broken chair 1.00 150.0000 EA 150.00 V</td>
<td></td>
</tr>
<tr>
<td>_ 3.0 super rollers 1.00 25.0000 BOX 25.00</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp</td>
<td></td>
</tr>
<tr>
<td>AdDpt</td>
<td></td>
</tr>
</tbody>
</table>

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
Indicates 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 245 – Copy Limited Purch Order to Limited Purch Order (cont’d)

**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:** 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.
Exempt/Delegated Purchases – Setup (cont’d)

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

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

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

Screen 312 – Document Category Maintenance

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

The Class: field indicates the type of document. The class may be either E (exempt) or P (purchase order).
Exempt/Delegated Purchases – Setup (cont’d)

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.

--- GL Attributes 2 ---

**Screen 4 – GL Attributes 2**

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>094001</td>
</tr>
<tr>
<td>Screen:</td>
<td>TGSCL-SLS-EFT</td>
</tr>
</tbody>
</table>

--- Endowment Earnings Distribution ---

<table>
<thead>
<tr>
<th>Acct:</th>
<th>Pct:</th>
</tr>
</thead>
</table>

--- Subcode Edits ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Restricted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

**Accountant Responsible:** PRINCE, PAULA P

--- Subcode Edits ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Payroll Acct Analysis:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Interest Exempt:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Bond Issue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Capital Campaign:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Delegation Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>TO ESTABLISH AN ACCOUNT TO ADMINISTER TEXAS GUARANTEED STUDENT LOAN CORPORATION FUNDS. INTEREST WILL BE EARNED.</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

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

--- SL Attributes 2 ---

**Screen 8 – SL Attributes 2**

<table>
<thead>
<tr>
<th>Account:</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>270190</td>
</tr>
<tr>
<td>Screen:</td>
<td>MAINTENANCE &amp; REPAIR DEPARTMENT</td>
</tr>
</tbody>
</table>

--- Foreign Tvl: 5 ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Effort Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Unit Type: USVC_ ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Rev Pledged:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Rev Pledged: ___ ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Interest Exempt Reason:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Interest Exempt Reason: ___ ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Obj Trans:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Bond Issue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Gift Fee Exempt:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>A/R Clerk Cd:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Title to Equip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

<table>
<thead>
<tr>
<th>Account:</th>
<th>Pct:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>TO ACCOUNT FOR INCOME AND EXPENSES.</td>
</tr>
</tbody>
</table>

--- Subcode Edits ---

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

--- Subcode Edits ---
Exempt/Delegated Purchases – Setup (cont’d)

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.
Exempt/Delegated Purchases – Setup (cont’d)

Screen 306 – Maintain Exempt/Delegation Type Object Code Table

<table>
<thead>
<tr>
<th>Func</th>
<th>Low</th>
<th>High</th>
<th>Obj</th>
<th>Obj</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>5450</td>
<td>5451</td>
<td></td>
<td></td>
<td>ARCH. AND ENG. SERVICES</td>
</tr>
<tr>
<td>_</td>
<td>6930</td>
<td>6930</td>
<td></td>
<td></td>
<td>SRVS RESOLD TO DEPT-PHYS PLANT ONLY</td>
</tr>
<tr>
<td>_</td>
<td>8711</td>
<td>8733</td>
<td></td>
<td></td>
<td>C.I.P</td>
</tr>
<tr>
<td>_</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td></td>
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<td>_</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**** End of Data ****

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

PF2 Key used on Exempt/Delg: field

<table>
<thead>
<tr>
<th>*** DICTIONARY - HELP ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>M VALUES MEANING</td>
</tr>
<tr>
<td>_ BLANK NO DELEGATION TYPE</td>
</tr>
<tr>
<td>_ C CONSTRUCT/ PHPL</td>
</tr>
<tr>
<td>_ F FOOD SERVICES</td>
</tr>
<tr>
<td>_ G GRAPHIC SERVICES</td>
</tr>
<tr>
<td>_ L LIBRARY</td>
</tr>
</tbody>
</table>

Select a Value or Press <PF4> to Quit
Exempt/Delegated Purchase Headers

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

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

### Screen 235 – Exempt/Delegated Header

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: 235 Exempt/Delegated Header</td>
<td>05/20/09 09:43</td>
</tr>
<tr>
<td>Doc: E920139</td>
<td>FY 2009 CC 02</td>
</tr>
<tr>
<td>Doc Year: 2009</td>
<td>Order Date: 03/05/2009</td>
</tr>
<tr>
<td>Cat.: EP</td>
<td>State:</td>
</tr>
<tr>
<td>Dept: CVEN</td>
<td>Subdept: ___</td>
</tr>
<tr>
<td>Total Amt:</td>
<td></td>
</tr>
<tr>
<td>Doc Summary: BATTERY FOR STUDENT SERVER</td>
<td></td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvv2 MICRO PC SALES</td>
<td>LDT Cd: __</td>
</tr>
<tr>
<td>Reimburse ID: ___</td>
<td>FOB: ___</td>
</tr>
<tr>
<td>User Ref: 225480-0009 ___</td>
<td>All Items Received: N</td>
</tr>
<tr>
<td>Ship To Address Nbr: 503</td>
<td>Date Received: ___</td>
</tr>
<tr>
<td>Name: CIVIL ENGINEERING DEPT</td>
<td></td>
</tr>
<tr>
<td>Addr: ROOM 100F CIVIL LAB BUILDING</td>
<td>Addr: CE/TTI TOWER- RM 111</td>
</tr>
<tr>
<td>Zip: 778453136 Country: ___</td>
<td>City: COLLEGE STATION State: TX</td>
</tr>
<tr>
<td>Phone: ___ Fax: ___</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
</tbody>
</table>

### Basic Steps

**Create a New Exempt/Delegated Purchase Header**
- Enter the department, document summary, and user reference.
- Indicate whether or not the purchase items have been received, the date they arrived (if they have been received), as well as the ship to and invoice to addresses.
- Type additional information in the available fields, as desired, and press <ENTER> to record the purchase information.
- If all information has been successfully entered, the **system-assigned exempt/delegated purchase order number** will be displayed on the Action Line.

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

<table>
<thead>
<tr>
<th>Func</th>
<th>Low</th>
<th>High</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>0290</td>
<td>0292</td>
<td>PRIVATE GIFTS - VARIOUS _____________________________</td>
</tr>
<tr>
<td>_</td>
<td>0688</td>
<td>0688</td>
<td>COMPONENT PATENT INCOME _____________________________</td>
</tr>
<tr>
<td>_</td>
<td>1900</td>
<td>1990</td>
<td>EXEMPT - BENEFITS ____________________________</td>
</tr>
<tr>
<td>_</td>
<td>3010</td>
<td>3420</td>
<td>EXEMPT - TRAVEL ____________________________</td>
</tr>
<tr>
<td>_</td>
<td>4015</td>
<td>4015</td>
<td>EXEMPT - SUPPLIES FOOD SERVICES/SOFC ONLY ____________________</td>
</tr>
<tr>
<td>_</td>
<td>4017</td>
<td>4017</td>
<td>SOFC - OFFICE SUPPLIES ____________________________</td>
</tr>
<tr>
<td>_</td>
<td>4025</td>
<td>4025</td>
<td>DIRECT PUBS ONLY - SUBS, PERIODICALS, &amp; INFO SYS __</td>
</tr>
<tr>
<td>_</td>
<td>4045</td>
<td>4045</td>
<td>TAMU PHARMACY ONLY - MEDICAL SUPPLIES ____________________</td>
</tr>
<tr>
<td>_</td>
<td>5010</td>
<td>5035</td>
<td>EXEMPT - UTILITIES ____________________________</td>
</tr>
<tr>
<td>_</td>
<td>5115</td>
<td>5150</td>
<td>EXEMPT - TEL-MO CHARGES ____________________________</td>
</tr>
<tr>
<td>_</td>
<td>5135</td>
<td>5135</td>
<td>EXEMPT - TEL-DEDICATED DATA CIRCUIT ____________________</td>
</tr>
<tr>
<td>_</td>
<td>5145</td>
<td>5150</td>
<td>EXEMPT - TEL-CENTREX ____________________________</td>
</tr>
<tr>
<td>_</td>
<td>5210</td>
<td>5211</td>
<td>EXEMPT - MEMBERSHIP DUES ____________________________</td>
</tr>
</tbody>
</table>

********** 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

<table>
<thead>
<tr>
<th>Dept</th>
<th>SubDept</th>
<th>CC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td></td>
<td>02</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
Screen 235 – Exempt/Delegated Header (cont’d)

Field Descriptions  (◆ = Required / Help = PF2, ?, * 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.
### Screen 235 – Exempt/Delegated Header (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| FOB:                | 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:        | 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 ADDR**
Displays vendor’s address and additional vendor information.
### Screen 235 – Exempt/Delegated Header (cont’d)

<table>
<thead>
<tr>
<th>PF5</th>
<th>Next</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advances to the next screen.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF9</th>
<th>Notes (Document Notes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Used to enter free-form notes about the purchase.</td>
</tr>
<tr>
<td></td>
<td>These are on-line reference notes regarding the document. They will not be printed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF11</th>
<th>Additional Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>AdDpt</td>
<td>Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this document.</td>
</tr>
</tbody>
</table>
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.

**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

<table>
<thead>
<tr>
<th>234 Part Description Maintenance</th>
<th>05/20/09 09:50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Dept: CHEM_ Part Nbr: AX0073-9 ______ Delete: _</td>
<td></td>
</tr>
<tr>
<td><strong>Text:</strong> 175-13-30004-0, ACETIC ACID, GLACIAL, 2.5L ______ 6/CS AX0073-9 ____________________________</td>
<td></td>
</tr>
</tbody>
</table>

* Please enter text in UPPER and LOWER case.

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

### 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.
Screen 236 – Exempt Purchase Item (cont’d)

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

**Action Line**

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

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

**Screen Information**

Item: 3 digits
  Shows the line item number assigned.

St: 3 characters
  Indicates the status of the specified item.

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

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

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

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

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

Ext. Price: 16 digits
  Displays the total item extended amount calculated by the system.

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

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

Part: Help 15 digits
  Include the part number that is used to define specific items within a department's inventory.
Screen 236 – Exempt Purchase Item (cont’d)

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

**St:** 1 character
‘Y’ indicates **State funds** were used for purchase.

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

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

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

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

### Additional Functions

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

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

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

- **PF10 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 Multiple Account**
  Provides a pop-up window to continue adding **multiple accounts, support accounts or expense object codes** to the document.

- **PF12 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

Basic Steps

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

Exempt Purchase Close Process

Encumbrance Process
Closing the document generates encumbrances which set aside funds to pay for the purchase. All documents, except those which set up a blanket order, are encumbered. The encumbrances are established using the 7-digit document ID created when the exempt purchase is entered. The User Reference number entered on the header of the exempt purchase will be transferred to the encumbrances. The encumbrances may be viewed on Screens 20, 21, 22, and 26.
Screen 237 – Exempt Purchase Close (cont’d)

**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.
### Screen 237 – Exempt Purchase Close (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **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. |
Screen 237 – Exempt Purchase Close (cont’d)

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

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

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

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

**PF12**
Warns
Warnings
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**

<table>
<thead>
<tr>
<th>238 EP Flag Maintenance</th>
<th>ROGER R*RHIME</th>
<th>05/20/09 09:57</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: E920747</td>
<td>Deleted</td>
<td>FY 2009 CC 02</td>
</tr>
</tbody>
</table>

**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**

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

**Cancel/Delete Reason: SHOULDBEANLDOC______________________**

---

**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 238 – Exempt Purchase Flag Maintenance (cont’d)

**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**
  Displays the routing history of the selected document.

- **PF8 Cancel/Delete Reason**
  Enter the reason for canceling or deleting a document is required.

- **PF9 Accounts**
  Displays the accounts distribution used on the document.

- **PF10 Document Header Extended Information**
  Shows the extended document header data.

- **PF11 Document Items**
  Displays a list of the items on the document.

- **PF12 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

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, ?, * 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 Previous Item
PItem Go to previous line item.

PF8 Next Item
NItem Go to next line item.
Copy Your Exempt Purchase Order

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

Screen 233 - Copy Exempt Purchase to Exempt Purchase

| Screen: ___ Doc: E920778 Item: _____ From Vendor: PAMELA P*PRINCE |
| Screen 233 - Copy Exempt Purchase to Exempt Purchase 05/20/09 10:06 FY 2009 CC 02 |
| 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 |

Basic Steps

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

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

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

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

<table>
<thead>
<tr>
<th>Field Descriptions</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Line</strong></td>
<td></td>
</tr>
</tbody>
</table>
| ◆ 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:                | 2 characters  
Identify the category that defines the accounting and receiving characteristics of the document. This field defaults to “EP” for exempt purchase orders. |
| Dt:                 | 8 digits  
Indicate the date the new document is created. Will default to the current system date if left blank. |
Screen 233 – Copy Exempt Purchase to Exempt Purchase (cont’d)

Screen information

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

Func:  1 character
Identify the function you wish to 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  Additional Departments
AdDpt  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 online. The information required includes the following:

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

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

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

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

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

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

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

xx   **Other**
This denotes any requisition category that has been set up specifically for your agency/institution. 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).
Requisitions: Basic Concepts (cont’d)

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

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

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

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

**Automatic Requisition Creation**

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

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

**Screen 855 - Purchasing Type/Prefix Display**

```
<table>
<thead>
<tr>
<th>Type</th>
<th>Fy</th>
<th>Prfx</th>
<th>Next Doc.</th>
<th>Last Number</th>
<th>Number of Records</th>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET TRANSFER</td>
<td>2010</td>
<td>N</td>
<td>000003</td>
<td>000502</td>
<td>500</td>
<td></td>
<td>TRNS DEPT PROPE</td>
</tr>
<tr>
<td>BID</td>
<td>2010</td>
<td>B</td>
<td>000155</td>
<td>000655</td>
<td>500</td>
<td>B</td>
<td>BIDS</td>
</tr>
<tr>
<td>BID</td>
<td>2010</td>
<td>C</td>
<td>000001</td>
<td>000501</td>
<td>500</td>
<td>B</td>
<td>CATALOGUE ORDER</td>
</tr>
<tr>
<td>DEPT BUDGET</td>
<td>2010</td>
<td>U</td>
<td>000063</td>
<td>00263</td>
<td>200</td>
<td></td>
<td>DEPT BUDGET REQ</td>
</tr>
<tr>
<td>DEPT CORRECT</td>
<td>2010</td>
<td>J</td>
<td>000005</td>
<td>00205</td>
<td>200</td>
<td></td>
<td>DEPT CORRECT RE</td>
</tr>
<tr>
<td>EXEMPT PURCH</td>
<td>2010</td>
<td>E</td>
<td>000569</td>
<td>001039</td>
<td>500</td>
<td>E</td>
<td>EXEMPT PURCHASE</td>
</tr>
<tr>
<td>INVOICE PROBLEM</td>
<td>2010</td>
<td>I</td>
<td>000196</td>
<td>000491</td>
<td>300</td>
<td></td>
<td>INVOICE PROB (P)</td>
</tr>
<tr>
<td>LIMITED PURCH</td>
<td>2010</td>
<td>A</td>
<td>000001</td>
<td>000501</td>
<td>500</td>
<td>L</td>
<td>LIMITED PURCHASES</td>
</tr>
<tr>
<td>LIMITED PURCH</td>
<td>2010</td>
<td>L</td>
<td>002082</td>
<td>003976</td>
<td>2000</td>
<td>L</td>
<td>LIMITED PURCHAS</td>
</tr>
<tr>
<td>MASTER ORDER</td>
<td>2010</td>
<td>M</td>
<td>000383</td>
<td>000482</td>
<td>100</td>
<td>M</td>
<td>MASTER ORDERS</td>
</tr>
<tr>
<td>PURCHASE ORDER</td>
<td>2010</td>
<td>D</td>
<td>000001</td>
<td>00101</td>
<td>100</td>
<td>P</td>
<td>PHYS PLANT ORDE</td>
</tr>
</tbody>
</table>
```

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

![Table](https://via.placeholder.com/150)

<table>
<thead>
<tr>
<th>Dept</th>
<th>SubDept</th>
<th>CC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>_____</td>
<td>02</td>
</tr>
<tr>
<td>CLLA</td>
<td>_____</td>
<td>02</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>___</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>___</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>___</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>___</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>___</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>___</td>
</tr>
</tbody>
</table>

Press <PF4> to Exit

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

**Catalogue Orders**

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

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

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

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

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

Change a Requisition

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

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

You may open and close, 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).
Requisitions Basic Concepts (cont’d)

3. Re-open the document on Screen 258 by setting the Reopen Document flag to ‘Y’ and pressing <ENTER>.
4. Make the necessary changes using Screens 250-259.
5. Finally, advance to Screen 256 to close and re-route the document.

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

**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.

The Special Text Codes used are maintained on Screen 313.
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.
Screen 250 – Requisition Header Create/Modify (cont’d)

◆ 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.
Screen 250 – Requisition Header Create/Modify (cont’d)

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

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

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

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vn ID:</td>
<td>Help 11 digits Type '*' to select a vendor or enter the FAMIS Vendor Identification Number.</td>
</tr>
<tr>
<td>-OR-</td>
<td>FEI: 9 digits Identify the Federal Employer Identification number, if not using the vendor ID.</td>
</tr>
<tr>
<td>Addr:</td>
<td>90 characters Shows mailing address of the suggested vendor.</td>
</tr>
<tr>
<td>PH:</td>
<td>10 digits Provides the area code and phone number of the suggested vendor.</td>
</tr>
<tr>
<td>FAX:</td>
<td>10 digits Includes the area code and FAX number of the suggested vendor.</td>
</tr>
</tbody>
</table>

**Additional Functions**

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

**PF5** Next
Advances to next required screen (Screen 251).

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

**PF8** Emergency Reason
EResn Displays the reason that the Emergency flag has been set to ‘Y.’
### Screen 250 – Requisition Header Create/Modify (cont’d)

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PF9</strong></td>
<td>Notes&lt;br&gt;Used to enter free-form notes about the requisition. These are on-line reference notes regarding the document. They will not be printed.</td>
</tr>
<tr>
<td><strong>PF10</strong></td>
<td>Additional Suggested Vendors&lt;br&gt;Allows the addition of four additional suggested vendors for the requisition.</td>
</tr>
<tr>
<td><strong>PF11</strong></td>
<td>Additional Departments&lt;br&gt;Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this requisition.</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Screen: ___ Doc: R903183</th>
<th>05/20/09 10:17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship To Address Nbr: 442</td>
<td>Invoice To Address Nbr: 442</td>
</tr>
<tr>
<td>Name: RECREATIONAL SPORTS DEPT</td>
<td>Name: RECREATIONAL SPORTS DEPT</td>
</tr>
<tr>
<td>Addr: STUDENT RECREATION CTR. RM 222</td>
<td>Addr: STUDENT RECREATION CTR. RM 222</td>
</tr>
<tr>
<td>4250 TAMU</td>
<td>4250 TAMU</td>
</tr>
<tr>
<td>City: COLLEGE STATION</td>
<td>State: TX</td>
</tr>
<tr>
<td>Phone: ___________</td>
<td>FAX: ___________</td>
</tr>
<tr>
<td>Text codes: 001 016</td>
<td></td>
</tr>
<tr>
<td>Additional PRE BID MEETING REQUESTED</td>
<td>Text Lines: SAMPLES REQUESTED ALONG WITH BID FOR DEPARTMENT TO REVIEW. NEED ASAP.</td>
</tr>
</tbody>
</table>

**Basic Steps**

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

**Requisition Text Entry Process**

**Text Codes**

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

Press PF4 to return to Screen 251 where the text codes selected will be displayed.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>_001</td>
<td>DELIVERY MAY BE A FACTOR IN THE AWARD.</td>
<td>N</td>
</tr>
<tr>
<td>_002</td>
<td>IF QUOTING OTHER THAN SPECIFIED, BIDDERS</td>
<td>N</td>
</tr>
<tr>
<td>_003</td>
<td>BIDDERS MUST GIVE ESTIMATED DELIVERY</td>
<td>N</td>
</tr>
<tr>
<td>_004</td>
<td>BULK PACKAGING AND SINGLE SHIPMENT ARE</td>
<td>N</td>
</tr>
<tr>
<td>_005</td>
<td>VENDOR MAY BE REQUESTED TO SUBMIT A</td>
<td>N</td>
</tr>
<tr>
<td>_006</td>
<td>ONCE THE ORDER IS PLACED, SUBSTITUTIONS</td>
<td>N</td>
</tr>
<tr>
<td>_007</td>
<td>TEXAS A&amp;M UNIVERSITY RESERVES THE RIGHT</td>
<td>N</td>
</tr>
<tr>
<td>_008</td>
<td>LENGTH OF DELIVERY TIME MAY BE A FACTOR</td>
<td>N</td>
</tr>
<tr>
<td>_009</td>
<td>NO SUBSTITUTION OF MANUFACTURER WILL BE</td>
<td>N</td>
</tr>
<tr>
<td>_010</td>
<td>PRESENT CONTRACT WILL BE IN EFFECT</td>
<td>N</td>
</tr>
<tr>
<td>_011</td>
<td>UNACCEPTABLE PERFORMANCE BY VENDOR MAY</td>
<td>N</td>
</tr>
<tr>
<td>_012</td>
<td>QUOTE F.O.B. DESTINATION, FREIGHT PREPAID AND</td>
<td>N</td>
</tr>
<tr>
<td>_013</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select up to 18 Text Codes or Press &lt;PF4&gt; to Quit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Press &lt;PF5&gt; for extended description.</td>
<td></td>
</tr>
</tbody>
</table>

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: 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.*
Screen 251 – Requisition Shipping and Text (cont’d)

◆ 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._
Screen 251 – Requisition Shipping and Text (cont’d)

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

**PF9**
*Notes*
Used to enter free-form notes about the requisition.

These are on-line reference notes regarding the document. They will not be printed.
Create/Modify Requisition Line Items

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

Screen 254 - Requisition Line Item Create/Modify

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 or a dollar amount to be paid by the account. **Do NOT enter both a percentage and a dollar amount.**
- Type additional data in the available fields, as desired and press <ENTER> to record the line item information.

Requisition Line Item Process

Line Item Entry
Documents may have up to 500.0 items. The item number will default to 1.0 when the document is being created. FAMIS automatically increments the item number by one for each additional item you need to enter on the document. Use the decimal position of the item number to represent a text only item for the document.
### Multiple Accounts
When payment of an item is split across several accounts, each account must be entered separately for that item. Up to 40 accounts may be specified for a single item. Press PF11 to access the multi-account pop-up window where additional accounts may be entered.

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

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

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

<table>
<thead>
<tr>
<th>FY</th>
<th>CC</th>
<th>Account</th>
<th>Pct</th>
<th>Amt $</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>02</td>
<td>270620</td>
<td>100</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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.
Screen 254 – Requisition Line Item Create/Modify (cont’d)

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

<table>
<thead>
<tr>
<th>234 Part Description Maintenance</th>
<th>05/20/09 10:35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Dept: CHEM_ Part Nbr: EM-BX0865-1____ Delete: _</td>
<td></td>
</tr>
<tr>
<td>Text: 175-13-30023-0, BORIC ACID, ACS, GRANULAR,___</td>
<td></td>
</tr>
<tr>
<td>500 GM EM-BX0865-1_____________________________</td>
<td></td>
</tr>
</tbody>
</table>

* Please enter text in UPPER and LOWER case.

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: 15 digits
Enter the commodity code for classifying goods and services.

### Proc Cd: 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: 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.
Screen 254 – Requisition Line Item Create/Modify (cont’d)

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

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

Additional Functions:

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

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

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

PF10 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 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

<table>
<thead>
<tr>
<th>256 Requisition Document Close</th>
<th>05/20/09 10:40</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2009 CC 02</td>
<td></td>
</tr>
<tr>
<td>Screen: ___ Doc: R003442</td>
<td></td>
</tr>
<tr>
<td>&lt;&lt; Dates &gt;&gt;</td>
<td></td>
</tr>
<tr>
<td>Document: 04/20/2009 Cat: RO</td>
<td>User Ref: 301900001 St Req:</td>
</tr>
<tr>
<td>Start :</td>
<td>Contact Person: ANDREW ADDISON Ph: 979-845-6655</td>
</tr>
<tr>
<td>End :</td>
<td>Buyer:         Ph: - - -</td>
</tr>
<tr>
<td>Required: 05/20/2009 Research</td>
<td>Type Funds: L Type Order: LOC</td>
</tr>
<tr>
<td>Change :</td>
<td>No. 00 Last Print Date:</td>
</tr>
<tr>
<td></td>
<td>Sole Source: N Emergency: N</td>
</tr>
<tr>
<td>Doc Summary: RH REPLACEMENT CHAIRS</td>
<td></td>
</tr>
<tr>
<td>Total Amount:</td>
<td>Untransferred Total:</td>
</tr>
<tr>
<td></td>
<td>In Process</td>
</tr>
<tr>
<td>Close Document? N</td>
<td></td>
</tr>
<tr>
<td>Budget Balance Override: _</td>
<td></td>
</tr>
<tr>
<td>Session: 1586JC Date: 05/20/09</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp Next Item Route Warns</td>
<td></td>
</tr>
</tbody>
</table>

### Basic Steps

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

### Requisition Close Process

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

See Basic Concepts for further explanation of the following:

- Changing a Requisition
- Routing the Document
- Rejected Documents

Field Descriptions (◆ = Required / Help = PF2, ?, * 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.
Screen 256 – Requisition Document Close (cont’d)

**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.
Screen 256 – Requisition Document Close (cont’d)

**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**
  - Advances to the next screen.

- **PF6**
  - **Item**
  - Displays the document inquiry pop-up window to view all items for the document.

- **PF7**
  - **Route Document**
  - Sends a closed document into the routing and approval process.

- **PF12**
  - **Warns**
  - Identifies any FAMIS warnings.
Add Additional Requisition Header Text

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

You may add as many as ninety-nine (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.

Basic Steps

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

Requisition Text Entry Process

Page through Text

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

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

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

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

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

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

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

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

If the sole source flag is set to “N” on the document header screens, you will be able to remove the information from this sole source screen. All information must be removed from the screen (including the PF10 pop-up window) or you will receive an error message.

Screen 253 - Requisition Sole Source

<table>
<thead>
<tr>
<th>253 Req. Sole Source</th>
<th>05/20/09 10:43</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: R903336</td>
<td></td>
</tr>
</tbody>
</table>

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 PURCHASED 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 RESEARCH 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.
Screen 253 – Requisition Sole Source (cont’d)

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

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

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

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

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

**Additional Functions:**

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Screen 255 - Requisition Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>255 Req. Item Description</td>
</tr>
<tr>
<td>FY 2009 CC 02</td>
</tr>
<tr>
<td>Screen: ___  Doc: R903336  Item: __1.0</td>
</tr>
<tr>
<td>Position at line: ___ of 4</td>
</tr>
<tr>
<td>Line</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>11</td>
</tr>
<tr>
<td>12</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>14</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>16</td>
</tr>
</tbody>
</table>

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

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.
Screen 255 – Requisition Item Description (cont’d)

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: 3 digits
__ of ___
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

|-------------|-------------------|--------------------|---------------------|-----------------------------------------------|

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:
- **Item:** Enter the specific line item or the first item in a range of items on the requisition you wish to delete.
- **thru Item:** 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
- **PF7 Track** Shows the action taken on a document.
- **PF9 Accts** Identifies the account(s) used. Press PF5 to see if there is any over budget message displayed.
- **PF10 Extnd** Shows extended information for the document.
- **PF11 Items** Displays the line items on the document.
- **PF12 Warns** Identifies any FAMIS warnings on document.
Enter Notes on 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.

Screen 259 - Requisition Note Text

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&gt;&gt;Note entered 04/10/09 BY NOWLAND, NORA N___</td>
</tr>
<tr>
<td>2</td>
<td>THIS ORDER, TELE WORK ORDER #30459-32_____</td>
</tr>
<tr>
<td>3</td>
<td>VERSION QUOTE #1-18SOA8, IS TO BE ORDERD_____</td>
</tr>
<tr>
<td>4</td>
<td>AGAINST MASTER ORDER M900478. A COPY OF THE_____</td>
</tr>
<tr>
<td>5</td>
<td>QUOTE HAS BEEN FAXED TO ROGER REESE, 2-1111____</td>
</tr>
<tr>
<td>6</td>
<td>THIS ORDER NEEDS TO BE FAXED TO THE VERITY_____</td>
</tr>
<tr>
<td>7</td>
<td>SELECT TEAM ACCOUNT MANAGER HARLAN HOWELL,_____</td>
</tr>
<tr>
<td>8</td>
<td>7-7777.______________________________________</td>
</tr>
<tr>
<td>9</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>10</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>11</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>12</td>
<td>_____________________________________________</td>
</tr>
</tbody>
</table>

Line item number zero (0.0) pertains to the entire requisition.

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 Previous Item
Go back to the previous line item.

PF8 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

<table>
<thead>
<tr>
<th>247 Copy Documents - to Requisition</th>
<th>05/20/09 10:50</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2009 CC 02</td>
<td></td>
</tr>
<tr>
<td>Screen: ___ Doc: R903357 Item: _____</td>
<td>From Vendor: No vendor on document</td>
</tr>
<tr>
<td>New Doc: R0____ FY: 2009 Cat.: RO Dt: __________</td>
<td>From Doc FY: 2009</td>
</tr>
<tr>
<td>or Existing Doc: __________</td>
<td>----------------</td>
</tr>
<tr>
<td>Header Screen: _</td>
<td>----------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Func Item</th>
<th>Proc</th>
<th>Desc</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>UOM</th>
<th>Ext. Price</th>
<th>Cd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0  FDC-CPLP-19T, FDC</td>
<td>_</td>
<td>8.00</td>
<td>31.7600</td>
<td>EA</td>
<td>254.08</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2.0  006101R3131003M,</td>
<td>_</td>
<td>48.00</td>
<td>12.1400</td>
<td>EA</td>
<td>582.72</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3.0  S000065, SLEEVES</td>
<td>_</td>
<td>150.00</td>
<td>0.3600</td>
<td>EA</td>
<td>54.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4.0  M67-048-C, METAL</td>
<td>_</td>
<td>7.00</td>
<td>44.9000</td>
<td>EA</td>
<td>314.30</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5.0  CSS270, CABLE DEL</td>
<td>_</td>
<td>50.00</td>
<td>0.7400</td>
<td>EA</td>
<td>37.00</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6.0  FDC-001, FDC UNIT</td>
<td>_</td>
<td>1.00</td>
<td>1066.6100</td>
<td>EA</td>
<td>1066.61</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7.0  DP1800N/3000FT, D</td>
<td>_</td>
<td>1.00</td>
<td>497.3800</td>
<td>EA</td>
<td>497.38</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8.0  FDC-CPLP-19T, FDC</td>
<td>_</td>
<td>6.00</td>
<td>31.7600</td>
<td>EA</td>
<td>190.56</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>9.0  M67-060, TRAY SPL</td>
<td>_</td>
<td>2.00</td>
<td>34.3200</td>
<td>EA</td>
<td>68.64</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>10.0  M67-068, SPLICE T</td>
<td>_</td>
<td>6.00</td>
<td>33.6700</td>
<td>EA</td>
<td>202.02</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

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

### Basic Steps

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

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

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

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

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

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

**Action Line**

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

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

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

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

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

◆ **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.
Screen 247 – Copy Documents to Requisition (cont’d)

**Cat.:** 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.:** 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.
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.
Purchase Orders: Basic Concepts (cont’d)

**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.

**xx**  **Other**
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

<table>
<thead>
<tr>
<th>Func Item</th>
<th>----- Desc ------</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>UOM</th>
<th>Ext. Price</th>
<th>Cd</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>1.0 Welding Helmet #2</td>
<td>1.00</td>
<td>329.0000</td>
<td>EA</td>
<td>329.00</td>
<td>X</td>
</tr>
<tr>
<td>_</td>
<td>2.0 Welding Helmet #2</td>
<td>1.00</td>
<td>329.0000</td>
<td>EA</td>
<td>329.00</td>
<td>X</td>
</tr>
<tr>
<td>_</td>
<td>3.0 Welding Helmet #2</td>
<td>4.00</td>
<td>329.0000</td>
<td>EA</td>
<td>1316.00</td>
<td>X</td>
</tr>
<tr>
<td>_</td>
<td>4.0 Welder, Millermat</td>
<td>2.00</td>
<td>4319.0000</td>
<td>EA</td>
<td>8638.00</td>
<td>X</td>
</tr>
<tr>
<td>_</td>
<td>5.0 Plasma Cutter, Mi</td>
<td>2.00</td>
<td>3095.1100</td>
<td>EA</td>
<td>6190.22</td>
<td>X</td>
</tr>
</tbody>
</table>

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 Copy or Transfer 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.
Screen 257 – Requisition Line Item Copy/Transfer (cont’d)

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.
### Screen 257 – Requisition Line Item Copy/Transfer (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desc:</td>
<td>Displays a short description of the line item to be copied.</td>
</tr>
<tr>
<td>Quantity:</td>
<td>Identifies the purchase quantity of the specified line item.</td>
</tr>
<tr>
<td>Unit Price:</td>
<td>Indicates the line item price per unit of measure.</td>
</tr>
<tr>
<td>UOM:</td>
<td>Represents the unit of measure for the specified line item.</td>
</tr>
<tr>
<td>Ext. Price:</td>
<td>Reflects the total extended price of the item, as computed by the system.</td>
</tr>
<tr>
<td>Proc Cd:</td>
<td>Indicates the processing code if the requisition needs special processing or has been transferred to a Purchase Order.</td>
</tr>
</tbody>
</table>

**Additional Functions**

- **PF KEYS**: See the Appendix for an explanation of the standard PF Keys.
- **PF12 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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document:</td>
<td>05/19/2009</td>
</tr>
<tr>
<td>Cat.:</td>
<td>BO</td>
</tr>
<tr>
<td>User Ref:</td>
<td>0270</td>
</tr>
<tr>
<td>Type Funds:</td>
<td>L</td>
</tr>
<tr>
<td>Type Order:</td>
<td>HIED</td>
</tr>
<tr>
<td>Contract Workforce:</td>
<td></td>
</tr>
<tr>
<td>Dept:</td>
<td>FDSV_</td>
</tr>
<tr>
<td>SubDept:</td>
<td>___</td>
</tr>
<tr>
<td>Type Funds:</td>
<td>L</td>
</tr>
<tr>
<td>Type Order:</td>
<td>HIED</td>
</tr>
<tr>
<td>Start:</td>
<td>__________</td>
</tr>
<tr>
<td>End:</td>
<td>__________</td>
</tr>
<tr>
<td>Contract Wk Force:</td>
<td></td>
</tr>
<tr>
<td>Vendor:</td>
<td>ARNOLD REPAIR CENTER INC</td>
</tr>
<tr>
<td>Total Amount:</td>
<td>790.00</td>
</tr>
<tr>
<td>Research (Y/N):</td>
<td>N</td>
</tr>
<tr>
<td>Vendor Contact:</td>
<td>LAWRENCE</td>
</tr>
<tr>
<td>Bid Amount:</td>
<td>96612.50</td>
</tr>
<tr>
<td>Reason Not Awarded to Low Bidder:</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

**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.
**Screen 220 – Purchase Order Header Create/Modify (cont’d)**

**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**.
Screen 220 – Purchase Order Header Create/Modify (cont’d)

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.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Doc Summary</strong></td>
<td>Include a brief summary of the document as a whole, which will be displayed on inquiry screens.</td>
</tr>
<tr>
<td><strong>Cont Wk Force</strong></td>
<td>1 character Type ‘Y’ if this payment is to be flagged as a Contract Work Force payment.</td>
</tr>
<tr>
<td><strong>Vndr Quote #</strong></td>
<td>10 characters Identify the quote number assigned by the vendor who is awarded the bid.</td>
</tr>
<tr>
<td><strong>Vndr Ref</strong></td>
<td>35 characters Include the vendor’s reference number, usually the representative who signed the bid or gave the phone bid.</td>
</tr>
<tr>
<td><strong>Delivery Dt</strong></td>
<td>8 digits Enter the expected delivery date for the goods/services to be purchased.</td>
</tr>
<tr>
<td><strong>Terms</strong></td>
<td>13 digits/characters Signify any special vendor terms or discounts: I = As Invoiced, N = Net or (gross), P = Proximate (or approximate), Blank = None</td>
</tr>
<tr>
<td><strong>FOB</strong></td>
<td>2 characters Include the freight code defining conditions by which purchase goods will be transported/delivered.</td>
</tr>
<tr>
<td><strong>Ship/Handle</strong></td>
<td>3 characters <strong>Not currently used</strong></td>
</tr>
<tr>
<td><strong>Sole Source (Y/N)</strong></td>
<td>1 character Type ‘Y’ if the merchandise requested is a sole source item.</td>
</tr>
<tr>
<td><strong>Emergency (Y/N)</strong></td>
<td>1 character Enter ‘Y’ if this is an emergency purchase.</td>
</tr>
<tr>
<td><strong>Cat/Order</strong></td>
<td>1 character ‘Y’ identifies this is a catalogue order.</td>
</tr>
<tr>
<td><strong>Bidding Vendor</strong></td>
<td>30 characters Identify vendors bidding for the purchase order.</td>
</tr>
<tr>
<td><strong>Vendor Contact</strong></td>
<td>25 characters Include the name of the person to contact at the vendor regarding bids for this order.</td>
</tr>
<tr>
<td><strong>Rsp Cd</strong></td>
<td>3 characters Enter the vendor response code to be used to indicate how a particular vendor responds to a bid.</td>
</tr>
</tbody>
</table>
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 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**
Shows the address for the bidder.

**PF5**
**Next**
Advances to the next required screen.

**PF6**
**Items**
Displays the item inquiry pop-up window for any items on the document.

**PF7**
**Resn**
Displays a pop up to select type of reason (Sole Source, Emergency, GFE) to be entered.

**PF9**
**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**
Retrieves the vendor terms that are on file for the vendor.

**PF11**
**AdDpt**
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).

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.
Screen 221 – PO Shipping and Text (cont’d)

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              | 
| Code      Description                              Drop | 
| _  001  DELIVERY MAY BE A FACTOR IN THE AWARD.     N | 
| _  002  IF QUOTING OTHER THAN SPECIFIED, BIDDERS      N | 
| _  003  BIDDERS MUST GIVE ESTIMATED DELIVERY         N | 
| _  004  BULK PACKAGING AND SINGLE SHIPMENT ARE        N | 
| _  005  VENDOR MAY BE REQUESTED TO SUBMIT A          N | 
| _  006  ONCE THE ORDER IS PLACED, SUBSTITUTIONS      N | 
| _  007  TEXAS A&M UNIVERSITY RESERVES THE RIGHT      N | 
| _  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.
Screen 221 – PO Shipping and Text (cont’d)

◆ 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**  
Advances to the next required screen.

**PF9**  
**Notes**  
Used to enter free-form notes about the requisition.

These are on-line reference notes regarding the document. **They will not be printed.**
Create/Modify 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

<table>
<thead>
<tr>
<th>FY</th>
<th>CC</th>
<th>Account</th>
<th>Pct.</th>
<th>Amt $</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>02</td>
<td>246237</td>
<td>05900</td>
<td>5787</td>
</tr>
<tr>
<td>2009</td>
<td>02</td>
<td>230069</td>
<td>00000</td>
<td>5787</td>
</tr>
<tr>
<td>2009</td>
<td>99</td>
<td>480541</td>
<td>00000</td>
<td>5787</td>
</tr>
</tbody>
</table>

**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.
Screen 224 – Purchase Order Line Item Create/Modify (cont’d)

**Field Descriptions** (◆ = Required / Help = PF2, ?, * 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.
Screen 224 – Purchase Order Line Item Create/Modify (cont’d)

**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 the 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.

- **PFS**
  - **Next**
    - Advances to the next required screen.
### Screen 224 – Purchase Order Line Item Create/Modify (cont’d)

<table>
<thead>
<tr>
<th>PF9 Notes</th>
<th>Document Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Free form notes can be entered on a document.</td>
</tr>
<tr>
<td></td>
<td>These are on-line reference notes regarding the document and will not be printed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF10 Copy Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAcct</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF11 Multiple Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAcct</td>
</tr>
<tr>
<td>Provides a pop-up window to continue adding accounts (up to forty) for the specified item.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>226 Purchase Order Document Close</th>
<th>05/20/09 13:50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: P904494</td>
<td></td>
</tr>
<tr>
<td>NATIONAL INSTRUMENTS CORPORATION</td>
<td></td>
</tr>
</tbody>
</table>

<< 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 :  
Sole Source: Y  Emergency: N  
Doc Summary: DATA ACQUISITION SYSTEM  
Total Amount: 6,897.82  Untransferred Total: 6,897.82  
In Process  

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.
Screen 226 – Purchase Order Document Close (cont’d)

**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.
### Screen 226 – Purchase Order Document Close (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Length</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Ref:</td>
<td>14</td>
<td>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.</td>
</tr>
<tr>
<td>St Req:</td>
<td>11</td>
<td>Indicates the state requisition number assigned by the State to reference the purchase order.</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>20</td>
<td>Displays the name of the person to contact regarding the purchase.</td>
</tr>
<tr>
<td>Ph:</td>
<td>10</td>
<td>Indicates the area code and phone number for the purchase order’s contact person.</td>
</tr>
<tr>
<td>Buyer:</td>
<td>3</td>
<td>Identifies the initials of the buyer for the purchase.</td>
</tr>
<tr>
<td>Ph:</td>
<td>10</td>
<td>Indicates the area code and phone number of the buyer for the purchase order.</td>
</tr>
<tr>
<td>Research (Y/N):</td>
<td>1</td>
<td>Indicates whether or not (‘Y’ or ‘N’) the purchase items are intended for research purposes.</td>
</tr>
<tr>
<td>Type Funds:</td>
<td>1</td>
<td>Shows the type of funds to be used for the purchase of the requested item(s).</td>
</tr>
<tr>
<td>Type Order:</td>
<td>4</td>
<td>Indicates the type of order to be placed for the requested item(s).</td>
</tr>
<tr>
<td>No.:</td>
<td>3</td>
<td>Shows the number of changes that have been made to this purchase order document.</td>
</tr>
<tr>
<td>Last Print Date:</td>
<td>8</td>
<td>Indicates the date the document was last printed.</td>
</tr>
<tr>
<td>Sole Source:</td>
<td>1</td>
<td>Indicates whether or not (‘Y’ or ‘N’) the merchandise requested is a sole source item (i.e. whether or not only one vendor may fulfill the order).</td>
</tr>
<tr>
<td>Emergency:</td>
<td>1</td>
<td>Reflects whether or not (‘Y’ or ‘N’) this is an emergency purchase.</td>
</tr>
<tr>
<td>Doc Summary:</td>
<td>50</td>
<td>Displays a brief summary of the document which will be seen on inquiry screens.</td>
</tr>
</tbody>
</table>
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**
Advances to the next required screen.

**PF6 Item**
Displays the document inquiry pop-up window to view all items for the document.

**PF7 Route**
Sends a closed document through the routing and approval process.

**PF12 Warns**
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.

### 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 222 – Purchase Order Header Text Continued (cont’d)

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.

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

There is no word wrap feature.
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

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" X 4" X 4"), PORTABLE, SELF-STANDING; HAVE ABILITY TO MEASURE MANY DIFFERENT TYPES OF SIGNALS, FOR DATA ANALYSIS.___________________________
3) List other companies who manufacture 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 CLASSES AND WOULD REQUIRE STUDENTS TO LEARN NEW SOFTWARE FOR DATA ANALYSIS WHEN THEY ONLY HAVE SHORT PERIODS OF TIME ________________________________
5) Will installation be required? Y (Y/N) 
6) Will this item be used with existing equipment? Y (Y/N)

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
  Advances to the next required screen.

PF9 Notes
  Enter on-line notes about the document.
  These will not be printed.

PF10 ExEq
  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

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>CARPET SELECTION: MILLEIN DESIGN COLORED CRYSTAL #230 MULBERRY GEM</td>
</tr>
<tr>
<td>10</td>
<td>PURCHASING CONTACT: JULIE JENSEN 979-845-4444 XT 241</td>
</tr>
<tr>
<td>12</td>
<td>DEPT. CONTACT: TYLER TOLAR 979-845-5555</td>
</tr>
</tbody>
</table>

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.
Screen 225 – Purchase Order Item Description (cont’d)

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

<table>
<thead>
<tr>
<th>Proc</th>
<th>Func</th>
<th>Item</th>
<th>-----</th>
<th>Desc</th>
<th>------</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.1</td>
<td>INSTALLATION:</td>
<td></td>
<td>T</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td>0.2</td>
<td>RESPONSIBILITY F0</td>
<td></td>
<td>T</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td>0.3</td>
<td>INSURANCE:</td>
<td></td>
<td>T</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td>0.4</td>
<td>CORRECTION OF DEF</td>
<td></td>
<td>T</td>
<td>-------</td>
</tr>
<tr>
<td>_</td>
<td>1.0</td>
<td>Type B-Auto Airlo</td>
<td>1.00</td>
<td>12748.0000</td>
<td>EA</td>
</tr>
<tr>
<td>_</td>
<td>2.0</td>
<td>Gas Analyzer, Mod</td>
<td>1.00</td>
<td>2968.0000</td>
<td>EA</td>
</tr>
<tr>
<td>_</td>
<td>3.0</td>
<td>Shelves 28&quot; (71cm</td>
<td>1.00</td>
<td>286.0000</td>
<td>EA</td>
</tr>
<tr>
<td>_</td>
<td>4.0</td>
<td>Shelves 36&quot; (91 c</td>
<td>1.00</td>
<td>304.0000</td>
<td>EA</td>
</tr>
<tr>
<td>_</td>
<td>5.0</td>
<td>Gloves, Black Lat</td>
<td>1.00</td>
<td>13.0000</td>
<td>PR</td>
</tr>
<tr>
<td>_</td>
<td>6.0</td>
<td>Installation and</td>
<td>1.00</td>
<td></td>
<td>LOT</td>
</tr>
</tbody>
</table>

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.
Screen 227 – Purchase Order Line Item Copy/Transfer (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ?, * 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: 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 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. 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.

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.
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.

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 history of additions/modifications to document.

**PF8**

**Cancel/Delete Reason**

Enter the **reason for cancellation or deletion**.

**PF9**

**Account Distribution**

Shows **all accounts used** to pay for item(s).

**PF10**

**Extended Information**

Provides **extended detail** information entered on the document header.

**PF11**

**Line Items**

Displays the **line items** included on the document.

**PF12**

**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.

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

Page through Text
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.

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 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.
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**

<table>
<thead>
<tr>
<th>219 PO and MO Vendor Modify</th>
<th>05/20/09 14:13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Doc: P904281</td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvv6 RESEARCH BIO TESTING</td>
<td></td>
</tr>
<tr>
<td>Reason: WRONG VENDOR SELECTED</td>
<td></td>
</tr>
<tr>
<td>Total Amount: 14000.00</td>
<td></td>
</tr>
<tr>
<td>&lt;&lt; Dates &gt;&gt;</td>
<td>Doc. Year:</td>
</tr>
<tr>
<td>Document : 05/07/2009</td>
<td>Cat.: MO User Ref: 216860-0000</td>
</tr>
<tr>
<td>Required :</td>
<td>Contact Person: SANDI SHERMAN</td>
</tr>
<tr>
<td>Start :</td>
<td>Buyer: CKA ASTER, ANNA</td>
</tr>
<tr>
<td>End :</td>
<td>Research (Y/N): Y</td>
</tr>
<tr>
<td>Change :</td>
<td>No.</td>
</tr>
<tr>
<td>Dept: VSAM</td>
<td>SubDept:</td>
</tr>
<tr>
<td>Description: SUDO START UP - SEQUENCING TESTS</td>
<td></td>
</tr>
<tr>
<td>Delivery Dt: 05/06/2009</td>
<td>Terms: N 30</td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
</tbody>
</table>

**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.
### Screen 219 – Purchase Order and Master Order Vendor Modify (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOB:</strong></td>
<td>2 characters&lt;br&gt;Indicates the freight codes which define the conditions by which purchased goods will be transported/delivered.</td>
</tr>
<tr>
<td><strong>Ship/Handle:</strong></td>
<td>3 characters&lt;br&gt;Not currently used.</td>
</tr>
</tbody>
</table>

**Additional Functions**

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF9</td>
<td>Notes&lt;br&gt;Used to add notes to the documents.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>New Nbr</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>UOM</th>
<th>Ext. Price</th>
<th>Proc Cd</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>test</td>
<td>3.00</td>
<td>9.9900 EA</td>
<td>EA</td>
<td>29.97</td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>test item 2</td>
<td>1.00</td>
<td>1.1100 EA</td>
<td>EA</td>
<td>1.11</td>
<td></td>
</tr>
<tr>
<td>12____</td>
<td>test aa</td>
<td>1.00</td>
<td>0.8700 EA</td>
<td>EA</td>
<td>0.87</td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td>test bb</td>
<td>1.00</td>
<td>0.9900 EA</td>
<td>EA</td>
<td>0.99</td>
<td></td>
</tr>
<tr>
<td>5.0</td>
<td>test cc</td>
<td>1.00</td>
<td>0.3300 EA</td>
<td>EA</td>
<td>0.33</td>
<td></td>
</tr>
<tr>
<td>6.0</td>
<td>test yy</td>
<td>2.00</td>
<td>0.8700 EA</td>
<td>EA</td>
<td>1.74</td>
<td></td>
</tr>
<tr>
<td>13____</td>
<td>test zz</td>
<td>1.00</td>
<td>9.9900 EA</td>
<td>EA</td>
<td>9.99</td>
<td></td>
</tr>
<tr>
<td>14____</td>
<td>test abc</td>
<td>3.00</td>
<td>0.6700 EA</td>
<td>EA</td>
<td>2.01</td>
<td></td>
</tr>
<tr>
<td>9.0</td>
<td>another test item</td>
<td>2.00</td>
<td>2.2200 EA</td>
<td>EA</td>
<td>4.44 D</td>
<td></td>
</tr>
<tr>
<td>10.0</td>
<td>another test item</td>
<td>1.00</td>
<td>0.4500 EA</td>
<td>EA</td>
<td>0.45 D</td>
<td></td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>New Nbr</th>
<th>Item</th>
<th>----- Desc -----</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>UOM</th>
<th>Ext. Price</th>
<th>Cd</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>3.0 test</td>
<td>another test item</td>
<td>2.00</td>
<td>2.2200 EA</td>
<td>4.44</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>7.0 test</td>
<td>dd</td>
<td>1.00</td>
<td>0.4500 EA</td>
<td>0.45</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>8.0 test</td>
<td>xx</td>
<td>3.00</td>
<td>0.3300 EA</td>
<td>0.99</td>
<td>D</td>
<td></td>
</tr>
</tbody>
</table>

This will produce the following list of items.

<table>
<thead>
<tr>
<th>New Nbr</th>
<th>Item</th>
<th>----- Desc -----</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>UOM</th>
<th>Ext. Price</th>
<th>Cd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.0 test</td>
<td></td>
<td>3.00</td>
<td>9.9900 EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2.0 test</td>
<td>item 2</td>
<td>1.00</td>
<td>1.1100 EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3.0 test</td>
<td>another test item</td>
<td>2.00</td>
<td>2.2200 EA</td>
<td>4.44</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4.0 test</td>
<td>aa</td>
<td>1.00</td>
<td>0.8700 EA</td>
<td>0.87</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>5.0 test</td>
<td>bb</td>
<td>1.00</td>
<td>0.9900 EA</td>
<td>0.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>6.0 test</td>
<td>cc</td>
<td>1.00</td>
<td>0.3300 EA</td>
<td>0.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>7.0 test</td>
<td>dd</td>
<td>1.00</td>
<td>0.4500 EA</td>
<td>0.45</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>8.0 test</td>
<td>xx</td>
<td>3.00</td>
<td>0.3300 EA</td>
<td>0.99</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>9.0 test</td>
<td>yy</td>
<td>2.00</td>
<td>0.8700 EA</td>
<td>1.74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10.0 test</td>
<td>zz</td>
<td>1.00</td>
<td>9.9900 EA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The final step in the renumbering process would be to renumber the items so that they flow from 1 to 11 (see below).

<table>
<thead>
<tr>
<th>New Nbr</th>
<th>Item</th>
<th>----- Desc -----</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>UOM</th>
<th>Ext. Price</th>
<th>Cd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.0 test</td>
<td></td>
<td>3.00</td>
<td>9.9900 EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2.0 test</td>
<td>item 2</td>
<td>1.00</td>
<td>1.1100 EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3.0 test</td>
<td>aa</td>
<td>1.00</td>
<td>0.8700 EA</td>
<td>0.87</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4.0 test</td>
<td>bb</td>
<td>1.00</td>
<td>0.9900 EA</td>
<td>0.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>5.0 test</td>
<td>cc</td>
<td>1.00</td>
<td>0.3300 EA</td>
<td>0.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>6.0 test</td>
<td>yy</td>
<td>2.00</td>
<td>0.8700 EA</td>
<td>1.74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>7.0 test</td>
<td>zz</td>
<td>1.00</td>
<td>9.9900 EA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>8.0 test</td>
<td>abc</td>
<td>3.00</td>
<td>0.6700 EA</td>
<td>2.01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>9.0 test</td>
<td>another test item</td>
<td>2.00</td>
<td>2.2200 EA</td>
<td>4.44</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10.0 test</td>
<td>another test item</td>
<td>1.00</td>
<td>0.4500 EA</td>
<td>0.45</td>
<td>D</td>
<td></td>
</tr>
</tbody>
</table>

Deleted items will not be printed on the purchase order.
Screen 218 – Renumber Line Items (cont’d)

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.

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, ?, * 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.
Screen 215 – Print Purchase Document (cont’d)

**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.
Master Orders - Basic Concepts (cont’d)

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.

- **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

<table>
<thead>
<tr>
<th>260 MO Header Create/Modify</th>
<th>MMM VETERINARY SUPPLY CO</th>
<th>05/20/09 14:29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ____</td>
<td>Doc: M900170</td>
<td></td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvv4</td>
<td>Total Amount: 40514.00</td>
<td></td>
</tr>
<tr>
<td>&lt;&lt; Dates &gt;&gt;</td>
<td>Doc. Year: 2009</td>
<td></td>
</tr>
<tr>
<td>Document : 07/02/2008</td>
<td>Cat.: MQ</td>
<td></td>
</tr>
<tr>
<td>Start : 09/01/2008</td>
<td>User Ref: 270650-MO09</td>
<td></td>
</tr>
<tr>
<td>End : 08/31/2009</td>
<td>Ph: 979-862-1111</td>
<td></td>
</tr>
<tr>
<td>Change : __________</td>
<td>Dept: VTEA_ SubDept: ____</td>
<td></td>
</tr>
<tr>
<td>Doc Summary: PROPOFLO/RAPINOVET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vndr Quote #: __________</td>
<td>Vndr Ref: CAMMIE CARSON 505-999-8888</td>
<td></td>
</tr>
<tr>
<td>Delivery Dt: 08/31/2009</td>
<td>Terms: ____ ____ N 30_ FOB: DP Ship/Handle: ____</td>
<td></td>
</tr>
<tr>
<td>Bidding Vendor</td>
<td>Vendor Contact</td>
<td>Cd</td>
</tr>
<tr>
<td>MMM VETERINARY SUPPLY</td>
<td>CHANCE CASWELL</td>
<td></td>
</tr>
<tr>
<td>TW MEDICAL VETERINARY SUPPLY</td>
<td>SUE SHAW</td>
<td></td>
</tr>
<tr>
<td>SCHERR ANIMAL HEALTH</td>
<td>NR</td>
<td></td>
</tr>
<tr>
<td>Reason not Awarded to Low Bidder:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Dept</th>
<th>SubDept</th>
<th>CC</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADRC_</td>
<td>_____</td>
<td>02</td>
</tr>
<tr>
<td>PROV_</td>
<td>_____</td>
<td>02</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>___</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>___</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>___</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>___</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
<td>___</td>
</tr>
</tbody>
</table>

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.
Screen 260 – Master Order Header Create/Modify (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Doc?:</td>
<td>Type ‘Y’ if the specified document is to be printed.</td>
</tr>
<tr>
<td>Dept:</td>
<td>Indicate the department of the primary account responsible for the purchase.</td>
</tr>
<tr>
<td>SubDept:</td>
<td>Include the sub-department of the primary account responsible for the purchase.</td>
</tr>
<tr>
<td>Doc Summary:</td>
<td>Enter a brief summary of the master order document as a whole, which will be displayed on inquiry screens.</td>
</tr>
<tr>
<td>Vndr Quote #:</td>
<td>Identify the vendor who is awarded the bid.</td>
</tr>
<tr>
<td>Vndr Ref:</td>
<td>Include the vendor’s reference number or name of representative who signed the bid or gave phone bid.</td>
</tr>
<tr>
<td>Delivery Dt:</td>
<td>Indicate the expected delivery date for the goods/services ordered.</td>
</tr>
<tr>
<td>Terms:</td>
<td>Enter any special vendor terms or discounts.</td>
</tr>
<tr>
<td>FOB:</td>
<td>Signify the freight code defining conditions by which purchase goods will be transported/delivered.</td>
</tr>
<tr>
<td>Ship/Handle:</td>
<td>Not currently used.</td>
</tr>
<tr>
<td>Bidding Vendor:</td>
<td>Identify vendors bidding for the purchase order.</td>
</tr>
<tr>
<td>Vendor Contact:</td>
<td>Signify the name of the person to contact at the vendor regarding bids for this order.</td>
</tr>
<tr>
<td>Rsp Cd:</td>
<td>Enter the response code indicating how the vendor responded to the bid.</td>
</tr>
<tr>
<td>Bid Amount:</td>
<td>Include the dollar amount the vendor bids for the purchase.</td>
</tr>
<tr>
<td>Reason not Awarded to Low Bidder:</td>
<td>Displays the reason, if any, the bid was awarded to a vendor other than the one with the lowest bid.</td>
</tr>
</tbody>
</table>
**Additional Functions:**

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF4 Address</td>
<td>Shows the address for the bidder.</td>
</tr>
<tr>
<td>PF5 Next</td>
<td>Advances to the next required screen.</td>
</tr>
<tr>
<td>PF9 Notes</td>
<td>Free form notes can be entered on a document. These are on-line reference notes regarding the document. They will not be printed.</td>
</tr>
<tr>
<td>PF10 Vendor Terms</td>
<td>Retrieves the vendor terms that are on file for the vendor.</td>
</tr>
<tr>
<td>PF11 Additional Departments</td>
<td>Allows additional departments/sub-departments to be viewed or added. (See Department field.)</td>
</tr>
</tbody>
</table>
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
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
Phone: ____________ FAX: ____________ Phone: ____________ FAX: ____________
Text codes: 055 __ __ __ __ __ __ __ __ Additional FOR INVOICING AND DELIVERY ON OR AFTER ____________ Continued
Text Lines: SEPTEMBER 1, 2009.___________________________          More text lines: _
LDT Codes:    __ __ __ __ __ __
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: 3 digits
Enter the address code number that identifies the address where items will be delivered.
Screen 261 – Master Order Shipping and Text (cont’d)

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

- **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 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
- Including 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:**
- 3 digits
  - Identifies text codes to identify any special vendor instructions that are added to the master order. **Help**

**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:**
- 2 characters/digits
  - Identifies the Legal Descriptive Text codes. These codes represent special instructions that need to be added to the master order. **Help**
More text lines: 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
Advances to the next required screen.

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Discount</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.00</td>
<td>EA</td>
<td>75.0000</td>
<td></td>
<td>1500.00</td>
</tr>
</tbody>
</table>

Commodity: 961-48
Proc Cd: 
Cost Ref 1: _______ 2: _______ 3: _______
Part Nbr: _______________ Desc: Holter Analysis Back-Up
(no equipment provided)
test code # 009274


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.

<table>
<thead>
<tr>
<th>Screen Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity: 10 digits</td>
<td>Indicate the purchase quantity of the specified line item.</td>
</tr>
<tr>
<td>Item: 4 digits</td>
<td>Include the item number to be created or modified.</td>
</tr>
<tr>
<td>Doc: 7 character/digits</td>
<td>Identify the document number for which you want to add/modify item information.</td>
</tr>
</tbody>
</table>

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)
Screen 264 – Master Order Line Item Create/Modify (cont’d)

◆ **UOM:** 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:** 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:** 15 digits
   Enter the commodity code for classifying goods and services.

**Proc Cd:** 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:** 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.
Screen 264 – Master Order Line Item Create/Modify (cont’d)

Print Line: 1 character
Enter ‘Y’ if item information should be printed.

Item Deleted: 1 character
Displays ‘Y’ if the item has been marked for deletion from the master order.

Additional Functions:

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

PF5 Next
Advances to the next required screen.

PF9 Notes
Free form notes can be entered on the 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.
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

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.
Screen 266 – Master Order Close (cont’d)

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

**Action Line**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Doc:  | 7 character/digits  
Enter the master order document number to be closed. |

**Screen Information**

**Dates**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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 for the master order. |
Screen 266 – Master Order Close (cont’d)

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:**

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PF5</strong></td>
<td><strong>Next</strong>&lt;br&gt;Advances to the <strong>next required screen</strong>.</td>
</tr>
<tr>
<td><strong>PF6</strong></td>
<td><strong>Item</strong>&lt;br&gt;Displays the document inquiry pop-up window to <strong>view all items</strong> on the document.</td>
</tr>
<tr>
<td><strong>PF12</strong></td>
<td><strong>Warnings</strong>&lt;br&gt;Displays a list of any FAMIS <strong>warnings</strong>.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Line</th>
<th>Additional Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FOR INVOICING AND DELIVERY ON OR AFTER__SEPTEMBER 1, 2008__</td>
</tr>
<tr>
<td>2</td>
<td><strong>RENEWAL 2 OF 3 YEAR OPTION</strong></td>
</tr>
<tr>
<td>3</td>
<td>(M600417, M800060)</td>
</tr>
<tr>
<td>4</td>
<td><strong>DEPARTMENT POINT OF CONTACT</strong></td>
</tr>
<tr>
<td>5</td>
<td>DOUG DREW</td>
</tr>
<tr>
<td>6</td>
<td>979-845-9700</td>
</tr>
<tr>
<td>7</td>
<td><strong>VENDOR POINT OF CONTACT</strong></td>
</tr>
<tr>
<td>8</td>
<td>MILEY MORRIS</td>
</tr>
<tr>
<td>9</td>
<td>_<em>VENDOR POINT OF CONTACT</em></td>
</tr>
<tr>
<td>10</td>
<td>512-822-2888</td>
</tr>
<tr>
<td>11</td>
<td>512-822-2886 (FAX)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position at line:</strong></td>
<td>3 digits&lt;br&gt;Indicate which line of text should be positioned at the top of the screen.</td>
</tr>
<tr>
<td><strong>Page (F/B/E):</strong></td>
<td>1 character&lt;br&gt;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.</td>
</tr>
<tr>
<td><strong>Line:</strong></td>
<td>3 digits&lt;br&gt;Displays a line number of the description.</td>
</tr>
<tr>
<td><strong>Additional Text:</strong></td>
<td>99 lines/45 characters&lt;br&gt;Enter additional information on instructions.</td>
</tr>
</tbody>
</table>

**There is no word wrap feature.**

### Additional Functions

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

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: 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**
  - Advances to the next required screen.

**PF9**

- **Notes**
  - Enter on-line notes about the document.
  - These are not printed.

**PF10**

- **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.

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 265 - Master Order Item Description

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WEEKLY PICK-UP SERVICE FOR SHARPS WASTE</td>
</tr>
<tr>
<td>2</td>
<td>CONTAINERS. <em>28 GALLON REUSUSABLE CONTAINER</em></td>
</tr>
<tr>
<td>3</td>
<td>VENDOR SHALL PROVIDE THE BOXES &amp; RED BIOHAZARD LINERS FOR EACH BOX. VENDOR SHALL ALSO HANDLE ALL PAPERWORK FOR PROPER DISPOSAL</td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>FUEL SURCHARGE PER CONTAINER - $4.96</td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

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

Page through Text
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.

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

There is no word wrap feature.
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**

<table>
<thead>
<tr>
<th>Screen: ___ Doc: M900199 D e l e t e d</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel / Delete Document: Y</td>
</tr>
<tr>
<td>Freeze Document: N</td>
</tr>
<tr>
<td>Reopen Document: N</td>
</tr>
<tr>
<td>Delete all Items: Y</td>
</tr>
<tr>
<td>Delete/Undelete Item: _____ thru Item: _____</td>
</tr>
</tbody>
</table>

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.
**Screen 268 – Master Order Flag Maintenance (cont’d)**

<table>
<thead>
<tr>
<th><strong>Delete all Items:</strong></th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter ‘Y’ if all items from the specified document should be marked for deletion by the system.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Delete/Undelete Item:</strong></th>
<th>5 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identify the specific line item, or the first item in a range of items on the requisition you wish to delete.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>thru Item:</strong></th>
<th>5 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enter the specific line item or the last item in a range of items on the requisition you wish to delete. <em>If you are only deleting a single line item, place the same number in this field as well as the previous field.</em></td>
</tr>
</tbody>
</table>

### Additional Functions

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

<table>
<thead>
<tr>
<th><strong>PF7 Track</strong></th>
<th>Track</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Allows you to track the routing history of the selected document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PF9 Accts</strong></th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identifies the account(s) used. <em>Press PFS to see if there is any over budget message displayed.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PF10 Extnd</strong></th>
<th>Document Header Extended Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shows extended information for the document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PF11 Items</strong></th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Displays the line items on the document.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PF12 Warns</strong></th>
<th>Warnings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identifies any FAMIS warnings.</td>
</tr>
</tbody>
</table>
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

```
<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&gt;&gt;Note modified 04/08/09 by ASTER, ARLENE________</td>
</tr>
<tr>
<td>2</td>
<td>REOPENED TO UPDATE ITEM #4 PRODUCT_____________</td>
</tr>
<tr>
<td>3</td>
<td>DESCRIPTION AND PART NUMBER. PREVIOUS ITEM____</td>
</tr>
<tr>
<td>4</td>
<td>WAS DISCONTINUED AND REPLACED WITH THE CD26___</td>
</tr>
<tr>
<td>5</td>
<td>AT THE SAME PRICE AND PACKAGING. REPRINTING____</td>
</tr>
<tr>
<td>6</td>
<td>FOR FILE. SEE EMAIL TO FILE FROM FRANK________</td>
</tr>
<tr>
<td>7</td>
<td>FAULK._______________________________________</td>
</tr>
<tr>
<td>8</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>9</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>10</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>11</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>12</td>
<td>_____________________________________________</td>
</tr>
</tbody>
</table>
```

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
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:

<table>
<thead>
<tr>
<th>Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Bid</td>
</tr>
<tr>
<td>M</td>
<td>Master Order</td>
</tr>
<tr>
<td>P</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>R</td>
<td>Requisition</td>
</tr>
<tr>
<td>L</td>
<td>Limited Purchase</td>
</tr>
</tbody>
</table>

Using the PF Keys

The PF keys are used to provide additional information about a particular document. In order to view information about a document using the PF keys, you must first select it for display. To select a document, move the cursor to the desired line by tabbing or by using 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.

<table>
<thead>
<tr>
<th>Action Line</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class:</strong></td>
</tr>
<tr>
<td>1 character</td>
</tr>
<tr>
<td>Enter the class of document to be displayed. The system will default the search to the first defined class.</td>
</tr>
</tbody>
</table>

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

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

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.

Screen 280 - Document Browse

<table>
<thead>
<tr>
<th>Class:</th>
<th>Doc: L938__</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>L</strong> L938234 RAYNY*RILEY</td>
<td>09/22/08 230121-1060</td>
</tr>
<tr>
<td>L L938235 BROWN B* BENSON</td>
<td>01/20/09 144006-46160</td>
</tr>
<tr>
<td>L L938236 BRAZOS WATER SUPPL</td>
<td>01/15/09 511782-00000</td>
</tr>
<tr>
<td>L L938237 DOCS INC</td>
<td>02/01/09 144006-90844</td>
</tr>
<tr>
<td>L L938238 KIRST**KING</td>
<td>01/28/09 241606-979</td>
</tr>
<tr>
<td>L L938239 MCMA**N'S DELI</td>
<td>12/12/08 511782-00000</td>
</tr>
<tr>
<td>L L938240 ALLIED BUILDING</td>
<td>02/03/09 270190-06472</td>
</tr>
<tr>
<td>L L938241 CHASE'S PAINT</td>
<td>02/09/09 270190-06526</td>
</tr>
<tr>
<td>L L938242 PRA**M AIR DISTRIBUTI</td>
<td>02/09/09 144007-27245</td>
</tr>
<tr>
<td>L L938243 JOAN J** JONES</td>
<td>02/04/09 230121-1062</td>
</tr>
<tr>
<td>L L938244 DOCS INC</td>
<td>02/01/09 144006-90459</td>
</tr>
<tr>
<td>L L938245 FISHER TOOLS</td>
<td>02/09/09 225350-00758</td>
</tr>
<tr>
<td>L L938246 L &amp; L BAR**B QUE DB</td>
<td>01/26/09 500205--0</td>
</tr>
</tbody>
</table>

More Entries - Press <ENTER> to continue

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Screen 280 – Document Browse (cont’d)

**Screen Information**
- **SL:** 1 character
  Type an ‘X’ to select a document for display on Screen 278.
- **CL:** 1 character
  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 Inv**
  Used to view the invoice details.
- **PF6 Recv**
  View the receiving information associated with the selected document.
<table>
<thead>
<tr>
<th>PF7</th>
<th>Audit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit</td>
<td>View the audit information for the selected document.</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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: 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: 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

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

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

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

### Screen 282 - Document Browse by Account

<table>
<thead>
<tr>
<th>S C N</th>
<th>Supp</th>
<th>L L T</th>
<th>Doc</th>
<th>Acct</th>
<th>Vendor Name</th>
<th>Date</th>
<th>User Ref</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>______</td>
<td>_____</td>
<td>____</td>
<td>_____</td>
<td>-----------------</td>
<td>________</td>
<td>________</td>
<td>________</td>
<td>___</td>
</tr>
<tr>
<td>_P</td>
<td>P900106 00771 APPLIED BIOPODS 07/23/08 270780-0623 32,000.00 CO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P900137 00771 APPLIED BIOPODS 08/07/08 270780-0623 10,964.65 CO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_P</td>
<td>P900154 00771 APPLIED BIOPODS 08/13/08 270780-0520 11,354.34 CO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

Completed Docs: 1 character
  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 Invoice
Invc
Used to view the invoice details.

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

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

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

PF9 PIP
PIP
Shows the PIP documents.

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

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

PF12 Track
Track
Allows you to track the routing history of the selected document.
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.

<table>
<thead>
<tr>
<th>Screen 284 - Document Browse by User Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>284 Document Browse By User Ref 05/20/09 2:57PM</td>
</tr>
<tr>
<td>Screen: ___ User Ref.: 0010141 Include: Only Class:</td>
</tr>
<tr>
<td>S L L T User Ref Doc Vendor Name Date Buy Amount St</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A504699 CLAIRE C*CANTER 02/08/05 149.64 CL</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A506723 MERSEY N*MOORE 02/14/05 166.00 IP</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A924856 JAN J*JONES 05/14/09 25.20 CL</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A924868 TEXAS A&amp;M UNIVER 05/14/09 187.40 CL</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A924873 KARLA K*KUNZ 05/14/09 60.00 CL</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A924886 US DEPT OF EDUCA 05/14/09 21.32 CL</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A924900 US DEPT OF EDUCA 05/14/09 16.64 CL</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A924911 US DEPT OF EDUCA 05/14/09 77.63 CL</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A924925 US DEPT OF EDUCA 05/14/09 701.78 CL</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A503433 ARLY*ASTIN JR 02/03/05 110.46 CO</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A504714 SOUTHWEST STUDEN 02/08/05 29.14 CO</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A504793 GREATER ED 02/08/05 42.90 CO</td>
</tr>
<tr>
<td>_ _ _ _ 001014-1 A504798 HELTIA 02/08/05 23.80 CO</td>
</tr>
</tbody>
</table>

More Entries - Press <Enter> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Invc Recv Audit Accts PIP Headr Items Track

Basic Steps

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

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

**Action Line**

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

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

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

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

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

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

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

Vendor Name: 16 characters
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 Invoice
Used to view the invoice details.

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>PF12</th>
<th>Track</th>
<th>Allows you to track the routing history of the selected document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To find a document when the best information you have available is the name of the vendor, use Screen 285. This is a good choice when a vendor calls for information about a purchase. This screen automatically displays incomplete documents (those that have not been paid).

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

**Field Descriptions**

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

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

---

**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.
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.
Screen 285 – Document Browse by Vendor (cont’d)

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 Invoice
Invc Used to view the invoice details.

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

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

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

PF9 PIP
PIP Shows the PIP documents.

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

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

PF12 Track
Track Allows you to track the routing history of the selected document.
When looking for a document and the only information that you have available is the state requisition number, you can use Screen 286 to search for your document. This screen automatically displays incomplete documents (those that have not been paid). To include completed documents, type “Y” in the Completed Docs: field.

**Basic Steps**

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

**Document Browse Process**

### State Requisition Number

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

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

**Action Line**

State Req: 11 digits/characters

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

**Class:** 1 character
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 Invoice

Inv

Used to view the **invoice details**.

PF6 Receive

Recv

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

PF7 Audit Information

Audit

View the **audit information** for the selected document.

PF8 Accounts

Accts

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

PF9 PIP

PIP

Shows the **PIP documents**.

PF10 Header

Headr

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

PF11 Items

Items

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

PF12 Track

Track

Allows you to **track the routing history** of the selected document.
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

<table>
<thead>
<tr>
<th>Screen: ___  State Order: 101473  Class: P  Doc: _______  Completed Docs: N</th>
</tr>
</thead>
<tbody>
<tr>
<td>S C N St Ord.</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>_ P</td>
</tr>
<tr>
<td>_ P</td>
</tr>
<tr>
<td>_ P</td>
</tr>
<tr>
<td>_ P</td>
</tr>
<tr>
<td>_ P</td>
</tr>
<tr>
<td>_ P *</td>
</tr>
<tr>
<td>_ P *</td>
</tr>
<tr>
<td>_ P *</td>
</tr>
<tr>
<td>_ P *</td>
</tr>
<tr>
<td>_ P *</td>
</tr>
<tr>
<td>_ P</td>
</tr>
</tbody>
</table>

Basic Steps

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

Document Browse Processes

State Order Number

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

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

**Action Line**

State Order: 6 digits

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

Class: 1 character
Enter the class of document 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**

PF5  
Invc  
Used to view the invoice details.

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

PF7  
Audit  
View the audit information for the selected document.

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

PF9  
PIP  
Shows the PIP documents.

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

PF11  
Items  
Lists the line item information for the document.

PF12  
Track  
 Allows you to track the routing history of the selected document.
There are many steps along the line to getting a purchase document paid. Sometimes the only thing holding up the payment of a document is that it has not received the proper approvals because it was never sent into the 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

<table>
<thead>
<tr>
<th>S C N</th>
<th>L</th>
<th>L T</th>
<th>Doc</th>
<th>Buy</th>
<th>Vendor Name</th>
<th>User Ref.</th>
<th>Date</th>
<th>S-Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ L</td>
<td>A000007</td>
<td>JJ MORRIS CHANCE</td>
<td>2416092010</td>
<td>01/28/10</td>
<td>479.99</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ M</td>
<td>M500352</td>
<td>DMK JAMES J*JENSON</td>
<td>214910 5689</td>
<td>10/14/04</td>
<td>31,200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ M</td>
<td>M600046</td>
<td>JWF JAMES J*JENSON</td>
<td>214910 5689</td>
<td>06/16/05</td>
<td>31,200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ M</td>
<td>M600470</td>
<td>SSB JAMES J*JENSON</td>
<td>214910 5689</td>
<td>04/26/06</td>
<td>31,200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ M *</td>
<td>M700004</td>
<td>SSB JAMES J*JENSON</td>
<td>214910 5689</td>
<td>04/26/06</td>
<td>31,200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>P001424</td>
<td>AGC PERCUSIVE</td>
<td>500262EN8330</td>
<td>11/12/09</td>
<td>74,335.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>P001958</td>
<td>AGC CANTON INDUSTRY</td>
<td>41100000025</td>
<td>12/11/09</td>
<td>21,340.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>P002111</td>
<td>AGC JAUL MEDICAL INC</td>
<td>2152801019</td>
<td>12/21/09</td>
<td>11,270.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P *</td>
<td>P002114</td>
<td>AGC DAYTIME SOLUTIONS</td>
<td>80501000000</td>
<td>12/21/09</td>
<td>47,500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P *</td>
<td>P002120</td>
<td>AGC COHN TECHNOLOGIES</td>
<td>27049000920</td>
<td>12/21/09</td>
<td>11,308.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>P002139</td>
<td>AGC WINSTON PLAINS</td>
<td>27049000919</td>
<td>12/21/09</td>
<td>12,620.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P *</td>
<td>P002153</td>
<td>AGC PERSH SCIENTIFIC</td>
<td>23008201146</td>
<td>12/22/09</td>
<td>7,075.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More Entries - Press <Enter> to continue

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

### Field Descriptions

**Action Line**

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

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

- **Class:** 1 character
  Enter the class of document to inquire on.
Screen 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 the first document number to be displayed.

**Screen Information**

**Doc:** 7 character/digits
Identifies the 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
Used to print document information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for greater details.

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

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

```
<table>
<thead>
<tr>
<th>S</th>
<th>C</th>
<th>N</th>
<th>L</th>
<th>L</th>
<th>T</th>
<th>Doc</th>
<th>Buy Vendor Name</th>
<th>St Rt</th>
<th>User Ref.</th>
<th>Date</th>
<th>S-Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PAS</td>
<td>IP</td>
<td>2702600101</td>
<td>12/03/02</td>
<td>10,000.00</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>THE*INSITE</td>
<td>IP</td>
<td>2711205741</td>
<td>06/30/05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DJM SANY ELECTR</td>
<td>IP</td>
<td>4306000000</td>
<td>09/03/02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PFB TEMAS OFFIC</td>
<td>IP</td>
<td>01/21/03</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MSG BANK TWO</td>
<td>IP</td>
<td>270260PROCARD</td>
<td>01/22/04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MSS LEINCH INCO</td>
<td>IP</td>
<td>4306000000</td>
<td>08/01/05</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DJJ</td>
<td>IP</td>
<td>270260PROCARD</td>
<td>01/22/04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>B300460</td>
<td>IP</td>
<td>2702600101</td>
<td>12/03/02</td>
<td>10,000.00</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R300928</td>
<td>IP</td>
<td>3003400000</td>
<td>10/01/02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R402645 DJJ</td>
<td>IP</td>
<td>2400500001</td>
<td>03/16/04</td>
<td>11,472.00</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R700365</td>
<td>IP</td>
<td>3002100000</td>
<td>08/15/06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>R902307</td>
<td>IP</td>
<td>270160-0001</td>
<td>01/28/09</td>
<td>20,000.00</td>
<td></td>
</tr>
</tbody>
</table>
```

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

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

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

- **Class:** 1 character
  Enter the desired class of document.
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
Screen 272 – Documents by Status (cont’d)

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

**PF6**
Receive
Used to view the **receiving information** associated with the selected document.

**PF7**
Audit
Used to view the **audit information** for the selected document.

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

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

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

**PF12**
Track
Allows you to **track the routing history** of the document.
A complete view of the entire document in a format similar to that of a printed document may be viewed on Screen 288.

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

The number of pages displayed varies from document to document.

Screen 288 - Document Summary (Page 1)

<table>
<thead>
<tr>
<th>VENDOR: MACK COMPUTER &amp; SERVICE</th>
<th>DOC: P903505</th>
</tr>
</thead>
<tbody>
<tr>
<td>3888 S TEXAS AVE</td>
<td>USER REF: 230082-00106</td>
</tr>
<tr>
<td>BRYAN, TX 77802</td>
<td>Page: 1 Of 5</td>
</tr>
</tbody>
</table>

INVNCE TO: BIOLOGY DEPT.
BSBW ROOM 325
ATTN: ANITA ALLEN
3258 TAMU
COLLEGE STATION TX 77843

SHIP TO: BIOLOGY DEPT.
BSBE ROOM 101
ATTN: REED/RENEE
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)

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

Purchasing User Manual
Screen 288 - Document Summary (Page 3)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UOM</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computer, Mac Pro</td>
<td>1.00</td>
<td>EA</td>
<td>11,463.00</td>
<td>11,463.00</td>
</tr>
<tr>
<td>2</td>
<td>Apple LED Cinema Display 24&quot;</td>
<td>1.00</td>
<td>EA</td>
<td>799.00</td>
<td>799.00</td>
</tr>
<tr>
<td>3</td>
<td>AppleCare Protection Plan for Mac Pro</td>
<td>1.00</td>
<td>EA</td>
<td>199.00</td>
<td>199.00</td>
</tr>
</tbody>
</table>

Screen 288 - Document Summary (Page 4)

Total 12,461.00

>> Account Distribution <<

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 2009 230082-00000-5787</td>
<td>LAB GENOMIC BIOINFO.ARAM/HA</td>
<td>11,463.00</td>
</tr>
<tr>
<td>02 2009 230082-00000-5760</td>
<td>LAB GENOMIC BIOINFO.ARAM/HA</td>
<td>799.00</td>
</tr>
<tr>
<td>02 2009 230082-00000-5536</td>
<td>LAB GENOMIC BIOINFO.ARAM/HA</td>
<td>199.00</td>
</tr>
</tbody>
</table>

Account Total 12,461.00

Screen 288 - Document Summary (Page 5)

Delivery Date: 03/31/2009

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<<
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.
Screen 288 – Document Summary (cont’d)

**Delivery Date:** 8 digits
Identifies the date the items were delivered.

**Delivery Req'd 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.

**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.
Screen 276 – Doc. Inquiry – Line Items w/Paid Amounts (cont’d)

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.
Screen 276 – Doc. Inquiry – Line Items w/Paid Amounts (cont’d)

**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**
Invoice
View invoice information for the document.

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

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

**PF9**
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.

**End of List - 4 Documents Found**

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 |
---
Screen 277 – Document Inquiry by Campus (cont’d)

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**
  - 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 278 after selecting a document for display from one of the other document inquiry screens.

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

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

<table>
<thead>
<tr>
<th>Line</th>
<th>Quantity</th>
<th>UOM</th>
<th>Description</th>
<th>P  Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.0</td>
<td>1.00 EA</td>
<td>2 TB Hi-Speed USB Desktop</td>
<td>260.4700</td>
<td>260.47</td>
</tr>
</tbody>
</table>

*** 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)

<table>
<thead>
<tr>
<th>Line</th>
<th>Received</th>
<th>Date Recvd</th>
<th>Invoiced</th>
<th>Date Invcd</th>
<th>Matched</th>
<th>Date Mtchd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.0</td>
<td>03/11/2009</td>
<td>1.00</td>
<td>03/18/2009</td>
<td>1.00</td>
<td>04/30/2009</td>
</tr>
</tbody>
</table>

*** 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
**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**

*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.

---

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

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

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

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

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

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

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

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

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

UOM: 3 characters
Represents the unit of measure for 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.
Screen 278 – Document Inquiry (cont’d)

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

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

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

**Panel 3**

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

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

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

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

### Additional Information

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

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

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

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

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

**PF9 Print**
Print
Used to print document information using Entire Connection. See the FAMIS Entire Connection User’s Manual for greater details.
Detailed information for line items may be viewed on Screen 279. This is a detailed follow up screen from Screen 278.

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

**Screen 279 - Document Line Item Inquiry**

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Document: P903072</th>
<th>Item: 1.0 of 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: 1vvvvvvvv2 MACK COMPUTER SERVICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Ref: 288810-09005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item UOM: EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received</td>
<td>Invoiced</td>
<td>Matched</td>
</tr>
<tr>
<td>Item Qty: 3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Unit Price: 3094.0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Discount:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Ext Price: 9282.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Proc Cd:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commodity Code: 20453</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Account: 211810-09005-5787</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Ref1:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Desc: Computer, Mack Pro SOBM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TIBH Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete Flag:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freeze Flag:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital/Inv Flag: Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp InDtl Accts IDesc</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Screen 279 – PF7 Invoice Detail**

<table>
<thead>
<tr>
<th>Invoice Nbr</th>
<th>Vch Nbr</th>
<th>St St Inv Date</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>00019495</td>
<td>1092627</td>
<td>CO MS 02/27/09</td>
<td>3.00</td>
<td>3094.0000</td>
<td>9282.00</td>
</tr>
</tbody>
</table>

End of Valid Invoices Found

PF3= Back to 279  PF4=Exit
Screen 279 – Document Line Item Inquiry (cont’d)

Basic Steps

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

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

**Action Line**

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

- **Item _ of _:** 4 digits
  Indicate the item number to be displayed. The default is the first 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.
Screen 279 – Document Line Item Inquiry (cont’d)

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

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

**TIBH Code:** 1 character/digit
Shows the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as the vendor for the bid/purchase. 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**
**Invoice Detail**
Displays detailed invoice information about the document.

**PF8**
**Accts**
Identifies the accounts used to pay for item.

**PF11**
**Idesc**
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**

<table>
<thead>
<tr>
<th>S L</th>
<th>Doc</th>
<th>Summary</th>
<th>Date</th>
<th>Cd /MS Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A922981 CORK STOPPER</td>
<td>05/08/2009</td>
<td>CL LP</td>
<td>87.50</td>
</tr>
<tr>
<td></td>
<td>INV</td>
<td>42554550 RI</td>
<td>05/11/2009</td>
<td>CL MS</td>
<td>87.50</td>
</tr>
<tr>
<td></td>
<td>INV</td>
<td>A923210 SUPPLIE FOR ARIEL LAB</td>
<td>04/04/2009</td>
<td>CL LP</td>
<td>120.09</td>
</tr>
<tr>
<td></td>
<td>INV</td>
<td>A923403 CAT ORDER FOR SUMMER</td>
<td>05/11/2009</td>
<td>CL LP</td>
<td>558.25</td>
</tr>
<tr>
<td></td>
<td>INV</td>
<td>47246 VCH: 1113397</td>
<td>05/12/2009</td>
<td>IP</td>
<td>552.82</td>
</tr>
<tr>
<td></td>
<td>INV</td>
<td>5378945 VCH: 1113401</td>
<td>05/12/2009</td>
<td>CL MS</td>
<td>137.24</td>
</tr>
<tr>
<td></td>
<td>INV</td>
<td>5490533 VCH: 1113405</td>
<td>05/14/2009</td>
<td>CL MS</td>
<td>48.74</td>
</tr>
</tbody>
</table>

More Entries - Press <Enter> to continue

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.
Screen 275 – Incomplete Receiving/Invoicing (cont’d)

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

**Action Line**

◆ Dept: 5 characters
Enter the department code to be displayed.

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

Class: 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

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF7 Audit</td>
<td>View audit information for selected document.</td>
</tr>
<tr>
<td>PF8 Accounts</td>
<td>Shows the account distribution of funds used for the items on this selected document.</td>
</tr>
<tr>
<td>PF10 Header</td>
<td>Displays extended document header detail for the created document.</td>
</tr>
<tr>
<td>PF11 Items</td>
<td>Shows the line items on file for the document.</td>
</tr>
<tr>
<td>PF12 Track</td>
<td>Allows you to see the tracking history of a document through creation process.</td>
</tr>
</tbody>
</table>
Document Tracking Inquiry

Document activity may be monitored using Screen 290. This screen is used to track actions that are performed on a 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

<table>
<thead>
<tr>
<th>C</th>
<th>Document</th>
<th>Item</th>
<th>To</th>
<th>Cls</th>
<th>Document</th>
<th>Item</th>
<th>Action</th>
<th>Date</th>
<th>Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>P900612</td>
<td>3.4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DELETE</td>
<td>09/30/08 13:50</td>
<td>LxxxxxP</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P900612</td>
<td>3.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DELETE</td>
<td>09/30/08 13:50</td>
<td>LxxxxxP</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P900612</td>
<td>3.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DELETE</td>
<td>09/30/08 13:50</td>
<td>LxxxxxP</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>P900612</td>
<td>3.7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DELETE</td>
<td>09/30/08 13:50</td>
<td>LxxxxxP</td>
<td></td>
</tr>
</tbody>
</table>

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

**Additional Information**

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

<table>
<thead>
<tr>
<th>Document</th>
<th>Item</th>
<th>Cls</th>
<th>Document</th>
<th>Item</th>
<th>Action</th>
<th>Date</th>
<th>Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td></td>
<td></td>
<td>P900622</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>10/01/08 14:18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td></td>
<td>P900623</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>10/01/08 14:19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td></td>
<td>P900624</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>10/01/08 14:22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td></td>
<td>P900625</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>10/01/08 14:23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td></td>
<td>P900626</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>10/02/08 08:32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td></td>
<td>P900627</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>10/02/08 08:32</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

3270 Emulation Keys

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

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

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

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

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

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

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

**ERASE END OF FIELD Key**
To erase all the information in a field with one stroke, the *ERASE EOF* key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name in the Action Line will be removed. Now the new vendor name can be 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 must be pressed after entering *Action Line* data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing *<ENTER>* , a message will be given at the top of the screen asking for modifications or providing further processing instructions.

---

```
F0002 Record has been successfully added
002 GL 6 Digit

Screen: ___ Account: 032365 ___ NAVSO, INC.

Account Title: NAVSO, INC.
```
Appendix – Instructions (cont’d)

Message Line
The line above the Action Line is used to display messages to the user. These messages may be error messages or processing messages, such as the one below.

| F6537 Please enter a valid six digit GL account | 002 GL 6 Digit | 01/20/92 11:26 |

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

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

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

Escaping from a Pop-Up Window
When in a pop-up window, pressing PF4 will usually take you back to the original screen. There are a few screens when pressing <ENTER> will take you back to the original screen.
Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the PF2 key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

For example, place the cursor in the Year-end Process: field and press PF2. The first screen displayed explains the purpose of the field. Sometimes you will be shown the values immediately, without a definition or explanation.

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

Question Mark or Asterisk (?) or *) Help

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

**Screen 002 - GL 6 Digit**

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*

<table>
<thead>
<tr>
<th>Search Criteria:</th>
<th>AFR Fund Group:</th>
</tr>
</thead>
</table>

**AFR Fund Group**

<table>
<thead>
<tr>
<th>No.</th>
<th>Fund</th>
<th>Sub</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>FG</td>
<td></td>
<td>CLEARING ACCOUNTS</td>
</tr>
<tr>
<td>10</td>
<td>FG</td>
<td></td>
<td>FUNCTIONAL AND GENERAL</td>
</tr>
<tr>
<td>10</td>
<td>DS</td>
<td>DF</td>
<td>DESIGNATED/FUNCTIONAL &amp; GENERAL</td>
</tr>
<tr>
<td>21</td>
<td>DS</td>
<td>DS</td>
<td>DESIGNATED/SERVICE DEPARTMENTS</td>
</tr>
<tr>
<td>22</td>
<td>DS</td>
<td>ST</td>
<td>DESIGNATED/SERV DEPT-MATERIAL &amp; SUP</td>
</tr>
<tr>
<td>23</td>
<td>DS</td>
<td>SM</td>
<td>DESIGNATED/SERV DEPT-COMM &amp; UTIL</td>
</tr>
<tr>
<td>24</td>
<td>DS</td>
<td>SU</td>
<td>DESIGNATED/SERV DEPT-REPAIRS &amp; MAIN</td>
</tr>
<tr>
<td>25</td>
<td>DS</td>
<td>SR</td>
<td>DESIGNATED/SERV DEPT-RENALS &amp; LEAS</td>
</tr>
<tr>
<td>26</td>
<td>DS</td>
<td>SL</td>
<td>DESIGNATED/SERV DEPT-PRINTING &amp; REP</td>
</tr>
<tr>
<td>27</td>
<td>DS</td>
<td>SF</td>
<td>DESIGNATED/SERV DEPT-CLAIMS &amp; LOSSE</td>
</tr>
<tr>
<td>28</td>
<td>DS</td>
<td>SC</td>
<td>DESIGNATED/SERV DEPT-OTHER OPER EXP</td>
</tr>
<tr>
<td>29</td>
<td>DS</td>
<td>SO</td>
<td>DESIGNATED/SERV DEPT-OTHER OPER EXP</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-- IASYS-AFR-FUND-GROUP --</td>
</tr>
</tbody>
</table>

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

---
## Purchasing Screens List

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>B20</td>
<td>Purchasing Bulletin Board</td>
<td>I-12</td>
</tr>
<tr>
<td></td>
<td>Provides a list of all upcoming changes and additions to the purchasing module of FAMIS.</td>
<td></td>
</tr>
<tr>
<td>B21</td>
<td>Purchasing Campus Bulletin Board</td>
<td>I-12</td>
</tr>
<tr>
<td></td>
<td>Used by a campus to alert users of Purchasing updates and changes.</td>
<td></td>
</tr>
<tr>
<td>M20</td>
<td>Purchasing Module Menu</td>
<td>I-9</td>
</tr>
<tr>
<td></td>
<td>Provides a list of all menus of available purchasing functions.</td>
<td></td>
</tr>
<tr>
<td>M21</td>
<td>Vendor Information Menu</td>
<td>I-9</td>
</tr>
<tr>
<td></td>
<td>Provides a list of vendor information screens.</td>
<td></td>
</tr>
<tr>
<td>M22</td>
<td>Purchasing Inquiry Menu</td>
<td>I-10</td>
</tr>
<tr>
<td></td>
<td>Provides a list of all available document inquiry screens.</td>
<td></td>
</tr>
<tr>
<td>M23</td>
<td>PO and Master Order Menu</td>
<td>I-10</td>
</tr>
<tr>
<td></td>
<td>Provides a list of all screens used to enter and maintain purchase and master orders.</td>
<td></td>
</tr>
<tr>
<td>M24</td>
<td>Requisitions and Limited Purchasing Entry Menu</td>
<td>I-11</td>
</tr>
<tr>
<td></td>
<td>Provides a list of all screens used to enter and maintain requisitions, limited, and exempt purchase orders.</td>
<td></td>
</tr>
<tr>
<td>M34</td>
<td>Purchasing Invoice Menu</td>
<td>I-11</td>
</tr>
<tr>
<td></td>
<td>Contains a list of all the screens used to create and modify the purchasing invoices.</td>
<td></td>
</tr>
<tr>
<td>215</td>
<td>Print Purchase Document</td>
<td>VI-50</td>
</tr>
<tr>
<td></td>
<td>Used to print the purchase document.</td>
<td></td>
</tr>
<tr>
<td>217</td>
<td>GFE Response – Purchase Orders</td>
<td>II-13</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>218</td>
<td>Renumber Line Items</td>
<td>VI-47</td>
</tr>
<tr>
<td></td>
<td>Used to modify the arrangement of line items within a purchasing document.</td>
<td></td>
</tr>
<tr>
<td>219</td>
<td>PO and MO Vendor Modify</td>
<td>VI-43</td>
</tr>
<tr>
<td></td>
<td>Used to change the vendor on a particular purchase order.</td>
<td></td>
</tr>
<tr>
<td>220</td>
<td>PO Header Create/Modify</td>
<td>VI-9</td>
</tr>
<tr>
<td></td>
<td>Used to enter general purchase order information that pertains to the entire document.</td>
<td></td>
</tr>
<tr>
<td>221</td>
<td>PO Shipping and Text</td>
<td>VI-15</td>
</tr>
<tr>
<td></td>
<td>Used to record shipping and invoicing addresses and special vendor text information.</td>
<td></td>
</tr>
<tr>
<td>222</td>
<td>PO Header Text Continued</td>
<td>VI-28</td>
</tr>
<tr>
<td></td>
<td>Used to record additional header text for a PO.</td>
<td></td>
</tr>
<tr>
<td>223</td>
<td>PO Sole Source</td>
<td>VI-30</td>
</tr>
<tr>
<td></td>
<td>Used to record sole source justification for documents flagged with a sole source vendor.</td>
<td></td>
</tr>
<tr>
<td>224</td>
<td>PO Line Item Create/Modify</td>
<td>VI-19</td>
</tr>
<tr>
<td></td>
<td>Used to enter information that pertains to individual line items on the purchase order.</td>
<td></td>
</tr>
<tr>
<td>Page</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>225</td>
<td><strong>PO Item Description</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to record up to 99 lines of additional item description for the PO.</td>
<td></td>
</tr>
<tr>
<td>226</td>
<td><strong>Purchase Order Document Close</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to close a purchase order document after entry is completed. Closing generates encumbrances</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to set aside funds. From this screen you can send a document through the routing and approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td>process.</td>
<td></td>
</tr>
<tr>
<td>227</td>
<td><strong>PO Line Item Transfer/Copy</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to transfer or copy line item from a purchase order to an existing or newly created</td>
<td></td>
</tr>
<tr>
<td></td>
<td>document.</td>
<td></td>
</tr>
<tr>
<td>228</td>
<td><strong>PO Flag Maintenance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to perform maintenance to a document or its items. A document may be canceled/deleted,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>frozen, or reopened. Document items can be deleted on this screen.</td>
<td></td>
</tr>
<tr>
<td>229</td>
<td><strong>PO Note Text</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to add informational notes to PO items.</td>
<td></td>
</tr>
<tr>
<td>232</td>
<td><strong>GFE Response – Exempt Purchases</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to capture Good Faith Effort information for Purchase Orders. The purpose is to detail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>vendor bid information for addenda reporting for the Governor’s semi-annual HUB reporting.</td>
<td></td>
</tr>
<tr>
<td>233</td>
<td><strong>Copy Exempt Purchase to Exempt Purchase</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to copy from one exempt purchase document to another.</td>
<td></td>
</tr>
<tr>
<td>235</td>
<td><strong>Exempt/Delegated Header</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to capture information for items that are exempt from TAMU and State of Texas (GSC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>purchasing requirements.</td>
<td></td>
</tr>
<tr>
<td>236</td>
<td><strong>Exempt Purchase Item</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to enter information for items on the exempt purchase document.</td>
<td></td>
</tr>
<tr>
<td>237</td>
<td><strong>Exempt Purchase Close</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to close an exempt purchase order document. Also used to send the document into the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>routing and approval process.</td>
<td></td>
</tr>
<tr>
<td>238</td>
<td><strong>Exempt Purchase Flag Maintenance</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to maintain an exempt document or its items. A document may be canceled/ deleted, frozen,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or reopened. Document items may be deleted on this screen</td>
<td></td>
</tr>
<tr>
<td>239</td>
<td><strong>Exempt Purchase Note Text</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to enter informational notes to an exempt purchase document.</td>
<td></td>
</tr>
<tr>
<td>240</td>
<td><strong>Limited Purchase Header</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to enter general purchase information for items that do not need to be processed by the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purchasing office.</td>
<td></td>
</tr>
<tr>
<td>241</td>
<td><strong>Limited Purchase Item</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to enter information that pertains to individual line items on the limited purchase order.</td>
<td></td>
</tr>
<tr>
<td>242</td>
<td><strong>Limited Purchase Close</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to close a limited purchase order document. Also used to send the document into the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>routing and approval process.</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix – Purchasing Screens List (cont’d)

<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
</table>
| III-22 | **Limited Purchase Flag Maintenance**  
Used to cancel/delete, freeze, or reopen limited purchase orders. Document items may also be deleted on this screen. |
| III-25 | **Limited Purchase Note Text**  
Used to enter informational notes to a limited purchase document. |
| III-27 | **Copy Limited Purchase to Limited Purchase**  
Used to transfer or copy line item from one limited purchase document to an existing or newly created limited purchase document. |
| II-8 | **GFE Response – Limited Purchases**  
Used to capture Good Faith Effort (GFE) information for Limited Purchases. |
| V-37 | **Copy Documents to Requisition**  
Used to copy line items from one document to a new or existing requisition. |
| V-9 | **Requisition Header Create/Modify**  
Used to enter general requisition information that pertains to the entire document. |
| V-14 | **Requisition Shipping and Text**  
Used to record shipping and invoice addresses and special vendor text information. |
| V-27 | **Requisition Header Text Continued**  
Used to record additional header text to a document. |
| V-29 | **Requisition Sole Source**  
Used to record sole source justification for the documents flagged with a sole source vendor. |
| V-18 | **Requisition Item Create/Modify**  
Used to enter information that pertains to individual line items on the requisition. |
| V-31 | **Requisition Item Description**  
Used to up to 99 lines of additional item description. |
| V-23 | **Requisition Document Close**  
Used to close a requisition document after entry is completed. Closing generates encumbrances to set aside funds. From this screen you can send a document through the routing and approval process. |
| VI-5 | **Requisition Line Item Copy/Transfer**  
Used to copy or transfer line items on a requisition. |
| V-33 | **Requisition Flag Maintenance**  
Used to maintain a requisition or its items. A document may be canceled/deleted, frozen, or reopened. Document items can be deleted on this screen. |
| V-35 | **Requisition Note Text**  
Used to add informational notes to requisition items. |
| VII-6 | **Master Order Header Create/Modify**  
Used to enter general master order information pertaining to the entire document. |
| VII-11 | **Master Order Shipping and Text**  
Used to add shipping and invoicing addresses; and special vendor text information. |
### Appendix – Purchasing Screens List (cont’d)

<table>
<thead>
<tr>
<th>PAGE</th>
<th>SCREEN ID</th>
<th>SCREEN NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VII-22</td>
<td>262</td>
<td>Master Order Header Text Continued</td>
<td>Used to enter additional header text to a master order document.</td>
</tr>
<tr>
<td>VII-24</td>
<td>263</td>
<td>Master Order Sole Source</td>
<td>Used to record sole source justification for the master order flagged with a sole source vendor.</td>
</tr>
<tr>
<td>VII-14</td>
<td>264</td>
<td>Master Order Line Item Create/Modify</td>
<td>Used to enter information that pertains to individual line items on the master order.</td>
</tr>
<tr>
<td>VII-26</td>
<td>265</td>
<td>Master Order Item Description</td>
<td>Used to enter up to 99 lines of additional item text.</td>
</tr>
<tr>
<td>VII-18</td>
<td>266</td>
<td>Master Order Close</td>
<td>Use to close a master order document. Closing the document allows it to be printed and referenced by requisitions and purchase orders.</td>
</tr>
<tr>
<td>VII-28</td>
<td>268</td>
<td>Master Order Flag Maintenance</td>
<td>Used to perform maintenance to a master order document or its items. A document may be canceled/deleted, frozen, or reopened. Document items can be deleted on this screen.</td>
</tr>
<tr>
<td>VII-30</td>
<td>269</td>
<td>Master Order Note Text</td>
<td>Used to add informational notes to document items.</td>
</tr>
<tr>
<td>VIII-25</td>
<td>271</td>
<td>Documents Closed But Not Routed</td>
<td>Provides list of all documents that are closed but have not gone through the routing process.</td>
</tr>
<tr>
<td>VIII-28</td>
<td>272</td>
<td>Documents By Status</td>
<td>Provides list of all documents sorted by their status codes.</td>
</tr>
<tr>
<td>VIII-49</td>
<td>275</td>
<td>Incomplete Receiving/Invoicing</td>
<td>Used in determining why a payment has not been made.</td>
</tr>
<tr>
<td>VIII-36</td>
<td>276</td>
<td>Document Inquiry – Line Items w/Paid Amounts</td>
<td>Displays a document’s line items having paid amounts. Selection of a line item will pass control to Screen 279.</td>
</tr>
<tr>
<td>VIII-39</td>
<td>277</td>
<td>Document Inquiry by Campus</td>
<td>Displays document information from all campuses that have the Action Line document number.</td>
</tr>
<tr>
<td>VIII-41</td>
<td>278</td>
<td>Document Inquiry</td>
<td>Used to list all items for a multi-item document.</td>
</tr>
<tr>
<td>VIII-46</td>
<td>279</td>
<td>Document Line Item Inquiry</td>
<td>Used to list detail document line item information.</td>
</tr>
<tr>
<td>VIII-4</td>
<td>280</td>
<td>Document Browse</td>
<td>Provides general document information for all document classes.</td>
</tr>
<tr>
<td>VIII-7</td>
<td>281</td>
<td>Document Browse By Dept/SubDept</td>
<td>Allows searching on all document classes by department/subdepartment.</td>
</tr>
<tr>
<td>VIII-10</td>
<td>282</td>
<td>Document Browse By Account</td>
<td>Allows searching on all document classes by the buying account for a designated fiscal year and campus code.</td>
</tr>
<tr>
<td>VIII-13</td>
<td>284</td>
<td>Document Browse By User Ref.</td>
<td>Searches all documents by user reference number.</td>
</tr>
</tbody>
</table>
## Appendix – Purchasing Screens List (cont’d)

<table>
<thead>
<tr>
<th>Screen Code</th>
<th>Screen Name</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>285</td>
<td>Document Browse By Vendor</td>
<td>Searches all documents by vendor identification.</td>
<td>VIII-16</td>
</tr>
<tr>
<td>286</td>
<td>Document Browse By State Requisition Number</td>
<td>Provides list of documents starting with the state requisition number.</td>
<td>VIII-19</td>
</tr>
<tr>
<td>287</td>
<td>Document Browse By State Order Number</td>
<td>Provides list of documents by the state order number.</td>
<td>VIII-22</td>
</tr>
<tr>
<td>288</td>
<td>Document Summary</td>
<td>Provides a snapshot of the entire document.</td>
<td>VIII-31</td>
</tr>
<tr>
<td>290</td>
<td>Document Tracking Inquiry</td>
<td>Tracks documents through the purchasing process.</td>
<td>VIII-52</td>
</tr>
<tr>
<td>291</td>
<td>Document Tracking Cross Reference</td>
<td>Cross reference documents and items from source documents.</td>
<td>VIII-54</td>
</tr>
<tr>
<td>305</td>
<td>Purchasing Campus Bulletin Board</td>
<td>Used by each campus to enter purchasing information.</td>
<td>I-13</td>
</tr>
<tr>
<td>343</td>
<td>GFE Response – Vouchers</td>
<td>Used to capture Good Faith Effort information for vouchers.</td>
<td>II-18</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Accts</th>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Displays a window of all responsible accounts and their portion of the total order.</td>
</tr>
</tbody>
</table>

---

F5628 End of accounts on document
P F600026 *** 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
Appendix – Document Inquiry Pop-Up Windows (cont’d)

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 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: Avvvvvvv1  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 **
Appendix – Document Inquiry Pop-Up Windows (cont’d)

**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 Bolts 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. See 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 | Ship Items Received | St | Doc Summary | Rec by | Dept | Carrier |
|----- ---- |--------------------- |---- |------------- |------- |----- |-------- |
| 001 8 10/20/95 | CL LAB/OFFICE SUPPLIES, FALL 1996 | MISP | UPS |

**End of Shipments **

---
Appendix – Document Inquiry Pop-Up Windows (cont’d)

**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>.

<table>
<thead>
<tr>
<th>P600026</th>
<th>Document Tracking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class</td>
</tr>
<tr>
<td></td>
<td>-----</td>
</tr>
<tr>
<td>To</td>
<td>CREATE</td>
</tr>
<tr>
<td>To</td>
<td>CLOSED</td>
</tr>
<tr>
<td>To</td>
<td>REOPEN</td>
</tr>
<tr>
<td>To</td>
<td>CLOSED</td>
</tr>
<tr>
<td>To</td>
<td>REOPEN</td>
</tr>
<tr>
<td>To</td>
<td>CLOSED</td>
</tr>
<tr>
<td>To</td>
<td>REOPEN</td>
</tr>
<tr>
<td>To</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

PF3= Back To 280  PF4=Exit  PF12=Track
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.

<table>
<thead>
<tr>
<th>CC</th>
<th>FY</th>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>1996</td>
<td>330001-00000-4050</td>
<td>GIGI'S TEST ACCOUNT</td>
<td>48.64</td>
</tr>
<tr>
<td>AM</td>
<td>1996</td>
<td>330001-00000-4010</td>
<td>GIGI'S TEST ACCOUNT</td>
<td>11.23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total all Accounts *</td>
<td>59.87</td>
</tr>
</tbody>
</table>

PF3= Back to 280  PF4=Exit  PF5=BBA
Appendix – Standard PF Keys (cont’d)

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

<table>
<thead>
<tr>
<th>Doc: P400013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>CHEM</td>
</tr>
<tr>
<td>MISF</td>
</tr>
<tr>
<td>FORS</td>
</tr>
</tbody>
</table>

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 **

<table>
<thead>
<tr>
<th>Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number: P550039</td>
</tr>
<tr>
<td>Account Number: 1xxxxxxxxx08435</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number: 1vvvvvvv0v</td>
</tr>
<tr>
<td>Name: APPLE COMPUTER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alt APO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: RODDEY, RHONDA</td>
</tr>
<tr>
<td>Number: 4uuuuuuu6</td>
</tr>
<tr>
<td>Exec Level: AA</td>
</tr>
<tr>
<td>Division: CD</td>
</tr>
<tr>
<td>School: BA</td>
</tr>
<tr>
<td>Dept: CLBA</td>
</tr>
</tbody>
</table>
Appendix – Standard PF Keys (cont’d)

**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 |
```

**Bkwd**  
**Backwards**  
Returns to the previous 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 3001
| 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.

```
<p>| F2999 End of line items on file |
| R R400007 **** Document Item Inquiry **** |
| PANEL: 01MORE&gt;&gt; |</p>
<table>
<thead>
<tr>
<th>Nt Item</th>
<th>Description</th>
<th>Quantity</th>
<th>PCd</th>
<th>UOM</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>1.6 GB FORMATTED (USEABLE) FAS</td>
<td>1.00</td>
<td>X</td>
<td>EA</td>
<td>1,515.00</td>
</tr>
<tr>
<td>PF3= Back to 280  PF4=Exit  PF5=More Desc  PF6=Itm Ext  PF8=Itm Accts  PF9=Itm Notes  PF10=Left  PF11=Right</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

### 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 |
```
Appendix – Standard PF Keys (cont’d)

**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
Prc Cd: X
PP4=Exit
```

**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 Forward, and Backwards through the text, or Exit 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
PP4=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 Description**
Displays complete description text for a document or an item.

```
**Document Item Inquiry **
Item: 1.0

Line
---
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 TESTED PRIOR TO SHIPPING, MODEL SEAGATE
4 OR EQUIVALENT. 5 YEAR OR GREATER.
** End of description List **
Press <PF4> to Exit
```
Appendix – Standard PF Keys (cont’d)

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.

Pdesc Purchasing Document Description
Additional description for purchasing document items may be seen by pressing this PF Key.

Rdesc Receiving Item Description
Displays a window where additional receiving item descriptions may be added/modified.
**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.

```plaintext
**** Required Shipping and Text Information ****

<table>
<thead>
<tr>
<th>Document: P400013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship To Address Nbr:</td>
</tr>
<tr>
<td>Name: DEPARTMENT OF CHEMISTRY</td>
</tr>
<tr>
<td>Addr: ATTN: CORWIN CARTER</td>
</tr>
<tr>
<td>City: COLLEGE STATION</td>
</tr>
<tr>
<td>Zip: 778433255</td>
</tr>
<tr>
<td>PH:</td>
</tr>
</tbody>
</table>

Press <PF4> to Exit
```

**Sole**

**Sole Source**
Displays Sole Source and Emergency purchase reasons.

```plaintext
**** Sole Source and Emergency Information ****

<table>
<thead>
<tr>
<th>Document: R400007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sole Source (Y/N): N  Reason:</td>
</tr>
<tr>
<td>Emergency (Y/N): N  Reason:</td>
</tr>
</tbody>
</table>

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.

```plaintext
P P600026 Document Tracking

<table>
<thead>
<tr>
<th>Class</th>
<th>Document</th>
<th>Item</th>
<th>Action</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>CREATE</td>
<td></td>
<td></td>
<td>10/05/95</td>
<td>16:15</td>
</tr>
<tr>
<td>To</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td>10/12/95</td>
<td>10:30</td>
</tr>
<tr>
<td>To</td>
<td>REOPEN</td>
<td></td>
<td></td>
<td>10/13/95</td>
<td>14:33</td>
</tr>
<tr>
<td>To</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td>10/13/95</td>
<td>14:35</td>
</tr>
<tr>
<td>To</td>
<td>REOPEN</td>
<td></td>
<td></td>
<td>10/13/95</td>
<td>14:42</td>
</tr>
<tr>
<td>To</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td>10/13/95</td>
<td>14:49</td>
</tr>
<tr>
<td>To</td>
<td>REOPEN</td>
<td></td>
<td></td>
<td>10/13/95</td>
<td>14:49</td>
</tr>
<tr>
<td>To</td>
<td>CLOSED</td>
<td></td>
<td></td>
<td>10/13/95</td>
<td>14:51</td>
</tr>
</tbody>
</table>

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: 6xxxxxx8   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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Processing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>020</td>
<td>Original Budgets &amp; Original Budget Corrections</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>021</td>
<td>Revised Budgets (General)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>022</td>
<td>Budget Transfers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>023</td>
<td>Base SL to SA (Original)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>024</td>
<td>Base SL to SA (Revised)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>025</td>
<td>SA to SA (Within SL Only)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>027</td>
<td>Begin Year Budget Forward</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

### 03x - Receipts (Screen 12)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Processing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>030</td>
<td>Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)</td>
<td>User Defined</td>
</tr>
<tr>
<td>031</td>
<td>Investment Earnings</td>
<td>User Defined</td>
</tr>
<tr>
<td>032</td>
<td>Gifts</td>
<td>User Defined</td>
</tr>
<tr>
<td>033</td>
<td>Miscellaneous Receipts</td>
<td>User Defined</td>
</tr>
<tr>
<td>034</td>
<td>Cashiers – Vault Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>038</td>
<td>Payroll Interpart Transfers</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>039</td>
<td>Interpart IDTs – Credit to One Part, Disbursement to Other</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>

### 04x - Disbursements (Screen 13)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Processing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>043</td>
<td>Miscellaneous Disbursements</td>
<td>User Defined</td>
</tr>
<tr>
<td>044</td>
<td>Cashiers – Vault Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>046</td>
<td>Miscellaneous Cash Disbursements (Travel Advance, Work Funds)</td>
<td>User Defined</td>
</tr>
<tr>
<td>047</td>
<td>Change of Source of Funds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>048</td>
<td>AP Check Voids</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>049</td>
<td>AP Disbursements</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>049</td>
<td>Payroll Disbursements</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>

### 05x - Encumbrances (Screen 11)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Processing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>050</td>
<td>Previous Year(s) Encumbrances</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>051</td>
<td>Salary Encumbrances</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>054</td>
<td>Requisition</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>055</td>
<td>Purchase Order</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>057</td>
<td>Encumbrance Begin Year Carry Forward</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>058</td>
<td>Regular Encumbrance</td>
<td>User Defined</td>
</tr>
<tr>
<td>059</td>
<td>Current Year Encumbrances (budget check, regardless of flags)</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>E5x</td>
<td>Blanket Wage Encumbrances</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>
## Appendix – FAMIS Transaction Codes (cont’d)

### Financial Accounting Transaction Codes (cont’d)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>06x</td>
<td>Encumbrances (Screens 14, 14A, 25, 35, 36, 37, 85, 86)</td>
<td></td>
</tr>
<tr>
<td>060</td>
<td>Real Journal Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>061</td>
<td>JE for IDTs</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>062</td>
<td>JE for Cash Sales/Payments on Receivables (overrides freeze)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>063</td>
<td>JE from Student Feeds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>064</td>
<td>JE from Payroll Feeds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>065</td>
<td>JE from Accounts Receivable (create receivable)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>066</td>
<td>JE from Fixed Assets (capitalization, etc)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>067</td>
<td>JE from LMS (Loan Management System)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>068</td>
<td>JE from Accounts Payable (setting up liabilities)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>069</td>
<td>Compound Journal Entries (system controlled)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>06A</td>
<td>JE for Procurement Card Entries</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>09x</td>
<td>Beginning Balances, Bank Transfers (Screen 15)</td>
<td></td>
</tr>
<tr>
<td>090</td>
<td>Bank Transfers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>098</td>
<td>Beginning Balances</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

### A/P Voucher

### 14x – Regular Vouchers (Screens 104, 111, 112) (Invoicing Screen345)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>140</td>
<td>Regular Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>141</td>
<td>Regular Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>142</td>
<td>Produce Separate Checks for Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>143</td>
<td>State Travel Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>147</td>
<td>Revolving Vouchers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>148</td>
<td>Change Source of Funds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>149</td>
<td>Force Separate Check</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

### 15x – Credit Memos (Screen 108) (Invoicing Screen340)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>Regular Credit Memo</td>
<td>User Defined</td>
</tr>
<tr>
<td>152</td>
<td>Regular Credit Memo</td>
<td>User Defined</td>
</tr>
<tr>
<td>159</td>
<td>Forces Separate Credit Memo (only matches when used on same voucher as charges)</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

### 16x – Prepaid Vouchers (Screen 109) (Invoicing Screen345)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>160-164</td>
<td>Prepaid Voucher (Regular) with reconciliation</td>
<td>User Defined</td>
</tr>
<tr>
<td>165</td>
<td>Prepaid Voucher with NO reconciliation (does a JE to cash voucher clearing and does not affect the bank)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>166</td>
<td>Prepaid Voucher with NO reconciliation (offset to the bank)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>167</td>
<td>Prepaid Revolving Voucher</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>169</td>
<td>Prepaid Cash Voucher</td>
<td>User Defined</td>
</tr>
</tbody>
</table>

### 17x – Prepaid Credit Memo (Screen 116) (Invoicing Screen340 and 345)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>170-174</td>
<td>Prepaid Credit Memo with reconciliation</td>
<td>User Defined</td>
</tr>
<tr>
<td>176</td>
<td>Prepaid Credit Memo with NO reconciliation (no offset to the bank)</td>
<td>User Defined</td>
</tr>
<tr>
<td>175</td>
<td>NOT USED</td>
<td>User Defined</td>
</tr>
<tr>
<td>177-179</td>
<td>Prepaid vouchers with reconciliation</td>
<td>User Defined</td>
</tr>
</tbody>
</table>
FAMIS Session 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.

<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th>IDTs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP ACH</td>
<td>APA FAMIS ASSIGNED</td>
</tr>
<tr>
<td>AP Check</td>
<td>APC FAMIS ASSIGNED</td>
</tr>
<tr>
<td>AP State Voucher</td>
<td>APV FAMIS ASSIGNED</td>
</tr>
<tr>
<td>Fee</td>
<td>FEE</td>
</tr>
<tr>
<td>Travel</td>
<td>TRV</td>
</tr>
<tr>
<td>Corrections-Travel</td>
<td>TRC</td>
</tr>
<tr>
<td>Purchase</td>
<td>PRV</td>
</tr>
<tr>
<td>Prepaid Vouchers</td>
<td>PPV</td>
</tr>
<tr>
<td>Corrections- Purchase</td>
<td>PVC</td>
</tr>
<tr>
<td>Delete Vouchers</td>
<td>DEV</td>
</tr>
<tr>
<td>Housing Interface</td>
<td>HSG FAMIS ASSIGNED</td>
</tr>
<tr>
<td>SIMS Interface</td>
<td>SIMS FAMIS ASSIGNED</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>MDS</td>
</tr>
<tr>
<td>Procurement Card</td>
<td>PCC FAMIS ASSIGNED</td>
</tr>
<tr>
<td>Corrections-Payroll</td>
<td>CPR</td>
</tr>
<tr>
<td>AR Accounting Feed</td>
<td>FAR FAMIS ASSIGNED</td>
</tr>
<tr>
<td>AR Payments</td>
<td>ARP FAMIS ASSIGNED</td>
</tr>
</tbody>
</table>

| Accounts Receivable                        |                              |
| 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                                | ENC                           |

| Payroll                                    |                              |
| EPA Adjustments                            | EPA FAMIS ASSIGNED           |
| Insurance Billing                         | INS FAMIS ASSIGNED           |
| Insurance Equity Transfer                  | INEQ 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
Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified below, along with related transactions. Samples of Screen 23 have been used to show each reference code with related transactions.

### Reference # 1

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credit Memos</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepaid Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepaid Credit Memos</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revolving Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revolving Prepaid Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change Source of Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi Vendor Vouchers (SL &amp; GL)</td>
<td></td>
<td></td>
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<td>02x</td>
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<tr>
<td></td>
<td>Beg Balance #</td>
<td>098</td>
<td>Beginning Balance (GL)</td>
</tr>
<tr>
<td></td>
<td>AFR #</td>
<td>060</td>
<td>AFR Entries/Reversals (SL &amp; GL)</td>
</tr>
</tbody>
</table>

### 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: Direct/Indirect: D
Bank Option: N
Sbdc TC Ref 1 Date Description Amount I BatRef Offset Acct
---- --- -------- ------ ----------------- --------------- - ------ -----------
4010 054 L902781 09/16 DYLAN TROPHY DB 420.50 D 85762F
4010 054 L904455 09/22 WINSTON'S OFFICEWOR 367.00 F PVP309 014400 2100
4010 061 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 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 322.99 PURS01 270260 0523
4010 061 09/26 STORES 98.66 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.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursements</td>
<td>Vouchers</td>
<td>068</td>
<td>Voucher #</td>
</tr>
<tr>
<td>Vouchers</td>
<td>Credit Memos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Memos</td>
<td>Prepaid Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Vouchers</td>
<td>Prepaid Credit Memos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Credit Memos</td>
<td>Revolving Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revolving Vouchers</td>
<td>Change Source of Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Source of Funds</td>
<td>Multi-Vendor Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Vendor Vouchers</td>
<td>Revolving Prepaid Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interdepartmental Transfers</td>
<td>Receipts</td>
<td>030</td>
<td>Bill # or Receipt #</td>
</tr>
<tr>
<td>Receipts</td>
<td>A/R Add’tl Line Item Entry</td>
<td>061</td>
<td>A/R Invoice</td>
</tr>
<tr>
<td>A/R Add’tl Line Item Entry</td>
<td>A/R Line Item Adjust</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/R Line Item Adjust</td>
<td>A/R Line Item Payment</td>
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<td>A/R Line Item Payment</td>
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<tr>
<td>Encumbrance (SL)</td>
<td>AFR Entries/Reversals (SL &amp; GL)</td>
<td>060</td>
<td>Document #</td>
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<td>AFR Entries/Reversals (SL &amp; GL)</td>
<td>DBR Budget Transfer</td>
<td>022</td>
<td>DBR Document #</td>
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</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)

```
023 Transaction Inquiry by Account 03/10/09 14:01
VET MED - TEACHING HOSPITAL
Screen: ___ Account: 144013 4010 Ref: 2 Direct/Indirect: D
Ref: 2
Bank Option: N
Sbcd TC Ref 2 Date Description Amount I BatRef Offset Acct
-------- ----- ----- ------ ------------- ------- --------- -----------
4010 054 L902781 09/16 DYLIA TROPHY 367.00 D 8576JF
4010 054 L904455 09/22 WINSTON'S OFFICE 367.00 D 8576JF
4010 061 1066899 09/25 NASH NASWORTHY 367.00 F PURS01 270260 0523
4010 061 1074888 09/26 WINSTON'S OFFICE 367.00 F PURS01 270260 0523
4010 061 S054790 09/26 STORES 446.71 PURS01 270260 0523
4010 061 S054792 09/26 STORES 51.41 PURS01 270260 0523
4010 061 S054793 09/26 STORES 107.47 PURS01 270260 0523
4010 061 S054794 09/26 STORES 434.10 PURS01 270260 0523
4010 061 S054795 09/26 STORES 646.71 PURS01 270260 0523
4010 061 S054796 09/26 STORES 51.41 PURS01 270260 0523
4010 061 S054798 09/26 STORES 90.57 PURS01 270260 0523
4010 061 S054799 09/26 STORES 11.96 PURS01 270260 0523
4010 061 S054800 09/26 STORES 89.66 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.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
<th>AUTO OR MANUAL</th>
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<tbody>
<tr>
<td>REF 3</td>
<td>AP Disbursements (GL)</td>
<td>04x</td>
<td>AP Check #</td>
<td>A</td>
</tr>
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<td></td>
<td>Prepaid Vouchers</td>
<td>068</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receipts</td>
<td>03x</td>
<td>Teller #</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Disbursements</td>
<td>04x</td>
<td>(if manually entered)</td>
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</tr>
</tbody>
</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)

<table>
<thead>
<tr>
<th>Sbod TC</th>
<th>Ref 3</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset Acct</th>
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<tr>
<td>4011</td>
<td>068</td>
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<td>JT MOORE CHANCE</td>
<td>89.61</td>
<td>N PCV001</td>
<td>014400 2100</td>
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<tr>
<td>4011</td>
<td>041</td>
<td>02/28</td>
<td>WALLER-CREDIT INV</td>
<td>8.00</td>
<td>C PCV001</td>
<td></td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>12/04</td>
<td>MMM VETERINARY SUP</td>
<td>21.82</td>
<td>D 7940EP</td>
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<td>21.82</td>
<td>F INV376</td>
<td>014400 2100</td>
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<td>054</td>
<td>03/06</td>
<td>PNEUMON SERVICES</td>
<td>32.00</td>
<td>D 7940EP</td>
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</tr>
<tr>
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<td>03/06</td>
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<td>D 8576JF</td>
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<td>D 8576JF</td>
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<td>09/01</td>
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<td>D FUR001</td>
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<td>D 8576JF</td>
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<td>054</td>
<td>09/15</td>
<td>DISK-O-TAPE INC</td>
<td>753.82</td>
<td>D 8576JF</td>
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</tbody>
</table>

* Continued *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---*
Reference 4 is typically used by departments to identify transactions by a number that is meaningful to them. There are various ways to view or report data by this reference number thereby aiding the departments to work with their accounting data.

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
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<td>Prepaid Vouchers</td>
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<tr>
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<td>Prepaid Credit Memos</td>
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<td>Revolving Prepaid Vouchers</td>
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<td>Change Source of Funds</td>
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<td>Multi-Vendor Vouchers</td>
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<td>A/R Line Item Adjust</td>
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<td>A/R Payment Check #</td>
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<td>A/R Line Item Payment</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>AFR #</td>
<td>060</td>
<td>AFR Entries/Reversals (SL &amp; GL)</td>
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</table>

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

<table>
<thead>
<tr>
<th>Sbcd TC</th>
<th>Ref 4</th>
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<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
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<td>4010</td>
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<tr>
<td>4010</td>
<td>054</td>
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<td>WINSTON’S OFFICERWOR</td>
<td>367.00</td>
<td>D 8576JF</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>09/25</td>
<td>NASH NASWORTHY</td>
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<td>F PVP308 014400 2100</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
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<td>09/26</td>
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<td>09/26</td>
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* Continued *

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

ABR
See Automatic Budget Reallocation.

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

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

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

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

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

Accounts Payable

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

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

AP
See Accounts Payable.

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

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

**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-vouchedered 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.

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

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

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

Data Element HELP
An on-line feature that assists the user by providing immediate information about any particular field on a screen.
Data Entry
A means for adding information into the system.

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

Default Mandatory
Flag indicating whether the transfer is mandatory. If no value is entered in the detail lines for this field, the transfer will be flagged with the default value after pressing <ENTER>.

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

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

Diagnostic Message HELP
An on-line feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.

Diagnostics
The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC
The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

Disbursement
Record money paid out by the institution from GL, SL and SA or bank account. Can reverse an encumbrance. A payment for goods received, services rendered, reduction of debt or purchase of other assets that does not go through the AP/voucher system.

Discount Account
The account credited for discounts taken by the system when a check is written.

Discount Table
A table containing user-defined values representing discount terms for vendors.

Dollar Data
A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit
A code used in Accounts Payable to specify a check amount. If the amount of a vendor’s check is greater than this value, the check will not be generated.

Drop Flag
A data element whose condition signifies that a document is to be removed from the database immediately.

Encumbrance
An obligation incurred in the form of a purchase order or contract. Also referred to as an open commitment.

Endowment
Funds received by an institution from a donor who specifies the condition that the principal not be spent.
Appendix – Glossary (cont’d)

**Endowment Income**
The income generated by investing the principal of an Endowment Fund.

**Entry Code**
The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, is predefined by the system. It is also known as the Transaction Code.

**Expended**
Depleted, used up.

**Expense**
Cost, disbursement, payments.

**FA**
See **Financial Accounting**.

**Feed**
Transactions from other systems that are transferred to the FRS.

**Field**
That part of a control record, transaction or established for displaying or entering information.

**File**
A storage area established within a computer system or database for organizing similar kinds if data.

**Financial Accounting (FA)**
A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

**Financial Records System (FRS)**
A system that supports the financial record-keeping and reporting of a college or university.

**Flag**
A data element used to set controls or conditions on a process or program.

**Freeze Flag**
A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

**FRS**
See **Financial Records System**.

**FTE**
Full-time Equivalents. Used by the B/P/P System.

**Function**
Purpose.

**Fund**
An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance and changes in the balance.
Appendix – Glossary (cont’d)

**Fund Balance**
The equity of a fund (the difference between assets and liabilities).

**Fund Group**
A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.

**Fund Group ID**
A one-digit identification number representing the fund group with which an account is associated.

**Fund Transfer**
A movement of dollars from one fund balance to another.

**General Ledger (GL)**
A balance sheet account for the institution. All GL account numbers begin with “0” (zero).

**GL**
See General Ledger.

**GL/SL Relationships**
User-defined structures relating Subsidiary Ledger (SL) revenue/expense accounts to General Ledger (GL) fund accounts.

**Global Subcode Edit (GSE)**
A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

**GSE**
See Global Subcode Edit.

**Header**
That portion of a Purchasing document containing basic information such as 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.

**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.
Appendix – Glossary (cont’d)

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.
Appendix – Glossary (cont’d)

R

Receipts
Cash received from cash assets, collections on account receivable and sale of other assets. The purpose is to record money received by the institution to the GL, SL and SA or bank accounts.

Recommendation
The budget projection version that is submitted to the Budget Office for approval.

Regular Order
A type 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.
Appendix – Glossary (cont’d)

**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.

**1099 Vendor**
A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

**1099 Voucher**
A voucher that must be reported to the IRS on Form 1099.

**10-Digit Account**
The six-digit account ID combined with the four-digit subcode, i.e. an account control or object code.

**Tax Code**
A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

**Tax ID**
A Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

**Taxes**
An additional charge on the acquisition of goods that is imposed by the taxing authority and should be paid with the invoice.
Temporary Vendor
A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

Transaction Code
A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

Update Screen
A screen that allows a user to enter data for updating the files.

Valid Value
A value of a data element that has been defined for input.

Value-Based
A mechanism used to restrict operator access to information by comparing operator security authorization with the value stored in the field.

Vendor
A provider of goods and/or services.

Vendor Addresses
See Order-From Addresses and Remit-To Addresses.

Vendor Automatic
A feature that automatically assigns a specific Number Assignment to the vendor 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.