Introduction

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

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

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

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

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

Non-College Station based: FAMIS Services
The Texas A&M University System
301 Tarrow Street
College Station, TX 77840-7896
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</thead>
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Receiving Menus

A list of the available FAMIS Purchasing Receiving menus can be found on Menu 32 and Menu 22 in the FRS Module.

**Menu M32 - Purchasing Receiving Menu**

<table>
<thead>
<tr>
<th>Menu M32 - Purchasing Receiving Menu</th>
<th>02/08/11 14:28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>FY 2011 CC 02</td>
</tr>
</tbody>
</table>

* ----------- Receiving-Inquiry ----------- *
330 Receiving Documents by Document Number
331 Receiving Documents by Ship to Department
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321 Receiving Document Create (Dept.)
322 Receiving Item Create
323 Receiving Single Item Create
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**Menu M22 - Purchasing Inquiry Menu**

<table>
<thead>
<tr>
<th>Menu M22 - Purchasing Inquiry Menu</th>
<th>02/08/11 14:29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>FY 2011 CC 02</td>
</tr>
</tbody>
</table>

* ---------------- Document Inquiry ----------------* 
271 Documents Closed But Not Routed 280 Document Browse by Number
272 Documents by Status            281 Document Browse by Dept.
275 Incomplete Receiving/Invoicing 282 Document Browse by Account
276 Document Inquiry - w/Paid Amts   283 Document Browse by Buyer
277 Document Inquiry by Campus     284 Document Browse by User Ref.
278 Document Inquiry              285 Document Browse by Vendor
290 Document Tracking Inquiry     287 Document Browse by GSC Order
291 Document Tracking Cross Ref 288 Document Summary
292 PIP Document Browse           295 SciQuest Document Xref
293 PIP Browse by Document        299 SciQuest Document Xref
294 PIP Browse by Invoice         299 SciQuest Document Xref

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

Receipts for goods and services are entered into the Purchasing System by creating a receiving report for each shipping document. The date on which goods and services were received, the location at which they were received, and other pertinent data that applies to a particular shipment are entered. For each item of the purchase order for which goods and services are received, a receiving report is created to indicate the quantity and quality of the goods accepted or rejected, as well as the quantities that are late or backordered.

When the purchase order or document number is entered, the system displays information from the specified purchase order to verify that the receipt will be posted to the correct order. The purchase order number uniquely identifies the information and contains various fields, such as the deliver-to address and freight terms for the shipment. For each received item entered, information from the purchase order is displayed indicating the quantity ordered and quantity received to date.

When capital or controlled asset items are received, departmental property officers can enter location data and other property control information through the preliminary fixed asset screens. This is required by some System members and optional for others. Once invoices are entered and vouchers are generated, departmental fixed assets information will be fed to the fixed assets file as a pending asset.

The following points are important to know about receiving:

1. A purchase document must exist on the system before information can be recorded for the goods and services received against that order.

2. Receiving can be done in either a centralized or decentralized mode. Partial receiving may be done at a central location with the receipt document being completed at the final destination of the goods. The final destination is ultimately responsible for acknowledging the receipt and acceptance of the goods or services.

3. Receiving is done by line item. Some line item information transfers from the purchase order to the receiving document.

4. A received item can be changed as long as the receiving document has not been closed.

5. Multiple shipments may be received against a single purchase order. If multiple shipments for a single purchase order are received, a receiving document with receiving line items must be created for each shipment. When multiple shipments are received, this will be indicated by the “Shipment: number,” which is automatically incremented by the system.
6. Receipt of maintenance or service can be documented or verified to satisfy the three-way match.

7. If required by a System member, preliminary fixed asset data must be entered when capital or controlled items are received.

8. The receiving document must be closed in order for payment to be processed. Payment will not be made, however, until there is a 3-way match.

9. A receiving document is a previously approved document, and the money is encumbered.

10. The receiving screens must be used for all P documents, and for L documents that weren’t received at the time of creation or that require an inventory number to be assigned.

11. You may use the PF9 key to record important information that needs to remain a permanent part of the document. This is a good place to record information about a rental or maintenance agreement.

PF9 Function Key

<table>
<thead>
<tr>
<th>F0013 Please enter desired modifications</th>
<th>Position at line: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc: P200200</td>
<td>Shipment: 001</td>
</tr>
<tr>
<td><strong>Note Text</strong></td>
<td></td>
</tr>
<tr>
<td>Line 1</td>
<td>Note entered 01/16/02 by CLANCEY, CARLOS C</td>
</tr>
<tr>
<td>2</td>
<td>RENTAL PERIOD IS FOR 8/1/98 THRU 8/31/98.</td>
</tr>
<tr>
<td>3</td>
<td>BILLABLE COPIES OF 6345 FOR A TOTAL OF $24.75</td>
</tr>
<tr>
<td>4</td>
<td>COPIER FOR RESEARCH LAB.</td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>PF4=Exit</td>
<td>Page (F/B/E): _</td>
</tr>
</tbody>
</table>
Multiple Invoicing and Multiple Receiving Documents

1. FAMIS does not match a particular shipment with a particular invoice.

2. One invoice may match to items in multiple receiving documents. In this case, the date of the first (earliest) receiving document read will be displayed on Invoicing Screen 346.

3. When an invoice is reopened, it will unmatch. When it is closed again, it may not match to the same receiving documents as before.

4. Other than ensuring that all items on an invoice/receiving document have been matched, FAMIS does not track which invoice matched to which receiving document.

5. The most important point in FAMIS is the total number invoiced and the total number received.
Section II
Central Receiving Functions
Create a Central Receiving Document

You may create receiving documents in a centralized mode, usually by the purchasing or business office. You may use Screen 320 to create your central receiving document for goods and services that have been received, indicating the quantity and quality of the shipment.

For those institutions that process purchasing items through a central receiving department, Screen 320 creates the initial receiving report. If you create your receiving document on Screen 320, you cannot modify the same information on Screen 321 (departmental) or vice versa.

Screen 320 - Receiving Document Create (Central)

Basic Steps

Create a New Receiving Document
- Advance to Screen 320.
- Type a valid purchase document on the Action Line.
- Type the number of the shipment to be added in the Shipment: field and tab to the Add Shipment: field and type ‘Y’. Press <ENTER>.
- Indicate the carrier and the number of pieces you are receiving.
- Type additional data in the available fields and press <ENTER> to create the receiving header information.

Modify an Existing Receiving Document
- Advance to Screen 320.
- Type a valid purchase document on the Action Line.
- Type additional valid data in the available fields and press <ENTER> to create the receiving header information.

The PF7 “Cncl” key is only displayed if you have update access to this screen.
Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**

◆ **Doc:** 7 character/digits
Identify the purchase document number for which you want to create/modify a receiving document.

**Shipment:** 3 digits
Indicate the shipment you will be creating/modifying as well as the total number of shipments currently received for the selected purchase document.

◆ **Add Shipment:** 1 character
Type ‘Y’ to create a new receiving document for the selected purchase document.

**Screen Information**

- **Doc Summary:** 50 characters/digits
Enter a short description of the purchase document. *This will be automatically filled in from the purchase document, but you may alter it if you wish.*

- **Rec by Dept:** 5 characters
Identify the department that will be receiving the goods or services. *This information will be automatically filled in from the purchase document.* For example, the following:
  - MISP = MIS Project
  - INRE = Office of Information Resources

- **Rec by User:** 20 characters
Displays the name of the person creating the receiving document (*filled in automatically from your logon ID*).

◆ **Rcv Dt:** 8 digits
Include the date that the goods were received.

◆ **Carrier:** 5 characters
Identify the carrier service delivering the goods. For example, the following:
  - UPS = United Parcel Service
  - USPO = United States Post Office

- **Carrier Doc:** 14 characters/digits
Enter the reference number from the carrier document at the time of shipment.

- **Packing Doc:** 14 characters/digits
Type the number from the packing document at the time of shipment.

◆ **Pieces: Total:** 5 digits
Identify the total number of pieces delivered in this shipment.
Screen 320 – Receiving Document Create (Central) (cont’d)

- **Damaged:** 5 digits
  Indicate the number of pieces damaged in the shipment. *Entry in this field will bring up a pop-up window to enter damage description.*

- **Weight-lb:** 5 digits
  Include the total weight (in lbs.) of the goods received.

**Ship To**

- **Dept:** Help 5 characters
  Identify the department to which the goods were addressed. *This will be filled in automatically from the purchase document.* For example, the following:
  
  BPPO = Budget/Payroll/Personnel Office  
  FISC = Business Office – SAGO

- **Name:** 30 characters
  Enter the name of the person, entity, or department where the items are addressed.

- **Phone:** 10 digits
  Include the area code and phone number of the person or entity to whom items are being shipped.

- **Ext:** 4 digits
  Enter the telephone extension number, if any, of the person to whom items are being shipped.

- **Addr:** 2 lines, 30 characters each
  Type the street address of the person or department where the items are being shipped.

- **Fax:** 10 digits
  Indicate the area code and FAX number of the person to whom items are being shipped.

- **City:** 20 characters
  Enter the city where the items are to be shipped.

- **State:** Help 2 characters
  Indicate the state to which the items are being shipped. For example, the following:
  
  TX = Texas  
  UT = Utah

- **Zip:** 9 digits
  Indicate the zip code of the person or department to which the items are being shipped.

- **Country:** Help 3 characters
  Enter the country of the person or department to which the items are being shipped. For example, the following:
  
  UK = United Kingdom  
  US = United States
## Screen 320 – Receiving Document Create (Central) (cont’d)

### Purchase Order Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Dt</td>
<td>8 digits&lt;br&gt;Displays the date that the purchase document was created on the system.</td>
</tr>
<tr>
<td>Vendor</td>
<td>11 digits/30 characters&lt;br&gt;Identifies the name and number of the vendor from which the items are being purchased.</td>
</tr>
<tr>
<td>Start Dt</td>
<td>8 digits&lt;br&gt;Indicates the beginning date of a maintenance agreement or blanket order.</td>
</tr>
<tr>
<td>Cat</td>
<td>2 characters&lt;br&gt;Displays the document category, which is used to define certain characteristics of the purchase document.</td>
</tr>
<tr>
<td>User Ref</td>
<td>10 digits&lt;br&gt;Indicates the user reference number, which typically is the SL account number followed by the departmental reference/voucher number.</td>
</tr>
<tr>
<td>FOB</td>
<td>2 characters&lt;br&gt;Identifies freight terms for the purchase document. Determines when the agency takes ownership.</td>
</tr>
<tr>
<td>End Dt</td>
<td>8 digits&lt;br&gt;Displays the ending date for a maintenance agreement or blanket order.</td>
</tr>
<tr>
<td>Contact Person</td>
<td>20 characters&lt;br&gt;Indicates the name of the person to contact regarding this purchase order.</td>
</tr>
<tr>
<td>Ph</td>
<td>10 digits&lt;br&gt;Identifies the area code and phone number for the contact person.</td>
</tr>
<tr>
<td>Exp. Dlvry Dt</td>
<td>8 digits&lt;br&gt;Displays the date by which the delivery can be expected.</td>
</tr>
<tr>
<td>Buyer</td>
<td>3 characters/20 characters&lt;br&gt;Displays a code and name identifying the buyer associated with the purchase document.</td>
</tr>
<tr>
<td>Ph</td>
<td>10 digits&lt;br&gt;Shows the phone number of the buyer.</td>
</tr>
</tbody>
</table>

### Additional Functions

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

**PFS**<br>Next<br>Advance to the next screen in the create receiving report process.
<table>
<thead>
<tr>
<th>PF7</th>
<th>Cncl</th>
<th>Cancel (Only displayed/active if you have update access to this screen.) Used to cancel the receiving document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF6</td>
<td>DDesc</td>
<td>Damage Description Description of damage to items received.</td>
</tr>
<tr>
<td>PF8</td>
<td>Addr</td>
<td>Address Additional address information to the receiving document.</td>
</tr>
<tr>
<td>PF9</td>
<td>RNote</td>
<td>Receiving Notes Used to add free-form notes to the receiving document.</td>
</tr>
<tr>
<td>PF10</td>
<td>DNote</td>
<td>Document Notes Notes added to the document.</td>
</tr>
<tr>
<td>PF11</td>
<td>INote</td>
<td>Invoice Notes Notes added to the invoice.</td>
</tr>
</tbody>
</table>
Section III
Departmental Receiving Functions
Create Departmental Receiving Document

Before your order can be paid for, you must first create your receiving document. Screen 321 is used to create receiving documents for all of the goods and services that you receive.

Screen 321 is used by the departments within an agency, rather than the central fiscal or purchasing offices (these offices should use Screen 320 when processing receiving shipments.)

Basic Steps

Create a New Receiving Document

- Advance to Screen 321.
- Type a valid purchase document on the Action Line.
- Type the number of the shipment to be added in the Shipment: field, tab to the Add Shipment: field, type ‘Y’, and press <ENTER>.
- Indicate the carrier and the number of pieces you will be receiving.
- Type additional data in the available fields and press <ENTER> to create the receiving header information.

Modify an Existing Receiving Document

- Advance to Screen 321.
- Type a valid purchase document on the Action Line and press <ENTER>.
- Type additional data in the available fields and press <ENTER> to modify the receiving header information.
Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**
- **Doc:** 7 character/digits
  Identify the purchase document number for which you want to create/modify a receiving document.
- **Shipment:** 3 digits
  Indicate the shipment you will be creating/modifying as well as the total number of shipments currently received for the selected purchase document.
- **Add Shipment:** 1 character
  Type ‘Y’ to create a new receiving document for the purchase document.

**Screen Information**
- **Doc Summary:** 50 characters/digits
  Enter a short description of the purchase document. *This will be automatically filled in from the purchase document, but you may alter it if you wish.*
- **Rec by Dept:** Help 5 characters
  Identify the department that will be receiving the goods or services. *This information will be automatically filled in from the purchase document.* For example, the following:
  - MISP = MIS Project
  - INRE = Office of Information Resources
- **Rec by User:** 20 characters
  Displays the name of the person creating the receiving document (*filled in automatically from your logon ID*).
- **Rcv Dt:** 8 digits
  Include the date that the goods were received.
- **Carrier:** Help 5 characters
  Identify the carrier service delivering the goods. For example, the following:
  - UPS = United Parcel Service
  - USPO = United States Post Office
- **Carrier Doc:** 14 characters/digits
  Enter reference number from the carrier document at the time of shipment.
- **Packing Doc:** 14 characters/digits
  Type the number from the packing document at the time of shipment.
- **Pieces: Total:** 5 digits
  Identify the total number of pieces delivered in this shipment.
- **Damaged:** 5 digits
  Indicate the number of pieces damaged in the shipment. *Entry in this field will bring up a pop-up window to enter damage description.*
Weight-lb:  5 digits
Include the total weight (in lbs.) of the goods received.

Ship To

Dept:  [Help] 5 characters
Identify the department to which the goods were addressed. This will be filled in automatically from the purchase document. For example, the following:
BPPO = Budget/Payroll/Personnel Office
FISC = Business Office – SAGO

Name:  30 characters
Enter name of the person, entity, or department where items are addressed.

Phone:  10 digits
Include area code and phone number of person or entity to which items are shipped.

Ext:  4 digits
Enter the telephone extension number, if any, of the person to whom items are being shipped.

Addr:  2 lines, 30 characters each
Type street address of person or department where items are being shipped.

Fax:  10 digits
Indicate area code and FAX number of person to whom items are shipped.

City:  20 characters
Identify the city where the items are being shipped.

State:  [Help] 2 characters
Indicate the state to which the items are being shipped. For example, the following:
TX = Texas
UT = Utah

Zip:  9 digits
Indicate zip code of person or department to which items are being shipped.

Country:  [Help] 3 characters
Identify the country of the person or department to which the items are being shipped. Example values are as follows:
UK = United Kingdom
US = United States

Purchase Order Information

Document Dt:  8 digits
Displays the date that the purchase document was created on the system.
Screen 321 – Receiving Document Create (Dept) (cont’d)

Vendor: 11 digits/30 characters
Identifies vendor’s name and ID number for items purchased.

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

Cat: 2 characters
Shows document category used to define characteristics of document.

User Ref: 10 digits
Indicates the user reference number, which typically is the SL account number followed by the departmental reference/voucher number.

FOB: 2 characters
Identifies freight terms for the purchase document. Determines when the agency takes ownership.

End Dt: 8 digits
Displays the ending date for a maintenance agreement or blanket order.

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

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

Exp. Dlvry Dt: 8 digits
Displays the date by which the delivery can be expected.

Buyer: 3 characters/20 characters
Displays a code and name identifying the buyer associated with the purchase document.

Ph: 10 digits
Shows the phone number of the buyer.

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

PF5
Next
Advance to the next screen in the create receiving report process.

PF6
Damage Description
Description of damage to items received.

PF8
Address
Additional address information to the receiving document.
<table>
<thead>
<tr>
<th>PF9</th>
<th>Receiving Notes</th>
<th>Used to add free-form notes to the receiving document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF10</td>
<td>Document Notes</td>
<td>Notes added to the document.</td>
</tr>
<tr>
<td>DNote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF11</td>
<td>Invoice Notes</td>
<td>Notes added to the invoice.</td>
</tr>
<tr>
<td>INote</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Receive Items for the Current Shipment

Once the receiving document has been created, you must specify which items from the original order are being accepted. Screen 322 displays detail line item information from the purchase document. You may use this screen to identify those items that are being accepted as well as any items that have been rejected (i.e. due to damage).

**Screen 322 - Receiving Item Create**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Accepted</th>
<th>Total</th>
<th>Current</th>
<th>Shipment</th>
<th>Qlty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>UOM</td>
<td>Ordered</td>
<td>Other shps</td>
<td>Accepted</td>
<td>Shipment</td>
</tr>
<tr>
<td>1.0</td>
<td>GAL</td>
<td>1597.00</td>
<td></td>
<td>1597.00</td>
<td>Accept: 1597.00___</td>
</tr>
<tr>
<td>Desc: BIODIESEL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>GAL</td>
<td>6373.00</td>
<td></td>
<td>6373.00</td>
<td>Accept: 6373.00___</td>
</tr>
<tr>
<td>Desc: ULTRA LOW SULFUR DIESEL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>GAL</td>
<td>6373.00</td>
<td></td>
<td>6373.00</td>
<td>Accept: 6373.00___</td>
</tr>
<tr>
<td>Desc: STATE FUEL TAX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td>EA</td>
<td>1.00</td>
<td></td>
<td>1.00</td>
<td>Accept: 1.00____</td>
</tr>
<tr>
<td>Desc: LOAD FEE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.0</td>
<td>EA</td>
<td>1.00</td>
<td></td>
<td>1.00</td>
<td>Accept: 1.00____</td>
</tr>
<tr>
<td>Desc: FEDERAL TAX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** End of Items List ***

Basic Steps

**Accept Items Received**
- Advance to Screen 322.
- Type a valid purchase document number on the Action Line and press <ENTER> to display all of the line items listed on the purchase document.
- Tab to the Accept: field and type the number of items being accepted. If items are backordered, leave this field blank. You may also press PF10 to accept all items on the purchase document at one time.
- Press <ENTER> to record which items are being received.

**Reject Items Received**
- Advance to Screen 322.
- Type a valid purchase document number on the Action Line and press <ENTER> to display all of the line items listed on the purchase document.
- Tab to the Reject: field and type the number of items that are being rejected for this shipment.
- In the Qlty: field, indicate the quality code (reason) for the items being rejected.
- Press <ENTER> to record which items are being rejected.
Screen 322 – Receiving Item Create (cont’d)

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

Action Line
◆ Doc: 7 character/digits
Enter the purchase document number for which you want to create/modify a receiving document.

Shipments: 3 digits
Indicate the shipment you will be creating/modifying as well as the total number of shipments currently received for the selected purchase document.

◆ Item: 3 digits
Indicate the first item number to be displayed.

Screen Information
Item: 3 digits
Shows a line item from the purchase document.

UOM: 4 characters
Indicate the unit of measure of the item being received.

Qty Ordered: 10 digits
Shows the total quantity of items ordered for the selected line item.

Accepted
Other shps: 10 digits
Identifies the number of items accepted in prior shipments.

Total Accepted: 7 digits
Displays the total quantity accepted from all shipments for the specified line item.

Desc: 50 characters/digits
Displays a short description of the line item as entered on the purchase document.

Current Shipment
Accept: 11 digits
Indicate the number of items you would like to accept for this shipment. If item is backordered, leave this blank.

Reject: 11 digits
Identify the number of items you would like to reject for this shipment. If shipment was short items, reject. If items are backordered, leave blank.

Qty: Help 1 digit
Enter the quality code that explains why you are rejecting items on this shipment. For example, the following:
D = Damaged - rejected and returned
W = Rejected - wrong item sent
### Additional Functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF5</td>
<td>Next</td>
<td>Advances to the next screen in the receiving process.</td>
</tr>
<tr>
<td>PF6</td>
<td>AcScr</td>
<td>Accept all line items on the current screen.</td>
</tr>
<tr>
<td>PF9</td>
<td>RNote</td>
<td>View receiving notes.</td>
</tr>
<tr>
<td>PF10</td>
<td>AcAll</td>
<td>Accept all line items on the receiving document once.</td>
</tr>
<tr>
<td>PF11</td>
<td>RDesc</td>
<td>Shows a complete description of the item being received.</td>
</tr>
</tbody>
</table>
Close Receiving Document

Closing a receiving document completes the entry on receiving data and initiates the check for a three-way match. A three-way match requires that the Purchase Order (PO) information match the invoice as well as the receiving information. Three-way match checks are made when both the invoice and receiving documents are closed.

If an asset number needs to be assigned, Screen 361 will need to be filled in before you can close a receiving document.

Screen 326 - Receiving Document Close

Basic Steps

Close the Receiving Document
• Advance to Screen 326.
• Type a valid purchase document number on the Action Line and press <ENTER> to display existing receiving information.
• Type ‘Y’ in the Close Receiving Document: field and press <ENTER> to close the receiving document and initiate a three-way match check. Payment will not be made until there is a three-way match.

Cancel the Receiving Document
• Advance to Screen 326.
• Type a valid purchase document number on the Action Line and press <ENTER> to display existing receiving information.
• Type ‘Y’ in the Cancel Receiving Document: field and press <ENTER> to remove the receiving document from the system.
Screen 326 – Receiving Document Close (cont’d)

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

Action Line
◆ Doc: 7 character/digits
Enter a valid purchase document number.

◆ Shipment: 3 digits
Indicate the current shipment number as well as the total number of shipments received for the selected purchase document.

Screen Information
Doc Summary: 50 characters
Displays a summary of the purchasing document describing the order received.

Rec by Dpt: 5 characters
Shows the department receiving the goods or services.

Rec by User: 8 characters/digits
Indicates the user ID of the person processing the receiving document.

Date: 8 digits
Identifies the date that the shipment was received on the system.

Carrier: 5 characters
Shows the carrier service that delivered the goods or services.

Carrier Doc: 14 characters/digits
Identifies the number from the carrier document at the time of shipment.

Pieces: Total: 3 digits
Indicates the total number of pieces received in this shipment.

Damage: 3 digits
Shows the total number of pieces damaged in this shipment.

Current Status: 10 characters
Indicates the current status of the receiving document. (Closed, Completed, In Process, etc.)

Close Receiving Document: 1 character
Type ‘Y’ to close the receiving document. Type ‘N’ to reopen, if closed.

Cancel Receiving Document: 1 character
Enter ‘Y’ to cancel the receiving document. Type ‘N’ to reinstate, if cancelled.

Purchase Order Information
Vendor: 11 digits/30 characters
Identifies the name and number of the vendor from which the items are being purchased.
### Screen 326 – Receiving Document Close (cont’d)

**Document:** 8 digits
Displays date the purchase document was created on the system.

**Cat:** 2 characters
Shows the document category used to define certain characteristics of the purchase document.

**User Ref:** 10 digits
Indicates the user reference number, which typically is the SL account number followed by the departmental reference/voucher number.

**Exp. Dlrvy:** 8 digits
Displays date the delivery can be expected.

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

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

**Prior Inv. Forced:** 5 digits
Shows the number of invoices that have been forced prior to this current shipment.

**Buyer:** 3 characters/20 characters
Displays a code which identifies the buyer associated with the purchase document.

**Ph:** 10 digits
Shows area code and phone number for buyer.

### Additional Functions

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

**PF5**  
Next
Advances to the next screen to be completed (Screen 321).

**PF9**  
Notes
View notes added to receiving document.

**PF11**  
Items
Shows the items received in the shipment.
Receivers User Manual

Receiving Single Items

When accepting items for your shipment, you may wish to see a little more detail than shown on Screen 322. If so, you may use Screen 323 to display detailed information from the purchase order. This screen allows you to indicate items that need to be accepted, rejected, backordered, or marked as late quantity.

Screen 323 - Receiving Single Item Create

---

Basic Steps

Accept Items Received

• Advance to Screen 323.
• Type a valid purchase document, shipment, and item number on the Action Line.
• Press <ENTER> to display existing item information.
• Indicate the number of items accepted in the Accepted Quantity: field for the shipment designated.
• Press <ENTER> to record the quantity that is being received.

Reject Items Received

• Advance to Screen 323.
• Type a valid purchase document, shipment, and item number on the Action Line.
• Press <ENTER> to display existing item information.
• Indicate the number of items being rejected in the Rejected Quantity: field for this shipment, and include a code to describe the reason for the items being rejected.
• Press <ENTER> to record which items are being rejected.
Process Back Orders or Late Quantities

- Advance to Screen 323.
- Type a valid purchase document, shipment, and item number on the Action Line.
- Press <ENTER> to display existing item information.
- Indicate the number of items that have been back ordered or considered a late quantity in the appropriate fields.
- Press <ENTER> to record this information.

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

Action Line

◆ Doc: 7 character/digits
Enter a valid purchase document number.

Shipment: 3 digits
Indicate the shipment number you will be creating/modifying and the total number of shipments currently received for the selected purchase document.

Item: 3 digits
Enter the line item number to be accepted or rejected.

Screen Information

UOM: 4 characters
Type the unit of measure for the line item being processed.

Accepted Quantity: 10 digits
Identify the total number of items you are accepting for this shipment.

Rejected Quantity: 10 digits
Indicate the total number of items you are rejecting for this shipment.

Quality: Help 1 character
Indicate the quality of the rejected items. Valid values are as follows:
D = Damaged - rejected and returned
E = Damaged - rejected and discard
W = Rejected - wrong item sent
S = Rejected - short shipped
R = Rejected – returned

Back Ordered Quantity: 10 digits
Indicate the quantity of this item that has been back ordered.

Late Quantity: 10 digits
Identify the quantity of this item classified as late items.

Date Received: 8 digits
Shows date that the items were received by the system.
Screen 323 – Receiving Single Item Create (cont’d)

**Item Description:**
90 characters
Enter a short description of the item being processed.

**Purchase Order Information**

**Order Date:**
6 digits
Identifies date the order was placed.

**Date of Last Shp:**
8 digits
Indicates date of the last shipment processed for this purchase document.

**UOM:**
4 characters
Shows the unit of measure for this item as it is entered on the purchase document.

**Qty Ordered:**
8 digits
Displays the total number of items ordered, as recorded on the purchase document.

**Qty Accepted in Other Shps:**
8 digits
Indicates the quantity of this item accepted on other shipments.

**Total Qty Accepted:**
8 digits
Indicates the total quantity of this item accepted on all receiving documents put together.

**Proc Code:**
1 character
Displays the processing code, which explains any special processing that needs to be done to the item.

**FFX:**
3 digits
‘Y’ indicates this is a capital item.

**Item Description:**
50 characters/digits
Displays a short description of the line item, as entered on the purchase document.

**Additional Functions**

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

**PF5**
Next
Advances to the next screen in the receiving process.

**PF9**
Notes
View/Add notes attached to receiving document.

**PF10**
Received Description
Shows a complete description of the item being received.

**PF10**
Purchase Description
Displays a complete description entered on the purchase document.
Section IV
Receiving Inquiry
Receiving Document Inquiry Basic Concepts

Inquiry Access

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

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 purchase document number on the Action Line of Screen 330 will display all receiving documents for that document on the first informational line of the listing.

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.
Receiving Documents by Document Number

There may be times when you need to locate a specific receiving shipment, but the only information you will have will be the purchase document number. When this happens, you may use Screen 330 to find your shipment.

This screen displays a list of shipments sorted by purchase document number. You may key in a purchase document number on the Action Line to have it displayed on the first line of the list.

**Basic Steps**
- Advance to Screen 330.
- Type a valid purchase document number on the Action Line and press <ENTER> to display a listing of all receiving documents beginning with the number entered. (Leave the Doc: field blank and press <ENTER> to sort the receiving documents in alphabetical order.)
- Press <ENTER> to scroll through the listing.
- Typing an ‘X’ next to a particular shipment will advance you to Screen 338, where additional detailed information will be displayed.

**Field Descriptions**

**Action Line**

- **Doc:** 7 character/digits
  Enter a **purchase document number** to be listed on the first informational line of the display.
Screen 330 – Receiving Documents by Document Number (cont’d)

**Screen Information**

**S:** 1 character
Type an ‘X’ to select a document for display on Screen 338.

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

**Receive**

**Document:** 7 character/digits
Identifies purchase document number associated with the receiving shipment.

**Shp:** 3 digits
Displays the shipment number for this receiving document.

**Nbr Itm:** 3 digits
Indicates the number of items that were received on this shipment.

**Ship Dept:** 4 characters
Identifies the department that received the shipment.

**St:** 2 characters
Displays the status of the receiving document.

**Date:** 6 digits
Indicates date the shipment was received.

**Doc Summary:** 50 characters/digits
Displays a summary description of the receiving document shipment.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF Keys.
Receive Documents by Ship to Department

You may use FAMIS to display a list of receiving documents recorded for your department using Screen 331. The documents are sorted by the purchase order number.

A valid department must be typed on the Action Line. You may enter a specific purchase document number to place it at the top of the list displayed.

Screen 331 - Receive Documents by Ship to Department

<table>
<thead>
<tr>
<th>Nbr</th>
<th>Documnt Shp</th>
<th>Itm</th>
<th>St</th>
<th>Date</th>
<th>Doc Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>P101030</td>
<td>8</td>
<td>CO</td>
<td>12/17/10</td>
<td>EQUIPMENT-RUSSELL</td>
</tr>
<tr>
<td>001</td>
<td>P101038</td>
<td>7</td>
<td>CO</td>
<td>11/18/10</td>
<td>EMERGENCY REPAIR-SON</td>
</tr>
<tr>
<td>001</td>
<td>P101091</td>
<td>1</td>
<td>CO</td>
<td>11/17/10</td>
<td>DEPARTMENTAL APPROPRIATION RECORD</td>
</tr>
<tr>
<td>001</td>
<td>P101766</td>
<td>2</td>
<td>CO</td>
<td>12/10/10</td>
<td>HOLIDAY RECEPTION-DEPT</td>
</tr>
<tr>
<td>001</td>
<td>P300128</td>
<td>10</td>
<td>CO</td>
<td>08/31/03</td>
<td>RENEWAL SUN EQUIPMENT MAINTENANCE-SILBER</td>
</tr>
<tr>
<td>001</td>
<td>P300137</td>
<td>1</td>
<td>CO</td>
<td>08/31/03</td>
<td>RENEWAL-DIGITAL SERVICE AGREEMENT-COTTON</td>
</tr>
<tr>
<td>001</td>
<td>P300138</td>
<td>2</td>
<td>CO</td>
<td>08/31/03</td>
<td>RENEWAL-SERVICE AGREEMENT-BERGBREITER</td>
</tr>
<tr>
<td>001</td>
<td>P300163</td>
<td>1</td>
<td>CO</td>
<td>08/08/02</td>
<td>SUPERSTACK 3-COMPONENTS FOR NETWORKING-KLIMA</td>
</tr>
<tr>
<td>001</td>
<td>P300185</td>
<td>1</td>
<td>CO</td>
<td>08/31/03</td>
<td>ORACLE SUPPORT RENEWAL-DEPT+</td>
</tr>
<tr>
<td>001</td>
<td>P300188</td>
<td>2</td>
<td>CO</td>
<td>08/30/02</td>
<td>PREVENTATIVE MAINTENANCE-BALANCES-INST. LABS</td>
</tr>
<tr>
<td>002</td>
<td>P300188</td>
<td>1</td>
<td>CO</td>
<td>08/28/02</td>
<td>PREVENTATIVE MAINTENANCE-BALANCES-INST. LABS</td>
</tr>
<tr>
<td>003</td>
<td>P300188</td>
<td>1</td>
<td>CO</td>
<td>08/26/02</td>
<td>PREVENTATIVE MAINTENANCE-BALANCES-INST. LABS</td>
</tr>
<tr>
<td>004</td>
<td>P300188</td>
<td>1</td>
<td>CO</td>
<td>08/30/02</td>
<td>PREVENTATIVE MAINTENANCE-BALANCES-INST. LABS</td>
</tr>
</tbody>
</table>

*** Press ENTER to view more Documents ***

Basic Steps
- Advance to Screen 331.
- Type a valid department ID and, if desired, a purchase document number on the Action Line.
- Press <ENTER> to display a listing of all purchase documents with receiving, beginning with the one entered on the Action Line. If no document number was entered, the list will start with the beginning number. Continue pressing <ENTER> to scroll through the listing.
- Typing an ‘X’ next to a listed shipment will advance to Screen 338, where more detailed information will be displayed.

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

**Action Line**

◆ Dept: 5 characters
Enter a department code to view a list of receiving documents.

Doc: 7 character/digits
Entering a document number in this field will place it at the top of the list.
Screen Information

S: 1 character
Type an ‘X’ to select an invoice for display on Screen 338.

Receive

Document: 7 character/digits
Identifies purchase document number associated with the receiving shipment.

Shp: 3 digits
Displays the shipment number for this receiving document.

Nbr Itm: 3 digits
Indicates the number of items that were received on this shipment.

St: 2 characters
Displays status of the receiving document.

Date: 6 digits
Indicates date the shipment was received.

Doc Summary: 50 characters
Displays a summary description of the receiving document shipment.

Additional Functions

PF KEYS
See the Appendix for explanations of the standard PF Keys.
Sort by Status and Ship to Department

Use Screen 332 to display a list of receiving documents with a particular status code for your department. This screen displays the departmental receiving records, sorted by purchase document number.

A valid department ID and status code must be entered. You may enter a specific purchase document number to place it at the top of the list displayed.

<table>
<thead>
<tr>
<th>Screen 332 - Receive Documents by Status, Ship to Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Status: IP Dept: CHEM_ Doc: _______</td>
</tr>
<tr>
<td>Ship --Receive-- Nbr</td>
</tr>
<tr>
<td>S St Dept Document Shp Itm Date Doc Summary</td>
</tr>
<tr>
<td>--------------- --------- ---- --------------------------</td>
</tr>
<tr>
<td>IP CHEM L706688 001 1 10/12/06 COMPUTER-PERINI</td>
</tr>
<tr>
<td>IP CHEM L801363 001 08/24/07 CREDIT DALE COMPUTERS - NORTH</td>
</tr>
<tr>
<td>IP CHEM P300985 001 3 02/14/03 IPANTMAX CCC CAMERA SYSTEM FOR MICROSCOPE-</td>
</tr>
<tr>
<td>IP CHEM P301248 001 4 02/25/03 4700 PROTEOMICS ANALYZER SYSTEM-RUSSO+</td>
</tr>
<tr>
<td>IP CHEM P301615 001 1 01/10/03 COMPUTER-FACULTY WORKSTATION-D.DARREN</td>
</tr>
<tr>
<td>IP CHEM P301672 001 1 01/10/03 COMPUTER-FACULTY WORKSTATION-MINER+(HARDIN</td>
</tr>
<tr>
<td>IP CHEM P301678 001 2 01/10/03 COMPUTER-FACULTY WORKSTATION-MINER+</td>
</tr>
<tr>
<td>IP CHEM P301784 004 1 04/09/03 APPLE POWERBOOK-BURNETT+</td>
</tr>
<tr>
<td>IP CHEM P301879 001 2 02/12/03 COMPUTER-FACULTY WORKSTATION-BOREN(MINER)</td>
</tr>
</tbody>
</table>

*** Press ENTER to View more Documents ***

Basic Steps

- Advance to Screen 332.
- Type a valid status code and department ID. If desired, type a purchase document number on the Action Line to begin the listing with a particular document number.
  Press <ENTER> to display a list of all purchase documents with receiving for the specified information entered on the Action Line.
- Press <ENTER> to scroll through the list. Only items created on receiving Screens 321-326 will be displayed.
- Typing an ‘X’ next to a shipment on the list will advance you to Screen 338, where more detailed information will be displayed.

Browsing Processes

Receiving Document Status Codes
The status code is used to determine where a particular shipment is in the receiving process. These codes can help you determine whether or not you will need to do any further processing to initiate payment. Valid shipment status codes include Completed (CO), In Process (IP), Closed (CL), Reopened (RE), and Cancelled (CN).
Screen 332 – Receive Documents by Status, Ship to Department (cont’d)

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

**Action Line**

 ◆ Status:  Help 2 characters
Enter a status code to be used when selecting receiving documents for the display.

 ◆ Dept:  Help 5 characters
Identify the department code to be used when creating the display list of receiving documents.

Doc:  7 character/digits
Indicate a purchase document number to begin the display list of receiving documents.

Pg ___ of ___ Viewed Pg(s):

3 digits
Type the desired page number to be displayed.

**Screen Information**

 S:  1 character
Type an ‘X’ to select a document to be displayed on Screen 338.

 St:  2 characters
Displays status of the receiving document.

Ship Dept:  4 characters
Identifies department that received the shipment.

**Receive**

 Documnt:  7 character/digits
Identifies purchase document number associated with the receiving shipment.

 Shp:  3 digits
Displays shipment number for the receiving document.

 Nbr Itm:  3 digits
Indicates the number of items that were received on this shipment.

 Date:  8 digits
Shows date the shipment was received.

 Doc Summary:  50 characters
Displays a short summary description of the receiving document shipment.

**Additional Functions**

PF KEYS
See the Appendix for explanations of the standard PF Keys.
Display Receiving Document Summary

When the receiving document and shipment number is known, Screen 338 may be used to view detailed information about the receiving document. Additional detail information about each line item is available by selecting it from the list. This will advance you to Screen 339.

Use the PF7 Audit key to view information about the receiving record.

### Screen 338 - Receiving Document Summary

<table>
<thead>
<tr>
<th>338 Receiving Document Summary</th>
<th>02/09/11 12:49</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Doc: P101043</td>
</tr>
<tr>
<td>FY 2011 CC 02</td>
<td></td>
</tr>
<tr>
<td>Status: CO</td>
<td>Doc Summary: PURCHASE AND INSTALL CARPET</td>
</tr>
<tr>
<td>Rec Dpt: PHPL</td>
<td>Rec by User: KxxxxF</td>
</tr>
<tr>
<td>Carrier: NONE</td>
<td>Carr Doc: 270190-04957</td>
</tr>
<tr>
<td>Weight-lb:</td>
<td></td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvv1 AGGIELAND CARPET SOURCE</td>
<td></td>
</tr>
<tr>
<td>Exp.Dlvry Dt: 12/20/2010</td>
<td>SciQuest Rec:</td>
</tr>
<tr>
<td>Ship to: Dept: CONS Name: TEXAS A&amp;M UNIVERSITY</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nbr</th>
<th>Conv</th>
<th>Item</th>
<th>UOM</th>
<th>UOM</th>
<th>Description</th>
<th>Accepted</th>
<th>Rejected</th>
<th>Q Matched</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>SQF</td>
<td>PURCHASE AND INSTALL CARPET</td>
<td>8717.00</td>
<td>8717.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>SQF</td>
<td>ELEVATOR CARPET</td>
<td>48.00</td>
<td>48.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>SQF</td>
<td>CARPET C&amp;A ABRASIVE ACTION</td>
<td>114.00</td>
<td>114.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>LNF</td>
<td>COVE BASE</td>
<td>382.00</td>
<td>382.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>005</td>
<td>SQF</td>
<td>OFFICE ROTUNDA</td>
<td>3746.00</td>
<td>3746.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** Press ENTER To View More Items ***

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

Hmenu Help  EHelp     Audit Addr  Notes DDesc IDesc

### Basic Steps
- Advance to Screen 338.
- Type a receiving document number and shipment number on the Action Line.
- Press <ENTER> to display current shipment information.
- Type an 'X' next to a particular line item to advance to Screen 339, where more detailed information will be displayed.

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

**Action Line**
- ◆ Doc: 7 character/digits
  Enter a valid receiving **document number** to view detailed information about a shipment.
- ◆ Shipment: 3 digits
  Identify the **shipment number** to be displayed.

**Screen Information**
- Status: 2 characters
  Identifies the current **status** of the receiving document for the shipment number.
Screen 338 – Receiving Document Summary (cont’d)

- **Doc Summary**: 50 characters
  Displays a short summary description of the receiving document.

- **Rec Dpt**: 5 characters
  Identifies the department where the goods/services were received.

- **Rec by User**: 8 characters/digits
  Represents the user ID of the person responsible for creating the receiving document.

- **Date Recvd**: 8 digits
  Indicates the date goods or services were received online.

- **Carrier**: 5 characters
  Identifies the carrier service that delivered the goods or services.

- **Carr Doc**: 15 characters/digits
  Indicates the number from the carrier document at the time of shipment.

- **Pieces**: 3 digits
  Indicates total number of pieces (box, crate, barrel, etc.) received in the shipment.

- **Damaged**: 3 digits
  Shows total number of pieces that were damaged in the shipment.

- **Weight-lb**: 3 digits
  Displays total weight (in lbs) of the shipment processed.

- **Vendor**: 11 digits/30 characters
  Indicates the vendor ID and name that supplied the ordered goods.

- **Document Dt**: 8 digits
  Identifies date that document was created on the system.

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

- **Exp.Dlvry Dt**: 8 digits
  Identifies expected delivery date for the goods/services ordered.

- **SciQuest Rec**: 20 characters/digits
  Identifies SciQuest document number for the receipt.

- **Ship to Dept**: 5 characters
  Indicates department to which the goods were shipped.
Screen 338 – Receiving Document Summary (cont’d)

**Name:**
30 characters
Displays the contact name of the person for the shipment, or to whom the shipment was addressed.

**S:**
1 character
Type an ‘X’ to select a shipment line item for display on Screen 339.

**Nbr Item:**
3 digits
Identifies line item number on the shipment.

**UOM:**
4 characters
Indicates unit of measure for the item received.

**Conv UOM:**
4 characters
Indicates the converted unit of measure for the item as received.

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

**Accepted:**
8 digits
Identifies the total quantity accepted for the line item.

**Rejected:**
8 digits
Represents quantity of the line item rejected on this shipment.

**Q:**
1 character
Displays a code indicating quality of the items rejected.

**Matched:**
8 digits
Indicates number of line items matched in the receiving process.

**Additional Functions**

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

**PF7**
Audit
Displays the receiving document audit information.

**PF8**
Address
Shows the shipping address for the receiving document.

**PF9**
Notes
View notes added to the receiving document.

**PF10**
Damage Description
Displays damage description for items rejected.

**PF11**
Item Description
Place cursor on line item and press this key to see detailed description of item.
Receiving Document Line Item Summary

Individual line item detail information is available on Screen 339. This is a detail follow up screen to Screen 338. All of the information associated with a specific receiving document line item will be displayed.

**Screen 339 - Receiving Document Line Item**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___  Doc: P100088  Shipment: 1__  Item: 1__</td>
<td>02/08/11 16:50 FY 2011 CC 02</td>
</tr>
<tr>
<td>Status: CO</td>
<td>Doc Summary: MSW SAND AND GRAVEL</td>
</tr>
<tr>
<td>Rec Dpt: RSPO</td>
<td>Rec by User: JxxxxxP  Date Recvd: 09/28/2010</td>
</tr>
<tr>
<td>Carrier: NONE</td>
<td>Carr Doc: Pieces: 1  Damaged:</td>
</tr>
<tr>
<td>Vendor: 1vvvvvvvvv0</td>
<td>RIDGEHART TRUCKING CO INC</td>
</tr>
<tr>
<td>Document Dt: 08/10/2010</td>
<td>User Ref: 301960-1001</td>
</tr>
<tr>
<td>Exp.Dlvry Dt:</td>
<td>Ship to: Dept: RSPO Name: GOLF COURSE</td>
</tr>
<tr>
<td>--------------------</td>
<td>Item Information ------------------------------</td>
</tr>
<tr>
<td>Description:</td>
<td>BUNKER SAND (GOLF COURSE)</td>
</tr>
<tr>
<td>Conversion Qty: 76.55</td>
<td>UOM: TON</td>
</tr>
<tr>
<td>Accepted Qty: 76.55</td>
<td>UOM: TON  FFX flag:</td>
</tr>
<tr>
<td>Rejected Qty:</td>
<td>Reject Quality:  Added Date: 10/01/2010</td>
</tr>
<tr>
<td>Back Order Qty:</td>
<td>SQ Cancelled:  Modify Date:</td>
</tr>
<tr>
<td>Late Order Qty:</td>
<td>Modify ID:</td>
</tr>
<tr>
<td>Matched Qty: 76.55</td>
<td></td>
</tr>
<tr>
<td>Completed Qty: 76.55</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Advance to Screen 339.
- Type a receiving document number on the Action Line and press <ENTER> to display detailed shipment information for a line item.

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

**Action Line**

◆ Doc: 7 character/digits
Enter a valid purchase document number.

Shipment: 3 digits
Enter the shipment number to be displayed.

Item: 3 digits
Indicate the line item to be displayed.

**Screen Information**

Status: 2 characters
Identifies current status of the receiving document.

Doc Summary: 50 characters/digits
Displays a short description of the receiving document.
Screen 339 – Receiving Document Line Item (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rec Dpt:</td>
<td>5 characters&lt;br&gt;Identifies the department where the goods/services were received.</td>
</tr>
<tr>
<td>Rec by User:</td>
<td>8 characters/digits&lt;br&gt;Represents the user ID of the person responsible for creating the receiving document.</td>
</tr>
<tr>
<td>Date Recvd:</td>
<td>8 digits&lt;br&gt;Indicates the date goods or services were received online.</td>
</tr>
<tr>
<td>Carrier:</td>
<td>5 characters&lt;br&gt;Identifies carrier service that delivered the goods or services.</td>
</tr>
<tr>
<td>Carr Doc:</td>
<td>15 characters/digits&lt;br&gt;Indicates the number from the carrier document at the time of shipment.</td>
</tr>
<tr>
<td>Pieces:</td>
<td>3 digits&lt;br&gt;Indicates total number of pieces received in the shipment.</td>
</tr>
<tr>
<td>Damaged:</td>
<td>3 digits&lt;br&gt;Shows total number of pieces that were damaged in the shipment.</td>
</tr>
<tr>
<td>Weight-lb:</td>
<td>3 digits&lt;br&gt;Displays total weight (in lbs) of the shipment processed.</td>
</tr>
<tr>
<td>Vendor:</td>
<td>11 digits/30 characters&lt;br&gt;Indicates the vendor name and number supplying the goods that were ordered.</td>
</tr>
<tr>
<td>Document Dt:</td>
<td>8 digits&lt;br&gt;Shows date the document was created on the system.</td>
</tr>
<tr>
<td>User Ref:</td>
<td>11 digits&lt;br&gt;Shows the user reference number, which is typically made up of the subsidiary ledger account number followed by the departmental reference number.</td>
</tr>
<tr>
<td>Exp.Dlvry Dt:</td>
<td>8 digits&lt;br&gt;Identifies the expected delivery date for the goods/services ordered.</td>
</tr>
<tr>
<td>Ship to:</td>
<td>5 characters&lt;br&gt;Indicates department to which the goods were addressed.</td>
</tr>
<tr>
<td>Dept:</td>
<td>5 characters&lt;br&gt;Indicates department to which the goods were addressed.</td>
</tr>
<tr>
<td>Name:</td>
<td>30 characters&lt;br&gt;Displays the name of the contact person or department to which the items are addressed.</td>
</tr>
<tr>
<td>Item Information</td>
<td>50 characters&lt;br&gt;Displays a description of the item being received.</td>
</tr>
</tbody>
</table>
Screen 339 – Receiving Document Line Item (cont’d)

Conversion Qty: 8 digits
Indicates the number of pieces converted for the unit of measure.

UOM: 3 characters
Indicates the unit of measure converted to.

Accepted Qty: 8 digits
Indicates the quantity of pieces accepted for this line item.

UOM: 3 characters
Represents the unit of measure for the item entered on the receiving document.

FFX flag: 1 character
Indicates whether or not this item is a capitalized item that will be fed to the Fixed Assets module of FAMIS for inventory purposes.

Rejected Qty: 8 digits
Identifies the total number of pieces rejected for this line item.

Reject Quality: 1 character
Indicates the quality of the pieces rejected for this line item.

Added Date: 8 digits
Identifies the date this line item was added to the receiving document.

Back Order Qty: 8 digits
Indicates the total number of pieces of this line item that are on back order.

SQ Cancelled: 1 character
‘Y’ indicates that the remaining quantity was cancelled in SciQuest.

Modify Date: 8 digits
Represents the last date this item was modified on the receiving document.

Late Order Qty: 8 digits
Shows number of pieces arriving late.

Modify ID: 8 characters/digits
Identifies user ID of the last person who modified the receiving document.

Matched Qty: 8 digits
Shows the number of pieces for this line item that have matched successfully.

Completed Qty: 8 digits
Displays the number of pieces that have been received, matched successfully, and have had a voucher processed.

Additional Functions

PF KEYS
See the Appendix for explanations of the standard PF Keys.
Screen 339 – Receiving Document Line Item (cont’d)

<table>
<thead>
<tr>
<th>PF7</th>
<th>Audit</th>
<th>Shows the receiving document audit information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF8</td>
<td>Address</td>
<td>Displays shipping address for the receiving document.</td>
</tr>
<tr>
<td>PF9</td>
<td>Notes</td>
<td>View notes on the receiving document.</td>
</tr>
<tr>
<td>PF10</td>
<td>Damage Description</td>
<td>Displays damage description for items rejected.</td>
</tr>
<tr>
<td>PF11</td>
<td>Item Description</td>
<td>Place cursor on line item and press this key to see detailed description.</td>
</tr>
</tbody>
</table>
Browse Items for a Receiving Document

Screen 334 allows you to view Receiving Documents related to an individual Purchase Document. This gives an overall view of the receiving activity and may be helpful in determining why an invoice has not matched and paid.

Select an item from the display list to advance to the Receiving Document Summary on Screen 338.

Screen 334 – Receiving by Item for a Document

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Conv</th>
<th>Conv</th>
<th>Documnt Nbr</th>
<th>Shp</th>
<th>St</th>
<th>Accepted</th>
<th>UOM</th>
<th>Accepted</th>
<th>UOM</th>
<th>Matched</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>P100088</td>
<td>1</td>
<td>1</td>
<td>76.55</td>
<td>TON</td>
<td>76.55</td>
<td>TON</td>
<td>76.55</td>
<td>TON</td>
<td>76.55</td>
<td>76.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P100088</td>
<td>1</td>
<td>2</td>
<td>60.29</td>
<td>TON</td>
<td>60.29</td>
<td>TON</td>
<td>60.29</td>
<td>TON</td>
<td>60.29</td>
<td>60.29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P100088</td>
<td>2</td>
<td>3</td>
<td>268.80</td>
<td>TON</td>
<td>268.80</td>
<td>TON</td>
<td>268.80</td>
<td>TON</td>
<td>268.80</td>
<td>268.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P100088</td>
<td>2</td>
<td>4</td>
<td>314.81</td>
<td>TON</td>
<td>314.81</td>
<td>TON</td>
<td>314.81</td>
<td>TON</td>
<td>314.81</td>
<td>314.81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P100088</td>
<td>2</td>
<td>5</td>
<td>319.45</td>
<td>TON</td>
<td>319.45</td>
<td>TON</td>
<td>319.45</td>
<td>TON</td>
<td>319.45</td>
<td>319.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P100088</td>
<td>2</td>
<td>6</td>
<td>49.65</td>
<td>TON</td>
<td>49.65</td>
<td>TON</td>
<td>49.65</td>
<td>TON</td>
<td>49.65</td>
<td>49.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P100088</td>
<td>2</td>
<td>7</td>
<td>111.44</td>
<td>TON</td>
<td>111.44</td>
<td>TON</td>
<td>111.44</td>
<td>TON</td>
<td>111.44</td>
<td>111.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P100088</td>
<td>2</td>
<td>8</td>
<td>136.84</td>
<td>TON</td>
<td>136.84</td>
<td>TON</td>
<td>136.84</td>
<td>TON</td>
<td>136.84</td>
<td>136.84</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P100088</td>
<td>2</td>
<td>9</td>
<td>1064.15</td>
<td>TON</td>
<td>1064.15</td>
<td>TON</td>
<td>1064.15</td>
<td>TON</td>
<td>1064.15</td>
<td>1064.15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** End of Receiving Document List ***

The “Total >>” line displays the total amount for each item number.

Basic Steps

• Advance to Screen 334.
• Type a document number on the Action Line, including the Item and Shipment numbers, and press <ENTER> to display current item information.
• Type an ‘X’ next to a particular line item to advance to Screen 338 to view the Receiving Document Summary.

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

Action Line
◆ Doc: 7 character/digits
Enter a valid receiving document number.

Item: 3 digits
Type an item number to place it at the top of the display list.

Shipment: 3 digits
Include the shipment number, if known.
Screen 334 – Receiving by Item for a Document (cont’d)

**Pg __ of __**
3 digits
Identifies the page number and number of pages available. Type a page number to advance to.

**Viewed Pg(s)**

**Screen Information**

**S:**
1 character
Type ‘Y’ next to the document number to select it and advance to Screen 338.

**Documnt:**
7 character/digits
Displays the receiving document number.

**Itm Nbr:**
3 digits
Identifies item number on the document.

**Shp:**
3 digits
Shows the number of items shipped.

**St:**
2 digits
Indicates the status of the receiving document. Valid values are as follows:
- IP = In process with shipments
- CL = Closed
- RE = Re-opened for process
- CN = Cancelled/deleted
- CO = Completed

**Quantity Accepted**: 8 digits
Identifies the number of items from shipment being accepted.

**UOM:**
4 characters
Displays the unit of measure for the line item. For example, the following:
- EA = Each
- GAL = Gallon
- UNT = Unit

**Conv Accepted**: 8 digits
Indicates the quantity received after conversion of UOM to match the purchase order.

**Conv UOM:**
4 characters
Shows the unit of measure converted to match the purchase order.

**Matched**: 8 digits
Displays the number of pieces for this line item that have matched successfully.

**Completed**: 8 digits
Shows number of pieces that have been received, matched successfully, and have had a voucher processed.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF Keys.
Section V
Purchasing Inquiry Information
Document Inquiry Basic Concepts

Inquiry Access

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

Positioning the Display

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

Document Classes

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

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

Screen 280 is a useful screen that displays all purchasing documents created and shows the status of the document in the routing and approval process. Users may limit the selection displayed by typing a document class type in the Class: field. For example, if you want to view only Limited Purchase documents, type ‘L’ in this field.

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

Screen 280 - Document Browse

---

**Basic Steps**

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

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

**Action Line**

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

- **Doc:**
  
  Identify the first document number to be displayed.
Screen 280 – Document Browse (cont’d)

**Screen Information**

**SL:**

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

**CL:**

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

**NT:**

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

**Doc:**

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

**Vendor Name:**

18 characters
Identifies the vendor name on the document.

**Date:**

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

**User Ref:**

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

**Buy:**

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

**Amount:**

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

**St:**

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

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

**Additional Functions**

**PF KEYS**

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

**PF5 Invv**

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>
<th>View the audit information for the selected document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF8</td>
<td>Accounts</td>
<td>Shows the account distribution used for the document selected.</td>
</tr>
<tr>
<td>PF9</td>
<td>PIP</td>
<td>Shows the PIP documents.</td>
</tr>
<tr>
<td>PF10</td>
<td>Header</td>
<td>Shows the document header information that was entered when the document was created.</td>
</tr>
<tr>
<td>PF11</td>
<td>Items</td>
<td>Lists the line item information for the document.</td>
</tr>
<tr>
<td>PF12</td>
<td>Track</td>
<td>Allows you to track the routing history of the selected document.</td>
</tr>
</tbody>
</table>
Documents by Department/SubDepartment

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

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

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

**Screen 281 - Document Browse by Department/SubDepartment**

<table>
<thead>
<tr>
<th>SCN</th>
<th>Purchased Doc</th>
<th>Date</th>
<th>S-Dept</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>P</em></td>
<td>P001674 AGC FZT CO</td>
<td>11/25/09</td>
<td>DL</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>P</em></td>
<td>P005213 AGC ANNE ANDERSON</td>
<td>07/20/10</td>
<td>PRT</td>
<td>99,644.00</td>
<td></td>
</tr>
<tr>
<td><em>P</em></td>
<td>P005319 AGC RESOURCE RESEARCH INC</td>
<td>07/27/10</td>
<td>PRT</td>
<td>111,700.00</td>
<td></td>
</tr>
<tr>
<td><em>P</em></td>
<td>P100450 AGC PERFORMING CONTROLS INC</td>
<td>09/28/10</td>
<td>PRT</td>
<td>106,046.00</td>
<td></td>
</tr>
<tr>
<td><em>P</em></td>
<td>P100631 AGC SOMMER MANAG DBA*ARGONNE G</td>
<td>10/08/10</td>
<td>PRT</td>
<td>165,000.00</td>
<td></td>
</tr>
<tr>
<td><em>P</em></td>
<td>P101552 AGC WISE PLAIN &amp; BAUR CORP</td>
<td>01/05/11</td>
<td>PRT</td>
<td>6,609.00</td>
<td></td>
</tr>
<tr>
<td><em>P</em></td>
<td>P300341 MEW BIONICS INC</td>
<td>08/28/02</td>
<td>TR</td>
<td>40,735.00</td>
<td></td>
</tr>
<tr>
<td><em>P</em></td>
<td>P301068 MEW GENERAL ECO INC</td>
<td>10/30/02</td>
<td>TR</td>
<td>62,000.00</td>
<td></td>
</tr>
<tr>
<td><em>P</em></td>
<td>P302086 JWP DALE MARKETING INC</td>
<td>02/05/03</td>
<td>DL</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>P</em></td>
<td>P303735 DMK RANGE COMPUTER INC</td>
<td>06/23/03</td>
<td>DL</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>P</em></td>
<td>P304089 STORAGE CENTER</td>
<td>07/21/03</td>
<td>TR</td>
<td>3,457.35</td>
<td></td>
</tr>
<tr>
<td><em>P</em></td>
<td>P304153 JWP ORAS CORPORATION</td>
<td>07/27/03</td>
<td>TR</td>
<td>3,294.72</td>
<td></td>
</tr>
</tbody>
</table>

More Entries - Press <Enter> to continue

**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.
Screen 281 – Document Browse by Department/SubDepartment (cont’d)

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

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

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

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

**Screen Information**

**SL:** 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
Displays an asterisk (*) if notes are attached to the document.

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

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

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

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

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

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

3 characters

Indicates status of the document. Common document status codes include the following:

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

### Additional Functions

**PF KEYS**

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

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

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

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.

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:** 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 that notes are attached to the document.

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

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

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

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

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

**Amount:** 8 digits
Indicates total dollar amount of all line items for the document.

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

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

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

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

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

#### Screen 284 - Document Browse by User Reference

<table>
<thead>
<tr>
<th>S C N</th>
<th>User Ref</th>
<th>Doc</th>
<th>Vendor Name</th>
<th>Date</th>
<th>Buy</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>A704406</td>
<td>MOMMIE M*MUNIE</td>
<td>02/16/07</td>
<td>49.95</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>A720603</td>
<td>NEXNET</td>
<td>04/13/07</td>
<td>11.01</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>A738986</td>
<td>JORRIE J*JONES</td>
<td>07/09/09</td>
<td>915.77</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>L110546</td>
<td>JANE J*JONES</td>
<td>10/25/10</td>
<td>27.22</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>L110555</td>
<td>ROXIE*ROGERS</td>
<td>10/25/10</td>
<td>50.00</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>L110564</td>
<td>MARY M*MORRIS</td>
<td>10/25/10</td>
<td>3,863.84</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>L113309</td>
<td>US DEPT OF EDUCA</td>
<td>11/05/10</td>
<td>38.60</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>L115705</td>
<td>JESSIE J*JENSON</td>
<td>11/17/10</td>
<td>300.02</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>L115710</td>
<td>SUE S*SIMMONS</td>
<td>11/17/10</td>
<td>32.86</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>L115712</td>
<td>HAMER*HANSON</td>
<td>11/17/10</td>
<td>22.23</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>L115721</td>
<td>US DEPT OF EDUCA</td>
<td>11/17/10</td>
<td>145.88</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>L115733</td>
<td>JOHN J*JULIUS</td>
<td>11/17/10</td>
<td>28.81</td>
<td>CO</td>
<td></td>
</tr>
<tr>
<td><em>L</em></td>
<td>001014-01</td>
<td>L116764</td>
<td>JENNY J*JOHNSON</td>
<td>11/23/10</td>
<td>17.36</td>
<td>CO</td>
<td></td>
</tr>
</tbody>
</table>

#### Basic Steps

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

#### Field Descriptions

<table>
<thead>
<tr>
<th>Field Descriptions</th>
<th>(◆ = Required / Help = PF2, ? or * Field Help Available)</th>
</tr>
</thead>
</table>

**Action Line**

**User Ref:**

14 digits/characters

Identify the user reference number to be displayed at the top of the list.
Screen 284 – Document Browse by User Reference (cont’d)

Include:
Only Class:  Help 1 character
Enter the class of document to be displayed.

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

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

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

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

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

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

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

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

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

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

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

PFS  Invoice
Invc Used to view the invoice details.
### Screen 284 – Document Browse by User Reference (cont’d)

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

### Basic Steps

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

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

**Action Line**

◆ **Vendor:**

Enter the desired FAMIS vendor identification number or name.

**Class:**

Identify the class of document to be displayed.
Screen 285 – Document Browse by Vendor (cont’d)

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

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

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

Screen Information

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

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

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

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

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

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

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

Buy: 3 characters
Displays 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 user reference used to identify the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.

Amount: 10 digits
Indicates 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 the following:
CL = Closed
CO = Completed
FR = Frozen
IP = In Process
TR = Transferred
PRT = Printed
DL = Deleted

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

PF5 Invoice
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.
Documents by State Requisition Number

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

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

Screen 286 - Document Browse by State Requisition Number

<table>
<thead>
<tr>
<th>S C N</th>
<th>State</th>
<th>Req Number</th>
<th>Doc</th>
<th>Vendor Name</th>
<th>Date</th>
<th>User Ref</th>
<th>Amount</th>
<th>St</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ P</td>
<td>O6433A</td>
<td>P002374</td>
<td>PACE INTERNATI</td>
<td>01/10 246206-PRINT</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>O6433R</td>
<td>P001976</td>
<td>PACE INTERNATI</td>
<td>12/09 246206-PRINT</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>O6479</td>
<td>P002448</td>
<td>NEWSAN PRINTIN</td>
<td>01/10 511711-PRINT</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>O6512</td>
<td>P002200</td>
<td>THE*INSATE GRO</td>
<td>01/10 300460-PRINT</td>
<td>942.46 CL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>O6522R</td>
<td>P002379</td>
<td>THE*INSATE GRO</td>
<td>01/10 300460-PRINT</td>
<td>528.00 CL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>O6523R</td>
<td>P002380</td>
<td>THE*INSATE GRO</td>
<td>01/10 300460-PRINT</td>
<td>612.00 CL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P + O6552</td>
<td>P002525</td>
<td>TIPS PRINTING</td>
<td>01/10 216860-PRINT</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>O6706</td>
<td>P003212</td>
<td>BUYSIDE PRINTI</td>
<td>03/10 300200-PRINT</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>O6724</td>
<td>P003224</td>
<td>PANAM INTERNATI</td>
<td>03/10 271840-PRINT</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>O6808A</td>
<td>P004518</td>
<td>THE*INSATE GRO</td>
<td>06/10 956220-PRINT</td>
<td>707.00 CL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P + O6891</td>
<td>P004436</td>
<td>TIPS PRINTING</td>
<td>05/10 301880-PRINT</td>
<td>213.00 CL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>O6902</td>
<td>P004924</td>
<td>THE*INSATE GRO</td>
<td>06/10 240208-PRINT</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>O6912</td>
<td>P004384</td>
<td>SOUTHERN PRINT</td>
<td>06/10 241360-PRINT</td>
<td>DL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More Entries - Press <Enter> to continue

Basic Steps

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

Document Browse Process

State Requisition Number

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

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

Action Line

State Req: 11 digits/characters

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

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

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

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

**Screen Information**

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

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

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

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

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

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

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

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

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

**St:**
3 characters
Shows the status of the document. Common document status codes include the following:
- **CL** = Closed
- **CO** = Completed
- **FR** = Frozen
- **IP** = In Process
- **TR** = Transferred
- **PRT** = Printed
- **DL** = Deleted
Additional Functions
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.
Browse Documents 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 online document information. This screen automatically displays incomplete documents (those that have not been paid).

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

Screen 287 - Document Browse by State Order Number

Basic Steps

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

Document Browse Processes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PF KEYS

PF5 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.
List Documents Closed but Not Routed

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

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

**Screen 271 - Documents Closed But Not Routed**

<table>
<thead>
<tr>
<th>S C N</th>
<th>L L T</th>
<th>Doc</th>
<th>Buy</th>
<th>Vendor Name</th>
<th>User Ref.</th>
<th>Date</th>
<th>S-Dept</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ P</td>
<td>002469A</td>
<td>C S BIOMEDICAL S</td>
<td>7024528</td>
<td>07/07/10</td>
<td></td>
<td>17.74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>002470A</td>
<td>SCIENTIFIC PLASTI</td>
<td>6980439</td>
<td>07/07/10</td>
<td></td>
<td>60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>002520A</td>
<td>C S BIOMEDICAL S</td>
<td>7049423</td>
<td>07/09/10</td>
<td></td>
<td>861.84</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>002564A</td>
<td>SAGMA-ALDON INC</td>
<td>7068098</td>
<td>07/09/10</td>
<td></td>
<td>180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>002568A</td>
<td>C S BIOMEDICAL S</td>
<td>7069373</td>
<td>07/09/10</td>
<td></td>
<td>108.24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>002623A</td>
<td>SAGMA-ALDON INC</td>
<td>7073741</td>
<td>07/12/10</td>
<td></td>
<td>38.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>002633A</td>
<td>C S BIOMEDICAL S</td>
<td>7092835</td>
<td>07/12/10</td>
<td></td>
<td>28.52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>002638A</td>
<td>C S BIOMEDICAL S</td>
<td>7096970</td>
<td>07/13/10</td>
<td></td>
<td>1,994.68</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>002679A</td>
<td>FINTON SCIENTIFIC</td>
<td>7122177</td>
<td>07/14/10</td>
<td></td>
<td>81.36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>002775A</td>
<td>GASTON TRANSFER</td>
<td>6957458</td>
<td>07/15/10</td>
<td></td>
<td>15,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>002826A</td>
<td>PRESSURE PROPS</td>
<td>7175288</td>
<td>07/16/10</td>
<td></td>
<td>4,721.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ P</td>
<td>002876A</td>
<td>DATA PROJECTS</td>
<td>7091320</td>
<td>07/19/10</td>
<td></td>
<td>43,394.71</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More Entries - Press <Enter> to continue

Basic Steps

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

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

**Action Line**

◆ Dept: [Help] 5 characters
   Enter the department whose documents you would like to display.

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

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

**Screen Information**

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

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

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

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

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

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

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

**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 sub-department associated with the purchase document.

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

**Additional Functions**

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

**PF4 Print**
Print document information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for greater details.

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

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

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

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

**Screen 272 - Documents by Status**

<table>
<thead>
<tr>
<th>Action Line</th>
<th>Dept: ANTH</th>
<th>SubDept:</th>
<th>Class:</th>
<th>Doc:</th>
<th>Status: IP</th>
<th>Route Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E111563</td>
<td></td>
<td></td>
<td></td>
<td>10/03/10</td>
<td>648.00</td>
</tr>
<tr>
<td></td>
<td>E617680</td>
<td></td>
<td></td>
<td></td>
<td>04/20/06</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E700305</td>
<td></td>
<td></td>
<td></td>
<td>08/30/06</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E733926</td>
<td></td>
<td></td>
<td></td>
<td>07/01/07</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E927308</td>
<td></td>
<td></td>
<td></td>
<td>04/22/09</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A030879</td>
<td></td>
<td></td>
<td></td>
<td>06/21/10</td>
<td>116.26</td>
</tr>
<tr>
<td></td>
<td>A032218</td>
<td></td>
<td></td>
<td></td>
<td>07/02/10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A431475</td>
<td>UNIVERSITY</td>
<td></td>
<td></td>
<td>04/29/04</td>
<td>3,000.00</td>
</tr>
<tr>
<td></td>
<td>A521375</td>
<td>SIM'S CLUB</td>
<td></td>
<td></td>
<td>02/27/05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A526551</td>
<td>ST MORRIS C</td>
<td></td>
<td></td>
<td>03/09/05</td>
<td>500.00-</td>
</tr>
<tr>
<td></td>
<td>A532671</td>
<td>CRAYTON</td>
<td></td>
<td></td>
<td>05/09/05</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---

Help

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

**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 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**

**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. Type ***** to see the entire department rather than just one subdepartment.
Screen 272 – Documents by Status (cont’d)

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

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

◆ Status: 2 characters
Identify the status code to limit the display. Valid values are as follows:
- IP = In Process
- CL = Closed
- DL = Deleted
- CO = Completed
- TR = Transferred

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

Screen Information

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

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

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

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

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

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

St:
2 characters
Shows the current status of the documents for the status specified on the Action Line. Common document status codes include the following:
IP = In Process
CL = Closed
DL = Deleted
CO = Completed
TR = Transferred

Rt:
2 characters
Displays the current routing status of the document.

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

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

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

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

Additional Functions

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

PF5 Invoicing
Invc
Used to view the invoice details.

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

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

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

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 document.
Incomplete Receiving and Invoicing

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

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

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>Date</th>
<th>Description</th>
<th>Class</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/06/2011</td>
<td>E114806 TRAVEL- D CARROLL- AIA CONF</td>
<td>EP</td>
<td>2137.98</td>
</tr>
</tbody>
</table>

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

**Invoice is in process (IP)**

**Basic Steps**

- Advance to Screen 275.
- Type a valid department code on the Action Line and a 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 pressing 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:  Help 5 characters
Enter the department code to be displayed.

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

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

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

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

**Screen Information**

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

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

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

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

St Cd: 2 characters
Indicates the status code.

Cat/MS: 2 characters
Displays the category/matching status.

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

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

**Additional Functions**

PF KEYS
See the Appendix for an explanation of the standard PF Keys.
### Screen 275 – Incomplete Receiving/Invoicing (cont’d)

<table>
<thead>
<tr>
<th>PF7</th>
<th>Audit</th>
<th>View audit information for selected document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF8</td>
<td>Accts</td>
<td>Shows the account distribution of funds used for the items on this selected document.</td>
</tr>
<tr>
<td>PF10</td>
<td>Header</td>
<td>Displays extended document header detail for the created document.</td>
</tr>
<tr>
<td>PF11</td>
<td>Items</td>
<td>Shows the line items on file for the document.</td>
</tr>
<tr>
<td>PF12</td>
<td>Track</td>
<td>Allows you to see the tracking history of a document through creation process.</td>
</tr>
</tbody>
</table>
A complete view of the entire document in a format similar to that of a printed document may be viewed on Screen 288.

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

The number of pages displayed varies from document to document.

Screen 288 - Document Summary (Page 1)

Screen 288 - Document Summary (Page 2)
Screen 288 - Document Summary (Page 3)

**ITEM** | **DESCRIPTION** | **QUANTITY** | **UOM** | **UNIT PRICE** | **EXTENDED PRICE**
--- | --- | --- | --- | --- | ---
0.1 | TAMU Contacts: Sue Smith, Associate Director | 1 | LOT | 114,000.00 | 114,000.00

1 | Professional Medical Services for Medical Reference Laboratory to be performed in accordance with the Scope of Work detailed in Request for Qualifications RFQ MAIN 08-0002, Addenda 1, 2, 3, & 4 and the response from Total | 114,000.00

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

Screen 288 - Document Summary (Page 4)

**SCREEN 288 - DOCUMENT SUMMARY**

**SCREEN:** ___  **DOC:** P100050  **NUMBER OF DESC LINES:** 5  **PAGE:** 4  **OF:** 5

**ACCOUNT DISTRIBUTION**

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 2011 302970-00000-5425 SHS REVENUE</td>
<td></td>
<td>114,000.00</td>
</tr>
</tbody>
</table>

**CATALOGUE ORDER:** N

**DOCUMENT DATE:** 07/19/2010

**Disc Pct:** 0.000

**Disc Due DD:** 0

**Disc Ind:** N

**Pay DD:** 30

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

**Vendor Ref:** JOHN JIMENEZ 255-777-7777

**Delivery Date:** 08/31/2011

**Delivery Reqd By:**

**Dept Contact:** TAMI THOMPSON

**Phone No.:** 979-488-8888

**Bidding Vendor**

**Vendor Contact**

**Bid Amount**

**REASON FOR AWARD TO OTHER THAN LOW BIDDER:**

**RENEWAL 3 OF 4**

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

Screen 288 - Document Summary (Page 5)

**SCREEN 288 - DOCUMENT SUMMARY**

**SCREEN:** ___  **DOC:** P100050  **NUMBER OF DESC LINES:** 5  **PAGE:** 5  **OF:** 5

**Phone No.:** 979-488-8888

**Bidding Vendor**

**Vendor Contact**

**Bid Amount**

**REASON FOR AWARD TO OTHER THAN LOW BIDDER:**

**RENEWAL 3 OF 4**

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Screen 288 – Document Summary (cont’d)

Basic Steps
- Advance to Screen 288.
- Enter the document number you wish to display.
- Type 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 number.

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

Screen Information
Screen 1
Vendor: 5 lines/30 characters
Identifies 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 288 – Document Summary (cont’d)

Screen 3

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

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

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

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

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

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

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

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 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
- Indicates the discount indicator. This is usually ‘N’ (for net), which indicates the net (invoice amount discount) may be paid. An ‘I’ indicates that no discount is allowed.

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

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

**Vendor Ref:**
- 35 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 Reqd By:** 8 digits
Indicates day by which the delivery of items requested is required.

**Dept Contact:** 10 characters
Displays 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 Reason:** 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 name of the person to contact with the vendor regarding bids for this order.

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

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

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

**Additional Information**

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

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

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

<table>
<thead>
<tr>
<th>S Line</th>
<th>Quantity</th>
<th>UOM</th>
<th>Description</th>
<th>P</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>1.00 EA</td>
<td>2010 DELL LATITUDE E6410 M</td>
<td></td>
<td>1794.3200</td>
<td>1794.32</td>
<td></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>S 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>1.0</td>
<td>2.00 09/22/2010</td>
<td>2.00 09/17/2010</td>
<td>2.00 09/28/2010</td>
<td>2.00</td>
<td></td>
<td></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
Screen 278 - Document Inquiry (Panel 3)

Screen 278 - Document Inquiry (cont’d)

Basic Steps

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

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

**Action Line**

◆ Document: 7 character/digits

Identify the document number to be displayed.

**Screen Information**

Panel 1

Doc Summary: 50 characters/digits

Displays a summary description of the document selected.

Vendor: 11 digits/30 characters

Displays the vendor’s identification number and name.

Reimburse ID: 11 characters/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 overtype this value.
Screen 278 – Document Inquiry (cont’d)

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

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

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

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

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

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

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

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

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

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

- **Inv Forced:** 1 character
  ‘Y’ indicates an invoice has been forced for the document selected.

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

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

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Buyer:</strong></td>
<td>20 characters/digits</td>
</tr>
<tr>
<td></td>
<td>Displays the name of the buyer for the document as well as phone extension, if available.</td>
</tr>
<tr>
<td><strong>Nbr Invoices:</strong></td>
<td>3 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates the number of invoices processed.</td>
</tr>
<tr>
<td><strong>Catalogue Order:</strong></td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>‘Y’ indicates the document is a catalogue order.</td>
</tr>
<tr>
<td><strong>Delg:</strong></td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>‘Y’ identifies this as a delegated purchase.</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>15 characters</td>
</tr>
<tr>
<td></td>
<td>Shows name of the person to contact regarding the document.</td>
</tr>
<tr>
<td><strong>S:</strong></td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Type an ‘X’ to select a line item for display on Screen 279.</td>
</tr>
<tr>
<td><strong>Line:</strong></td>
<td>3 digits</td>
</tr>
<tr>
<td></td>
<td>Shows line item number for the document.</td>
</tr>
<tr>
<td><strong>Quantity:</strong></td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies purchase quantity of the line item.</td>
</tr>
<tr>
<td><strong>UOM:</strong></td>
<td>3 characters</td>
</tr>
<tr>
<td></td>
<td>Represents the unit of measure for the line item.</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>25 characters</td>
</tr>
<tr>
<td></td>
<td>Displays a brief description of the line item.</td>
</tr>
<tr>
<td><strong>P:</strong></td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Shows any special processing needs for the document.</td>
</tr>
<tr>
<td><strong>Unit Price:</strong></td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Displays dollar amount to be paid per unit of measure.</td>
</tr>
<tr>
<td><strong>Extended Price:</strong></td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates total item amount as calculated by the system.</td>
</tr>
<tr>
<td><strong>Panel 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Received:</strong></td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Shows quantity of items received.</td>
</tr>
<tr>
<td><strong>Date Recvd:</strong></td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Shows date the line item was received.</td>
</tr>
<tr>
<td><strong>Invoiced:</strong></td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Displays quantity of items invoiced.</td>
</tr>
</tbody>
</table>
Screen 278 – Document Inquiry (cont’d)

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

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

**Date Mtchd:** 8 digits
Shows 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 overlay this value.

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

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

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

### Additional Information

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

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

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

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

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

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

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

### Screen 279 - Document Line Item Inquiry

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Document: P100014</th>
<th>Item: 1.0 of 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor: 1vvvvvvvvv9 SYMON WATER TECHNOLOGIES INC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Ref: 241801-00099</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item UOM: EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Qty: 60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Unit Price: 90.0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Ext Price: 5400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commodity Code: 96223</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Account: 241801-00099-5670</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Item Desc:** Provide "In-Tank" Regeneration of 1.2 cubic feet of strong acid/strong base nuclear grade

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

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

### 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>3211854</td>
<td>1428170</td>
<td>10/29/10</td>
<td>5.00</td>
<td>90.0000</td>
<td>450.00</td>
</tr>
</tbody>
</table>

**End of Valid Invoices Found**
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
Displays the **user reference** used to identify the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.

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

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

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

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

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

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

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

First Account: 15 digits
Shows the **first FAMIS account number** for this document.
Cost Ref 1, 2, 3: 7 characters
Identifies the user-defined cost accounting reference for the line item.

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

TIBH: 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 the following:
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’ shows the item has been deleted from the system.

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

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

Received, Invoiced, Matched
UOM: 3 characters
Represents the unit of measure for the specified line item.

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

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

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

PF7 Invoice Detail
InDtl
Displays detailed invoice information about the document.

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

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

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

Press ENTER to scroll through the list, or type a document number 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 Cls</th>
<th>Document</th>
<th>Item</th>
<th>Action</th>
<th>Action Date</th>
<th>Action Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>P100308</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>REOPEN</td>
<td>10/06/10</td>
<td>17:07</td>
<td>WxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100308</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CLOSED</td>
<td>10/06/10</td>
<td>17:12</td>
<td>WxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100308</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>REOPEN</td>
<td>11/01/10</td>
<td>15:00</td>
<td>LxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100308</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CLOSED</td>
<td>11/01/10</td>
<td>15:01</td>
<td>LxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100308</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>REOPEN</td>
<td>11/12/10</td>
<td>14:48</td>
<td>LxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100308</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CLOSED</td>
<td>11/12/10</td>
<td>14:54</td>
<td>LxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100308</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>REOPEN</td>
<td>11/12/10</td>
<td>15:37</td>
<td>LxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100308</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CLOSED</td>
<td>11/12/10</td>
<td>15:39</td>
<td>LxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100308</td>
<td>1.0</td>
<td>P</td>
<td>P100406</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>09/27/10</td>
<td>08:29</td>
<td>TxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100308</td>
<td>2.0</td>
<td>P</td>
<td>P100406</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>09/27/10</td>
<td>08:29</td>
<td>TxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100308</td>
<td>3.0</td>
<td>P</td>
<td>P100406</td>
<td>3.0</td>
<td>TRNSFR</td>
<td>09/27/10</td>
<td>08:29</td>
<td>TxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100308</td>
<td>4.0</td>
<td>P</td>
<td>P100406</td>
<td>4.0</td>
<td>TRNSFR</td>
<td>09/27/10</td>
<td>08:29</td>
<td>TxxxxxP</td>
</tr>
</tbody>
</table>

More records - Press ENTER to scroll

Basic Steps

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

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

Action Line

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

Screen Information

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

Doc: 7 character/digits
  Identifies the document number for the class of document specified.
**Item:**
3 digits
Shows the number of line items on the document.

**To Cls:**
1 character
Identifies the class of document to which the document item was transferred.

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

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

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

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

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

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

**Additional Information**

**PF KEYS**
See the Appendix for an explanation of the standard PF Keys.
Cross Reference Purchasing Documents

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

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

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

Screen 291 - Document Tracking Cross Reference

<table>
<thead>
<tr>
<th>C</th>
<th>To Document</th>
<th>To Item</th>
<th>From Cls</th>
<th>From Document</th>
<th>From Item</th>
<th>Action</th>
<th>Date</th>
<th>Time</th>
<th>By User</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>P100315</td>
<td>1.0</td>
<td>R</td>
<td>R100443</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>09/15/10</td>
<td>13:48</td>
<td>WxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100316</td>
<td>2.0</td>
<td>R</td>
<td>R100489</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>09/15/10</td>
<td>13:52</td>
<td>PxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100316</td>
<td>3.0</td>
<td>R</td>
<td>R100489</td>
<td>3.0</td>
<td>TRNSFR</td>
<td>09/15/10</td>
<td>13:52</td>
<td>PxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100316</td>
<td>4.0</td>
<td>R</td>
<td>R100489</td>
<td>4.0</td>
<td>TRNSFR</td>
<td>09/15/10</td>
<td>13:52</td>
<td>PxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100316</td>
<td>5.0</td>
<td>R</td>
<td>R100489</td>
<td>5.0</td>
<td>TRNSFR</td>
<td>09/15/10</td>
<td>13:52</td>
<td>PxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100316</td>
<td>6.0</td>
<td>R</td>
<td>R100489</td>
<td>6.0</td>
<td>TRNSFR</td>
<td>09/15/10</td>
<td>13:52</td>
<td>PxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100316</td>
<td>7.0</td>
<td>R</td>
<td>R100489</td>
<td>7.0</td>
<td>TRNSFR</td>
<td>09/15/10</td>
<td>13:52</td>
<td>PxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100317</td>
<td>1.0</td>
<td>R</td>
<td>R100444</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>09/15/10</td>
<td>13:58</td>
<td>LxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100317</td>
<td>2.0</td>
<td>R</td>
<td>R100444</td>
<td>2.0</td>
<td>TRNSFR</td>
<td>09/15/10</td>
<td>13:58</td>
<td>LxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100318</td>
<td>0.1</td>
<td>R</td>
<td>R100516</td>
<td>0.1</td>
<td>TRNSFR</td>
<td>09/15/10</td>
<td>14:02</td>
<td>WxxxxxP</td>
</tr>
<tr>
<td>P</td>
<td>P100318</td>
<td>1.0</td>
<td>R</td>
<td>R100516</td>
<td>1.0</td>
<td>TRNSFR</td>
<td>09/15/10</td>
<td>14:02</td>
<td>WxxxxxP</td>
</tr>
</tbody>
</table>

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

Basic Steps

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

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

**Action Line**

◆ Document: 7 character/digits

Identify the document number to be displayed.

**Screen Information**

CL: 1 character

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

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

### Additional Information

**PF KEYS**<br>See the Appendix for an explanation of the standard PF Keys.
SciQuest / FAMIS Document Cross Reference

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

### Screen 295 – SciQuest Documents Xref

<table>
<thead>
<tr>
<th>S Document</th>
<th>SciQuest Doc ID</th>
<th>Doc Description / Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>00006AB</td>
<td>29759672</td>
<td>Muster Committee</td>
</tr>
<tr>
<td>000060A</td>
<td>AB0000059</td>
<td>FedEx Shipping</td>
</tr>
<tr>
<td>000061A</td>
<td>AB0000060</td>
<td>Greenroofplants.com - plants for Dvorak</td>
</tr>
<tr>
<td>000062A</td>
<td>AB0000061</td>
<td>2010-03-10 502001166 01</td>
</tr>
<tr>
<td>000063A</td>
<td>AB0000062</td>
<td>Office Max - Pens, Dividers, and Steno Pads</td>
</tr>
<tr>
<td>000064A</td>
<td>AB0000064</td>
<td>Office Max Stapler &amp; Ink Jet cartridge</td>
</tr>
<tr>
<td>000065A</td>
<td>AB0000063</td>
<td>OFFICE MAX-LAUP SUPPLIES</td>
</tr>
<tr>
<td>000066A</td>
<td>AB0000065</td>
<td>OfficeMax - office organizers</td>
</tr>
<tr>
<td>000067A</td>
<td>AB0000067</td>
<td>Office Max - Ink and paper and other</td>
</tr>
<tr>
<td>000068A</td>
<td>AB0000066</td>
<td>FedEx - shipping charges</td>
</tr>
<tr>
<td>000069A</td>
<td>AB0000068</td>
<td>FedEx - Bienko Shipping Charges NC to TX</td>
</tr>
<tr>
<td>00007AA</td>
<td>14865940</td>
<td>cag Office Supply 4</td>
</tr>
</tbody>
</table>

**Document Number Format:**

- First 2 numbers are “00” (for Master campus)
- Requisition has 2 alpha characters at the end
- Purchase Order has 1 alpha character at the end

**Basic Steps**

- Advance to Screen 295.
- Type a valid SciQuest Document ID number or FAMIS document number on the Action Line to display it on the first line of the document list.
- Type ‘X’ in the S: field to select a document, and advance to Screen 278 to view additional document information.
Screen 295 – SciQuest / FAMIS Document Cross Reference (cont’d)

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

**Action Line**
- **SciQuest**
  - 20 characters/digits
  - Enter the desired SciQuest **Document ID** number.
- **FAMIS Doc**
  - 7 digits/characters
  - Identify the desired FAMIS **Document number**.

**Screen Information**
- **S**
  - 1 character
  - Type ‘X’ to select the document and advance to Screen 278.
- **Document**
  - 7 digits/characters
  - Identifies the FAMIS **document number**. A Requisition document number ends in two characters, and a Purchase Order number ends in one character.
- **SciQuest Doc ID**
  - 9 characters/digits
  - Shows the SciQuest **document ID number**.
- **Doc Description / Error**
  - 43 characters/digits
  - Displays the document summary description.

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

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

The following list will help you identify the functionality behind the PF keys that you will see on many of the screens in this manual.

Some screens have extended information windows assigned to various function keys that are designated at the bottom of each screen and pop-up window. Placing the cursor (or 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.

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

From within many of the pop-up windows, an additional set of extended function keys may be available for providing additional information.

Extended Function Keys

Accts        Displays a window of all responsible accounts and their portions of the total order.

<table>
<thead>
<tr>
<th>278 Document Inquiry</th>
<th>03/31/04 3:07PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Document: P001235</td>
</tr>
<tr>
<td>FY 2004 CC 02</td>
<td></td>
</tr>
<tr>
<td>Do</td>
<td></td>
</tr>
<tr>
<td>F5628 End of accounts on document</td>
<td></td>
</tr>
<tr>
<td>Rei</td>
<td></td>
</tr>
<tr>
<td>P P001235</td>
<td>*** Account Distribution ***</td>
</tr>
<tr>
<td>CC FY Account Description Amount</td>
<td></td>
</tr>
<tr>
<td>-- ---- -------------- ---------------- ---------------</td>
<td></td>
</tr>
<tr>
<td>02 2000 144013-34400-4045 SAC - SURGERY 3,638.46</td>
<td></td>
</tr>
<tr>
<td>02 2000 144013-44400-4045 LAC - SURGERY 1,819.77 9</td>
<td></td>
</tr>
<tr>
<td>Nbr</td>
<td></td>
</tr>
<tr>
<td>Total all Accounts *</td>
<td>5,458.23</td>
</tr>
<tr>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Price</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>08.80</td>
<td></td>
</tr>
<tr>
<td>34.88</td>
<td></td>
</tr>
<tr>
<td>57.85</td>
<td></td>
</tr>
<tr>
<td>10.30</td>
<td></td>
</tr>
<tr>
<td>Ent</td>
<td></td>
</tr>
<tr>
<td>PF3= Back to 278 PF4=Exit PF5=BBA F12---</td>
<td></td>
</tr>
</tbody>
</table>
Appendix – Standard PF Keys (cont’d)

**AdDept**

Displays all **additional departments/subdepartments** that have approval and accounts on this document.

---

**Addr**

Used to include more lines of **address** information.

---
Appendix – Standard PF Keys (cont’d)

**Audit**  Displays audit information for the line item.

![Audit information display](image)

**BBA**  Shows any over budget messages that may pertain to the budget balance available.

![Budget balance available display](image)

**Bkwd**  Advances backward to the previous screen in the receiving process.
Appendix – Standard PF Keys (cont’d)

**DDesc**

Used to include **description** of **damage** about any goods that were received.

---

**DIPrt**

Used to **download** and **print** the screen information through Entire Connection.
Appendix – Standard PF Keys (cont’d)

**DNote**  
Shows any document notes explaining additional information about the purchasing document.

```plaintext
321 Receiving Document Create (Dept.) 03/31/04 15:55
*DOC NOTES* *INV NOTES* *REC NOTES* FY 2004 CC 02

<table>
<thead>
<tr>
<th>Line</th>
<th>Note Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Note entered 08/10/00 by WILLS, WANITA W.</td>
</tr>
<tr>
<td>2</td>
<td>PER E-MAIL FROM MIKE MORRIS, INCREASE</td>
</tr>
<tr>
<td>3</td>
<td>QUANTITY TO COVER USAGE. INCREASE</td>
</tr>
<tr>
<td>4</td>
<td>QTY. BY 12000 GALLONS (11173.20) CU FT.</td>
</tr>
<tr>
<td>5</td>
<td>OR $2346.37</td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Note entered 08/18/00 by WILLS, WANITA W.</td>
</tr>
<tr>
<td>8</td>
<td>PER E-MAIL FROM H. HARRIS, INCREASE</td>
</tr>
<tr>
<td>9</td>
<td>ENCUMBRANCE BY 4692.74 (24000 GALLONS)</td>
</tr>
<tr>
<td>10</td>
<td>TO PAY INVOICES THRU AUGUST 31, 00</td>
</tr>
<tr>
<td>11</td>
<td>Note entered 09/12/00 by WILLS, WANITA W.</td>
</tr>
<tr>
<td>12</td>
<td>PER EMAIL FROM MIKE MORRIS. THIS DOC</td>
</tr>
</tbody>
</table>
```

**Frwd**  
Advances forward to the next screen in the receiving process.

**IDesc**  
More detailed item descriptions can be entered by pressing PF11.

You must place your cursor on the line item before pressing PF11.

```
279 Document Line Item Inquiry 03/31/04 3:54PM
Screen: ___ Document: P000356 Item: 1__ OF 2
Vendor: lvvvvvvvvv2 BOC GASES
User Ref: 270490-00719

| Item Description: Blanket order for liquid nitrogen for the period of September 1, 1999 through August 31, 2000. |
| 12,000 gallons/mo. 144,000 gallon /
| cft X .21/100 cu. ft. |
```

**Capital/Inv Flag:**
Appendix – Standard PF Keys (cont’d)

INote
Displays any invoice notes that may be helpful in the routing and approval process.

![INote Example](image)

Items
Provides a window showing all document items. From within this window, you can view multiple windows of item information.
Appendix – Standard PF Keys (cont’d)

**Itm Accts**

Displays the responsible **accounts** for the particular document **item** and their portions of the item total.

---

**Itm Ext**

Shows **extended** detail information about the specific **item** ordered (i.e., quantity, unit of measure, unit price, and commodity code).

---
Appendix – Standard PF Keys (cont’d)

**Itm Notes**
Displays *item 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 Backward through the text, and End will exit the window.

**Invc**
Displays *invoices* for the document. Information on this pop-up includes invoice number, status, date paid, and the amount of the invoice(s).
Appendix – Standard PF Keys (cont’d)

**Left**

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

**More Desc**

Displays more description text for a document or an item.

**Next**

Advances to the next screen in the receiving process.

**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 Backward through the text, and End will exit the window.
Appendix – Standard PF Keys (cont’d)

**PDesc**

More purchasing document description can be seen by pressing PF11.

| 323 Receiving Single Item Create DEXL MARKETING LP | 03/31/04 15:34 |
| Screen: ___ Doc: P003002 Shipment: 1__ Item: 1__ |
| Accepted | ---- | Rejected | ---- | Back Ordered | Late |
| UOM | Quantity | Quantity | Quality | Quantity | Quantity |
| EA | 7.00 | | | | |
| Date Received: 04/24/00 |
| Item Description: |

---

<table>
<thead>
<tr>
<th>ITEM Description: Reference quote 39952541, Dexl Dimension XPST computers with the following specifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Dimension XPST T600r, Pentium III Processor</em> FX</td>
</tr>
<tr>
<td>at 600r MHz (220-2129)</td>
</tr>
<tr>
<td><em>3.5&quot;, Floppy Drive, Factory Install</em> Y</td>
</tr>
<tr>
<td>(340-2409)</td>
</tr>
<tr>
<td><em>EducateU Information/TechSheet, English, for EducateU WEB Based Training (310-8921)</em></td>
</tr>
<tr>
<td><em>Spire I-Learn 1.0, Windows 98, Tutorial, No</em></td>
</tr>
</tbody>
</table>
Ent |

---

**PIP**

Displays PIP documents.

| 280 Document Browse | 03/31/04 4:04PM |
| Screen: ___ Class: P Doc: P000356 |

- *** PIP Documents for Document P000356 | Buy | Amount | St |
- Number | Type | Number | Rt | Cd | Date | --- | --- | --- |
- JAW | 41,195.50 | CO |
- BAC | 15,240.00 | CO |
- BAC | 17,793.00 | CO |
- MAP | 4,888.00 | CO |
- SDR | 7,837.00 | CL |
- SDR | 11,800.00 | CO |
- PAW | 2,473.00 | CO |
- LAD | 6,830.00 | CO |
- DJM | 11,000.00 | CO |
- LAD | 19,588.80 | CO |
- JAW | 13,451.04 | CO |
- **End of PIP Documents** |
- PF4=Exitologue Web Browser
Appendix – Standard PF Keys (cont’d)

Print
Print selected information through Entire Connection.

278 Document Inquiry

Screen: ___ Document: P003004

Doc Summary: This feature is only available with Entire Connection. If you are not currently running Entire Connection, press PF12 to cancel the request. Lines of description per item 5.

Class: Select additional data to print with an ‘X’

Vendor: This feature is only available with Entire Connection. If you are not currently running Entire Connection, press PF12 to cancel the request. Lines of description per item 5.

Reimburse ID: Select additional data to print with an ‘X’

User Ref: Select additional data to print with an ‘X’

Doc Date: X109

Category: ER

LP Received: X109

Nbr Invoices: ER

Line Quan: X109

----- ---- PF12 to Cancel ----

_ 1.0 740.00
_ 2.0 2220.00
_ 3.0 150.00 CS Disposable Plastic Teasp 14.8000 2220.00

*** End of line items ***

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

RDesc
More receiving item descriptions can be seen by pressing PF10.

322 Receiving Item Create

Screen: ___ Doc: P003004 Shipment: 1 Item: 1

Pg 1 of 1 Viewed Pg(s)

Item UOM Ordered Other shps Accepted Current
1.0 CS 50.00 50.00 50.00 50.00

Item Description: Disposable Plastic Knives
Material: Polystyrene
Weight: Heavy
Color: Clear
Pack: 1000 Ct. Bulk
Brand: SWEETHEART # GDC6KN

*** End of line items ***

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

RDesc
Appendix – Standard PF Keys (cont’d)

Recv

View the receiving information on a document, including date received, status, and shipping information.

<table>
<thead>
<tr>
<th>280 Document Browse</th>
<th>03/31/04 3:28PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Class: L Doc: L000001</td>
<td></td>
</tr>
</tbody>
</table>

*** Shipments for Document L000001 ***

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Rec by</th>
<th>Ship Items Received</th>
<th>St</th>
<th>Doc Summary</th>
<th>Dept</th>
<th>Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>2 08/18/1999</td>
<td>CO</td>
<td>NOTEBOOK COMPUTER</td>
<td>CYCL</td>
<td>UPS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>1 09/15/1999</td>
<td>CO</td>
<td>NOTEBOOK COMPUTER</td>
<td>CYCL</td>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** End of Shipments **

Right

Some windows consist of several adjacent panels of information. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the right.

RNote

Receiving note used to document additional information when an item is received.

<table>
<thead>
<tr>
<th>321 Receiving Document Create (Dept.)</th>
<th>03/31/04 15:27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Doc: L000001 Shipment: 1 of 2 Add Shipment: ___</td>
<td></td>
</tr>
</tbody>
</table>

Pi | Line | 1 >>Note entered 08/30/99 by BROOKE, BLAKE B |
Shi | 2 USER REF 270490-0012 |
    | 3 INVOICE $245257343, 8-17-99, $2573.00 |
    | 4 |
    | 5 |
    | 6 |
    | 7 |
    | 8 |
Doc | 9 |
Sta | 10 |
End | 11 |
Exp | 12 |
Ent | 12--- |

--- PF4=Exit Page (F/B/E): ---
Appendix – Standard PF Keys (cont’d)

Ship  
Displays the Ship To and Invoice To addresses for the document.

Sole/Emer  
Displays the Sole Source and Emergency purchase reasons.
Appendix – Standard PF Keys (cont’d)

Track
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 pressing <PF12> again.

Vndr
Displays all suggested vendor sources on a document.
Instructions

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

3270 Emulation Keys

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

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

At the bottom of the FAMIS screens, there are PF keys listed that can assist with use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF10 with the word 'Desc' under it. This means that by pressing the PF10 key, a longer description may be entered.

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

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

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

**RESET Key**
After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "X ()" or  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 inputted. On most PCs, the correct key to use is the **END** key on the numeric keypad.

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

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

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

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

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

<table>
<thead>
<tr>
<th>F0002 Record has been successfully added</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/11 09:17</td>
</tr>
<tr>
<td>FY 2011 CC 02</td>
</tr>
<tr>
<td>Screen: ___  Account: 032365 ___ NAVSO, INC</td>
</tr>
<tr>
<td>Account Title: NAVSO, INC.</td>
</tr>
<tr>
<td>SRS: _</td>
</tr>
</tbody>
</table>
Appendix – Instructions (cont’d)

Message Line

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

```
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 that can be used to scroll forward, backward, left, and right. These PF keys are displayed at the bottom of the screens with that function.

Help

HELP functions are available for many screen fields in FAMIS. 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, but there are a few screens on which pressing <ENTER> will take you back to the original screen.
Field Help Using the F2 Program Function Key

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

**Screen 002 - GL 6 Digit**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen:</td>
<td>08/01/11 09:17</td>
</tr>
<tr>
<td>Account:</td>
<td>010100 ED &amp; GEN INCOME-TUITION</td>
</tr>
<tr>
<td>Account Title:</td>
<td>ED &amp; GEN INCOME-TUITION</td>
</tr>
<tr>
<td>Resp Person:</td>
<td>Suuuuuuuuuu MASON, MOLLY M</td>
</tr>
<tr>
<td>Year-end Process:</td>
<td>2</td>
</tr>
<tr>
<td>Fiscal Year:</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>Project Year:</td>
<td>Project Year</td>
</tr>
<tr>
<td>Encumbrance Only:</td>
<td>Encumbrance Only (SL’s only)</td>
</tr>
<tr>
<td>Transfer BBA:</td>
<td>Transfer BBA (SL’s Only)</td>
</tr>
<tr>
<td>BBA to Different account:</td>
<td>BBA to Different account (SL)</td>
</tr>
<tr>
<td>Default Bank:</td>
<td>06000</td>
</tr>
<tr>
<td>Override:</td>
<td>Y</td>
</tr>
<tr>
<td>SL Mapped Count:</td>
<td>22</td>
</tr>
<tr>
<td>Dept S-Dept Exec Div Coll Mail Cd Stmt:</td>
<td></td>
</tr>
<tr>
<td>Primary:</td>
<td>REV UN AD C6000 N</td>
</tr>
<tr>
<td>Secondary:</td>
<td>VTEA AA CD VM C4457 N</td>
</tr>
<tr>
<td>Fund Source:</td>
<td></td>
</tr>
<tr>
<td>Account Letter:</td>
<td>Y</td>
</tr>
<tr>
<td>Long Title:</td>
<td>EDUCATIONAL AND GENERAL INCOME - TUITION</td>
</tr>
<tr>
<td>Setup Dt:</td>
<td>08/26/1991</td>
</tr>
</tbody>
</table>

The first help screen describes the field; pressing <ENTER> will display the valid values for the field.

**Flag to indicate what action to take with balance at year end.**

***D I C T I O N A R Y - H E L P ***

<table>
<thead>
<tr>
<th>VALUES</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>P</td>
<td>Project Year</td>
</tr>
<tr>
<td>E</td>
<td>Encumbrance Only (SL’s only)</td>
</tr>
<tr>
<td>T</td>
<td>Transfer BBA (SL’s Only)</td>
</tr>
<tr>
<td>D</td>
<td>BBA to Different account (SL)</td>
</tr>
</tbody>
</table>
Appendix – Instructions (cont’d)

Question Mark (?) Help

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

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

---

Screen 002 - GL 6 Digit

<table>
<thead>
<tr>
<th>Field</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG</td>
<td>AGENCY</td>
</tr>
<tr>
<td>AN</td>
<td>ANNUITY &amp; LIFE INCOME</td>
</tr>
<tr>
<td>AX</td>
<td>AUXILIARY</td>
</tr>
<tr>
<td>BLANK</td>
<td>NOT SPECIFIED</td>
</tr>
<tr>
<td>DS</td>
<td>DESIGNATED</td>
</tr>
<tr>
<td>EN</td>
<td>ENDOWMENTS</td>
</tr>
<tr>
<td>FG</td>
<td>FUNCTIONAL AND GENERAL</td>
</tr>
<tr>
<td>IS</td>
<td>INTEREST &amp; SINKING</td>
</tr>
<tr>
<td></td>
<td>Lookup Value / . Menu Default value is:</td>
</tr>
<tr>
<td></td>
<td>Rule : IAFRS-PG-FS-FUND-GR</td>
</tr>
<tr>
<td></td>
<td>View : IAFRS-GENERAL-SUBSIDIARY-LEDGER</td>
</tr>
<tr>
<td></td>
<td>Field: FG-FS-FUND-GR</td>
</tr>
</tbody>
</table>

---

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

<table>
<thead>
<tr>
<th>Field: FG-FS-FUND-GR</th>
<th>File: IAFRS-GENERAL-SUBSIDIARY-LEDGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>*** DICTIONARY - HELP ***</td>
<td></td>
</tr>
<tr>
<td>VALUES</td>
<td>MEANING</td>
</tr>
<tr>
<td>AG</td>
<td>AGENCY</td>
</tr>
<tr>
<td>AN</td>
<td>ANNUITY &amp; LIFE INCOME</td>
</tr>
<tr>
<td>AX</td>
<td>AUXILIARY</td>
</tr>
<tr>
<td>BLANK</td>
<td>NOT SPECIFIED</td>
</tr>
<tr>
<td>DS</td>
<td>DESIGNATED</td>
</tr>
<tr>
<td>EN</td>
<td>ENDOWMENTS</td>
</tr>
<tr>
<td>FG</td>
<td>FUNCTIONAL AND GENERAL</td>
</tr>
<tr>
<td>IS</td>
<td>INTEREST &amp; SINKING</td>
</tr>
</tbody>
</table>

---

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

Hmenu Help EHelp Next
## Receiving Screens List

<table>
<thead>
<tr>
<th>PAGE</th>
<th>Screen Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>271</td>
<td>Documents Closed but Not Routed ................................................................. V-25</td>
</tr>
<tr>
<td></td>
<td>Provides list of all documents that are closed but have not gone through the routing process.</td>
</tr>
<tr>
<td>272</td>
<td>Documents by Status ............................................................................................. V-28</td>
</tr>
<tr>
<td></td>
<td>Provides list of all documents sorted by their status codes.</td>
</tr>
<tr>
<td>275</td>
<td>Incomplete Receiving Invoicing ....................................................................... V-31</td>
</tr>
<tr>
<td></td>
<td>Provides list of documents that have incomplete receiving or invoicing.</td>
</tr>
<tr>
<td>278</td>
<td>Document Inquiry .............................................................................................. V-39</td>
</tr>
<tr>
<td></td>
<td>Used to present document information for an individual document.</td>
</tr>
<tr>
<td>279</td>
<td>Document Line Item Inquiry ............................................................................. V-44</td>
</tr>
<tr>
<td></td>
<td>Provides all information associated with a specific document.</td>
</tr>
<tr>
<td>280</td>
<td>Document Browse ............................................................................................... V-4</td>
</tr>
<tr>
<td></td>
<td>Provides list of all documents.</td>
</tr>
<tr>
<td>281</td>
<td>Document Browse by Dept/SubDept ................................................................... V-7</td>
</tr>
<tr>
<td></td>
<td>Provides list of all documents for a particular department.</td>
</tr>
<tr>
<td>282</td>
<td>Document Browse by Account ............................................................................ V-10</td>
</tr>
<tr>
<td></td>
<td>Provides list of all documents for a particular account.</td>
</tr>
<tr>
<td>284</td>
<td>Document Browse by User Reference ................................................................ V-13</td>
</tr>
<tr>
<td></td>
<td>Provides list of documents starting with the user reference number.</td>
</tr>
<tr>
<td>285</td>
<td>Document Browse by Vendor ............................................................................. V-16</td>
</tr>
<tr>
<td></td>
<td>Provides list of documents for a particular vendor.</td>
</tr>
<tr>
<td>286</td>
<td>Document Browse by State Requisition Number .................. V-19</td>
</tr>
<tr>
<td></td>
<td>Provides list of documents starting with the state requisition number.</td>
</tr>
<tr>
<td>287</td>
<td>Document Browse by State Order Number ......................................................... V-22</td>
</tr>
<tr>
<td></td>
<td>Provides a list of documents starting with the state order number.</td>
</tr>
<tr>
<td>288</td>
<td>Document Summary ............................................................................................ V-34</td>
</tr>
<tr>
<td></td>
<td>Provides a view of an individual document.</td>
</tr>
<tr>
<td>290</td>
<td>Document Tracking Inquiry ............................................................................... V-47</td>
</tr>
<tr>
<td></td>
<td>Used to track actions that are performed on a particular document.</td>
</tr>
<tr>
<td>291</td>
<td>Document Tracking Cross Reference ................................................................ V-49</td>
</tr>
<tr>
<td></td>
<td>Used to cross reference documents from their source document.</td>
</tr>
<tr>
<td>320</td>
<td>Receiving Document Create (Central) ............................................................ II-3</td>
</tr>
<tr>
<td></td>
<td>Used to create the receiving report by a central receiving department.</td>
</tr>
<tr>
<td>321</td>
<td>Receiving Document Create (Department) ....................................................... III-3</td>
</tr>
<tr>
<td></td>
<td>Used to create the receiving report by a department office.</td>
</tr>
<tr>
<td>322</td>
<td>Receiving Item Create ..................................................................................... III-8</td>
</tr>
<tr>
<td></td>
<td>Used to create line items on the receiving document.</td>
</tr>
</tbody>
</table>
Appendix – Receiving Screens List (cont’d)

<table>
<thead>
<tr>
<th>PAGE</th>
<th>Screen Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>III-14</td>
<td>Receiving Single Item Create</td>
<td>Used to create a single line item on the receiving document.</td>
</tr>
<tr>
<td>III-11</td>
<td>Receiving Document Close</td>
<td>Used to close the receiving document.</td>
</tr>
<tr>
<td>IV-4</td>
<td>Receiving Documents by Document Number</td>
<td>Provides a list of receiving documents.</td>
</tr>
<tr>
<td>IV-6</td>
<td>Receive Documents by Ship to Department</td>
<td>Provides a list of receiving documents for a particular department.</td>
</tr>
<tr>
<td>IV-8</td>
<td>Receive Documents by Status, Ship to Department</td>
<td>Provides a list of receiving documents for a particular department with a particular status.</td>
</tr>
<tr>
<td>IV-17</td>
<td>Receiving by Item for a Document</td>
<td>Provides a receiving report by item for a selected document.</td>
</tr>
<tr>
<td>IV-10</td>
<td>Receiving Document Summary</td>
<td>Provides information on a received shipment.</td>
</tr>
<tr>
<td>IV-13</td>
<td>Receiving Document Line Item</td>
<td>Provides detailed information on a received shipment.</td>
</tr>
<tr>
<td>I-6</td>
<td>Purchasing Receiving Menu</td>
<td>Contains a list of all the screens necessary to perform receiving information maintenance.</td>
</tr>
<tr>
<td>I-6</td>
<td>Purchasing Inquiry Menu</td>
<td>Contains a list of all the screens that are available for the different types of inquiries that can be performed against an account/document.</td>
</tr>
</tbody>
</table>
A

ABR
See Automatic Budget Reallocation.

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

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

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

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

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

Accounts Payable

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

Alias
A commonly used name for a 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)
A process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes when transactions are entered.

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**.

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

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

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

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

Cash Disbursement
A non-voucherized 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 ability 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.

Credit Memo
The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.
Appendix – Glossary (cont’d)

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

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

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

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

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

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

Data Entry
A means for adding information into the system.

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

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

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

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

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

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

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

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.
Appendix – Glossary (cont’d)

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

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

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

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

Endowment
Funds received by an institution from a donor who specifies the condition that the principal not be spent.

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

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

FA
See Financial Accounting.

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

Field
That part of a database in which one unique piece of information is stored; OR an area on a screen that allows data entry.

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

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

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

Financial Transaction
An entry made to the system to record information.

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

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

FRS
See Financial Records System.
Appendix – Glossary (cont’d)

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

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

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

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

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

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 document number, date, and amount.

HELP
An online feature which accesses PREDICT in order to supply descriptions, valid values, and suggested actions.

Indirect Updating
The automatic posting of real dollar activity to a GL Balance Sheet account as a result of a direct transaction.

Inquiry Screen
A screen which only displays information and cannot be used for entering data.

Interface
A communication link between data processing systems or parts of systems that permits sharing of information.

Interfund Borrowing
The transfer of an asset or liability from one fund to another.
Appendix – Glossary (cont’d)

**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.

**M**

**Map Code**
A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

**Memo Bank Account**
An account that represents the balances of 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.

**P**

**Parameter**
A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing, or output requirements.

**R**

**Regular Order**
A type 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 that goods and/or services 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.
Appendix – Glossary (cont’d)

**Run Parameter**
A parameter from a control record or a program control transaction (as opposed to a file maintenance transaction).

**S**

**6-Digit Account**
For GL: An entity that consists of a self-balancing set of 10-digit accounts.
For SL: An entity of revenues and/or expenses

**Screen HELP**
An online feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

**Secondary Vendor**
The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

**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.

**Subsidiary Ledger**
Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

**Suspense Account**
A GL clearing account reflecting real dollar activity directed to the Suspense File.

**T**

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

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

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

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

**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.