Vendor Information
User Manual

FAMIS Services
The Texas A&M University System
Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Purchasing Vendor Information 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.

All associated screens and processing information are included along with field descriptions. All of the required fields are marked for your convenience.

By utilizing the information and guidelines contained in this manual, a user should be able to access vendor information, in order to accurately create and modify vendor information.

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

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

**Non-College Station based:**
FAMIS Services  
The Texas A&M University System  
200 Technology Way, Suite 2180  
College Station, TX 77845-3424
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Vendor Menus

Menu M11 - Accounts Payable Inquiry and Vendor Menu

| M11 Accounts Payable Inquiry and Vendor Menu | 06/15/09 10:45 |
| Screen: ___ Vendor: ________ Voucher: ______ |

*------- Vendor Information ------*  *------- Voucher Inquiry ----------*
M21 Vendor Information Menu 160 Invoices by Vendor Inquiry
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Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

Menu M21 - Vendor Information Menu

| M21 Vendor Information Menu | 06/15/09 10:46 |
| Screen: ___ |

* ------- Vendor Information ----------- *
201 Vendor Change Log
203 Vendor Add/Modify
204 Vendor Purchasing Create
205 Vendor Payables Create
206 Vendor Ownership Information
207 Vendor ACH Information
209 State Vendor Hold Maintenance
143 Vendor Flag Set/Reset
101 Vendor Number Search
102 Vendor Name Search
120 Vendor Alias Maintenance
132 Vendor History

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174 State HUB Name Search

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

Vendor Numbers

- **FAMIS Vendor ID** numbers are necessary to process a voucher and are comprised of three parts:
  - Single digit (1 through 6)
  - Federal ID number, SSN, or UIN
  - Mail Code

- **State Vendor ID** numbers are the State Comptroller IDs used by the Fiscal Department to send vouchers to the State of Texas for payment. These IDs are not necessary for a departmental voucher.

Vendor Names

The following guidelines should be used by all users authorized to enter vendors. These guidelines will insure consistent data and provide better results for name searches.

Before entering a new vendor, the vendor file should be searched to see if the vendor already exists on file. To search for a vendor, enter part of the name in the vendor ID field. If there is only one vendor that meets the criteria, that vendor will automatically be selected. If more than one vendor meets the criteria, a window will pop up listing the vendors. To scroll forward, press the ENTER key.

Function keys are listed at the bottom of the pop-up window to list addresses associated with each vendor.

If the vendor you are looking for is not found, look for it using any aliases that might be used. If you have the vendor number, use Screen 101 to try and locate the vendor information.

After you have exhausted all possibilities and still cannot find the vendor, add the vendor on Screen 103.

In order to assure correct searches and alphabetizing, the system utilizes the ‘*’ to manipulate the name. The following examples illustrate this function.
Vendor Basic Concepts (cont’d)

**Individual Names**
The name of an individual whose name is 'John Jones' should be entered as:

    John*Jones

For name searches and sorting, the system will flip the information following the '*'. Therefore, the system will display the name as:

    Jones John

When searching for names, search for ‘John Jones’ in case the '*' was not entered.

**'The', 'A', and 'An'**
Business names beginning with 'The', 'A', or 'An' should be entered with the most important portion of the name following the '*'. For example, the name 'The Apothecary Shop', should be entered as:

    The*Apothecary Shop

For name searches and sorting, the system will display the name as:

    Apothecary Shop The

**Periods and Commas** - Do not use periods and commas
These affect sorting and cause problems when they are not used consistently.

**The '%' (in care of)** - Never use the '%' sign for 'Care of'
This is a special reserved character to the programming language and causes severe problems. If you wish to use the '%' sign in a field, you must precede it with a blank.

**c/o (in care of)** - Never type 'c/o' for 'Care of'
If you wish to use the 'c/o' in a field, you must precede it with a blank. The '/' causes the following message to display:

DFHTP4103 Attempting to PURGE, COPY or CHAIN, but no pages are currently connected to this terminal.

**Name Changes and Aliases**
Whenever the name of a vendor is changed, the old name becomes an alias and is still available for name searches. The aliases for a vendor may be viewed on Screen 120.

Screen 120 can also be used to create aliases for vendors. If you wish to see 'IBM' in name searches but prefer the name to print The IBM Corporation on checks and purchase orders, use Screen 120 to create an alias of IBM.

Screen 120 may be used to delete an alias if there was a mistake in the original name when it was created.
Vendor Basic Concepts (cont’d)

**Same Federal ID#, Different Name, Different Address**
Vendors with the same federal tax ID but a different name or multiple addresses must have a separate vendor ID. This is done by changing the last character of the vendor ID. This character is known as the mail code. The mail code may be either numeric or alphabetic. For example:

- Tom Padgitt Co 1741731720
- Padgitt Communications 1741731721

**First Digit of the Vendor ID**
The *first digit* of the vendor ID indicates that it is a company or an individual.

- Companies begin with a '1'. Individuals begin with a '2'.

If more than 36 mail codes are needed, add 3 to the first digit of the vendor ID and keep the next nine the same as the original. Therefore, companies will start with '1', '4', and '7'. Individuals will start with '2', '5' and '8'.

**Vendor Search Process**

*Any screen with a Vendor: field can be used to search for a specific vendor.* Type at least one letter of the vendor’s name in the Vendor: field or part of the vendor’s identification number to access a list of vendors that match the letter(s) or number(s) entered. Any portion of the vendor’s name or ID can be included. Press <ENTER> to view matching vendors in a pop-up window.

For example:

- To view all vendors beginning with ‘A’, type this in the Vendor: field.

- If you know a vendor’s ID number begins with “12” but do not know the remaining numbers, you can type this in the Vendor: field and a list of vendors with ID numbers that match will be displayed.

- You may also type an ‘*’ to view a list of all vendors, sorted.

**Search Type**
FAMIS assumes you are doing a vendor number search when the vendor’s name begins with a number. You can search for vendors with names that begin with a number, without setting up an alias in alpha, by doing the following:

Type in the name you want to search for and press enter, such as “360”. The Vendor Search will produce a list defaulted to **Search by Vendor "V"** (Vendor Number).
To change the search type, tab over and change the type to "N" (Vendor Name) and press <ENTER> to refresh the display to vendors that match. Type "Y" in the Include Frz/Del Vendors to include them in the displayed list.

Vendor Basic Concepts (cont’d)

Select Vendor from Pop-Up Window

After searching through the list displayed, if the desired vendor is located, tab to the space next to the vendor’s name, type an ‘X’ and press <ENTER>. This will pass the information back to the screen for further action.

Press PF4 to exit the pop-up window without selecting a vendor.
Vendor Basic Concepts (cont’d)

**Additional Vendor Information on Pop-Up Screen**

<table>
<thead>
<tr>
<th>Alias</th>
<th>Indicates if an alias exists for the vendor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frz</td>
<td>Shows whether or not the vendor has been frozen from future activity.</td>
</tr>
<tr>
<td>Del</td>
<td>Identifies if the vendor has been deleted from the system.</td>
</tr>
<tr>
<td>SHld</td>
<td>If the vendor has been placed on hold by the State, a ‘Y’ will be displayed.</td>
</tr>
<tr>
<td>HUB</td>
<td>A ‘Y’ indicates this is a HUB vendor.</td>
</tr>
</tbody>
</table>

**FAMIS Screens**

**Position the Display**
To advance the list displayed to a specific vendor, type the vendor's identification number in the Vendor: field and press <ENTER>.

**Vendor Information Process**

**Add New Vendors to the System**
The system will display the message “Vendor number not found – enter modifications to add” when you type a vendor ID number on the Action Line that is not currently found on the system. You should enter the vendor name, address, and type. Then press <ENTER> to record the new vendor ID on the system.

If there is a vendor with the same Social Security number or Federal Employer Identification number as the vendor ID that you enter on the Action Line, FAMIS will automatically pull in some of the vendor information. You may find this happens when you enter information for a vendor that is found in multiple cities. Typically, the only difference between the vendors will be the mailing address and the mail code (the 11th digit of the vendor ID number).

**Temporary Vendors**
FAMIS allows you to set up a temporary vendor ID for those times when you do not have the state ID or tax ID number for your vendor at the time your order has been placed. To do this type ‘T0’ in the Vendor field on the Action Line and the system will automatically assign a temporary ID number for your vendor. When you receive the state ID and/or the tax ID for the vendor you can return to this screen and add the number as a note to the vendor’s on-line information.
Vendor Basic Concepts (cont’d)

Comments on the Vendor Address
You may use the space provided for the vendor’s address to enter the reason that action has been taken on a selected vendor (i.e. if they have been frozen).

If you wish to enter a comment about the vendor, type an exclamation point (!) as the first character of the vendor address and then enter your comment.

Entering a ‘!’ as the first character of the vendor address is a communication tool. This should not be used as a substitute for freezing or deleting a vendor as it relies strictly on manual procedures.
Search Vendor ID Numbers

Vendor numbers are used extensively throughout the accounts payable and purchasing sections of FAMIS. In order for a vendor to be paid, they must first be assigned a vendor ID number on the system.

However, you may have problems deciding which vendor ID to use when there is more than one vendor with the same ID number entered on the system. When this happens, you may use Screen 101 to distinguish between the vendors. Often, separate IDs are assigned when two vendors of the same name are found in different cities.

**Screen 101 - Vendor Number Search**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Chk/Mail Cd/PIN</th>
<th>ACH</th>
<th>Vendor Name</th>
<th>City</th>
<th>ST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1vvvvvvvvA</td>
<td>4025-1vvvvvvvv0</td>
<td>Y</td>
<td>XENON CORPORATION</td>
<td>CHICAGO</td>
<td>IL</td>
</tr>
<tr>
<td>1vvvvvvvvB</td>
<td>4-1vvvvvvvv0</td>
<td></td>
<td>XENON CORPORATION</td>
<td>CHICAGO</td>
<td>IL</td>
</tr>
<tr>
<td>1vvvvvvvvC</td>
<td>4-1vvvvvvvv0</td>
<td></td>
<td>XENON CORPORATION</td>
<td>SAINT PETERSB</td>
<td>FL</td>
</tr>
<tr>
<td>1vvvvvvvvD</td>
<td>4080-1vvvvvvvv0</td>
<td>Y</td>
<td>XENON CORP</td>
<td>MCLEAN</td>
<td>VA</td>
</tr>
<tr>
<td>1vvvvvvvvE</td>
<td>4080-1vvvvvvvv0</td>
<td>Y</td>
<td>XENON CORP</td>
<td>SANTA ANA</td>
<td>CA</td>
</tr>
<tr>
<td>1vvvvvvvvF</td>
<td>4080-1vvvvvvvv0</td>
<td>Y</td>
<td>XENON</td>
<td>DALLAS</td>
<td>TX</td>
</tr>
<tr>
<td>1vvvvvvvvG</td>
<td>4-1vvvvvvvv0</td>
<td></td>
<td>XENON ADMINISTRATION</td>
<td>SANT PETERSB</td>
<td>FL</td>
</tr>
<tr>
<td>1vvvvvvvvH</td>
<td>4080-1vvvvvvvv0</td>
<td>Y</td>
<td>XENON ADMINISTRATION</td>
<td>ROCHESTER</td>
<td>NY</td>
</tr>
<tr>
<td>1vvvvvvvvI</td>
<td>4080-1vvvvvvvv0</td>
<td>Y</td>
<td>XENON ADMINISTRATION</td>
<td>PASADENA</td>
<td>CA</td>
</tr>
<tr>
<td>1vvvvvvvvJ</td>
<td>4-1vvvvvvvv0</td>
<td></td>
<td>XENON ADMINISTRATION</td>
<td>PHILADELPHIA</td>
<td>PA</td>
</tr>
<tr>
<td>1vvvvvvvvK</td>
<td>4080-1vvvvvvvv0</td>
<td>Y</td>
<td>XENON ADMINISTRATION</td>
<td>DALLAS</td>
<td>TX</td>
</tr>
<tr>
<td>1vvvvvvvvL</td>
<td>4168-1vvvvvvvv0</td>
<td>Y</td>
<td>XENON CORPORATION</td>
<td>LANHAM</td>
<td>MD</td>
</tr>
<tr>
<td>1vvvvvvvvM</td>
<td>4080-1vvvvvvvv0</td>
<td>Y</td>
<td>XENON CORPORATION</td>
<td>ROCHESTER</td>
<td>NY</td>
</tr>
<tr>
<td>1vvvvvvvvN</td>
<td>4080-1vvvvvvvv0</td>
<td>Y</td>
<td>XENON CORPORATION</td>
<td>PHILADELPHIA</td>
<td>PA</td>
</tr>
<tr>
<td>1vvvvvvvvO</td>
<td>4080-1vvvvvvvv0</td>
<td>Y</td>
<td>XENON CORPORATION</td>
<td>ROCHESTER</td>
<td>NY</td>
</tr>
</tbody>
</table>

**More Entries**

Basic Steps

- Advance to Screen 101.
- Type the valid Vendor ID number, if known, on the Action Line.
- If the Vendor ID number is not known, type the vendor’s name, a portion of the vendor’s name, or an ‘*’ on the Action Line to activate the vendor search and select. Select a vendor and press <ENTER> to return the ID number to the Action Line.
- Press <ENTER> to display the FAMIS ID numbers for all vendors of the same name, beginning with the vendor whose ID number is on the Action Line.
- Type an ‘X’ next to a vendor ID and press <ENTER> to select that vendor. This ID will be carried with you to the next vendor screen that you visit.
Screen 101 – Vendor Number Search (cont’d)

Vendor Number Search Process

Screen 101 – Search Pop-Up Window

This window will display a list of vendors and their ID numbers beginning with the name entered. At the far right of the vendor search screen is a column that indicates if a vendor is on state hold (SHld). This pop-up window also displays additional address information using the PF keys. You can see the addresses for bids (PF9), sending payments (PF10), or placing an order (PF11).

Screen 101 – Search Window PF9 Bid To Pop-Up Window

**More Vendors - Press <Enter> to View**

PF4=Exit  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main
## Screen 101 – Search Window PF10 Remit To Pop-Up Window

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address Line</th>
<th>City</th>
<th>St</th>
<th>SH</th>
<th>Hub</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ C &amp; C LAWN SERVICE</td>
<td>PO BOX 7222</td>
<td>BRYAN</td>
<td>TX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; C METALLICS</td>
<td>2523 NORTH AVE</td>
<td>CONROE</td>
<td>TX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; E SPECS</td>
<td>17043 GRAMM DRIVE</td>
<td>HOUSTON</td>
<td>TX</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>_ C &amp; F TRENDS INC</td>
<td>7652 OLD RD</td>
<td>COLLEGE STATI</td>
<td>TX</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>_ C &amp; H DISTRIBUTION</td>
<td>22133 NETT PLACE</td>
<td>CHICAGO</td>
<td>IL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; H INDUSTRIALS</td>
<td>PO BOX 777707</td>
<td>HOUSTON</td>
<td>TX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; H SALES CO</td>
<td>1308 SOUTH ST</td>
<td>WAGONER</td>
<td>OK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; H SALES CO</td>
<td>109 S JACKSON</td>
<td>WAGONER</td>
<td>OK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; J FOOD SERVICE</td>
<td>1010 S TEXAN AVE</td>
<td>BRYAN</td>
<td>TX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; J FOOD SERVICE</td>
<td>4304 HARLEY ROAD</td>
<td>COLLEGE STATI</td>
<td>TX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; L CONSTRUCTION</td>
<td>1753 N FREEWAY</td>
<td>BRYAN</td>
<td>TX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; L NUTS AND BOLTS</td>
<td>2529 PINE CT</td>
<td>BRYAN</td>
<td>TX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**More Vendors - Press <Enter> to View**

| PF4=Exit  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main |

## Screen 101 – Search Window PF11 Order From Pop-Up Window

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address Line</th>
<th>City</th>
<th>St</th>
<th>Df</th>
<th>SH</th>
<th>Hu</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ C &amp; C LAWN SERVICE</td>
<td>PO BOX 7222</td>
<td>BRYAN</td>
<td>TX</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; C METALLICS</td>
<td>2523 NORTH AVE</td>
<td>CONROE</td>
<td>TX</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; E SPECS</td>
<td>17043 GRAMM DRIVE</td>
<td>HOUSTON</td>
<td>TX</td>
<td>R</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>_ C &amp; F TRENDS INC</td>
<td>7652 OLD RD</td>
<td>COLLEGE STATI</td>
<td>TX</td>
<td>R</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>_ C &amp; H DISTRIBUTION</td>
<td>22133 NETT PLACE</td>
<td>CHICAGO</td>
<td>IL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; H INDUSTRIALS</td>
<td>PO BOX 777707</td>
<td>HOUSTON</td>
<td>TX</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; H SALES CO</td>
<td>1308 SOUTH ST</td>
<td>WAGONER</td>
<td>OK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; H SALES CO</td>
<td>109 S JACKSON</td>
<td>WAGONER</td>
<td>OK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; J FOOD SERVICE</td>
<td>1010 S TEXAN AVE</td>
<td>BRYAN</td>
<td>TX</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; J FOOD SERVICE</td>
<td>4304 HARLEY ROAD</td>
<td>COLLEGE STATI</td>
<td>TX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; L CONSTRUCTION</td>
<td>1753 N FREEWAY</td>
<td>BRYAN</td>
<td>TX</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ C &amp; L NUTS AND BOLTS</td>
<td>2529 PINE CT</td>
<td>BRYAN</td>
<td>TX</td>
<td>B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**More Vendors - Press <Enter> to View**

| PF4=Exit  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main |

Type an ‘X’ to the left of the desired vendor and press <ENTER> to select the vendor and return to Screen 101. Press PF4 to return to Screen 101 without selecting a vendor.
Press the PF9 key to access a pop-up window displaying all the addresses for a specified vendor. Type an ‘X’ next to the desired vendor address and press <ENTER> to pass the indicated vendor identification number back to Screen 101. The address selected will be displayed on the screen.

### Field Descriptions

**Action Line**

- **Vendor:**
  - 11 digits
  - Enter a valid Vendor ID.

- **State:**
  - 1 character
  - Indicate how the state vendor numbers are to be displayed:
    - Y = vendor IDs will be listed in state vendor number order
    - N = vendor IDs will be listed in FAMIS number order

**Screen Information**

- **Vendor:**
  - 11 digits
  - Provides the FAMIS identification number of the selected vendor.

- **Chk/Mail Cd/PIN:**
  - 14 digits
  - Displays the check number/state mail code that identifies the address where payments will be mailed, and shows the Social Security number or Federal Employer Identification number (personal identification number) of the selected vendor.

- **ACH:**
  - 1 character
  - ‘Y’ indicates that this vendor receives payment by ACH (Automated Clearing House) transactions.

- **Vendor Name:**
  - 25 characters
  - Provides the vendor’s name.

- **City:**
  - 12 characters
  - Indicates the name of the city in which the selected vendor is located.

- **ST:**
  - 2 characters
  - Identifies the state in which the vendor is located.
**Additional Functions**

**PF KEYS**

See the Appendix for explanation of the standard PF Keys.

**PF9**

**Addr**

Displays the address of the specified vendor.

**PF10**

**NxVn**

Next Vendor

Gets the next available vendor mail code.
Before payment can be processed on-line, vendors must first be assigned a FAMIS ID number. You can check to see if a vendor exists on the system by searching for their name on Screen 102.

Since both the purchasing and accounts payable offices may add vendors to the system, it is always a good practice to verify whether or not a vendor exists on-line before attempting to add it to the system.

### Screen 102 - Vendor Name Search

<table>
<thead>
<tr>
<th>Name</th>
<th>Vendor</th>
<th>Drop Alias</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>XENON</td>
<td>1vvvvvvvD</td>
<td>N</td>
<td>N</td>
<td>DALLAS</td>
</tr>
<tr>
<td>XENON ADMINISTRATION</td>
<td>1vvvvvvvI</td>
<td>N</td>
<td>N</td>
<td>SAINT PETERSB</td>
</tr>
<tr>
<td>XENON BUSINESS SERVICES</td>
<td>1vvvvvvv5</td>
<td>N</td>
<td>N</td>
<td>AUSTIN</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvJ</td>
<td>N</td>
<td>N</td>
<td>PHILADEPHIA</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvk</td>
<td>N</td>
<td>N</td>
<td>DALLAS</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvv0</td>
<td>Y</td>
<td>N</td>
<td>CHICAGO</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvv6</td>
<td>N</td>
<td>N</td>
<td>FLANO</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvF</td>
<td>N</td>
<td>N</td>
<td>SANTA ANA</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvH</td>
<td>N</td>
<td>N</td>
<td>DALLAS</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvX</td>
<td>N</td>
<td>N</td>
<td>AUSTIN</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvE</td>
<td>N</td>
<td>N</td>
<td>MCLEAN</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvC</td>
<td>N</td>
<td>Y</td>
<td>SAINT PETERSB</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvY</td>
<td>N</td>
<td>N</td>
<td>BRYAN</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvT</td>
<td>Y</td>
<td>N</td>
<td>CHICAGO</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvV</td>
<td>N</td>
<td>N</td>
<td>BELTON</td>
</tr>
</tbody>
</table>

**More Entries**

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

### Basic Steps

- Advance to Screen 102.
- Type the name, or a portion of the name of the vendor on the Action Line.
- Press <ENTER> to display an alphabetical listing of all vendors containing the name you entered on the Action Line.
- You may press the PF9 key to access a pop-up window displaying the addresses of the displayed vendors.
- Type an ‘X’ next to a vendor ID and press <ENTER> to select that vendor. This ID will be carried with you to the next vendor screen that you visit.

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

**Action Line**

◆ Vendor: 11 digits
Enter the **vendor’s identification number**, or name of vendor.

**Screen Information**

Name: 30 characters
Displays the full **name** of the selected vendor.
Screen 102 – Vendor Name Search (cont’d)

Vendor: 11 digits
Provides the FAMIS vendor ID number for the selected vendor.

Drop: 1 character
‘Y’ indicates the vendor has been dropped from the system.

Alias: 1 character
‘Y’ shows the vendor name shown on the left is an alias.

City: 13 characters
Identifies the city in which the vendor is located.

State: 2 characters
Displays the abbreviation for the state or province in which vendor is located.

Additional Functions

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

PF9 Address
Addr Pop-up window showing additional addresses for specified vendor.
Add / Modify FAMIS Vendor Information

Before you can process payment to a vendor, they must first have an ID number associated with them on the system. FAMIS uses this number to track the payments you make to the vendor as well as credits given to your institution by the vendor.

General information about the ownership of a vendor, including the vendor type, the gender and ethnic makeup of the vendor, and any associated discount agreements is entered on Panel 2 of Screen 103. This may be accessed by pressing PF11 to scroll right. This information was previously entered on Screen 100, which has now been combined with Screen 103.

A detailed explanation on vendor file names is available in the Appendix.

Screen 103 - Vendor Add/Modify (Panel 1)

Screen 103 - Vendor Add/Modify (Panel 2)
Basic Steps

Add a New Vendor Record

- Advance to Screen 103.
- Type the new vendor number on the Action Line and press <ENTER>. When a new vendor is being added the system will respond, "Vendor number not found -- enter modifications to add."
- Press <ENTER> to confirm that you wish to add this new vendor to the system.
- Type the vendor name and address in the space provided.
- Indicate the vendor type and type additional data in the available fields, as desired.
- Press PF11 to enter the vendor ownership data.
- Press <ENTER> to add the vendor information to the system.

Modify an Existing Vendor Record

- Advance to Screen 103.
- Type the vendor number on the Action Line and press <ENTER> to display current vendor information.
- Type valid data in the available fields, as desired, and press <ENTER> to record the changes to the vendor’s information on-line.

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

Action Line

◆ Vendor: 11 digits
Enter a valid vendor ID number.

Screen Information

Panel 1

◆ Name: 50 characters
Add or modify the name of the vendor.

◆ PIN: 14 digits
Include the State Vendor Personal Identification Number. The last 3 digits are the state mail code.

◆ Send New Setup to TINS: 1 character
Indicate if the setup information for a vendor is to be sent to TINS. This field will become blank again after processing a new mail code.

◆ Send Changes to TINS: 1 character
Indicate if changes for the vendor should be sent to TINS. This value remains until a manual change has been made.
Screen 103 – Vendor Add/Modify (cont’d)

- **Tax ID:** 9 digits
  Enter the vendor’s tax identification number, which is used to support 1099 payments and reporting.

**Purchasing Bid To Address:**
- **Address:** 4 lines – 30 characters/digits each
  Provides the postal address to which all purchasing bid correspondence should be sent, as entered by the purchasing office.

- **City:** 20 characters
  Displays the city, as entered by the purchasing office, to which all purchasing bid correspondence should be sent.

- **State:** 2 characters
  Indicates the abbreviation for the state or province in which vendor is located, as entered by the purchasing office.

- **Zip:** 9 digits
  Signifies the zip code to which all purchasing bid correspondence should be sent, as entered by the purchasing office.

- **Country:** 3 characters
  Identifies the country in which the vendor is located, if it is a foreign country.
  For example:
  - **AB** = Armenia
  - **AC** = Antigua & Barbuda

  The country name is spelled out when a check is cut or a 1099 is printed.

- **Phone:** 10 digits
  Provides the area code and telephone number at which the vendor can be reached, as entered by the purchasing office.

- **Ext:** 4 digits
  Indicates the telephone extension number at which the vendor can be reached.

- **FAX:** 10 digits
  Provides the area code and number at which the vendor can receive FAX transmissions, as entered by the purchasing office.

- **Contact:** 20 characters
  Indicates the name of the person(s) to contact regarding purchasing bid correspondence.

**Accounts Payable Remit To**

- **Address:** 4 lines - 30 characters/digits each
  Identify the mailing address to which payments should be remitted.

- **City:** 20 characters
  Indicate the city in which the vendor is located.
Screen 103 – Vendor Add/Modify (cont’d)

**State:** 2 characters
Enter the abbreviation for the state or province in which the vendor is located.

**Zip:** 9 digits
Provide the zip code to which all payments should be mailed.

**Country:** 3 characters
Type the abbreviation for the country in which the vendor is located, if the address is for a foreign country. Valid values include:
- AB = Armenia
- AC = Antigua & Barbuda

**Phone:** 10 digits
Indicate the area code and telephone number at which vendor may be reached.

**Ext:** 4 digits
Provide the telephone extension number of the vendor.

**FAX:** 10 digits
Indicate the area code and number at which the vendor may receive FAX transmissions.

**Zone:** 3 digits
Displays the TINS region zone code designated by the State.

**Contact:** 20 characters
Include the name of the person(s) to contact regarding payment remittance.

**Vendor Type:** 2 characters
Enter the type code that defines general characteristics for the vendor. Valid values are:
- Blank = Not valid on-line (batch only)
- BU = Business
- EM = Employee
- FA = Federal Agency
- FC = Foreign Corporation
- FG = Foreign Government
- FI = Foreign Individual
- FY = Foreign Partner Yes
- IN = Individual
- LO = Local Area Business
- NP = Non-Profit Organization
- OP = Other Public Entities
- SA = Texas State Agency
- ST = Student
- UN = Unknown
- US = United States Vendor
Ownership cd:  1 character
Include the ownership code that defines the type of individual(s) that own the selected vendor. If “L”, the Texas Charter Number Nbr: field is required. Valid values include:
A = Professional Association
Blank = Not Specified
C = Professional Corporation
E = State Employee
F = Financial Institution
G = Government Entity
I = Individual (Not Owning a Business)
L = Texas Limited Partnership
N = Other, Limited Partnership, J
O = Out-of-State Corporation
P = Partnership
R = Foreign
S = Sole Proprietorship
T = Texas Corporation
U = State Agency/University

◆ 1099:  1 character/digit
‘Y’ indicates all vouchers should be pulled for 1099 purposes or whether (if left blank) 1099 codes will come from vouchers. Examples are:
Blank = Do Not Report
C = Corporation
E = Employee
F = Foreign Individual
I = Individual
M = Medical/Health Corporation
N = Non-Profit Corporation
O = Other
P = Partnership
R = Real Estate
S = Sub-Chapter S Corp
Y = 1099
2 = 1042

W9 Date:  8 digits
Include the date the W9 was received/updated.

Hold:  1 character
State whether the vendor is on hold with the State of Texas. If ‘Y’ it will keep the system from processing process checks or State vouchers for payment to the vendor.
N = No Hold
Y = No Payments
Blank = Not Specified
Disadv:  1 character
Show whether or not the vendor is certified as a disadvantaged vendor. Values are:
Blank = Not Hub/Not Specified
N = Not HUB
S = Self Declared HUB Business

Ethnic Orig:  3 characters
Provide information about the ethnic origin of the vendor, where applicable. For example:
ASP = Asian Pacific
Blank = Not Specified
BLK = Black
CAU = Caucasian
HSP = Hispanic
IND = American Indian / Native American
OTH = Other

Gender:  1 character
Identify the gender of the owner:
Blank = Not Specified
M = Male Owned
W = Woman Owned

TAMUS Part:  2 digits
Enter the campus code part number associated with the selected vendor if it is a member of the A&M University System. For example:
01 = Texas A&M University System
02 = Texas A&M University

Freeze:  1 character
‘Y’ indicates the vendor has been frozen from any new activity.

Bus Size:  1 character
Type the code indicating the size of the vendor’s business:
Blank = Not Specified
L = Large Business
S = Small Business (Just Right)

TAMUS Employee:  1 character
Type ‘Y’ if the vendor is an employee of the A&M University System. Valid values are:
Y = Yes
N = No
Blank = No

Ck Limit:  1 digit
Type a user-defined code to limit the amount on a single check paid to a vendor. This is used to help prevent large dollar keying errors. NOTE: Check limit codes are maintained on Screen 807.
Screen 103 – Vendor Add/Modify (cont’d)

Retain Mths: 2 digits
Enter the number of months a vendor is retained on file after its last activity. If left blank, it will default to an 18-month retention.

Delete: 1 character
‘Y’ indicates the vendor has been flagged for deletion.

Established: 8 digits
Shows the date vendor was established.

By: 7 characters/digits
Provides the FAMIS user ID of the person who established vendor.

Modified: 8 digits
Shows the date the vendor’s information was last modified.

By: 7 characters/digits
Indicates the FAMIS user ID of the person who last modified the vendor’s information.

Panel 2
Name: 50 characters
Provide the name of the vendor whose ownership information you are viewing.

◆ Vendor Type: 2 characters
Describe the general type characteristics of the selected vendor. Valid values include:
Blank = Not valid on-line (batch only)
BU = Business
EM = Employee
FA = Federal Agency
FC = Foreign Corporation

Ownership Code: 1 character
Enter ownership code for the type of owner associated with the vendor.
If “L”, the Texas Charter Number Nbr: field is required. Valid values include:
A = Professional Association
Blank = Not Specified
C = Professional Corporation
E = State Employee
F = Financial Institution
G = Government Entity
I = Individual (Not Owning a Business)
L = Texas Limited Partnership
N = Other, Limited Partnership, J
O = Out-of-State Corporation
P = Partnership
R = Foreign
S = Sole Proprietorship
T = Texas Corporation
U = State Agency/University
Texas Company:  Help 1 character
Indicate if this vendor is a Texas company. Valid values include:
Y = Yes
N = No
Blank = No

SIC:  Help 4 digits
Specify the Standard Industry Code for this vendor. For example:
Blank = No Code Specified
9901 = State Employees
9902 = Nonprofit Organization
9903 = Direct Deposit of Bills
9904 = State Publication
9905 = Refunds

Charter Nbr: 10 digits
Provide the Texas charter number for vendors that are corporations. Required if Ownership Code is “L”.

Employ Agency: 3 digits
Type the state agency code. This is required if Ownership Code is ‘E’. For example: “710” for SAGO.

Security: 1 digit
TINS security code indicating who can change the vendor set up. Valid values are 0, 1, or 2.

Busn Desc: 3 digits (currently not used)
Enter the business description code.

Sole Proprietor/Partnership Data
SSN/FEI: 11 digits
Specify the Social Security Number or Federal Employer Identification number for a member of the partnership.

Name: 50 characters
Include the name of the person associated with the specified SSN/FEI.

Email Addr: 50 characters/digits
Enter the vendor’s E-mail address, if available.

Terms - Vendor/Payment
Disc Perct: 5 digits
Identify the standard discount percentage given by the vendor.

Days: 3 digits
Specify the number of days in which the payment must be made in order to receive the discount.
Ind: 1 character
Include any special indicators for the discount. Valid values are:
I = As Invoiced
N = Net
P = Prox
Blank = Not Specified

Pay Days: 3 digits
Identify the vendor net pay days.

FOB: 2 characters
Define the Freight on Board specifications for the vendor. For example:
Blank = Not Specified
CL = Freight Collect
DA = Destination Frt Prepaid and Add
DP = Destination Frt Included
PU = Pickup No Frt Charged or Paid

Established: 8 digits
Date the vendor was established.

By: 7 characters/digits
Provides the FAMIS ID of the person who originally entered the vendor information.

Modified: 8 digits
Indicates the date the vendor information was last modified.

By: 7 characters/digits
Identifies the FAMIS ID of the person who last modified the vendor information.

**Additional Functions**

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

PF5 HUB
View State Hub Vendor Data.

PF6 Stats
Provides vendor statistics and audit information.

PF7 NxVn
Gets the next available vendor mail code so you can create a new address for the vendor. The information for the original vendor stays on the screen so that only modifications for the new mail code need to be made.

PF9 Order
Shows the purchase order information.

*Only available on Panel 1*
Add and Update Vendor Aliases

An alias is a common name for a vendor other than the formatted name that prints on the check. These aliases can help locate the vendor through a name search. Each vendor may have several aliases.

EXAMPLE: “IBM” can be searched by looking up

IB M
or IBM
or IBM CORPORATION

Screen 120 - Vendor Name Alias Maintenance

<table>
<thead>
<tr>
<th>Vendor Alias:</th>
<th>IBM</th>
<th>IBM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IBM CORPORATION</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

Add a New Alias

- Advance to Screen 120.
- Type the FAMIS vendor ID on the Action Line and press <ENTER> to display any existing aliases for the vendor.
- <TAB> to one of the lines provided and type in the new vendor name alias.
- You may add up to 16 aliases for a vendor.
- Press <ENTER> to record those names.

Modify Vendor Name Aliases

- Advance to Screen 120.
- Type the FAMIS vendor ID on the Action Line.
- Press <ENTER> to display all existing aliases for the vendor.
- Type over the old alias and press <ENTER> to record your changes.
Screen 120 – Vendor Name Alias Maintenance (cont’d)

Drop a Vendor Name Alias
• Advance to Screen 120.
• Type the FAMIS vendor ID on the Action Line and press <ENTER> to display all of the existing aliases for the vendor.
• <TAB> to alias you would like to remove from the system.
• Type a ‘Y’ in the drop column to the right of the alias and press <ENTER> to remove the alias from the system.

Vendor Name Alias Process

Create a New Vendor Alias
You may create a new vendor alias by entering it here on Screen 120. The system will also automatically create a new vendor alias when you modify the vendor name on Screen 103. By changing the vendor name, you instruct the system to send both the old name and the newly modified name of the vendor to the vendor alias file.

Drop a Vendor Alias
You may drop a vendor name alias by typing a ‘Y’ in the Drop field on Screen 120. Also, FAMIS will automatically drop all aliases that have been created for a vendor, when that vendor is dropped from the system using Screen 143.

No vendor data is lost when an alias is dropped.

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

Action Line
◆ Vendor: 11 digits
Enter the ID number of the vendor.

Screen Information
Vendor Name: 50 characters
Enter vendor’s full name to be printed on checks.

Vendor Alias: 35 characters
An alias is a common name for a vendor other than the name that prints on the check. You may enter up to 16 such names for your vendor.

Drop: 1 character
Type ‘Y’ to drop the alias from the system.

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

Vendors are moved to the History File once the Drop Flag has been set to "Y" on Screen 143. If there is any voucher activity for a specified vendor during the current or previous Fiscal Year, vendor information is sent to the History file for 1099 reporting.

A vendor who qualifies to be reported to the IRS on form 1099-MISC is referred to as a 1099 vendor. This vendor is also called a payee in the tax reporting process. The payer is the institution making the payments to the vendor.

Screen 132 - Vendor History

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
<th>Date/Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name</td>
<td>TIMELY ELECTRICAL SERVICE</td>
<td>06/15/09 14:20</td>
<td></td>
</tr>
<tr>
<td>Remit To Address</td>
<td>1888 CANDY LANE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>AUSTIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td>TX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>78758</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax ID</td>
<td>1xxxxxxx5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator</td>
<td>K702WD</td>
<td>07/07/1994 10:53 AM</td>
<td></td>
</tr>
<tr>
<td>Last Activity</td>
<td>11/20/1992 ADDRESS CHANGED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment</td>
<td>ADDRESS CHANGED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td>This Screen is intended for use as part of the Federal Government 1099-misc tax reporting process. The information displayed should be verified for accuracy. Correct any errors and supply missing information to avoid IRS penalties.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 132.
- Type an existing vendor number on the Action Line. You may also enter an asterisk (*) or partial vendor number and select from a list of matching vendors.
- Press <ENTER> to display the vendor history information.
- You may correct errors in the fields displayed by typing over the existing data and press <ENTER> to save the modified vendor information.

Vendor History Process

1099 Vendor Updates

It is important to have correct vendor information for 1099 purposes. Your institution may be subject to IRS penalties if incorrect information is sent to the government. Screen 132 is provided for you to update 1099 information for vendors that have been dropped from the system.

You should use Screen 103 to update 1099 information for a current vendor.
Screen 132 – Vendor History (cont’d)

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

**Action Line**
◆ Vendor: [Help] 11 digits
Enter the **vendor’s ID number** to view history information.

**Screen Information**
Vendor Name: 50 characters
Displays the **name of the vendor** as it will appear on a check. Make changes, if needed.

Remit To Address: 4 lines - 30 characters/digits
Identifies the vendor’s mailing **address** where remittance will be sent.

City: 20 characters
Shows the **city** where vendor is located.

State/Province: [Help] 2 characters
Displays the abbreviation for the **state or province** in which vendor is located.

Zip/Postal Code: 9 digits
Indicates the **zip/postal code** for the vendor’s address.

Country: [Help] 3 characters
Identifies the **foreign country** in which the vendor is located, if applicable.

Telephone: 10 digits
Provides the area code and **telephone number** at which the vendor may be reached.

1099: [Help] 1 character/digit
‘Y’ indicates all vouchers should be pulled for **1099 purposes**. If left blank, 1099 codes will come from vouchers. Valid values are:
Blank = Not Specified
C = Corporation
E = Employee
F = Foreign
I = Individual
N = Not for Profit
O = Other
P = Partnership
R = Real Estate
Y = 1099
Z = 1042

Tax ID: 9 digits
Provides the **tax identification number** the vendor uses for tax purposes.
Screen 132 – Vendor History (cont’d)

**Reinstate Vendor:** 1 character
‘Y’ indicates this vendor is to be reinstated to an active state where vouchers may be processed against it.

**Drop Info.**
- **Operator:** 7 characters/digits
  Displays the FAMIS operator’s user ID who instructed the system to drop the vendor.

- **Date:** 8 digits
  Indicates the date vendor was dropped from the system.

- **Time:** 6 digits
  Provides the time vendor was dropped.

- **Last Activity:** 8 digits
  Identifies the date on which the last activity was processed by the system for this vendor.

- **Comment:** 35 characters
  Displays comments stating the reason the selected vendor was removed from the system.

**Additional Functions**
- **PF KEYS**
  See the Appendix for explanation of the standard PF Keys.
Set / Reset Vendor Flags

Vendor activity is controlled in FAMIS by a series of vendor flags. These flags include freezing the vendor from future activity, holding payments to the vendor, and removing the vendor from the system. Screen 143 is used to set and reset these vendor activity flags. These flag settings determine the types of transactions that may be processed against your vendor.

A flag has been added to this screen that can be set to exclude ALL expenditures for the specified vendor to be excluded from the HUB process. This includes the monthly reports, as well as the extract for the Governor's semi-annual report.

**Screen 143 - Vendor Flag Set/Reset**

<table>
<thead>
<tr>
<th>Vendor Flags</th>
<th>Comment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N - HOLD Payment</td>
<td></td>
</tr>
<tr>
<td>N - FREEZE Activity</td>
<td>ADDRESS NOW GOOD</td>
</tr>
<tr>
<td>N - DELETE this Vendor</td>
<td></td>
</tr>
<tr>
<td>N - DROP this Vendor</td>
<td></td>
</tr>
<tr>
<td>_ - Exclude Vendor from HUB Process</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Advance to Screen 143.
- Type a valid vendor ID number on the Action Line and press <ENTER> to display current vendor flag settings.
- Change the values of the flags as necessary to determine the types of transactions that you will allow to be processed by the system for this vendor. The possible values are: ‘Y’ (on) indicates that the action will occur, ‘N’ (off) indicates that the action will not occur.
- Provide the reason for which you are changing the current flag setting, and press <ENTER> to record the change.

**Vendor Flag Set/Reset Process**

**Hold Flag**

The Hold Payment flag will hold any payments (both checks and state vouchers) to the vendor. However, this flag does not prevent new payment requests or Purchase Orders from being entered.

*The check override will supersede the ‘ON’ setting of this flag.*
Freeze Flag
The freeze flag may be used to restrict voucher activity against a vendor. When ‘on’, it prevents all new entries from being entered for the vendor. Also, no new requests for payment will be accepted for the specified vendor.

Drop and Delete Flag Maintenance
In order to drop or delete a vendor, FAMIS performs several checks. There cannot be any outstanding vouchers, purchase orders, encumbrances, or unpaid invoices on file referring to this vendor.

The difference between a drop and a delete is that if there are no vouchers for the vendor, a dropped vendor is removed from the database immediately. The vendor must be deleted before the record can be dropped.

Turning on the delete flag instructs the system to perform the above checks for activity against the vendor. This must be done before the vendor may be dropped. Turning on the drop flag is different in that it instructs the system to immediately drop the vendor from the database.

Delete Flag
The delete flag marks a vendor for deletion or for dropping from the file. The system checks the current fiscal year and the previous fiscal year for unpaid vouchers. In addition, the system will check for purchase orders that have not been completed and for vendor commodity relationships that are not deleted.

Drop Flag
The drop flag will drop the vendor from the searches. Setting the drop flag requires that the delete flag be set first. If the vendor has no vouchers, the vendor will be physically deleted from the file. If there were vouchers for the vendor, the vendor will be purged to the ‘Vendor History’ file. The history information is available on Screen 132.

The delete flag must be ‘ON’ before the drop flag can be set to ‘Y’ (ON).

Exclude Vendor from HUB Process
When this new HUB flag is changed, a pop-up window will appear asking “Do you wish to exclude all vendors with the same State PIN number?” If you enter “Y”, all FAMIS vendors on your campus that have the same State ID will also be changed. These changes will be logged and can be viewed on Screen 201.

Screen 143 - HUB Flag Pop-Up Window

```
+-----------------------------------------------+
|                                               |
|      Do you wish to exclude all vendors with  |
|      the same State PIN number? _            |
|                                               |
+-----------------------------------------------+
```
Screen 143 – Vendor Flag Set/Reset (cont’d)

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

**Action Line**

◆ Vendor: 11 digits
Identify the desired vendor’s identification number whose flags are to be set/reset.

**Screen Information**

Comment: 50 characters
When activating the vendor flags, you will be prompted to provide a reason why you are modifying the current setting. This reason will be displayed in this space.

**Vendor Flags**

**HOLD Payment:** Help 1 character
Type ‘Y’ to hold payment (both checks and state vouchers) made to the vendor. This flag does not prevent new payment requests or Purchase Orders from being entered.

The check override flag on the voucher screens will supersede the ‘Y’ setting of this flag.

**FREEZE Activity:** Help 1 character
Enter ‘Y’ to restrict (freeze) all new activity or new requests for payment against this vendor. Valid values are:

- N = Vouchers Processed
- Y = No 14X or 15X Transactions Processed
- Blank = Not Specified

**DELETE this Vendor:** Help 1 character
Type ‘Y’ to identify this vendor is to be deleted.

- N = Process Vouchers
- Y = No vouchers or Maintenance Processed
- Blank = Not Specified

**DROP this Vendor:** Help 1 character
Enter ‘Y’ to have the vendor physically removed (dropped) from the database. Setting the drop flag requires that the delete flag be set first.

If there were completed vouchers for the vendor on file, the vendor will be purged to the “Vendor History” file (see Screen 132).

- N = Active Vendor
- Y = Vendor Dropped, History Saved
- Blank = Not Specified

**Exclude Vendor from HUB Process:** Help 1 character
Used to exclude all expenditures for a specified vendor from the HUB process, including monthly reports and extract for Governor’s semi-annual report.

- Y = all FAMIS vendors on your campus that have the same State ID will also be changed
- N = do not exclude all vendors from the HUB process.
Screen 143 – Vendor Flag Set/Reset (cont’d)

**Hold, Freeze, Delete, and Drop Info**

**Operator:**
7 characters/digits
Provides the FAMIS operator’s user ID of the person responsible for setting/resetting the selected vendor flag.

**Date:**
8 digits
Identifies the date on which the selected flag was modified by the user.

**Time:**
4 digits
Indicates the time of day at which the selected flag was modified by the user.

**Additional Functions**

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

**PF12 Warnings**
Displays any FAMIS warning messages.
Invoices by Vendor Inquiry

Screen 160 displays all invoices that are on file for a specific vendor.

If the vendor number starts with “T”, it is a “temporary” vendor. Invoices for these temporary vendors do not appear on this screen.

Press PF11 to scroll right and view the Bank Trace information. The bank trace number is created from the first 8 digits of the originating depository financial institution (ODFI) and the last 7 digits are sequentially assigned by FAMIS.

Press PF10 to return to the previous panel.
Screen 160 – Invoices by Vendor Inquiry (cont’d)

Basic Steps
- Advance to Screen 160.
- Type a vendor number in the Vendor: field. A list of invoices and pertaining information will be provided for the specified vendor.

Invoice File List Process
- Type a vendor number in the Vendor: field for a specific vendor, or an asterisk (*) or part of the vendor name for a pop-up window of all vendors. Press <ENTER> to access the information.
- In the pop-up window, typing an ‘X’ beside the vendor will pass the information back to Screen 160 where the vendor invoices will be shown.
- The Invoice Nbr: field can be used to position the display. Entering a specific invoice number will position the inquiry information to begin with this invoice number.

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

Action Line
◆ Vendor: 11 digits
Enter the vendor identification number.

Invoice Nbr: 14 digits
Type an invoice number to place it at the top of the displayed list.

All: 1 character
Enter ‘Y’ to display all invoices for the vendor.

Screen Information
Panel 1
Invoice
Number: 14 digits
Shows the unique invoice number for a voucher.

Amount: 8 digits
Displays the amount of invoice.

Date: 6 digits
Indicates the date entered on the invoice header (Screen 240) in purchasing or as entered on the voucher in Accounts Payable.

Vchr Number: 7 digits
Identifies the voucher number used for invoice payment.

PO Number: 7 character/digits
Shows the number assigned to the purchase order, if used.
Screen 160 – Invoices by Vendor Inquiry (cont’d)

**Check/State Voucher**

- **Number:** 7 digits
  - Shows the check or state voucher number.

- **Amount:** 8 digits
  - Indicates the amount of check or state voucher.

- **Date:** 6 digits
  - Displays the date check was processed or state voucher was printed.

- **St:** 1 character
  - Indicates the status of this invoice, in the overall flow through the process.
  - Values are:
    - **P** = in Purchasing (not yet passed to A/P)
    - **A** = in A/P - not yet paid
    - **M** = in A/P - entered as a prepaid
    - **C** = in A/P - check has been written by the System

| There is no update to indicate whether a check has been reconciled through the bank reconciliation process. |

**Panel 2**

- **Bank Trace:** 15 digits
  - Shows the bank trace number on the transaction.

- **MC:** 1 character
  - Shows the vendor’s mail code for the voucher.

**Additional Functions**

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

- **PF9**
  - **Addr**
    - View vendor’s address information.
Voucher Inquiry by Vendor

To view all the vouchers posted for a particular vendor, use Screen 162. Type ‘Y’ in the All: field, to search for all mail codes for the selected vendor. The information displayed on this screen is in summary form, and is viewed in voucher number order.

Inquiries default to the current fiscal year, but previous fiscal years may be searched by typing a different year in the Fiscal Year: field.

To see only outstanding vouchers for a specific fiscal year, use Screen 165.

- If a voucher is outstanding the status column will read (OUT).
- When a voucher has entered the check or state voucher cycle, the status column will display (CYCL).
- If a check or state voucher has already been printed, the status will read (PAID).
- If a voucher has been reconciled it will read (RECN).

Screen 162 - Voucher Inquiry by Vendor (Panel 1)
Basic Steps

- Advance to Screen 162.
- Type a vendor number in the Vendor: field. A list of vouchers and pertaining information will be provided for the specified vendor.

Voucher Inquiry by Vendor Process

- You can search vendor files by typing a portion of the vendor name in the Vendor: field. A pop-up window will appear with a listing of all vendors on file with the specified characters in their name. An example would be entering ‘TWIN’ and receiving the following information in the pop-up window. Selecting a vendor will take the information directly to Screen 162.

```plaintext
F0043 Mark Vendor with an 'X' to select
Screen: ___ Search: XENON____ Type: N (N,V)
Include Frz/Del Vendors: N

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor ID</th>
<th>Alias</th>
<th>Frz</th>
<th>Del</th>
<th>SHld</th>
<th>HUB</th>
</tr>
</thead>
<tbody>
<tr>
<td>XENON</td>
<td>1vvvvvvvvD</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>XENON ADMINISTRATION</td>
<td>1vvvvvvvvI</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvvJ</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvvV</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvvX</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>XENON CORP</td>
<td>1vvvvvvvvY</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>XENON CORPORATION</td>
<td>1vvvvvvvv0</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>XENON CORPORATION</td>
<td>1vvvvvvvvA</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>XENON CORPORATION</td>
<td>1vvvvvvvvG</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>XENON CORPORATION</td>
<td>1vvvvvvvv3</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>XENON CORPORATION</td>
<td>1vvvvvvvv1</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>XENON CORPORATION</td>
<td>1vvvvvvvv2</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

** More Vendors - Press <Enter> to View **
PF4=Exit PF9=Bid PF10=Remit PF11=Order PF12=Main
```
Screen 162 – Voucher Inquiry by Vendor (cont’d)

- Type an asterisk (*) in the Vendor: field and press <ENTER> will access an alphabetical listing of all vendors.
- The Voucher: field can be used to position the screen display.
- The Fiscal Year: field allows you to select the fiscal year in which the voucher was posted.
- Vendor information can be accessed by using the PF9 key. A pop-up window will appear providing the vendor’s address, date the account was established, and other information for the selected vendor.

Screen 162 - PF9 Pop-up Window

```
+----------------------------------------------------------------------------+
|                                                                            |
|  XERON                                                                     |
|  PO BOX 655551                  Established: 08/18/1995  Disc:  Retn: 18 |
|                                 Last Active: 06/11/2009  Limit:   Com:     |
|  DALLAS         TX 752650361    YTD Paid:    450,895.96  Type: BU Hold: N |
|                                                                            |
+----------------------------------------------------------------------------+
```

- Type an ‘X’ in the S (Select) field beside the voucher and press <ENTER> to pass the voucher information to Screen 168 (FAMIS Voucher Total Inquiry). This will allow you to view detailed information for the voucher. (See Screen 168 section for more information.)
- On Screen 168, type an ‘X’ in the S (Select) field beside the voucher line item and press <ENTER> to pass the voucher information to Screen 169 (FAMIS Voucher Line Item Inquiry) where detailed line item information is provided. (See section on Screen 169 for more information.)

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

**Action Line**

- **Vendor:** 11 digits
  Enter the vendor identification number.

- **Voucher:** 7 digits
  Type the FAMIS voucher number to be displayed at the top of the list.

- **Fiscal Yr:** 4 digits
  Indicate the fiscal year the voucher was posted.

- **All:** 1 character
  Type ‘Y’ - to display all mail codes pertaining to the vendor. For example: IBM would list all vouchers for IBM regardless of address.

**Include Only:**

- **Acct:** 11 digits
  Enter a FAMIS account number to limit the display.

- **Dept Ref:** 7 digits/characters
  Indicate a reference number used by the department to limit the display.
Screen 162 – Voucher Inquiry by Vendor (cont’d)

Pg _ of _ Pg(s): 2 digits
Indicate the page number of the total number of pages to be displayed

Screen Information
Panel 1

S: 1 character
Type an ‘X’ to select the vendor information.

Voucher: 7 digits
Displays the FAMIS voucher number.

Vch Lns: 3 digits
Indicates the number of line items on a voucher.

First Account: 11 digits
Shows the first account number paying for this voucher.

Description: 21 characters
Displays a description of items purchased.

Stat: 4 characters
Shows the status of the voucher. Valid values are:
CYCL = In Check Cycle or State Voucher Cycle
DROP = Dropped before payment - acctg reversed
PAID = Paid (after printing or Prepaid)
PEND = Pending voucher - no acctg. Posted
P-CN = Pending cancelled before acctg. Posted
P-OP = Pending voucher - open (no acctg. posted)
P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise there may be a problem
OUT = Outstanding (after being posted but before entering the check or state voucher cycle
RECN = Reconciled (Cleared Bank or State Comp)
VOID = Check or State voucher voided

Net Amount: 8 digits
Shows the net amount of the voucher, after discount.

Batch Date: 6 digits
Indicates the batch session date when transaction was processed.

MC: 1 character
Shows the vendor’s mail code for the voucher.

Panel 2

Dept Ref: 7 digits/characters
Indicates the reference number used by the department.

Check Nbr: 7 digits
Identifies the check number issued when payment was made.
Screen 162 – Voucher Inquiry by Vendor (cont’d)

**Check Date:** 6 digits
Indicates the date the check was processed.

**Net Amount:** 8 digits
Identifies the net dollar amount of the voucher.

**In Process:** 12 digits
Displays the net amount in process to be paid.

**Paid:** 12 digits
Shows the net amount paid.

**Total:** 12 digits
Displays the total amount of the vouchers displayed on the screen.

This total does not include amount of dropped, cancelled or voided vouchers displayed.

**Additional Functions**

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

**PF9**

**Addr**
Displays the vendor’s address and provides additional vendor information.
Voucher Inquiry by Alternate Vendor

Screen 170 is used to search for vouchers using the name of the alternate vendor. To view all vouchers for the alternate vendor, type ‘Y’ in the All: field on the Action Line.

**Vendor Inquiry by Alt. Vendor Process**

Type the alternate vendor’s identification number, and any other criteria to be used in searching and displaying the desired information. If you type part or all of the alternate vendor’s name, in the Alt Vndr: field, you will be given a pop-up window from which to select the desired vendor.

You may also type an asterisk (*) in the Alt Vndr: field to view a pop-up list of alternate vendor’s and select the vendor’s number from the list by typing an ‘X’ in the Sel: field. Press <ENTER> to “pass back” the number to the field on Screen 170.
Screen 170 – Voucher Inquiry by Alternate Vendor (cont’d)

Basic Steps
- Advance to Screen 170.
- Type a valid alternate vendor’s identification number in the Alt Vndr: field and press <ENTER>. If there are vouchers for the specified vendor they will be displayed.
- You may enter a specific voucher number, account number, and/or department reference code to narrow the search and advance to a specific item.

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

**Action Line**
- **◆ Alt Vndr:** 11 digits
  Enter a valid alternate vendor identification number. The vendor’s name will appear above this field.
- **Voucher:** 7 digits
  Include the desired voucher number to display.
- **Fiscal Year:** 4 digits
  Identify the fiscal year to begin the search.
- **All:** 1 character
  Type ‘Y’ to include all vouchers in the displayed list.

**Include Only**
- **Account:** 11 digits
  Enter an account number to limit the search.
- **Dept Ref:** 7 digits/characters
  Indicate the department reference number.
- **Pg _ of _ Pg(s):** 4 digits
  Identify a page number to advance through the list of vouchers displayed.

**Screen Information**
**Panel 1**
- **S:** 1 character
  Type an ‘X’ to select an item and advance to Screen 168 to view voucher detail.
- **Voucher:** 7 digits
  Displays voucher number(s) that match the inquiry data entered on the Action Line.
- **Vch Lns:** 3 digits
  Shows the number of line items on the voucher.
Screen 170 – Voucher Inquiry by Alternate Vendor (cont’d)

- **First Account:** 11 digits
  - Identifies the first account number on voucher.

- **Description:** 20 characters
  - Displays the description entered on the voucher.

- **Stat:** 4 characters
  - Shows the status of the voucher. For example:
    - CYCL = In Check Cycle or State Voucher Cycle
    - DROP = Dropped before payment - acctg reversed
    - PAID = Paid (after printing or Prepaid)
    - PEND = Pending voucher - no acctg. Posted
    - P-CN = Pending cancelled before acctg. Posted
    - P-OP = Pending voucher - open (no acctg. posted)
    - P-CL = Pending closed - closed but not posted; should post overnight and enter into CYCL otherwise may be a problem

- **Net Amount:** 10 digits
  - Shows the net amount of the voucher, after discount.

- **Batch Date:** 6 digits
  - Indicates the batch session date when transaction was processed.

- **MC:** 1 digit
  - Shows the vendor’s mail code for the voucher.

- **Vendor Total:** 10 digits
  - Shows total dollar amount paid to the vendor.

**Panel 2**

- **Dept Ref:** 7 digits/characters
  - Shows the department reference number.

- **Check Nbr:** 6 digits
  - Identifies the check number issued when payment was made.

- **Check Date:** 6 digits
  - Indicates the date the check was processed.

- **Net Amount:** 10 digits
  - Identifies the net dollar amount of the voucher.

- **Vendor Total:** 10 digits
  - Shows the total dollar amount paid to the vendor.

**Additional Functions**

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

**PF9**
- **Addr**
  - Shows detail address information for the vendor.
To view a list of State HUB vendors, use Screen 173. To narrow the displayed list, type a vendor's identification number or name in the Vendor: field and press <ENTER>. Typing a partial vendor ID number will result in a list of all State HUB vendors that have a similar vendor identification number. A name search is available by typing an asterisk (*) or alpha character in the Vendor: field.

The list of vendors displayed will also show a ‘Y’ in the SHld: field if a vendor is on State Hold.

In addition to producing a list of vendors, this screen also provides additional detail necessary for identifying the HUB status of a vendor.

The State HUB file will be updated weekly.

Screen 173 - State HUB Vendor ID Search

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Gndr</th>
<th>Cd</th>
<th>QISV</th>
<th>Off</th>
<th>Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1vvvvvvvv7</td>
<td>TRIPLE T TRAINING SUPPLIES, INC</td>
<td>F</td>
<td>WO</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv3</td>
<td>QQQ SERVICES</td>
<td>F</td>
<td>HI</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv2</td>
<td>COOLANT INDUSTRIES</td>
<td>F</td>
<td>WO</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv6</td>
<td>ALLIED AMBULANCE</td>
<td>F</td>
<td>WO</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv4</td>
<td>A.A. AMAZING AUTOS</td>
<td>M</td>
<td>HI</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv3</td>
<td>TECH TRENDS TRAINING</td>
<td>M</td>
<td>AS</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv2</td>
<td>METRO MAPS</td>
<td>M</td>
<td>BL</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv3</td>
<td>A.H.I. SERVICES</td>
<td>M</td>
<td>HI</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv1</td>
<td>TTT CONSULTANTS</td>
<td>M</td>
<td>AS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv9</td>
<td>BLANKET BUNTING CO.</td>
<td>M</td>
<td>HI</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv1</td>
<td>INSTANT GRAPHICS</td>
<td>F</td>
<td>WO</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv6</td>
<td>PORTLAND PORTALS</td>
<td>F</td>
<td>WO</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv4</td>
<td>PERMAN CONSULTANTS</td>
<td>F</td>
<td>WO</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv5</td>
<td>INTELLIGENT SURROUND TECHNOLOGY</td>
<td>F</td>
<td>HI</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>1vvvvvvvv1</td>
<td>NEWSOME IDENTIFICATION SERVICES</td>
<td>F</td>
<td>WO</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Press <ENTER> For More Entries

Basic Steps

- Advance to Screen 173.
- Type a valid vendor's identification number in the Vendor: field on the Action Line and press <ENTER>.
- Place cursor on a vendor's name and press PF6 to view additional State HUB vendor data.

State HUB Vendor ID Search

Place the cursor on a specific vendor ID or name and press PF6 to see if the FAMIS vendor is on the STATE HUB file. If so, detailed data for the vendor will be displayed. Press PF4 from this pop-up window to return to Screen 173.
Screen 173 – State HUB Vendor ID Search (cont’d)

Screen 173 - PF6 State Hub Data Pop-Up Screen

+-------------------------------------------------------+
|                                                       |
|                  State Hub Vendor Data                 |
|                                                       |
| State ID: 1vvvvvvvvv7 Cert: 54076 Dt Off: 03/27/2012  |
| Vndr: TRIPLE T TRAINING SUPPLIES, INC.                |
| 2257 ROSES LANE .                                    |
| CLENTON TX 76033                                      |
| Foreign:                                             |
| Phone: 817-777-1111 County: JOHNSON                   |
| Fax: 817-555-2222                                     |
| Contact: VP- Elsa Engleman                            |
| Desc: Complete concrete construction-turn-key,        |
| Internet: elsay@any.com                              |
| Gndr: F Ethnic: WO Lone Star:                         |
| QISV:         Sm Bus: Y Texas Off:                    |
| Press <PF4> to Exit                                   |
+-------------------------------------------------------+

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

Action Line
♦ Vendor: 11 digits
Enter a valid vendor identification number.

Screen Information
Vendor ID: 11 digits
Displays the state vendor identification number of the vendor listed.

Vendor Name: 30 characters
Identifies the name of the vendor associated with the vendor identification number listed.

Gndr: 1 character
Shows the gender code for the vendor displayed. Valid values are:
Blank = Not Specified
M = Male Owned
W = Woman Owned

Ethn Cd: 2 characters
Identifies the state’s ethnic code for the vendor. For example:
Blank = Not Specified
BL = Black
HI = Hispanic
AS = Asian Pacific

QISV: 1 character
‘Y’ indicates the vendor is a Qualified Information System Vendor.

Tx Off: 1 character
‘Y’ identifies this as a Texas Office.
Screen 173 – State HUB Vendor ID Search (cont’d)

**Sm Bus:** 1 character
‘Y’ signifies this vendor is a small business.

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

**PF6** Detail
**Dtl** Detail information on the HUB vendor.
State HUB Vendor Name Search

To search for State HUB vendors by name, use Screen 174. You may type a vendor's name or identification number in the Vendor: field and press <ENTER>.

The list of vendors displayed will also show a 'Y' in the SHld: field if a vendor is on State Hold.

In addition to producing a list of vendors, this screen also provides additional detail necessary for identifying the HUB status of a vendor.

The State HUB file will be updated weekly.

Screen 174 - State HUB Vendor Name Search

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Gndr</th>
<th>Cd</th>
<th>QISV Off</th>
<th>Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1vvvvvvv1</td>
<td>A &amp; A CONSTRUCTION</td>
<td>F</td>
<td>HI</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv2</td>
<td>A &amp; A TECHNICS INC</td>
<td>M</td>
<td>HI</td>
<td>Y Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv0</td>
<td>A &amp; F ENERGY</td>
<td>F</td>
<td>AS</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv4</td>
<td>A &amp; G INSTITUTE</td>
<td>F</td>
<td>HI</td>
<td>Y</td>
<td>Y Y</td>
</tr>
<tr>
<td>1vvvvvvv2</td>
<td>A &amp; J DRAINAGE</td>
<td>M</td>
<td>HI</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv4</td>
<td>A &amp; J FENCING SUPPLY</td>
<td>M</td>
<td>HI</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv6</td>
<td>A &amp; J PAINTERS RESOURCE</td>
<td>M</td>
<td>HI</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv9</td>
<td>A &amp; L MECHANICS SERVICE</td>
<td>M</td>
<td>HI</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv7</td>
<td>A &amp; L PAINTS AND MORE</td>
<td>M</td>
<td>HI</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv5</td>
<td>A &amp; TELECOMMUNICATIONS</td>
<td>M</td>
<td>HI</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv0</td>
<td>A &amp; M ELECTRIC SERVICE</td>
<td>M</td>
<td>AS</td>
<td>Y Y Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv7</td>
<td>A &amp; M LAND INITIATIVE</td>
<td>M</td>
<td>HI</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv5</td>
<td>A &amp; P RENTALS</td>
<td>M</td>
<td>BL</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv1</td>
<td>A &amp; R CONTRACTING SERVICES</td>
<td>M</td>
<td>HI</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>1vvvvvvv7</td>
<td>A &amp; R CONSTRUCTION MANAGEMENT</td>
<td>M</td>
<td>HI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Press <ENTER> For More Entries
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Basic Steps

- Advance to Screen 174.
- Type a valid vendor's name in the Vendor: field on the Action Line and press <ENTER>. You may type in a partial name, or vendor identification number to view a list of possible matches from which to select.
- Place cursor on a vendor's name and press PF6 to view additional State HUB vendor data.

State HUB Vendor Name Search

Place the cursor on a specific vendor and press PF6 to see if the FAMIS vendor is on the STATE HUB file. If so, detailed data for the vendor will be displayed. Press PF4 from this pop-up window to return to Screen 174.
Screen 174 - PF6 State Hub Data Pop-Up Screen

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

**Action Line**  
◆ Vendor: 11 digits  
Enter a valid vendor identification number.

**Screen Information**  
Vendor ID: 11 digits  
Displays the state vendor identification number of the vendor listed.

Vendor Name: 30 characters  
Identifies the name of the vendor associated with the vendor identification number listed.

Gndr: 1 character  
Displays the gender code for the vendor. Valid values are:  
Blank = Not Specified  
M = Male Owned  
W = Woman Owned

Ethn Cd: 2 characters  
Shows ethnic code for the vendor. For example:  
Blank = Not Specified  
BL = Black  
HI = Hispanic  
AS = Asian Pacific

QISV: 1 character  
Indicates whether the vendor is a Qualified Information System Vendor. Valid values are:  
Y = Yes  
N = No
Screen 174 – State HUB Vendor Name Search (cont’d)

**Tx Off:** 1 character
‘Y’ signifies this is a Texas Office.

**Sm Bus:** 1 character
‘Y’ identifies this vendor is a small business.

**Additional Functions**

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

**PF6** Detail
**Dtl** Detail information on the HUB vendor.
Section III
Vendor Information - Purchasing
Vendor Change Log

Changes that have been made to a FAMIS vendor record on Screen 203, Screen 103 or Screen 207 may be viewed on Screen 201. This screen also shows the date and time a change was made.

On this screen you may flag changes that need to be sent electronically to TINS, and view whether the changes have been sent.

If you did not set the TINS flag on Screen 203, you may change the ‘N’ to ‘Y’ in the Send TINS: field. However, if there is already a ‘Y’ in this field, you may not change it back to ‘N’.

To ensure that new setup fields are sent to TINS, you must type “Y” in the Send TINS: field for the following:

ACH ROUTING NBR
ACH ACCT TYPE
ACH ACCT NBR

The ACH ROUTING NBR is the most important field that needs to be sent to TINS.

Additional fields of information are displayed on Panel 2 and Panel 3. Press the PF11 key to scroll right and view these panels.

Update access to this screen should be restricted.
Only the field names will be displayed if the user does not have the proper access.

Screen 201 - Vendor Change Log (Panel 1)

<table>
<thead>
<tr>
<th>Send Tins</th>
<th>Tins</th>
<th>Field Name</th>
<th>New Field Value</th>
<th>Date Changed</th>
<th>Date Pulled for TINS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>CHARTER NBR</td>
<td>1</td>
<td>12/15/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>BID ZIP</td>
<td>774772911</td>
<td>12/15/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>BID STATE</td>
<td>TX</td>
<td>12/15/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>BID ADDRESS</td>
<td>4254 BLUEBERRY DR</td>
<td>12/15/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>ADDRESS</td>
<td>4254 BLUEBERRY DR</td>
<td>12/15/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>1099 CODE</td>
<td>N</td>
<td>12/15/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>ZIP CODE</td>
<td>774772911</td>
<td>12/15/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>REMIT FAX</td>
<td></td>
<td>12/15/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>PHONE</td>
<td></td>
<td>12/15/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>OWNER CODE</td>
<td>T</td>
<td>12/15/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>CITY</td>
<td>STANLEY</td>
<td>12/15/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>BID CITY</td>
<td>STANLEY</td>
<td>12/15/2008</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**** Press ENTER to continue ****

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Audit Left Right
### Screen 201 - Vendor Change Log (Panel 2)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>New Field Value</th>
<th>Old Field Value</th>
<th>Changed Date</th>
<th>Changed Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHARTER NBR</td>
<td>1</td>
<td></td>
<td>12/15/2008</td>
<td>13:25:17</td>
</tr>
<tr>
<td>BID ZIP</td>
<td>774772911</td>
<td></td>
<td>12/15/2008</td>
<td>13:25:17</td>
</tr>
<tr>
<td>BID STATE</td>
<td>TX</td>
<td></td>
<td>12/15/2008</td>
<td>13:25:17</td>
</tr>
<tr>
<td>BID ADDRESS</td>
<td>4254 BLUEBERRY DR</td>
<td>6222 CHERRY LANE</td>
<td>12/15/2008</td>
<td>13:25:17</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>4254 BLUEBERRY DR</td>
<td></td>
<td>12/15/2008</td>
<td>13:25:17</td>
</tr>
<tr>
<td>1099 CODE</td>
<td>N</td>
<td></td>
<td>12/15/2008</td>
<td>13:25:17</td>
</tr>
<tr>
<td>ZIP CODE</td>
<td>774772911</td>
<td>77036</td>
<td>12/15/2008</td>
<td>13:25:17</td>
</tr>
<tr>
<td>REMIT FAX</td>
<td></td>
<td></td>
<td>7137775555</td>
<td>12/15/2008</td>
</tr>
<tr>
<td>PHONE</td>
<td></td>
<td></td>
<td>7137775666</td>
<td>12/15/2008</td>
</tr>
<tr>
<td>OWNER CODE</td>
<td>T</td>
<td></td>
<td>12/15/2008</td>
<td>13:25:17</td>
</tr>
<tr>
<td>CITY</td>
<td>STANLEY</td>
<td>HOUSTON</td>
<td>12/15/2008</td>
<td>13:25:17</td>
</tr>
<tr>
<td>BID CITY</td>
<td>STANLEY</td>
<td></td>
<td>12/15/2008</td>
<td>13:25:17</td>
</tr>
</tbody>
</table>

**** Press ENTER to continue ****

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

Basic Steps

- Advance to Screen 201.
- Type a valid vendor’s identification number or name in the Vendor: field.
- Enter the sort preference in the Order: field. Use “O” (oldest) or “N” (newest).
- If you want to show only a specific field name, enter it in the Field: field and press <ENTER>.
- Place cursor on a field name and press PF7 to view the audit information for the change.
- Press PF11 to view additional data in Panel 2 and 3 of this screen.
- Press PF10 to return to Panel 1.
Vendor Change Log Process

Indicate the sort order to view information by either the oldest or newest date by typing ‘O’ or ‘N’ in the Order: field.

There are three panels of information included on this screen. Press the PF11 key to view additional columns of information to the right, and return to the original panel by pressing PF10.

Additional audit information may be viewed by placing the cursor on a line of information displayed on the screen and pressing PF7.

Screen 201 – PF7 Audit Pop-Up Window

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

**Action Line**

◆ **Vendor:**

11 digits
Enter a valid vendor identification number.

◆ **Order:**

1 character
Designate the order in which the information displayed is to be sorted:

0 = Oldest Date
N = Newest Date

**Field:**

23 characters
Leave this field blank to view all changes, or type a valid field name. For example:

ACH Acct Nbr
ACH Acct Type
ACH Email
ACH Override
ACH Prenote
ACH Prenote Date
ACH Prenote Override
ACH Routing Nbr
ACH Send TINS
Screen 201 – Vendor Change Log (cont’d)

**Screen Information**

Panel 1

Send Tins: 1 character
Type ‘Y’ if this change is to be sent to TINS.

Sent Tins: 1 character
‘Y’ identifies that the change was sent to TINS.

Field Name: 16 characters/digits
Identifies the current field name.

New Field Value: 17 characters/digits
Shows the changed field value.

Date Changed: 8 digits
Identifies the date the field change was made.

Date Pulled for TINS: 8 digits
Displays the nightly processing date for sending the change to TINS.

Panel 2

Old Field Value: 18 characters/digits
Identifies the old value used for this field, prior to the change.

Time Changed: 6 digits
Shows the time the field value change was entered.

Panel 3

Userid: 7 characters/digits
Identifies the FAMIS User ID of the person who made the change.

**Additional Functions**

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

PF7 Audit
Audit
View the audit information for the selected change.
Vendor Add/Modify

Screen 203 is used to add a new vendor to FAMIS and to make changes to existing vendors.

Due to the TINS rules, Screen 203 and the old Screen 206 were combined into one screen (Screen 203 with two panels). The information on Screen 203 needed to be entered and edited with the information on Screen 206.

Panel 2 provides more vendor attributes. Additionally, two flags, “Send New Setup to TINS” and “Send Changes to TINS.” Setting TINS flags will initiate sending new vendor information to TINS.

If a vendor is on hold at the state, the message ** ON STATE HOLD ** will appear under the Vendor: field.

Update access to this screen should be restricted.

Screen 203 - Vendor Add/Modify (Panel 1)

<table>
<thead>
<tr>
<th>203 Vendor Add/Modify</th>
<th>03/09/10 09:43</th>
<th>AC BIO INC</th>
<th>FY 2010 CC 02</th>
<th>Page: 1</th>
<th>&lt;More&gt;&gt;&gt;&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>** ON STATE HOLD **</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name: AC BIO INC</td>
<td>PIN: 19xxxxxxxxx4 002</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send New Setup to TINS:</td>
<td>Send Changes to TINS: N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax-ID: 9xxxxxxx7</td>
<td>Accounts Payable Remit To ----*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>------ Purchasing Bid To -----------</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>Address: 200 CENTER AVE STE 100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>City: PISCO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zip:</td>
<td>Zip: 08854 3950</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAX:</td>
<td>FAX:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact:</td>
<td>Contact:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Type: BU</td>
<td>Ownership cd: O</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1099: N</td>
<td>W9 Date: 06/30/2003</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hold: N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disadv:</td>
<td>Ethnic Orig: ___</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td>TAMUS Part: ___</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freeze: N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus size:</td>
<td>TAMUS Employee: _</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ck Limit:</td>
<td>Retain Mths: 18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete: N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Established: 06/20/2001</td>
<td>By: WxxxxxP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modified: 08/31/2007</td>
<td>By: TxxxxxP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp HUB Stats NxVn Order Left Right</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The PIN: field will default to the vendor ID number. If you wish to have a different value in this field other than the vendor ID you will need to enter it manually.

If you use the automatically generated vendor number, the PIN number and Tax ID number will not default in, it must be manually entered. This feature will assist FAMIS in moving away from the use of identifiable information in the Vendor ID.
Basic Steps

- Advance to Screen 203.
- Type a valid vendor's identification number or name in the Vendor: field and press <ENTER>. If the vendor exists, add additional vendor data, or modify existing information and press <ENTER> to record. If new, add all required vendor data and press <ENTER>.
- Set the “Send xxxx To TINS” flag, if appropriate.
- Press PF11 to view additional data in Panel 2 of this screen.
- Press PF10 to return to Panel 1.
- Press the other PF keys provided to view additional detail information for this vendor.

Vendor Add/Modify Process

You can use Screen 205 when you only want to enter the “Remit To” address. This screen is identical to Screen 203, except that the “Bid To” address is protected and you will not have to tab through those fields. You will not be able to update the “Purchasing Bid To” information on this screen. Use the following PF Keys for the desired process:

- PF5: View HUB data if this is a HUB vendor
- PF6: View additional vendor statistics and audit information
- PF9: Make desired changes to the “Purchasing Order From” address
- PF11: Scroll to Panel 2
Screen 203 – Vendor Add/Modify (cont’d)

Fields:

Send New Setup to TINS: Values ‘Y’ or ‘N’

- Set this flag to ‘Y’ whenever a new mail code needs to be sent to TINS.
- **This flag must be set BEFORE you make changes to the fields.**
  If you fill out the screen and then change the flag, it WILL NOT feed to the state. However, you can change the flag using Screen 201 and the changes will be sent.
- The system will use this flag to log the mail code a special way in order to send the setup to the state.
- This flag is changed to blank after a successful update or ADD.

Send Changes to TINS: Values ‘Y’ or ‘N’

- **This flag must be set BEFORE you make changes to the fields.**
  If you fill out the screen and then change the flag, it WILL NOT feed to the state. However, you can change the flag using Screen 201 and the changes will be sent.
- This flag will remain set until it is changed by the user.

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

**Action Line**

◆ **Vendor:**
  11 digits
  Enter a valid vendor identification number.

**Screen Information**

Panel 1

◆ **Name:**
  50 characters/digits
  Add/ modify the name of the vendor.

◆ **PIN:**
  14 digits
  Include the vendor’s personal identification number.

◆ **Send New Setup to TINS:**
  1 character
  Type ‘Y’ if the setup information for a vendor is to be sent to TINS.
  [This field will become blank again after processing a new mail code.]

◆ **Send Changes to TINS:**
  1 character
  Type ‘Y’ if this added/modified information for the vendor is to be sent to TINS.
  [This value will remain until a manual change has been made.]
Screen 203 – Vendor Add/Modify (cont’d)

- **Tax-ID:**
  9 digits
  Enter the vendor’s tax identification number.

**Purchasing Bid To**

- **Address:**
  4 lines, 30 characters/digits
  Type the vendor’s bid mailing address.

- **City:**
  20 characters
  Include the name of the city for the bid mailing address.

- **State:**
  2 characters
  Enter vendor’s state code for the bid mailing address.

- **Zip:**
  9 digits
  Identify the zip code for the bid mailing address.

- **Country:**
  3 characters
  Type the country code for the vendor’s bid mailing address.

- **Phone:**
  10 digits
  Enter the phone number for the vendor’s bid mailing address.

- **Ext:**
  4 digits
  Include the phone extension for the bid mailing address.

- **FAX:**
  10 digits
  Type the FAX number for the bid mailing address.

- **Contact:**
  25 characters
  Indicate the name of the contact person at the vendor’s bid mailing address.

**Accounts Payable Remit To**

- **Address:**
  4 lines, 30 characters/digits
  Type the vendor’s billing address.

- **City:**
  20 characters
  Include the name of the city for the billing address.

- **State:**
  2 characters
  Enter vendor’s state code for the billing address.

- **Zip:**
  9 digits
  Identify the zip code for the billing address.

- **Country:**
  3 characters
  Type the country code for the vendor’s billing address.

- **Phone:**
  12 digits
  Enter the phone number for the vendor’s billing address.
Screen 203 – Vendor Add/Modify (cont’d)

Ext: 4 digits
Include the phone extension for the vendor’s billing address.

FAX: 10 digits
Type the FAX number.

Zone: 3 digits
Displays the TINS region zone code designated by the State.

♦ Contact: 25 characters
Indicate the name of the contact person at the vendor’s billing address.

♦ Vendor Type: Help 2 characters
Enter a valid vendor type: For example:
Blank = Not specified
BU = Business
EM = Employee
FA = Federal Agency
FC = Foreign Corporation
FG = Foreign Government
FI = Foreign Individual
FY = Foreign Partner Yes

♦ Ownership cd: Help 1 character
Type a valid ownership code.
If “L”, the Texas Charter Number Nbr: field is required. Valid values are:
A = Professional Association
Blank = Not Specified
C = Professional Corporation
E = State Employee
F = Financial Institution
G = Government Entity
I = Individual (Not Owning a Business)
L = Texas Limited Partnership
N = Other, Limited Partnership, J
O = Out-of-State Corporation
P = Partnership
R = Foreign
S = Sole Proprietorship
T = Texas Corporation
U = State Agency/University

1099: Help 1 character/digit
Include a valid 1099 code:
BLANK = Not Specified
C = Corporation
E = Employee
F = Foreign
I = Individual
N = Not For Profit
Screen 203 – Vendor Add/Modify (cont’d)

O = Other
P = Partnership
R = Real Estate
Y = 1099
2 = 1042

**W9 Date:** 8 digits
Include the date for the mailing/return of the W9 form from a vendor.

**Hold:** 1 character
Displays ‘Y’ (Yes) if this vendor is on hold with the State of Texas.

**Disadv:** 1 character
Include the disadvantage code. For example:
Blank = Not Hub/Not Specified
C = Certified HUB Business
H = HUBZONE (Labor Surplus Area)
N = Not HUB
S = Self Declared HUB Business

**Ethnic Orig:** 3 characters
Enter a valid ethnic origin code:
Blank = Not Specified
BLK = Black
CAU = Caucasian
HSP = Hispanic
IND = American Indian / Native American

**Gender:** 1 character
Indicate the gender code for the vendor:
Blank = Not Specified
M = Male Owned
W = Woman Owned

**TAMUS Part:** 2 digits
Enter the TAMUS Member Part number this vendor information belongs to. For example:
01 = System & General Offices
02 = Texas A&M University

**Freeze:** 1 character
Displays ‘Y’ (Yes) if a freeze has been placed on the vendor.

**Bus size:** 1 character
Include the code indicating the size of the vendor’s business:
Blank = Not Specified
L = Large
S = Small
Screen 203 – Vendor Add/Modify (cont’d)

TAMUS Employee: [Help] 1 character
Specify if the vendor is an employee of The Texas A&M University System:
Y = Yes
N = No
BLANK = No

Ck Limit: [Help] 1 digit
If previously set up, select a limit amount for the check from the pop-up window, or enter ‘0’ if no limit is needed.

Retain Mths: 2 digits
Identify the number of months to retain the information on the vendor after the last activity.

Delete: 1 character
Displays ‘Y’ (Yes) if this vendor has been deleted.

Established: 8 digits
Shows the date the vendor was added to FAMIS.

By: 7 characters/digits
Displays FAMIS user ID of person who added the vendor information to FAMIS.

Modified: 8 digits
Shows the date the vendor information was modified.

By: 7 characters/digits
Displays the FAMIS user ID of the person who modified the vendor information.

Panel 2
◆ Vendor Type: [Help] 2 characters
Enter a valid vendor type: For example:
Blank = Not specified
BU = Business
EM = Employee
FA = Federal Agency

◆ Ownership Code: [Help] 1 character
Type a valid ownership code.
If “L”, the Texas Charter Number Nbr: field is required. Valid values are:
A = Professional Association
Blank = Not Specified
C = Professional Corporation
E = State Employee
F = Financial Institution
G = Government Entity
I = Individual (Not Owning a Business)
Screen 203 – Vendor Add/Modify (cont’d)

L = Texas Limited Partnership
N = Other, Limited Partnership, J
O = Out-of-State Corporation
P = Partnership
R = Foreign
S = Sole Proprietorship
T = Texas Corporation
U = State Agency/University

Texas Company: Help 1 character
Type ‘Y’ if this vendor is a Texas company:

SIC: Help 4 digits
Specify the Standard Industry Code for this vendor. For example:
BLANK = No Code Specified
9901 = State Employees
9902 = Nonprofit Organization
9903 = Direct Deposit of Bills
9904 = State Publication
9905 = Refunds

Charter Nbr: 10 digits
Enter the Texas charter number for the business.
Required if Ownership Code is “L”.

Employ Agency: 3 digits
Type the state agency code. For example: “710” for SAGO.
This is required if Ownership Code is ‘E’

Security: 1 digit
Include the TINS security code indicating who can change the vendor you set up. Valid values are 0, 1, or 2.

Busn Desc: 3 digits (currently not used)
Enter the business description code.

Sole Proprietor/Partnership Data
SSN/FEI: 11 digits
Include the vendor’s Social Security number or Federal Employer Identification number.
If ownership code is ‘S’ this number must be the same as the PIN on Panel 1

Name: 50 characters/digits
Identify the name of the sole proprietor/partnership.

Email Addr: 50 characters/digits
Include the vendor’s E-mail address, if available.

Discount Terms
Percent: 5 digits
Specify the discount percent given by the vendor.
Screen 203 – Vendor Add/Modify (cont’d)

**Disc Days:** 3 digits
Indicate the number of days allowed in the payment agreement.

**Ind:**
- **Help:** 1 character
- Enter the indicated vendor terms: Valid values are:
  - I = As Invoiced
  - N = Net
  - P = Prox
  - Blank = Not Specified

**Pay Days:** 3 digits
Indicate the number of pay days in the payment agreement.

**FOB:**
- **Help:** 2 characters
- Specify the vendor’s freight terms. Valid values are:
  - AC = Air/Collect
  - AP = Air/Prepaid
  - Blank = Not Specified
  - DA = Dest/Add
  - DC = Dest/Collect
  - DP = Dest/Prepaid
  - EA = Reg/prepaid/Add
  - EC = Reg/Collect
  - SA = Ship Point Frt Prepaid and Added

**Established:** 8 digits
Shows the date the vendor was added to FAMIS.

**By:** 7 characters/digits
Indicates the FAMIS user ID of the person who added the vendor information to FAMIS.

**Modified:** 8 digits
Shows the date the vendor information was last modified.

**By:** 7 characters/digits
Displays the FAMIS user ID of the person who modified the vendor information.

**Additional Functions**

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

**PF5 HUB**
Displays State HUB Vendor Data.

**PF6 Statistics/Audit Information**
View additional vendor statistics and audit information.
### Screen 203 – Vendor Add/Modify (cont’d)

<table>
<thead>
<tr>
<th>PF7</th>
<th><strong>Next Vendor</strong></th>
<th><strong>Only available on Panel 1</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>NxVn</td>
<td></td>
<td>Gets the next available vendor mail code so you can create a new address for the vendor. The information for the original vendor stays on the screen so that only modifications for the new mail code need to be made.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PF9</th>
<th><strong>Order</strong></th>
<th><strong>Only available on Panel 1</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Order</td>
<td></td>
<td>View/add/modify the “Purchasing Order From” information.</td>
</tr>
</tbody>
</table>
Add/Modify Purchasing Vendor Information

As you know, vendors must be entered on-line and assigned a FAMIS ID number before their payments may be processed by the system. There are several screens in FAMIS that will allow you to enter vendor information on-line. Screen 204 is one of these screens. It is used by employees of the purchasing/procurement offices to add or update vendor information on-line. This screen is limited in that it will not allow users to update the Accounts Payable Remit To information.

If a vendor is on hold at the state, the message **ON STATE HOLD** will appear under the Vendor: field.

Screen 204 - Vendor Purchasing Add/Create (Panel 1)

<table>
<thead>
<tr>
<th>Vendor Type: BU</th>
<th>Ownership Code: O</th>
<th>1099: N</th>
<th>W9 Date: 06/30/2003</th>
<th>Hold:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus size: TAMUS Employee:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Established: 06/20/2001 By: WxxxxxP</td>
<td>Modified: 08/31/2007 By: TxxxxxP</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp       HUB   Stats NxVn        Order Left  Right

Check limit codes are maintained on Screen 807.
Screen 204 – Vendor Purchasing Add/Create (cont’d)

Basic Steps

- Advance to Screen 204.
- Type the new vendor number in the Vendor: field on the Action Line and press <ENTER>. When a new vendor is added, a message will respond, “Vendor number not found – enter modifications to add.” Include all required vendor data and press <ENTER>
- If a vendor number already exists, type the number or vendor's name in the Vendor: field on the Action Line and press <ENTER>. Add additional vendor data, or modify existing information and press <ENTER> to record.
- Press the other PF keys provided to view additional detail information for this vendor.

Vendor Entry Process

Add New Vendors to the System
The system will display the message “Vendor number not found – enter modifications to add” when you type a vendor ID number on the Action Line that is not currently found on the system. You should enter the vendor name, address, and type. Then press <ENTER> to record the new vendor ID on the system.

If there is a vendor with the same Social Security Number or Federal Employer Identification number as the vendor ID that you enter on the Action Line, FAMIS will automatically pull in some of the vendor information. You may find this happens when you enter information for a vendor that is found in multiple cities. Typically, the only difference between the vendors will be the mailing address and the mail code (the 11th digit of the vendor ID number).

Temporary Vendors
FAMIS allows you to set up a temporary vendor ID for those times when you do not have the state ID or tax ID number for your vendor at the time your order has been placed. To do this type ‘T0’ in the Vendor field on the Action Line and the system will automatically assign a temporary ID number for your vendor. When you receive the state ID and/or the tax ID for the vendor you can return to this screen and add the number as a note to the vendor’s on-line information.

Comments on the Vendor Address
You may use the space provided for the vendor’s address to enter reasons that actions have been taken on a selected vendor (i.e. when they have been frozen). If you wish to enter a comment about your vendor, type an exclamation point (!) as the first character of the vendor address and then enter your text.

This process should not be used as a substitute for freezing or deleting a vendor as it relies strictly on manual procedures.
Field Descriptions (◆ = Required / Help = PF2, ?, or * Field Help Available)

**Action Line**

◆ **Vendor:** 11 digits
   Identifies the **ID number** of the vendor whose information you would like to add to or modify on the system.

**Screen Information**

Panel 1

◆ **Name:** 50 characters
   Displays the **name of the vendor** whose information you would like to add to or modify.

◆ **PIN:** 14 digits
   Provides the **State Vendor Identification number** for the vendor whose information you would like to add to or modify.

◆ **Send New Setup to TINS:** 1 character
   Indicate if the **setup information for a vendor is to be sent to TINS.**
   [This field will become blank again after processing a new mail code.]

◆ **Send Changes to TINS:** 1 character
   Indicate if this **modified or additional information for the vendor is to be sent to TINS.**
   [This value will remain until a manual change has been made.]

◆ **Tax ID:** 9 digits
   Identifies the vendor’s **tax ID number** that is used to support 1099 payments and reporting.

**Purchasing Bid To**

◆ **Address:** 4 lines/30 characters each
   Provides the postal **address** to which all purchasing **bid correspondence should be sent, as entered by the purchasing office.**

◆ **City:** 20 characters
   Displays the **city**, as entered by the purchasing office, to which all purchasing **bid correspondence should be sent.**

◆ **State:** 2 characters
   Indicates the abbreviation for the **state** or province in which vendor is located, as entered by the purchasing office.

◆ **Zip:** 9 digits
   Signifies the **zip code** to which all purchasing **bid correspondence should be sent, as entered by the purchasing office.**

◆ **Country:** 3 characters
   Identifies the **country** in which the vendor is located, if it is a foreign county.
Screen 204 – Vendor Purchasing Add/Create (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone:</strong></td>
<td>10 digits&lt;br&gt;Provides the area code and <strong>telephone number</strong> where the vendor can be reached, as entered by the purchasing office.</td>
</tr>
<tr>
<td><strong>Ext:</strong></td>
<td>4 digits&lt;br&gt;Indicates the <strong>phone extension number</strong> at which the vendor can be reached.</td>
</tr>
<tr>
<td><strong>FAX:</strong></td>
<td>10 digits&lt;br&gt;Provides the area code and number at which the vendor can receive <strong>FAX</strong> transmissions, as entered by the purchasing office.</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>20 characters&lt;br&gt;Indicates the name of the <strong>person(s) to contact</strong> regarding purchasing bid correspondence.</td>
</tr>
</tbody>
</table>

**Accounts Payable Remit To**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td>4 lines/30 characters each&lt;br&gt;Identifies the <strong>mailing address</strong> to which payments should be remitted. <strong>If you do not type an address, this field will default to the address entered in the purchasing bid to field.</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>20 characters&lt;br&gt;Indicates the <strong>city</strong> in which the vendor is located. <strong>If you do not type a city, this field will default to the city entered in the purchasing bid to field.</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>2 characters&lt;br&gt;Displays the abbreviation for the <strong>state</strong> or province in which the vendor is located. <strong>If you do not type a state code, this field will default to the state entered in the purchasing bid to field.</strong></td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
<td>9 digits&lt;br&gt;Provides the <strong>zip code</strong> to which all payments should be mailed.</td>
</tr>
<tr>
<td><strong>Country:</strong></td>
<td>3 characters&lt;br&gt;Displays the abbreviation for the <strong>country</strong> in which the vendor is located, if the address is for a foreign country.</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>10 digits&lt;br&gt;Indicates the area code and <strong>telephone number</strong> at which vendor may be reached.</td>
</tr>
<tr>
<td><strong>Ext:</strong></td>
<td>4 digits&lt;br&gt;Provides the <strong>telephone extension number</strong> of the vendor.</td>
</tr>
<tr>
<td><strong>FAX:</strong></td>
<td>10 digits&lt;br&gt;Indicates the area code and number at which the vendor may receive <strong>FAX</strong> transmissions.</td>
</tr>
<tr>
<td><strong>Zone:</strong></td>
<td>3 digits&lt;br&gt;Displays the TINS <strong>region zone code</strong> designated by the State.</td>
</tr>
</tbody>
</table>
Screen 204 – Vendor Purchasing Add/Create (cont’d)

Contact: 20 characters  
Indicates the name of the person(s) to contact regarding payment remittance.

◆ Vendor Type: 2 characters  
Displays the type code that defines general characteristics about the selected vendor. Valid values are:  
BU = Business  
EM = Employee  
FA = Federal Agency  
FC = Foreign Corporation  
FG = Foreign Government  
FI = Foreign Individual  
FY = Foreign Partner Yes  
IN = Individual  
LO = Local Area Business  
NP = Non-Profit Organization  
OP = Other Public Entities  
SA = Texas State Agency  
ST = Student  
UN = Unknown  
US = United States Vendor

Ownership cd: 1 character  
Shows the ownership code that defines the type of individual(s) that own the selected vendor.

◆ 1099: 1 character  
‘Y’ indicates all vouchers should be pulled for 1099 purposes. If blank, the 1099 codes will come from vouchers.

W9 Date: 8 digits  
Date the W9 was received/updated.

Hold: 1 character  
‘Y’ signifies you wish to hold the system from processing process checks or State vouchers for payment to the vendor.

Disadv: 1 character  
Show whether or not the vendor is certified as a disadvantaged vendor. Values are:  
Blank = Not HUB/Not Specified  
C = Certified HUB Business  
N = Not HUB  
S = Self Declared HUB Business
Screen 204 – Vendor Purchasing Add/Create (cont’d)

**Ethnic Orig:**

- **Help** 3 characters
- Provides information about the ethnic origin of the vendor, where applicable.
- Values are:
  - ASP = Asian Pacific
  - Blank = Not Specified
  - BLK = Black
  - CAU = Caucasian
  - HSP = Hispanic
  - IND = American Indian / Native American
  - OTH = Other

**Gender:**

- **Help** 1 character
- Signifies whether the selected vendor’s gender is male (M) or woman (W).

**TAMUS Part:**

- 2 digits
- Displays the campus code part number associated with the selected vendor if it is a member of the A&M University System.

**Freeze:**

- 1 character
- ‘Y’ indicates the vendor has been frozen from any new activity.

**Bus size:**

- **Help** 1 character
- Indicates whether this vendor is considered a large (L) or small (S) size business.

**TAMUS Employee:**

- 1 character
- ‘Y’ identifies the vendor as an employee of the A&M University System.

**Ck Limit:**

- **Help** 1 digit
- Displays a user-defined code that is used to limit the amount on a single check paid to a vendor. This is used to help prevent large dollar keying errors. [Check limit codes are maintained on Screen 807]

**Retain Months:**

- 2 digits
- Shows the number of months a vendor is retained on file after its last activity. If left blank, it will default to an 18 month retention.

**Delete:**

- 1 character
- ‘Y’ identifies that the vendor has been flagged for deletion by the system.

**Established:**

- 8 digits
- Indicates the date vendor was established on the system.

**By:**

- 7 characters/digits
- Provides the FAMIS user ID of the person who established vendor.

**Modified:**

- 8 digits
- Displays the date the vendor’s information was last modified.

**By:**

- 7 characters/digits
- Indicates the FAMIS user ID of the person who last modified the vendor’s information.
Screen 204 – Vendor Purchasing Add/Create (cont’d)

Panel 2
◆ Vendor Type: [Help] 2 characters
Describe the type of vendor. Valid values include:
Blank = Not valid on-line (batch only)
BU = Business
EM = Employee
FA = Federal Agency
FC = Foreign Corporation

Ownership Code: [Help] 1 character
Indicate the type of owner associated with the selected vendor. Types are:
A = Professional Association
Blank = Not specified
C = Professional Corporation
F = Financial Institution
G = Government Entity
J = Joint Venture
L = Limited Partnership
N = Other
O = Out-of-State Corporation
P = Partnership
R = Foreign
S = Sole Proprietorship
T = Texas Corporation
U = State Agency/University

Texas Company: [Help] 1 character
Indicate if this vendor is a Texas company. Valid values include:
Y = Yes
N = No
Blank = No

SIC: [Help] 4 digits
Specify the Standard Industry Code for this vendor. For example:
Blank = No Code Specified
9901 = State Employees
9902 = Nonprofit Organization
9903 = Direct Deposit of Bills
9904 = State Publication
9905 = Refunds

Charter Nbr: 10 digits
Provide the Texas charter number for vendors that are corporations.

Employ Agency: 3 digits
Type the state agency code. This is required if Ownership Code is ‘E’. For example: “710” for SAGO.

Security: 1 digit
Include the TINS security code indicating who can change the vendor you set up. Valid values are 0, 1, or 2.
Screen 204 – Vendor Purchasing Add/Create (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Busn Desc:</strong></td>
<td>3 digits (currently not used)</td>
</tr>
<tr>
<td></td>
<td>Enter the <strong>business description code</strong>.</td>
</tr>
<tr>
<td><strong>Sole Proprietor/Partnership Data</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SSN/FEI:</strong></td>
<td>11 digits</td>
</tr>
<tr>
<td></td>
<td>Specify the <strong>Social Security Number or Federal Employer Identification number</strong> for a member of the partnership.</td>
</tr>
<tr>
<td><strong>Name:</strong></td>
<td>50 characters</td>
</tr>
<tr>
<td></td>
<td>Include the <strong>name of the person</strong> associated with the specified SSN/FEI.</td>
</tr>
<tr>
<td><strong>Email Addr:</strong></td>
<td>50 characters/digits</td>
</tr>
<tr>
<td></td>
<td>Enter the <strong>vendor's E-mail address</strong>, if available.</td>
</tr>
<tr>
<td><strong>Terms - Vendor/Payment</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Disc Perct:</strong></td>
<td>5 digits</td>
</tr>
<tr>
<td></td>
<td>Identify the standard <strong>discount percent</strong> given by the vendor.</td>
</tr>
<tr>
<td><strong>Days:</strong></td>
<td>3 digits</td>
</tr>
<tr>
<td></td>
<td>Specify the <strong>number of days</strong> in which the payment must be made in order to receive the discount.</td>
</tr>
<tr>
<td><strong>Ind:</strong></td>
<td><strong>Help</strong> 1 character</td>
</tr>
<tr>
<td></td>
<td>Include any special <strong>indicators for the discount</strong>. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>I  =  As Invoiced</td>
</tr>
<tr>
<td></td>
<td>N  =  Net</td>
</tr>
<tr>
<td></td>
<td>P  =  Prox</td>
</tr>
<tr>
<td></td>
<td>Blank  =  Not Specified</td>
</tr>
<tr>
<td><strong>Pay Days:</strong></td>
<td>3 digits</td>
</tr>
<tr>
<td></td>
<td>Identify the Vendor’s <strong>net pay days</strong>.</td>
</tr>
<tr>
<td><strong>FOB:</strong></td>
<td><strong>Help</strong> 2 characters</td>
</tr>
<tr>
<td></td>
<td>Define the <strong>Freight on Board</strong> specifications for the vendor. For example:</td>
</tr>
<tr>
<td></td>
<td>Blank  =  Not Specified</td>
</tr>
<tr>
<td></td>
<td>CL  =  Freight Collect</td>
</tr>
<tr>
<td></td>
<td>DA  =  Destination Frt Prepaid and Add</td>
</tr>
<tr>
<td></td>
<td>DP  =  Destination Frt Included</td>
</tr>
<tr>
<td></td>
<td>PU  =  Pickup No Frt Charged or Paid</td>
</tr>
<tr>
<td><strong>Established:</strong></td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td><strong>Date</strong> the vendor was <strong>added</strong>.</td>
</tr>
<tr>
<td><strong>By:</strong></td>
<td>7 characters/digits</td>
</tr>
<tr>
<td></td>
<td>Provides the <strong>FAMIS ID</strong> of the person who originally <strong>entered</strong> the vendor information.</td>
</tr>
</tbody>
</table>
### Additional Functions

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PF5</strong></td>
<td><strong>HUB</strong>&lt;br&gt;Displays the State Hub Vendor Data.</td>
</tr>
<tr>
<td><strong>PF6</strong></td>
<td><strong>Statistics/Audit Information</strong>&lt;br&gt;View additional vendor statistics and audit information.</td>
</tr>
<tr>
<td><strong>PF7</strong></td>
<td><strong>Next Vendor</strong>&lt;br&gt;Gets the next available vendor mail code so you can create a new address for the vendor. The information for the original vendor stays on the screen so that only modifications for the new mail code need to be made. Only available on Panel 1</td>
</tr>
<tr>
<td><strong>PF9</strong></td>
<td><strong>Order</strong>&lt;br&gt;View/add/modify the “Purchasing Order From” information. Only available on Panel 1</td>
</tr>
</tbody>
</table>
Accounts Payable Vendor Information

Vendors must be entered on-line and assigned a FAMIS ID number before their payments may be processed by the system. Several screens in FAMIS allow you to enter vendor information on-line. Screen 205 is one of these screens. It is used by employees of the Accounts Payable offices to add or update vendor information on-line.

Use Screen 205 when you only want to enter the “Remit To” address. This screen is identical to Screen 203, except that the “Bid To” address is protected and you will not have to tab through those fields. You will not be able to update the Purchasing Bid To information on this screen.

If a vendor is on hold at the state, ** ON STATE HOLD ** will be displayed.

** Screen 205 - Vendor AP Add/Create (Panel 1) **

<table>
<thead>
<tr>
<th>Vendor Name: A-Z GLASS PRODUCTS</th>
<th>PIN: 1vvvvv2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send New Setup to TINS: _</td>
<td>Send Changes to TINS: N</td>
</tr>
<tr>
<td><em>------ Purchasing Bid To -------</em></td>
<td><em>------ Accounts Payable Remit To ----</em></td>
</tr>
<tr>
<td>Address: 311 ROSS AVE.</td>
<td>Address: PO BOX 9999</td>
</tr>
<tr>
<td>City: HUNTSVILLE</td>
<td>City: HUNTSVILLE</td>
</tr>
<tr>
<td>State: TX</td>
<td>State: TX</td>
</tr>
<tr>
<td>Zip: 77320</td>
<td>Zip: 77342</td>
</tr>
<tr>
<td>Phone: 936-222-0000</td>
<td>Phone:</td>
</tr>
<tr>
<td>FAX:</td>
<td>FAX:</td>
</tr>
<tr>
<td>Contact:</td>
<td>Contact:</td>
</tr>
<tr>
<td>Vendor Type: BU</td>
<td>Ownership cd: T</td>
</tr>
<tr>
<td>Texas Company: _</td>
<td>SIC: ___</td>
</tr>
<tr>
<td>Employ Agency: ___</td>
<td>Charter Nbr: ___</td>
</tr>
<tr>
<td>------- Sole Proprietor/Partnership Data -------</td>
<td></td>
</tr>
<tr>
<td>SSN/FEI: _____________</td>
<td>Name: ____________________________________________</td>
</tr>
<tr>
<td>Email Addr: ___________________</td>
<td>Name: ____________________________________________</td>
</tr>
<tr>
<td>Percent: ______</td>
<td>Disc Days: ___</td>
</tr>
<tr>
<td>Ind: _ Pay Days: ___</td>
<td>FOB: __</td>
</tr>
</tbody>
</table>

** Screen 205 - Vendor AP Add/Modify (Panel 2) **

<table>
<thead>
<tr>
<th>Vendor Name: A-Z GLASS PRODUCTS</th>
<th>PIN: 1vvvvv2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send New Setup to TINS: _</td>
<td>Send Changes to TINS: N</td>
</tr>
<tr>
<td><em>------ Purchasing Bid To -------</em></td>
<td><em>------ Accounts Payable Remit To ----</em></td>
</tr>
<tr>
<td>Address: 311 ROSS AVE.</td>
<td>Address: PO BOX 9999</td>
</tr>
<tr>
<td>City: HUNTSVILLE</td>
<td>City: HUNTSVILLE</td>
</tr>
<tr>
<td>State: TX</td>
<td>State: TX</td>
</tr>
<tr>
<td>Zip: 77320</td>
<td>Zip: 77342</td>
</tr>
<tr>
<td>Phone: 936-222-0000</td>
<td>Phone:</td>
</tr>
<tr>
<td>FAX:</td>
<td>FAX:</td>
</tr>
<tr>
<td>Contact:</td>
<td>Contact:</td>
</tr>
<tr>
<td>Vendor Type: BU</td>
<td>Ownership Code: T</td>
</tr>
<tr>
<td>Texas Company: _</td>
<td>SIC: ___</td>
</tr>
<tr>
<td>Employ Agency: ___</td>
<td>Charter Nbr: ___</td>
</tr>
<tr>
<td>------- Sole Proprietor/Partnership Data -------</td>
<td></td>
</tr>
<tr>
<td>SSN/FEI: _____________</td>
<td>Name: ____________________________________________</td>
</tr>
<tr>
<td>Email Addr: ___________________</td>
<td>Name: ____________________________________________</td>
</tr>
<tr>
<td>Percent: ______</td>
<td>Disc Days: ___</td>
</tr>
<tr>
<td>Ind: _ Pay Days: ___</td>
<td>FOB: __</td>
</tr>
</tbody>
</table>

Check limit codes are maintained on Screen 807.
Basic Steps

**Add a New Vendor Record**
- Advance to Screen 205.
- Type the new vendor number in the Vendor: field on the Action Line and press <ENTER>. When a new vendor is being added the system will respond, "Vendor number not found -- enter modifications to add."
- Press <ENTER> to confirm that you wish to add this new vendor to the system.
- Type the vendor name and address in the space provided.
- Indicate the vendor type.
- Type additional data in the available fields, as desired.
- Press <ENTER> to add the vendor information to the system.

**Modify an Existing Vendor Record**
- Advance to Screen 205.
- Type the vendor number in the Vendor: field on the Action Line.
- Press <ENTER> to display current vendor information.
- Type valid data in the available fields, as desired.
- Press <ENTER> to record the changes to the vendor’s information on-line.

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

**Action Line**
- **Vendor:** 11 digits
  Identifies the ID number of the vendor whose information you would like to add to or modify on the system.

**Screen Information**

Panel 1
- **Name:** 50 characters
  Displays the name of the vendor whose information you would like to add to or modify on the system.

**PIN:**
- 14 digits
  Provides the State Vendor Identification number for the vendor whose information you would like to add to or modify on the system.

- **Send New Setup to TINS:**
  1 character
  Indicate if the setup information for vendor is to be sent to TINS.
  This field will become blank again after processing a new mail code.

- **Send Changes to TINS:**
  1 character
  Indicate if this modified or additional information for the vendor is to be sent to TINS. This value will remain until a manual change has been made.
Screen 205 – Vendor Accounts Payable Add/Create (cont’d)

**Tax ID:**
9 digits
Identifies the vendor’s tax ID number that is used to support 1099 payments and reporting.

**Purchasing Bid To Address:**
4 lines/30 characters each
Provides the postal address to which all purchasing bid correspondence should be sent, as entered by the purchasing office.

**City:**
20 characters
Displays the city, as entered by the purchasing office, to which all purchasing bid correspondence should be sent.

**State:**
2 characters
Indicates the abbreviation for the state or province in which vendor is located, as entered by the purchasing office.

**Zip:**
9 digits
Signifies the zip code to which all purchasing bid correspondence should be sent, as entered by the purchasing office.

**Country:**
3 characters
Identifies the country in which the vendor is located, if it is a foreign county.

**Phone:**
10 digits
Provides the area code and telephone number at which the vendor can be reached, as entered by the purchasing office.

**Ext:**
4 digits
Indicates the phone extension number at which the vendor can be reached.

**FAX:**
10 digits
Provides the area code and number at which the vendor can receive FAX transmissions, as entered by the purchasing office.

**Contact:**
20 characters
Indicates the name of the person(s) to contact regarding purchasing bid correspondence.

**Accounts Payable Remit To**

- **Address:**
  4 lines/30 characters each
  Identifies the mailing address to which payments should be remitted. **If you do not type an address, this field will default to the address entered in the purchasing bid to field.**

- **City:**
  20 characters
  Indicates the city in which the vendor is located. **If you do not type a city, this field will default to the city entered in the purchasing bid to field.**
Screen 205 – Vendor Accounts Payable Add/Create (cont’d)

- **State:**
  - 2 characters
  - Displays the abbreviation for the state or province in which the vendor is located. **If you do not type a state code, this field will default to the state entered in the purchasing bid to field.**

- **Zip:**
  - 9 digits
  - Provides the zip code to which all payments should be mailed.

- **Country:**
  - 3 characters
  - Displays the abbreviation for the country in which the vendor is located, if the address is for a foreign country.

- **Phone:**
  - 10 digits
  - Indicates the area code and telephone number at which vendor may be reached.

- **Ext:**
  - 4 digits
  - Provides the telephone extension number of the vendor.

- **FAX:**
  - 10 digits
  - Indicates the area code and number at which the vendor may receive FAX transmissions.

- **Zone:**
  - 3 digits
  - Displays the TINS region zone code designated by the State.

- **Contact:**
  - 20 characters
  - Indicates the name of the person(s) to contact regarding payment remittance.

- **Vendor Type:**
  - 2 characters
  - Displays the type code that defines general characteristics about the selected vendor. Valid values are:
    - BU = Business
    - EM = Employee
    - FA = Federal Agency
    - FC = Foreign Corporation
    - FG = Foreign Government
    - FI = Foreign Individual
    - FY = Foreign Partner Yes
    - IN = Individual
    - LO = Local Area Business
    - NP = Non-Profit Organization
    - OP = Other Public Entities
    - SA = Texas State Agency
    - ST = Student
    - UN = Unknown
    - US = United States Vendor

- **Ownership cd:**
  - 1 character
  - Provides the ownership code that defines the type of individual(s) that own the selected vendor.
Screen 205 – Vendor Accounts Payable Add/Create (cont’d)

◆ 1099:  Help 1 character
‘Y’ indicates all vouchers should be pulled for 1099 purposes. If blank, 1099 codes will come from vouchers.

W9 Date: 8 digits
Date the W9 was received/updated.

Hold: 1 character
‘Y’ signifies you wish to hold the system from processing checks or State vouchers for payment to the vendor.

Disadv: Help 1 character
Show whether or not the vendor is certified as a disadvantaged vendor. Values are:
Blank = Not HUB/Not Specified
C = Certified HUB Business
N = Not HUB
S = Self Declared HUB Business

Ethnic Orig: Help 3 characters
Provides information about the ethnic origin of the vendor, where applicable. Values are:
ASP = Asian Pacific
Blank = Not Specified
BLK = Black
CAU = Caucasian
HSP = Hispanic
IND = American Indian / Native American
OTH = Other

Gender: Help 1 character
Signifies whether the selected vendor’s gender is male (M) or woman (W) owned.

TAMUS Part: 2 digits
Displays the campus code part number associated with the selected vendor if it is a member of the A&M University System.

Freeze: 1 character
‘Y’ indicates the vendor has been frozen from any new activity.

Bus Size: Help 1 character
Indicates if this vendor is considered a large (L) or small (S) size business.

TAMUS Employee: 1 character
‘Y’ identifies the vendor as an employee of the A&M University System.

Ck Limit: Help 1 digit
Displays a user-defined code that is used to limit the amount on a single check paid to a vendor. This is used to help prevent large dollar keying errors. Check limit codes are maintained on Screen 807.
Screen 205 – Vendor Accounts Payable Add/Create (cont’d)

Retain Mths: 2 digits
Enter the number of months a vendor is retained on file after its last activity. 
If left blank, it will default to an 18 month retention.

Delete: 1 character
‘Y’ indicates the vendor has been flagged for deletion by the system.

Established: 8 digits
Indicates the date vendor was established on the system.

By: 7 characters/digits
Provides the FAMIS user ID of the person who established vendor.

Modified: 8 digits
Displays the date the vendor’s information was last modified.

By: 7 characters/digits
Indicates the FAMIS user ID of the person who last modified the vendor’s information.

Panel 2
◆ Vendor Type: Help 2 characters
Describe the general type characteristics of the selected vendor. Valid values include:
Blank = Not valid on-line (batch only)
BU = Business
EM = Employee
FA = Federal Agency
FC = Foreign Corporation

Ownership Code: Help 1 character
Indicate the ownership code for owner associated with the selected vendor. Types are:
A = Professional Association
Blank = Not specified
C = Professional Corporation
F = Financial Institution
G = Government Entity
J = Joint Venture
L = Limited Partnership
N = Other
O = Out-of-State Corporation
P = Partnership
R = Foreign
S = Sole Proprietorship
T = Texas Corporation
U = State Agency/University
Screen 205 – Vendor Accounts Payable Add/Create (cont’d)

**Texas Company:**

Help 1 character

Indicate if this vendor is a Texas company. Valid values include:

Y = Yes
N = No
Blank = No

**SIC:**

Help 4 digits

Specify the Standard Industry Code for this vendor. For example:

Blank = No Code Specified
9901 = State Employees
9902 = Nonprofit Organization
9903 = Direct Deposit of Bills
9904 = State Publication
9905 = Refunds

**Charter Nbr:**

10 digits

Provide the Texas charter number for vendors that are corporations.

**Employ Agency:**

3 digits

Type the state agency code. For example: “710” for SAGO.

This is required if Ownership Code is ‘E’

**Security:**

1 digit

Include the TINS security code indicating who can change the vendor you set up. Valid values are 0, 1, or 2.

**Busn Desc:**

3 digits (currently not used)

Enter the business description code.

**Sole Proprietor/Partnership Data**

**SSN/FEI:**

11 digits

Specify the Social Security Number or Federal Employer Identification number for a member of the partnership.

**Name:**

50 characters

Include the name of the person associated with the specified SSN/FEI.

**Email Addr:**

50 characters/digits

Enter the vendor’s E-mail address, if available.

**Terms - Vendor/Payment**

**Disc Perct:**

5 digits

Identify the standard discount percent given by the vendor.

**Days:**

3 digits

Specify the number of days in which the payment must be made in order to receive the discount.
Screen 205 – Vendor Accounts Payable Add/Create (cont’d)

Ind:  1 character
Include any special indicators for the discount. Valid values are:
I  =  As Invoiced
N  =  Net
P  =  Prox
Blank = Not Specified

Pay Days:  3 digits
Identify the vendor’s net pay days.

FOB:  2 characters
Define the Freight on Board specifications for the vendor. For example:
Blank = Not Specified
CL  =  Freight Collect
DA  =  Destination Frt Prepaid and Add
DP  =  Destination Frt Included
PU  =  Pickup No Frt Charged or Paid

Established:  8 digits
Date the vendor was added.

By:  7 characters/digits
Provides the FAMIS ID of the person who originally entered the vendor information.

Modified:  8 digits
Indicates the date the vendor information was last modified.

By:  7 characters/digits
Identifies the FAMIS ID of the person who last modified the vendor information.

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

PF5  HUB
HUB  Displays the State Hub Vendor Data.

PF6  Stats
Statistics/Audit Information
View additional vendor statistics and audit information.

PF7  NxVn
Next Vendor
Gets the next available vendor mail code so you can create a new address for
the vendor. The information for the original vendor stays on the screen so that
only modifications for the new mail code need to be made.
Only available on Panel 1

PF9  Order
Order
View/add/modify the “Purchasing Order From” information.
Only available on Panel 1
Vendor Ownership Information

The new Screen 206 allows some ownership information that is interrogated for HUB reporting to be updated. This screen will assist the HUB Coordinators to maintain required information without affecting other vendor information. This screen also includes the “Exclude from HUB reporting” flag found on Screen 143.

All changes made to the fields on this screen are logged and the change information is displayed on Screen 201.

Screen 206 – Vendor Ownership Info

<table>
<thead>
<tr>
<th>206 Vendor Ownership Info.</th>
<th>06/15/09 16:05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: MICROMANAGE</td>
<td></td>
</tr>
<tr>
<td>Vendor Type: BU</td>
<td>Gender: _</td>
</tr>
<tr>
<td>Disadvantaged: _</td>
<td>Ethnic Orig: ___</td>
</tr>
<tr>
<td>Business Size: _</td>
<td>Charter Nbr: 01xxxxxxx0</td>
</tr>
<tr>
<td>Employ Agency: ___</td>
<td>Texas Company: Y</td>
</tr>
<tr>
<td>* Exclude Vendor from HUB Process: N</td>
<td></td>
</tr>
</tbody>
</table>

* ------------------------------ Vendor Change Information ------------------------------*

<table>
<thead>
<tr>
<th>Established: 06/16/1999</th>
<th>Added by: WxxxxxP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Modified: 07/15/2006</td>
<td>Modified by: TxxxxxP</td>
</tr>
</tbody>
</table>

Basic Steps

• Advance to Screen 206.
• Type a valid vendor’s identification number or name in the Vendor: field and press <ENTER>.
• Add required data, or modify existing information.
• To exclude vendor from HUB process, type ‘Y’ in the field provided.
• Press <ENTER> to record the information.

Vendor Change Log Process

Enter the required information in the fields provided, or modify existing data. If the vendor is to be excluded from the HUB process, type ‘Y’ in the field provided. This flag is used to exclude vendor payments from being included in the pull for HUB reports and extracts. The changes made on this screen are recorded and displayed on Screen 201.
### Screen 201 – Vendor Change Log

<table>
<thead>
<tr>
<th>Tins</th>
<th>Tins</th>
<th>Field Name</th>
<th>New Field Value</th>
<th>Changed</th>
<th>Pulled For TINS</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
<td>ADDRESS</td>
<td>USE 1vvvvvvvvv4</td>
<td>07/15/2006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>N</td>
<td>VN-W9-DT</td>
<td>20031205</td>
<td>07/07/2004</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>N</td>
<td>OWNER CODE</td>
<td>C</td>
<td>07/07/2004</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>N</td>
<td>1099 CODE</td>
<td>N</td>
<td>12/02/2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>N</td>
<td>EXCLUDE FROM HUB</td>
<td>N</td>
<td>05/12/2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>N</td>
<td>TEXAS COMPANY</td>
<td>Y</td>
<td>01/10/2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>N</td>
<td>CHARTER NBR</td>
<td>01xxxxxxx0</td>
<td>01/10/2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>N</td>
<td>OWNER CODE</td>
<td>T</td>
<td>01/10/2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>N</td>
<td>EXCLUDE FROM HUB</td>
<td>Y</td>
<td>08/27/2001</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

********** End of Data **********

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

Hmenu Help  EHelp                   Audit             Left  Right

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

**Action Line**

- **Vendor**: 11 digits
  Enter a valid vendor ID number.

**Screen Information**

- **Name**: 30 characters
  Displays the name of the vendor associated with the identification number entered on the Action Line.

**Vendor Type**: 2 characters
Include the type of vendor. For example:
- Blank = Not Valid On-Line (Batch Only)
- BU = Business
- EM = Employee
- FA = Federal Agency

- **Gender**: 1 character
  If the business is coded as disadvantaged, this field is required. Indicate the gender code for the vendor:
  - Blank = Not Specified
  - M = Male Owned
  - U = Unknown
  - W = Woman Owned

**TAMUS Employee**: 1 character
Type ‘Y’ if the vendor is an employee of the A&M University System.
Screen 206 – Vendor Ownership Information (cont’d)

**Disadvantaged:** 1 character  
The vendor can be certified disadvantaged by the Department of Commerce or self-reported as such. Include the disadvantage code:

- **B** = Historically Black Colleges &
- **Blank** = Not Hub/Not Specified
- **C** = Certified HUB Business
- **D** = Service Disabled Veteran Owner
- **H** = HUBZONE (Labor Surplus Area)
- **N** = Not a HUB Business
- **S** = Self Declared HUB Business
- **V** = Veteran Owned

**Ethnic Orig:** 3 characters  
If the business is coded as disadvantaged, this field is required. Enter a valid ethnic origin code:

- **ASP** = Asian Pacific
- **Blank** = Not Specified
- **BLK** = Black
- **CAU** = Caucasian
- **HSP** = Hispanic
- **IND** = American Indian / Native American
- **UNK** = Unknown/Not Specified

**Charter Nbr:** 10 digits  
Enter the Texas charter number for the business.

**Business Size:** 1 character  
Include the code indication the size of the vendor’s business:

- **Blank** = Not Specified
- **L** = Large Business
- **S** = Small Business

**Texas Company:** 1 character  
Indicate if vendor is a Texas company:

- **Y** = Yes
- **N** = No
- **Blank** = No

**Employ Agency:** 3 digits  
Type the state agency code. For example: “710” for SAGO.  
*This is required if Ownership Code is ‘E’*

**Busn Desc:** 3 digits (currently not used)  
Enter the business description code.

**Exclude Vendor From HUB Process:** 1 character  
Used to exclude vendor payments from being included in the pull for HUB reports and extracts. Enter ‘Y’ to indicate the vendor is to be excluded from the HUB process.
Screen 206 – Vendor Ownership Information (cont’d)

**Vendor Change Information**

*Established:* 8 digits
  Shows date vendor was added.

*Added By:* 7 characters/digits
  Indicates the FAMIS user ID of the person who added the vendor information.

*Last Modified:* 8 digits
  Date vendor information was modified.

*Modified By:* 7 characters/digits
  Displays the FAMIS user ID of the person who modified the vendor information.

**Additional Functions**

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

Screen 207 is used to maintain the vendor ACH information. This screen is used to enter ACH information for both local and state vendors.

If the vendor is a state vendor, and the "Send to TINS" flag is set to ‘Y’, then the information will be sent to TINS when added. Any changes to the information will also be passed to TINS if the flag is set to ‘Y’.

Screen 201 may be used to send the information to TINS if the flag was not set to ‘Y’ before entering the date.

TAMUS Member Parts that are not using the Purchasing Module will need to use Screen 207. New screens will not be added in the 100 range to replicate Screen 207.

Update access to this screen should be restricted.

Vendor ACH Data Process

Type a valid vendor identification number or name in the Vendor: field and press <ENTER>. You may also type an ‘*’ in this field to view a list of vendors. Select the desired vendor’s name by typing an ‘X’ in the field to the left of the vendor’s name and press <ENTER>.
New Fields

Send to TINS  Values ‘Y’ or ‘N’
This flag works similarly to the two ‘Send xxxx to TINS’ flags on Screen 203, but is a different field. It may be set differently from the ones on Screen 203.

Example: if you have ACH set one way at the state for state payments, but want local payments sent to different ACH routing. A different mail code should be set up for state and for local.

Routing Number  ACH bank’s number used for routing
Account Number  agency account number with ACH bank
Account Type  
C = CHECKING ACCOUNT
S = SAVINGS ACCOUNT
Trans Type  ACH codes: Commercial vs. Personal

CCD = PMT TO COMMERCIAL VNDRS
CCD+ = PMT TO COMMERCIAL VNDRS

The invoice number will be included in the addenda record for type CCD.

PPD = PMT TO PERSONAL ACCT
PPD+ = PMT TO PERSONAL ACCT

Always choose between the CCD and the PPD. FAMIS currently sends the ‘+’ on all records. The ‘+’ indicates that additional information is sent to the bank.

Prenotes
A ‘Prenote’ is a zero-dollar ACH record that FAMIS sends to the ACH system as a test of the bank routing and account data. When routing information is entered for a vendor, this triggers the sending of a Prenote. FAMIS will not send any actual ACH records within 14 days of sending the test Prenote. The default for Prenote testing is to ‘Send’ the data. You have the ability to override the sending of the Prenote data by using the override fields as described.

If you change the Routing Number, Account Number, Account Type or Trans Type, the Prenote Sent Date will be reset and you must manually put the override back on for continued ACH processing.
Screen 207 – Vendor ACH Information (cont’d)

If the Prenote Override field is not ‘Y’ and the Prenote Sent Date is not set, or one of the four fields above are changed, you will also get a pop-up confirmation window asking if you want to send a Prenote to the bank.

Prenote Sent Date: reflects the date a Prenote was sent
Prenote Override: ‘Y’ to override the default of sending a Prenote
Dt: (Override Date): Date the Override was set
ACH Start Dt: reflects the first date that vouchers pulled into cycle will be eligible to be sent by ACH.
ACH Override: ‘Y’ to override the sending of ACH for a vendor – keeps the routing information available. Checks will be created for the vendor until reset.
Email Addr: Email address for the vendor – not currently used.

Security

Screen 207 data is controlled by element security.

Unless element security #8, ACH Information, is ‘A’ (update access), you will only see blank fields. This is to protect critical bank routing data from being visible unless specific security clearance is granted through use of element security #8. A user must also have update access to modify data on Screen 207. If a user needs inquiry access to Screen 207, they must have ‘A’ on element #8 and inquiry access to Screen 207.

Security access to data on Screen 207 affects user access to Screen 201 also. However, if security access to Screen 201 is more restrictive, then the more restrictive prevails.

Delete
To delete any information on Screen 207, blank out the fields.

Basic Steps

- Advance to Screen 207.
- Type a valid vendor’s name in the Vendor: field and press <ENTER>.
- Include bank processing information in the fields provided and press <ENTER> to record.

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

Action Line
♦ Vendor: 11 digits/30 characters
Enter a the desired vendor identification number. The vendor’s name will also be displayed.
Screen 207 – Vendor ACH Information (cont’d)

**PIN:**
11 digits
Shows vendor’s personal identification number.

**Screen Information**

**Send to TINS:**
1 character
Type ‘Y’ or ‘N’ to indicate this is to be fed electronically to TINS.

**Routing Number:**
9 digits
Include the bank’s ACH routing number.

The last digit is computed according to NACHA rules and may be changed by FAMIS.

**Account Number:**
17 digits
Identify the agency account number with the ACH bank.

**Account Type:**
1 character
Specify the account type to be used for processing the payment.
- C = Checking Account
- S = Savings Account

**Trans Type:**
4 characters
Enter the payment transaction type:
- CCD = Pmt to Commercial Vndrs
- CCD+ = Pmt to Commercial Vndrs
- PPD = Pmt to Personal Acct
- PPD+ = Pmt to Personal Acct

Invoice number is included in the addenda record for type CCD.

Always choose between the CCD and the PPD.
FAMIS currently sends the ‘+’ on all records. The ‘+’ indicates that additional information is sent to the bank.

**Prenote Sent Dt:**
8 digits
If a prenote is sent, displays the date it was sent to the bank.

**Prenote Override:**
1 character
Type ‘Y’ to override the default of sending a prenote.

**Dt:**
8 digits
Displays date the prenote override flag was set.

**ACH Start Dt:**
8 digits
Shows the ACH (Automated Clearing House) date pulled into cycle. This is the first date that vouchers pulled into cycle will be eligible to be sent by ACH.

**ACH Override:**
1 character
Enter ‘Y’ to override the sending of ACH (Automated Clearing House) for a vendor. This keeps the routing information available.
Checks will be created for the vendor until reset.
Screen 207 – Vendor ACH Information (cont’d)

**Email Addr:** 50 characters/digits
Displays the vendor's email address. This is not currently used.

**Vendor Change Information**

- **Established:** 8 digits
  Shows the date the vendor was added to FAMIS.

- **Added By:** 7 characters/digits
  Indicates the FAMIS user ID of the person who added the vendor information.

- **Date Modified:** 8 digits
  Shows the last date the vendor information was modified.

- **Modified By:** 7 characters/digits
  Displays the FAMIS user ID of the person who last modified the vendor information.

**Additional Functions**

- **PF KEYS**
  See the Appendix for an explanation of the standard PF Keys.
Section IV
Vendor on Hold
Vendor on State Hold Basic Concepts

State law prohibits a State Agency from making payments to anyone indebted to the State of Texas (TEX. GOV’T CODE ANN. Section 403.055).

File Processing

The file of vendors on state hold will be transferred from the state on a daily basis. The file is not currently available until after midnight. This means that our process will always be a day behind. If vendor “XYZ” is put on state hold on a Monday, FAMIS will not receive the file until after midnight on Monday. Therefore, checks will be printed for vendor “XYZ” on Monday night when the FAMIS check cycle is run. If this vendor also has a check in the Tuesday night check cycle, the check will not be printed until the vendor is removed from state hold.

If a vendor does not have a state ID, the state ID will be generated using the Tax ID or the FAMIS vendor ID. It is very important that the Tax ID and the FAMIS ID be correct. The state ID will be generated and updated by a program for any vendor who does not currently have a state ID. Any new vendors to be entered into FAMIS will have the state ID automatically generated if it is not entered. With this change, all programs have been changed to require a state mail code in order to pay a state voucher.

The state hold file may contain the same vendor multiple times. A vendor may be put on the hold file for multiple reasons by multiple state agencies. Each reason will appear on the FAMIS state hold file.

Each time a vendor is put on hold or released from hold, FAMIS will record the information. This information will be displayed on two new FAMIS screens, 171 and 172. Screen 171 will display vendors on state hold in “state vendor ID” order. Screen 172 will display the state hold file in “vendor name order”. Screen 172 uses the name that appears on the state hold file. Therefore, there is no name rotation that is currently available in FAMIS. A pop-up is available on both screens to see a detail history of the vendor hold record. On both Screens 171 and 172, there is an option to select a vendor. If the vendor is selected the user will be advanced to Screen 162 to view all vouchers for that vendor ID, if there are any.

The vendor hold file also contains the records of any vendor that was held and subsequently released. The released vendors are also displayed on Screens 171 and 172 by changing a flag on the screen.

Check Cycle Processing

Every night when checks are processed, each vendor will be verified against the state hold file. This verification will be done using the state ID that was either entered by a user or derived by FAMIS from the Tax ID or the FAMIS ID. If the vendor ID is shown to be on hold, the voucher line items for the vendor will be written to a separate file for reporting and history. The vouchers for a vendor on hold will not enter the check cycle. No check will be printed for a vendor on hold.
A report of the voucher items for vendors on hold will be produced nightly from the check cycle. This report will show all voucher items for each vendor on hold. In addition, a form letter may be printed for each vendor detailing any new vouchers on hold. The reasons from the state hold file will appear on this letter. Once a voucher item is reported for the letter, it will not be reported in the future. Only new vouchers will be reported for a vendor on hold.

**State Voucher Cycle**

The state voucher cycle will not check for vendors on state hold. Vouchers will be sent to the state to be held by the Comptroller’s Office. The one exception to this is revolving vouchers. If a vendor on a revolving voucher is on state hold, the state side of the revolving voucher will not be sent to the state until the vendor is no longer on hold. This is to prevent requesting reimbursement until the local check can be printed.

**Screen Changes**

Screen 105 has had a State Hold Override flag added. This will allow the state hold to be overridden on a voucher by voucher basis. The userid of the person entering the override as well as the date is recorded. The status of this change can also be seen on the bottom of the second panel of Screen 169.

**Vendor Search Windows**

The vendor search window also shows a flag if a vendor is on state hold.
State Hold Vendor ID Search

Use Screen 171 to find vendors who have been put on hold and/or released from hold by the State. State law prohibits a state agency from making payments to anyone indebted to the State of Texas (TEX. GOV’T CODE ANN. Section 403.055).

This screen allows you to search for a vendor by the vendor ID number. This screen displays a list of all vendors on hold and/or released, and shows the reason they were placed on hold on Panel 2. Type ‘X’ to select a vendor and advance to Screen 162.

Use the PF6 and PF7 keys at the bottom of this screen to view the hold history and the reason a vendor was placed on hold. Use PF11 to view the second panel of this screen.

The vendor on hold file from the State is downloaded every night except Saturday and Sunday.
Screen 171 – State Hold Vendor ID Search (cont’d)

Basic Steps
- Advance to Screen 171.
- To advance the display to a specific vendor, type the vendor's identification number in the Vendor: field and press <ENTER>.
- Type an ‘H’ or ‘R’ in the Hold/Reason: field to view specific vendors that have either been placed on hold with the State, or who have been released from being held.
- Type ‘X’ to select a vendor and advance to Screen 162.

State Hold Vendor ID Search Process

To advance the list displayed to a specific vendor, type the vendor's identification number in the Vendor: field and press <ENTER>.

If you type part or the vendor’s entire name in the Vendor: field, you will be given a pop-up window from which to select the desired vendor. You may also type an ‘*’ in this field to view a pop-up list of vendor’s and select the vendor’s number from the list by typing an ‘X’ in the Sel: field. Press <ENTER> to “pass back” the number to the field on Screen 170.

Type ‘H’ (Hold) or ‘R’ (Release) in the Hold/Reason (H/R): field to view vendor's who have either been placed on Hold with the State or have been released from being on hold.

Press PF11 to scroll right and view the text describing why the vendor was placed on hold with the State.

To view the date and reason why a vendor was put on hold and/or released, place your cursor on a line item and press PF6.

Press PF7 to look up the reason code and view the Hold Source.

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

**Action Line**
- **Vendor:** 11 digits
  Enter a valid vendor identification number to advance the display to a specific vendor.

- **Hold/Release (H/R):** 1 character
  Type ‘H’ or ‘R’ to restrict the display to vendors who are on hold, or that have been released from being placed on hold with the State.

**Screen Information**

**Panel 1**
- **Vendor Name:** 50 characters
  Displays the name of the vendor on hold with the State.
Screen 171 – State Hold Vendor ID Search (cont’d)

**Vendor ID:**

- 11 digits
- Shows the vendor's identification number.

**Hold Src:**

- 3 digits
- Identifies the hold source code that shows that placed the vendor on hold with the State. For example:
  - 302 = Attorney General
  - 304 = Comptroller of Public Accounts
  - 310 = Treasury Department
  - 322 = Texas Employment Commission

**Hold Rsn:**

- 3 digits
- Includes the code number for the reason the vendor was placed on hold.

**Panel 2**

**Hold Reason:**

- 30 characters
- Displays the text describing the reason the vendor was placed on hold with the State.

**Additional Functions**

**PF KEYS**

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

**PF6**

- **Hist**
  - Displays the hold history for the selected vendor.

**PF7**

- **Hold Source**
  - Shows the hold source code and description.
State Hold Vendor Name Search

Screen 172 may be used to search for all vendors who have been put on hold and/or released from hold by the State. This screen allows you to search for a vendor by name. This screen not only displays a list of all vendors on hold and/or released, but also shows the reason they were placed on hold on Panel 2.

Select a vendor to advance to Screen 162 and view vendor’s vouchers.

Using the PF6 and PF7 keys at the bottom of this screen you may view the hold history and the explanation of the code used for the reason a vendor was placed on hold. The second panel of this screen can be viewed by pressing the PF11 key.

The vendor on hold file from the State is downloaded every night except Saturday and Sunday.
Basic Steps

- Advance to Screen 172.
- To advance the display to a specific vendor, type the vendor's name in the Vendor: field and press <ENTER>.
- Type an ‘H’ or ‘R’ in the Hold/Reason (H/R): field to view specific vendors that have either been placed on hold with the State, or who have been released from being held.
- Select a vendor to advance to Screen 162.

State Hold Vendor Name Search Process

To advance the list displayed to a specific vendor, type the vendor's name in the Vendor: field and press <ENTER>.

If you type part or the vendor’s entire name in the Vendor: field, the list will begin with the characters you entered in this field. To view all vendors beginning with ‘A’, type this in the Vendor: field. You may also type an asterisk (*) in this field to view a list of all vendor’s.

Type ‘H’ (Hold) or ‘R’ (Release) in the Hold/Reason (H/R): field to view vendor's who have either been placed on Hold with the State or have been released from being on hold.

Press PF11 to scroll right and view the text describing why the vendor was placed on hold with the State.

To view the description for the Hold Source press PF7. To see the vendor’s hold history, code, place your cursor on a line item and press PF6.

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

**Action Line**

◆ Vendor: 30 characters
  Enter the desired vendor’s name to advance the display to a specific vendor.

  Hold/Release(H/R): 1 character
  Type ‘H’ or ‘R’ to restrict the display to vendors who are on hold, or that have been released from being placed on hold with the State.

**Screen Information**

Panel 1

Vendor Name: 50 characters
  Displays the name of the vendor on hold with the State.

Vendor ID: 11 digits
  Shows the vendor's identification number.
**Screen 172 – State Hold Vendor Name Search (cont’d)**

**Hold Src:**
3 digits
Identifies the hold source code that shows that placed the vendor on hold with the State. For example:
- 302 = Attorney General
- 304 = Comptroller of Public Accounts
- 310 = Treasury Department
- 322 = Texas Employment Commission

**Hold Rsn:**
3 digits
Includes the code number for the reason the vendor was placed on hold.

**Panel 2**
**Hold Reason:**
30 characters
Displays the text describing the reason the vendor was placed on hold with the State.

**Additional Functions**

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

**PF6**
**Hist**
Displays the hold history for the selected vendor.

**PF7**
**HSrc**
Shows the hold source code and description.
To view a list of vendors that have been placed on hold by an agency, use Screen 175. Like the other vendor hold screens, this shows the reason the vendor was placed on hold, but also provides additional detail about the hold status.

Press PF11 to scroll right and view the second panel of information, which describes the agency that placed the vendor on hold, the date it became effective and the dollar amount owed by the vendor.

If the information for a vendor needs to be updated, type an ‘X’ next to the vendor’s name and press <ENTER> to advance to Screen 209.

### Screen 175 - Vendors Held by Agency (Panel 1)

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Id</th>
<th>Rsn</th>
<th>Hold Reason Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALLY SUE*SMITH</td>
<td>2vvvvvvvvv0</td>
<td>454</td>
<td>OVERPAYMENT TO VENDOR</td>
</tr>
<tr>
<td>PAM P*PALMER</td>
<td>2vvvvvvvvv0</td>
<td>639</td>
<td>DEL PAYMENTS OF INCIDENTAL</td>
</tr>
<tr>
<td>ROGER*REESE</td>
<td>2vvvvvvvvv0</td>
<td>639</td>
<td>DEL PAYMENTS OF INCIDENTAL</td>
</tr>
<tr>
<td>IMA INEZ*INOLA</td>
<td>2vvvvvvvvv0</td>
<td>639</td>
<td>DEL PAYMENTS OF INCIDENTAL</td>
</tr>
<tr>
<td>DON*DONALDSON</td>
<td>2vvvvvvvvv0</td>
<td>639</td>
<td>DEL PAYMENTS OF INCIDENTAL</td>
</tr>
<tr>
<td>JERRY JIM*JONES</td>
<td>2vvvvvvvvv0</td>
<td>605</td>
<td>STUDENT DEF ON EMERG LOAN</td>
</tr>
<tr>
<td>ROSEY*ROMAN</td>
<td>2vvvvvvvvv0</td>
<td>639</td>
<td>DEL PAYMENTS OF INCIDENTAL</td>
</tr>
<tr>
<td>THOR DATA SYSTEMS</td>
<td>2vvvvvvvvv0</td>
<td>639</td>
<td>DEL PAYMENTS OF INCIDENTAL</td>
</tr>
<tr>
<td>DARYN D*DENNISON</td>
<td>2vvvvvvvvv0</td>
<td>639</td>
<td>DEL PAYMENTS OF INCIDENTAL</td>
</tr>
<tr>
<td>BROWN BONO*BOOKMAN</td>
<td>2vvvvvvvvv0</td>
<td>639</td>
<td>DEL PAYMENTS OF INCIDENTAL</td>
</tr>
<tr>
<td>ELLA E*ENGLISH</td>
<td>2vvvvvvvvv0</td>
<td>639</td>
<td>DEL PAYMENTS OF INCIDENTAL</td>
</tr>
<tr>
<td>MARY M*MCINTOSH</td>
<td>2vvvvvvvvv0</td>
<td>639</td>
<td>DEL PAYMENTS OF INCIDENTAL</td>
</tr>
<tr>
<td>STANLEY SIMON*SHONEY</td>
<td>2vvvvvvvvv0</td>
<td>639</td>
<td>DEL PAYMENTS OF INCIDENTAL</td>
</tr>
</tbody>
</table>

**** Press ENTER to continue ****

### Screen 175 - State Hold Vendor ID Search (Panel 2)

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Rsn</th>
<th>Agency</th>
<th>Hold Date</th>
<th>Liability Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALLY SUB*SMITH</td>
<td>454</td>
<td>760</td>
<td>01/07/2003</td>
<td>2881.90</td>
</tr>
<tr>
<td>NOLAN*Norris</td>
<td>639</td>
<td>760</td>
<td>02/24/2003</td>
<td>100.00</td>
</tr>
<tr>
<td>PAM P*PALMER</td>
<td>454</td>
<td>760</td>
<td>01/08/2003</td>
<td>4823.80</td>
</tr>
<tr>
<td>ROGER*REESE</td>
<td>639</td>
<td>760</td>
<td>10/22/2008</td>
<td>5.00</td>
</tr>
<tr>
<td>IMA INEZ*INOLA</td>
<td>639</td>
<td>760</td>
<td>02/23/2003</td>
<td>100.00</td>
</tr>
<tr>
<td>DON*DONALDSON</td>
<td>639</td>
<td>760</td>
<td>02/25/2009</td>
<td>525.00</td>
</tr>
<tr>
<td>JERRY JIM*JONES</td>
<td>605</td>
<td>760</td>
<td>03/03/2009</td>
<td>3740.07</td>
</tr>
<tr>
<td>ROSEY*ROMAN</td>
<td>639</td>
<td>760</td>
<td>07/31/2002</td>
<td>5.00</td>
</tr>
<tr>
<td>THOR DATA SYSTEMS</td>
<td>639</td>
<td>760</td>
<td>06/17/2003</td>
<td>35.00</td>
</tr>
<tr>
<td>DARYN D*DENNISON</td>
<td>639</td>
<td>760</td>
<td>03/29/2005</td>
<td>5809.50</td>
</tr>
<tr>
<td>BROWN BONO*BOOKMAN</td>
<td>639</td>
<td>760</td>
<td>05/20/2003</td>
<td>20.00</td>
</tr>
<tr>
<td>ELLA E*ENGLISH</td>
<td>639</td>
<td>760</td>
<td>02/04/2005</td>
<td>1216.39</td>
</tr>
<tr>
<td>MARILYN M*MCINTOSH</td>
<td>639</td>
<td>760</td>
<td>07/31/2002</td>
<td>5.00</td>
</tr>
<tr>
<td>STANLEY SIMON*SHONEY</td>
<td>639</td>
<td>760</td>
<td>12/14/2004</td>
<td>40.00</td>
</tr>
</tbody>
</table>

**** Press ENTER to continue ****
Screen 175 – Vendors Held by Agency (cont’d)

Basic Steps
- Advance to Screen 175.
- To advance the display to a specific vendor, type the vendor's name or vendor identification number in the Vendor: field on the Action Line and press <ENTER>.
- If the hold status information needs to be modified, type an ‘X’ next to the vendor’s name and press <ENTER> to advance to Screen 209.

Vendor Hold by Agency Search Process

Press PF11 to scroll right and view the text describing the agency that placed a vendor on hold, the date it was effective, and the amount of money owed by the vendor.

To view description for the reason the agency placed the vendor on hold, press PF6.

Type an ‘X’ to the left of the desired vendor and press <ENTER> to add or change the hold status information.

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

**Action Line**
- **Vendor:** 11 digits
  Enter a valid vendor identification number to advance the display to a specific vendor.

**Screen Information**
Panel 1
- **Vendor Name:** 26 characters
  Displays the name of the vendor that has been placed on hold by agency.
- **Vendor ID:** 11 digits
  Shows the vendor's identification number.
- **Hold Rsn:** 3 digits
  Identifies the code number for the reason the vendor was placed on hold.
- **Hold Reason Description:** 30 characters
  Includes the description of why the vendor was placed on hold.

Panel 2
- **Agency:** 3 digits
  Displays the name of the agency that placed the vendor on hold.
- **Hold Date:** 8 digits
  Shows the date the vendor was placed on hold status.
Screen 175 – Vendors Held by Agency (cont’d)

**Liability Amt:** 13 digits
Identifies the liability amount owed by the vendor.

*Additional Functions*

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

**PF6**
Agency
Displays information about the hold status: the reason, agency code and name that placed the vendor on hold.

**PF9**
Download
Download the data using Entire Connection.
State Vendor Hold Maintenance

If a vendor owes money to a TAMUS System Part, and that vendor’s name is not on the State Vendor Hold list, you may use Screen 209 to submit the vendor’s information to the State for inclusion on their Vendor State Hold list.

Once the vendor has paid the money owed, use this screen once again to submit a release request to the State to remove the vendor’s name from the Vendor State Hold list. Type ‘Y’ in the Release: field, the effective date the vendor’s name is to be removed from the State Vendor Hold list, and include any pertinent notes that would explain why the vendor should be released.

You may only use a Hold Reason code for which you are authorized to submit.

This screen automatically sends the hold and release information to TINS. To place a hold on a vendor that has never been sent to TINS, type ‘Y’ in the Send New Setup to TINS: field. This will send a vendor setup to TINS as well as the state hold information.

Screen 209 - State Vendor Hold Maint

You may only use a Hold Reason code for which you are authorized to submit.

Screen: ___  Vendor: 2vvvvvvvvv0 DWAYNE D*DORMAN
Send New Setup to TINS: _          PIN: 2vvvvvvvvv4 000

Hold: Y                        +--------------------------+
Hold Reason: 639                      | NOTE field, are sent to |
Effective Date: 12/10/2004               +--------------------------+
Liability Amount: 35.00__________
Release: _
Release Date: __________
Note: BURSAR____________________________________________

* ------------------ Vendor Change Information ----------------------------- *
Established: 08/01/1995                  Added By: KxxxxT
Date Modified: 12/10/2004               Modified By: AxxxxxP
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp

Basic Steps

Place a vendor on “Hold” status:
• Advance to Screen 209.
• Type a valid vendor’s identification number in the Vendor: field and press <ENTER
• Enter ‘Y’ in the Hold: field.
• Include the Hold Reason Code explaining why a vendor is being placed on hold. Type ‘?’ in this field, or press PF2, to view allowable codes.
• Type the effective date that the Hold is to become effective.
• Include the amount of money owed in the Liability Amount: field.
• Add additional information in the Note: field.
Screen 209 – State Vendor Hold Maintenance (cont’d)

Vendor Hold Maintenance Process

Release a vendor from “Hold” status:
- Type ‘Y’ in the Release: field.
- Enter the date the vendor is to be released.
- Include an explanation in the Note: field.

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

Action Line
◆ Vendor: 11 digits
Enter a valid vendor identification number. After entering the number, the name will also be displayed, along with the vendor’s PIN number.

Send New Setup to TINS: 1 character
Indicate if the setup information for a vendor is to be sent to TINS. ‘Y’ will send a vendor setup to TINS as well as the state hold information.
This field will become blank again after processing a new mail code.

PIN: 14 digits
Include the State Vendor Personal Identification Number.

Screen Information
Hold: 1 character
Type ‘Y’ to request that a vendor be placed on hold with the State.

Hold Reason: 3 digits
Include the code designating the reason the vendor is being placed on hold.
For example:
450 = Unpaid Travel Advance
451 = Over pymt of Employee Comp
454 = Overpayment to Vendor

Effective Date: 8 digits
Indicate the date the hold is to become effective.

Liability Amount: 14 digits
Identify the amount of money the vendor owes.

Release: 1 character
Type ‘Y’ to submit a request to the State that the hold be released from the specified vendor.

Release Date: 8 digits
Indicate the date the hold on the vendor is to be released.

Note: 50 characters
Include any documentation notes needed to explain the release.
Screen 209 – State Vendor Hold Maintenance (cont’d)

**Vendor Change Information**

- **Established:** 8 digits
  Shows the date the vendor was added to FAMIS.

- **Added By:** 7 characters/digits
  Indicates the FAMIS user ID of the person who added the vendor information.

- **Date Modified:** 8 digits
  Shows the date the vendor information was modified.

- **Modified By:** 7 characters/digits
  Displays the FAMIS user ID of the person who modified the vendor information.

**Additional Functions**

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

TINS

(Texas Identification Number System)
FAMIS Interface with TINS
(Texas Identification Number System)

Background

All vendors paid with state funds must have a valid record in TINS, the State’s Texas Identification Number System. In addition, the State now requires that all requests for (1) creation of new vendor records, (2) modifications to records of existing vendors and (3) vendor hold updates be processed electronically.

User Process

To create a new vendor at the State, you must logon to TINS and find the next available TIN mail code for the vendor. Then, log onto FAMIS and proceed to create a vendor in FAMIS using the TIN and the new state mail code.

If the vendor exists on FAMIS and not on TINS, set the “Send New Setup to TINS Flag” and add the state mail code to Screen 103 / 203.

Issue / Problem:
As with the paper TINS setup, timing issues may arise – the next state mail code cannot be ‘reserved’ at the State. So between the time you identify the next mail code and process the new vendor through FAMIS, someone else could ‘grab’ that same mail code and process a transaction prior to the FAMIS feed to State. This situation will create an error record on the State error report. It is conceivable that this circle could continue a couple of times before a unique record is added at the State.

If this happens, change the mail code on FAMIS to the next mail code and set the “Send New Setup to TINS” flag.

Feed to State

FAMIS sends one (1) daily batch feed to State with the all Parts’ TINS records. This will be done in job F13FTTIN.

The State won’t accept a vendor setup record and an ACH record for the same vendor on the same day.

In this case, FAMIS will automatically delay sending the ACH data for one day. Therefore, if voucher is sent to State the same day as a new vendor Setup record, the state will create a warrant as the ACH request will not be sent until the following day.
FAMIS Interface with TINS (cont’d)

FAMIS Processing of Online Screen Entry

All changes to fields on Screen 203 (including panel) get logged to a separate FAMIS file. Only a subset of this file will actually be sent to TINS, based on the setting (‘Y’) in the ‘Send New Setup to TINS’ and ‘Send Changes to TINS’ fields.

Two types of records are sent to TINS:

**Setup record** - creates and sends a new vendor mail code.

If the vendor does not exist at all on TINS, a Master level Setup must be created. A Master level record is setup with a mail code of ‘000’.

If the vendor exists on TINS, but the address is different, a new mail code must be setup.

**Change record** - sends change data for an existing FAMIS mail code.

Error Reports from State

The State will print error reports at the designated printers for each Agency. The printer setup and connection will be the responsibility of the Agency and problems will be resolved with the State. FAMIS Services will not have access to the TINS error reports.

FAMIS Screens & Screen Changes

**Screen 206 will be disabled and the functionality included in Screen 203.**

**Screen 203 - Vendor Add/Modify including one panel**

**Navigation Aids**

Press <ENTER> to view Panel 2 information
PF10 ‘Next Vendor’ was moved to PF7
PF10 and PF11 are ‘Left’ and ‘Right’ movement of panels

**Screen and Field Edits**

New edits on Screen 203 are activated when the user inputs a value of ‘000’ in the State Mail Code field and the ‘Send Changes to TINS’ flag is set to ‘Y’.

**ZIP:**

Zip code must be entered and must match US Postal Service ‘city, state, ZIP’.
### Ownership Code:
- **P** (Partnership) = both ‘Sole Proprietor/Partnership Data’ fields are required
- **S** (Sole Proprietor) = only the first ‘Sole Proprietor/Partnership Data’ field is required
- **E** (State Employee) = only the first ‘Employ Agency’ field is required

### Charter Nbr:
For certain values, the ‘Charter Nbr’ field is required.

### Fields:

#### Send New Setup to TINS: Values Y or N

Set this flag to ‘Y’ whenever a new mail code needs to be sent to TINS.

This flag must be set BEFORE you make changes to the fields.

If you fill out the screen and then change the flag – it WILL NOT feed to the state – however, you can change the flag using Screen 201 and the changes will be sent.

The system will use this flag to log the mail code a special way in order to send the setup to the state.

This flag is changed to blank after a successful update or ADD.

#### Send Changes to TINS: Values Y or N

**This flag must be set BEFORE you make changes to the fields.**

If you fill out the screen and then change the flag – it WILL NOT feed to the state – however, you can change the flag using Screen 201 and the changes will be sent.

**This flag will remain set until it is changed by the user.**

#### SIC:
Standard Industry Code – codes are loaded from State
(Note: what you see is what you get)
(Note: IAFRS-VN-SC-SIC-CD is an 899 table)

#### Charter Nbr:
Business charter number required for certain ownership codes.

#### Employ Agency:
Required if ownership code is ‘E’ state employee.

#### Security:
Values = 0, 1, 2. These are TINS values that are tied to ability to change vendor that another agency has set up.

#### Busn Desc:
(not currently used – may be removed)
Screen 207 - Vendor ACH Information
This screen is to maintain ACH data for local vendors.

**Fields:**

*Send to TINS:* Values Y or N

This flag works similarly to the two ‘Send xxxx to TINS’ flags on Screen 203, but is a different field. It may be set differently from the ones on Screen 203.

Example: if you have ACH set one way at the state for state payments, but want local payments sent to different ACH routing – set the Send to TINS flag on Screen 207 to ’N’ and enter the local routing information.

**Routing Number:** ACH bank’s number used for routing

**Account Number:** agency account number with ACH bank

**Account Type:**
- C = CHECKING ACCOUNT
- S = SAVINGS ACCOUNT

**Trans Type:**

**TINS codes:** Commercial vs. Personal
- CCD = PMT TO COMMERCIAL VNDRS
- CCD+ = PMT TO COMMERCIAL VNDRS
- PPD = PMT TO PERSONAL ACCT
- PPD+ = PMT TO PERSONAL ACCT

**Prenotes**
A ‘Prenote’ is a zero-dollar ACH record that FAMIS sends to the designated bank as a test of the bank routing and account data. When routing information is entered for a vendor, this triggers the sending of a Prenote. FAMIS will not send any actual ACH records within 14 days of sending the test Prenote. The default for Prenote testing is to ‘Send’ the data. You have the ability to override the sending of the Prenote data by using the override fields as described.

If you change the routing number, account number, account type or trans type and a Prenote was previously sent, you will get a pop-up window that asks you to confirm that you want to send the Prenote.

**Prenote Sent Date:** Reflects the date a Prenote was sent

**Prenote Override:** ‘Y’ to override the default of sending a Prenote
**FAMIS Interface with TINS (cont’d)**

- **Dt: (Override Date):** Date the Override was set

- **ACH Start Dt:** Reflects the first date that vouchers pulled into cycle will be eligible to be sent by ACH.

- **ACH Override:** ‘Y’ to override the sending of ACH for a vendor – keeps the routing information available. Checks will be created for the vendor until reset.

- **Email Addr:** Email address for the vendor – not currently used.

**Security**

Screen 207 data is controlled by element security. Unless element security #8, ACH Information, is ‘A’ (update access), you will only see blank fields. This is to protect critical bank routing data from being visible unless specific security clearance is granted through use of element security #8.

Security access to data on Screen 207 affects user access to Screen 201 also. However, if security access to Screen 201 is more restrictive, then the more restrictive prevails.

**Deletes**

To delete any information on Screen 207, blank out the fields.

---

**Screen 201 - Vendor Change Log**

This screen displays a log of all changes for most fields on Screens 203 and 207.

If you forget to set the ‘Send Setup (or Changes) to TINS’ flag on Screen 203 before you change the data, you may change the flags here on Screen 201, assuming you have the proper security. Once you have changed the flag, the flag is protected and no further changes can be made to the flag on this screen. These ‘Send xxxx to TINS’ flags may only be changed from ‘N’ to ‘Y’ – and may not be reversed.

**Action Line Fields**

- **Vendor:** Vendor Number
- **Order:**
  - O = OLDEST DATE
  - N = NEWEST DATE
- **Field:** Type in the field whose changes you wish to see; you will get a pop-up window and on that pop-up screen, you can use partials, ‘?’ or ‘*’ to find the field you want.
**FAMIS Interface with TINS (cont’d)**

**Fields:**

**Panel 1**
- **Send TINS:** Values Y, N or blank
- **Sent TINS:** Values Y, N or blank
- **Field Name:** The name of the field that changed
- **New Field Value:** Value the field was changed to
- **Date Changed:** Date of the change to the field
- **Date Pulled for TINS:** Date the data was pulled to be sent to TINS

**Panel 2 (only the newly displayed fields)**
- **Old Field Value:** Value of the field before the change on the date displayed
- **Time Changed:** Time of the change to the field

**Panel 3 (only the newly displayed fields)**
- **Userid:** FAMIS userid of the person making the change

PF7 will display audit information for the record where you have placed the cursor. This is a view of the audit information for one record.

**Security**
Screen 207 changes will not be shown on this screen unless the user has both update to Screen 207 and element security #8 has been set to an ‘A’. Screen 201 security then controls access to the data shown on Screen 201.

**Screen 209  State Vendor Hold Maintenance**

This screen is to submit vendor information to the State for inclusion on their Vendor State Hold list.

**Fields:**

**Action Line Field**
- **Vendor:** Name or ID of the FAMIS vendor you want to include on the State Vendor Hold list.
- **PIN:** Displays the state vendor ID number from FAMIS.
FAMIS Interface with TINS (cont’d)

**Screen Fields**

**Hold:** A ‘Y’ to request the vendor be placed on State hold.

**Hold Reason:** A code designating the reason the vendor is being placed on State hold.

**Effective Date:** The date that the State hold is to become effective.

**Liability Amount:** The amount of money that the vendor owes. *(new amount steps on original amount)*

**Release:** A ‘Y’ submits a request to the State that the State hold be removed from the specified vendor.

**Release Date:** The date the State hold on the vendor is to be removed.

**Notes:** Space for documenting the State hold.

**Technical Notes**

1. Identification of FAMIS jobs and programs:

   **FAMIS job VUTIN (run for each Part):**

   **VBDR087**   CREATES FILE OF TINS TRANSACTIONS FOR A CAMPUS CODE & CREATES A SECOND FILE TO FEED TO VBDU088. PRODUCES A REPORT OF TRANSACTIONS SENT TO TINS.

   **VBDU088**   UPDATES RECORDS, INDICATING THEY WERE PULLED AND SENT TO TINS. CHANGES THE TINS FLAG BACK TO ‘N’. USES WORK-FILE FROM VBDR087.

   **FAMIS job (UNNAMED):**

   **VBDU085**   PULLS PRENOTE VENDOR RECORDS AND CREATES TWO WORK FILES BASED ON PRENOTE FUNCTIONS. DOES NOT PRODUCE A REPORT

   **VBDU086**   READS WORK FILE FROM VBDU085 AND UPDATES PRENOTE DATE

2. FAMIS Parts not using Purchasing can still use Screens 203 through 209 as a Purchasing control record is no longer required.
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 PfFn, PF represents Program Function. Many PCs use the function keys labeled Fn for these PF keys. Others have special combinations of keys to represent the PF keys, for example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the PF1 key.

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

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

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

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

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

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

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

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

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

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

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

Message Line

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

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

Scrolling Through Data

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

Help

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

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

Escaping from a Pop-Up Window

When in a pop-up window, pressing PF4 will usually take you back to the original screen. There are a few screens when pressing <ENTER> will take you back to the original screen.
Appendix – Instructions (cont’d)

Field Help Using the F2 Program Function Key

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

Screen 002 - GL 6 Digit

<table>
<thead>
<tr>
<th>002 GL 6 Digit</th>
<th>02/16/04 10:12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Account: 010100</td>
</tr>
<tr>
<td>Account Title:</td>
<td>ED &amp; GEN INCOME-TUITION</td>
</tr>
<tr>
<td>Resp Person:</td>
<td>Suuuuuuuu MASON, MARY M</td>
</tr>
<tr>
<td>Old Acct:</td>
<td>NA</td>
</tr>
<tr>
<td>Year-end Process:</td>
<td>F</td>
</tr>
<tr>
<td>Reclassify:</td>
<td>Reporting Group:</td>
</tr>
<tr>
<td>AFR Fund Group:</td>
<td>10</td>
</tr>
<tr>
<td>Fund Group:</td>
<td>FG</td>
</tr>
<tr>
<td>Sub Fund Group:</td>
<td></td>
</tr>
<tr>
<td>Sub-Sub:</td>
<td></td>
</tr>
<tr>
<td>Function:</td>
<td></td>
</tr>
<tr>
<td>Default Bank:</td>
<td>03000</td>
</tr>
<tr>
<td>SL Mapped Count:</td>
<td>18</td>
</tr>
<tr>
<td>Alternate Banks:</td>
<td>*****</td>
</tr>
<tr>
<td>Dept</td>
<td>S-Dept Exec Div</td>
</tr>
<tr>
<td>Primary:</td>
<td>REV</td>
</tr>
<tr>
<td>Secondary:</td>
<td>VTEA</td>
</tr>
<tr>
<td>Fund Source:</td>
<td></td>
</tr>
<tr>
<td>Long Title:</td>
<td>EDUCATIONAL AND GENERAL INCOME - TUITION</td>
</tr>
<tr>
<td>Account Letter:</td>
<td>Y</td>
</tr>
<tr>
<td>Setup Date:</td>
<td>08/26/1991</td>
</tr>
</tbody>
</table>

A help screen may appear first describing the field. Press <ENTER> to display the valid values for the field.

**DESCRIPTION:** AN INSTITUTIONALLY DEFINED CODE THAT GROUPS CURRENT FUND EXPENDITURES ACCORDING TO THE PURPOSE FOR WHICH COSTS WERE INCURRED.
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 the Passback feature.

Screen 002 - GL 6 Digit

002 GL 6 Digit                           02/16/04 10:12
Screen: ___ Account: 010100 _____ ED & GEN INCOME-TUITION
Account Title: ED & GEN INCOME-TUITION       Old Acct: NA
AFR Fund Group: 10 Fund Group: FG Sub Fund Group: ___ Sub-Sub: ___
Function: 03000 Override: Y  SL Mapped Count: 18
Alternate Banks: ***** _____ _____ _____ _____ Security: ___
Dept    S-Dept Exec Div Coll Mail Cd Stmt
Primary: REV   _____   UN   AD  C6000  N
Secondary: VTEA_   _____   AA   CD   VM   C4457    Y
Fund Source: ___ Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION
Account Letter: Y Setup Date: 08/26/1991

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

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

<table>
<thead>
<tr>
<th>*** D I C T I O N A R Y - H E L P ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>VALUES</td>
</tr>
<tr>
<td>------------------------------------</td>
</tr>
<tr>
<td>AP</td>
</tr>
<tr>
<td>AX</td>
</tr>
<tr>
<td>BLANK</td>
</tr>
<tr>
<td>DF</td>
</tr>
<tr>
<td>DS</td>
</tr>
<tr>
<td>IA</td>
</tr>
<tr>
<td>LF</td>
</tr>
<tr>
<td>LF</td>
</tr>
<tr>
<td>Lookup Value / . Menu</td>
</tr>
<tr>
<td>Rule : IAFRS-FG-FS-SUB-FUND-GR</td>
</tr>
<tr>
<td>View : IAFRS-GENERAL-SUBSIDIARY-LEDGER</td>
</tr>
<tr>
<td>Field: FG-FS-SUB-FUND-GR</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>PF1=Menu PF4=Exit</td>
</tr>
</tbody>
</table>

+------------------------------------------------------------------+
<p>| |
|                                                                  |
|              *** D I C T I O N A R Y - H E L P ***               |
|                                                                  |</p>
<table>
<thead>
<tr>
<th>VALUES</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>AUXILIARY PLEDGED</td>
</tr>
<tr>
<td>AX</td>
<td>AUXILIARY NON-PLEDGED</td>
</tr>
<tr>
<td>BLANK</td>
<td>NOT SPECIFIED</td>
</tr>
<tr>
<td>DF</td>
<td>DESIGNATED FUNCTIONAL &amp; GENER</td>
</tr>
<tr>
<td>DS</td>
<td>DESIGNATED SRVC-PROF FEES &amp; S</td>
</tr>
<tr>
<td>IA</td>
<td>ANNUITY - INCOME ACTIVITY</td>
</tr>
<tr>
<td>LF</td>
<td>INVESTMENT IN PLANT</td>
</tr>
<tr>
<td>LF</td>
<td>LOANS - UNIVERSITY FUNDS</td>
</tr>
<tr>
<td>Lookup Value / . Menu</td>
<td></td>
</tr>
<tr>
<td>Rule : IAFRS-FG-FS-SUB-FUND-GR</td>
<td>Default value is:</td>
</tr>
<tr>
<td>View : IAFRS-GENERAL-SUBSIDIARY-LEDGER</td>
<td></td>
</tr>
<tr>
<td>Field: FG-FS-SUB-FUND-GR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>PF1=Menu PF4=Exit</td>
<td></td>
</tr>
</tbody>
</table>

+------------------------------------------------------------------+
Standard PF Keys

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

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

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

Exiting a pop-up window is done by pressing <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

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

**Extended Function Keys**

**Accts**  **Accounts**
Displays a window of all responsible accounts and their portion of the total order.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>F5628 End of accounts on document</td>
<td>P P600026 *** Account Distribution ***</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC FY Account Description Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM 1996 330001-00000-4050 TOM'S PC REPAIR 48.64</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM 1996 330001-00000-4010 ALLADIN PEST CONTROL 11.23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total all Accounts * 59.87</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PF3= Back to 280 PF4=Exit PF5=BBA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix – Standard PF Keys (cont’d)

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

```
+--------------------------------------------------------------+
|               Additional Departments/SubDepartments          |
| Doc: P400013                                                 |
|                       Dept           SubDept                 |
|                       -----          -------                 |
|                       CHEM                                   |
|                       MISP                                   |
|                       PURS                                   |
|                                                              |
|                        Press <PF4> to Exit                   |
+--------------------------------------------------------------+
```

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

```
+-------------------------------------------+
|                                           |
| Addr: 11409 WASHINGTON BLVD_________      |
|       SUITE 909_____________________      |
|       ATN: WAYNE WILSON____________      |
|                                           |
|                                           |
+-------------------------------------------+
```

**AdFFX**  
**Additional Fixed Asset Information**
Provides additional information for a particular fixed asset record.

```
+------------------------------------------+
| ** Additional Fixed Asset Information ** |
|                                        |
| Purchase Order                         |
|       Number: P550039                  |
|       PO Line: 001                    |
|       Account Number: 1866666666666635 |
|       Acq Method: PO                  |
|                                        |
| Vendor                                 |
|       Number: 1vvvvvvvvv0              |
|       Name: AXLE COMPUTERS             |
|                                        |
| Alt APO                                |
|       Name: RODGERS, RHONA             |
|       Number: 5uuuuuuu4                |
|       Exec Level: AA                  |
|       Division: CD                    |
|       School: BA                      |
|       Dept: CLBA                      |
+------------------------------------------+```
Appendix – Standard PF Keys (cont’d)

**BBA** Budget Balance Available
Show any over budget messages that may pertain to a particular account on the document.

```
| 5628 End of accounts on document |
P400013 *** Budget Balance Available ***
| CC FY Account Over Budget Message |
|-- ----- ----------------- ------------------------------ |
| 02 1994 133502-00000-8435 |
```

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

**Ddesc** Damage Description
Used to provide information about any goods that were damaged.

```
Dmg Description: 10 OF THE 12 DRUMS OF CONTAINING POLY-
ACRILAMIDE GEL FOR P.A.G.E. ANALYSIS
HAD BEEN CRUSHED BY HEAVIER SUPPLIES AND
WERE LEAKING UPON ARRIVAL.
NEW DRUMS HAVE BEEN REQUESTED FROM THE
VENDOR AND SHOULD ARRIVE W/IN 10 DAYS
```

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

**Header** Document Header
Accesses a window of document header information. From within this window you can view multiple windows of document information.

```
**** Document Header Extended Information ****
Document: A000021 Doc Year: 2000 Total: 25.00
Summary: TVMDL
Vendor: 3vvvvvvvvv0 TEXAS ANIMAL CONTROL
Document: 12/01/99 Cat: LP User Ref: 144013-TVMDL Req:
Required: Contact: Ph:
Start: Buyer: Ph:
End: Research: Type Funds: Type Order:
Change: No: Print Doc: Y
Dept: VTEA SubDept: Route Status: FN Cat/Order:
PCC Code: LDT Code: VT
PF3= Back to 280 PF4=Exit PF5=AdDept PF6=Ship
PF7=Sug. Vndr PF8=Accts PF9=Notes PF10=Sole/Emer. PF11=Items
```
Appendix – Standard PF Keys (cont’d)

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

**Header**  
Document Header  
Accesses a window of document header information. From within this window you can view multiple windows of document information.

```
+-----------------------------------------------------------------------------+
|                                                                             |
|             **** Document Header Extended Information ****                  |
|                                                                             |
| Document: A000021     Doc Year: 2000   Total: 25.00                         |
| Summary: TVMDL                                                        |
| Vendor: 3vvvvvvvvv0  TEXAS ANIMAL CONTROL                                |
| << Dates>>                                                          |
| Document: 12/01/99  Cat: LP User Ref: 144013-TVMDL     Req: |
| Required: Contact: Ph:                                                   |
| Start:        Buyer: Ph:                                                   |
| End:         Research: Type Funds: Type Order:                           |
| Change: No:        Print Doc: Y                                          |
| Dept: VTEA  SubDept:   Route Status: FN   Cat/Order:                     |
| PCC Code:                            LDT Code: VT                           |
|     PF3= Back to 280  PF4=Exit   PF5=AdDept  PF6=Ship                   |
|     PF7=Sug. Vndr     PF8=Accts  PF9=Notes   PF10=Sole/Emer. PF11=Items   |
+-----------------------------------------------------------------------------+
```

**Idesc**  
Item Description  
More detailed item descriptions can be entered by pressing PF11.

```
+-----------------------------------------------------------------------------+
|                                                                             |
|  Item Description: MACINTOSH QUADRA 650 WITH 500 MB HARD DISK___  |
|                    8 MB RAM, 1 MB VRAM, INTERNAL CD ROOM 300I___  |
|                    PART NO: M2104LL/B___________________________  |
|                    _____________________________________________  |
|                    _____________________________________________  |
|                    _____________________________________________  |
|                    _____________________________________________  |
|                                                                   |
+-----------------------------------------------------------------------------+
```

**Items**  
Document Items  
Provides a window showing all document items. From within this window you can view multiple windows of item information.

```
+---------------------------------------------------------------------------------+
| F2999 End of line items on file                                                   |
| R 400007 **** Document Item Inquiry ****          PANEL: 01MORE>>                |
| Mt Item Description          Quantity PCd UOM Extended                               |
| ______________________________________________________ ________________________ |
| 1.0 1.6 GB FORMATTED (USEABLE) FAS 1.00 X EA            1,515.00                   |
| PP3= Back to 280  PF4=Exit   PF5=More Desc  PF6=Itm Ext |
| PP8=Itm Accts  PF9=Itm Notes  PF10=Left  PF11=Right    |
+---------------------------------------------------------------------------------+```
Appendix – Standard PF Keys (cont’d)

**Itm Accts**  
**Accounts on a Document**
Displays the responsible *accounts* for the particular document *item* and their portion of the item total.

```
+----------------------------------------------+
|   5628 End of accounts on document          |
|  R R400007 *** Account Distribution ***     |
|   CC FY Account Amount                      |
|   -- ---- ----------------- ---------------  |
|   02 1994 511060-00000-8435 1,515.00       |
|                                              |
|                                              |
|                                              |
|                           PF4=exit PF5=BBA    |
+----------------------------------------------+
```

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

```
+-------------------------------------------------------------------------+
|              **** Document Item Extended Information ****               |
|                                                                         |
|  Document:       R400007 1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK    |
|  Item:           1.0                                                    |
|  Quantity:       1.00               Last Modified: 10/06/93             |
|  UOM:            EA                                                     |
|  Unit Price:           1,515.0000   Commodity:     20534                |
|  Extended Price:          1,515.00  Tax:                                |
|  Prc Cd:         X                  Print:                              |
|                                                                         |
|                                                               PF4=Exit  |
+-------------------------------------------------------------------------+
```

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

```
+-------------------------------------------------------------------+
|    7468 Note not found on file                                    |
|  R400007   1.0                           Position at line: ___    |
|     Line             ******** Note Text ********                  |
|             PROGRAM DIRECTOR, MARTHA M MALLARD REQUESTS__         |
|             TO REVIEW ALL MATERIAL ORDER UPON ARRIVAL.___         |
|             _____________________________________________         |
|             MS MALLARD WILL BE RESPONSIBLE FOR DISPERSAL_         |
|             AMONG CONFERENCE ATTENDEES___________________         |
|             _____________________________________________         |
|                     PF4=Exit                   Page (F/B/E): E    |
+-------------------------------------------------------------------+
Appendix – Standard PF Keys (cont’d)

Left

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

More Desc

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

+--------------------------------------------------------------+
| R R400007 **Document Item Inquiry **                        |
| Item:  1.0                                                  |
| Line                   Descriptions                          |
| ----   ---------------------------------------------         |
| 1  1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK              |
| 2  DRIVE FOR SGI INDIGO WITH INTERNAL MOUNTING             |
| 3  BRACKET, 10 MS ACCESS TIME, FORMATTED AND               |
| 4  TESTED PRIOR TO SHIPPING, MODEL SEAGATE                 |
| 5  OR EQUIVALENT. 5 YEAR OR GREATER.                       |
| ** End of description List **                             |
| Press <PF4> to Exit                                       |
+--------------------------------------------------------------+

Next

Next Screen
Advances to the next screen required.

Notes
Displays any notes attached to the document header. Use the Position at Line: field to start the text at a particular line. The Page (F/B/E): field scrolls Forward, and Backwards through the text, or End to exit the window.

+------------------------------------------------------------------+
| F0013 Please enter desired modifications                       |
| P600026  1.0 Position at line: ___                             |
| Line       **Note Text *******                                |
| 1          >>Notes Entered 10/12/95 BY CARSON, COLE C ___     |
| 2          THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS ___      |
| 3          PRIOR TO THE AWARD. ____________                    |
| 4          CONTACT DR. JULIE J. JONES FOR FURTHER ___          |
| 5          DETAILS/CLARIFICATION ABOUT THE REQUESTED ___       |
| 6          ITEMS. _________________________________________    |
| 7          ________________________________________________ |
| 8          ________________________________________________ |
| 9          ________________________________________________ |
| 10         ________________________________________________ |
| 11         ________________________________________________ |
| 12         ________________________________________________ |
| PF4=Exit PF7=PItem PF8=NItem Page (F/B/E): _                  |
+------------------------------------------------------------------+
Appendix – Standard PF Keys (cont’d)

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

| ITEM Description: yellow sticky note pads______________________ |
| assorted sizes, including:___________________ |
| 15 2 1/2 in X 2 1/2 in pads__________________ |
| 9 2 1/2 in X 1 in pads______________________ |
| 9 3 1/2 in X 4 in pads______________________ |

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

| ITEM Description: ONLY 1/2 OF EXPECTED ORDER ARRIVED WITH THIS_ |
| SHIPMENT.____________________________________ |
| PLEASE NOTIFY MS. MARTHA MALLARD AS SOON_____ |
| AS REMAINING SUPPLIES ARE RECEIVED SO THAT___ |
| THEY MAY BE DISTRIBUTED TO DEPARTMENT HEADS._ |

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

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

**** Required Shipping and Text Information ****

| Document  P400013 |
| Ship To  Address Nbr: | Invoice To  Address Nbr: |
| Name:  DEPARTMENT OF CHEMISTRY | Name:  DEPARTMENT OF CHEMISTRY |
| Addr:  ATTN: EDGAR EBER | Addr:  ATTN: EDGAR EBER |
| City:  COLLEGE STATION  State: TX | City:  COLLEGE STATION  State: TX |
| Zip:  778433255 | Zip:  778433255 |
| PH: FAX: | PH: FAX: |
| Press <PF4> to Exit |
Appendix – Standard PF Keys (cont’d)

Sole Source
Displays Sole Source and Emergency purchase reasons.

| **** Sole Source and Emergency Information **** |
|-------------------------------|-----------------|
| Document: R400007             |                 |
| Sole Source (Y/N): N          | Reason:         |
| Emergency (Y/N): N            | Reason:         |
| Press <PF4> to Exit           |                 |

Track Document Tracking
Displays a document tracking window identifying all types of action that have gone against this document. From within this window you may track any of the related documents by placing the cursor on any of the window lines and press <PF12> again.

<table>
<thead>
<tr>
<th>P P600026 Document Tracking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>To</td>
</tr>
<tr>
<td>To</td>
</tr>
<tr>
<td>To</td>
</tr>
<tr>
<td>To</td>
</tr>
<tr>
<td>To</td>
</tr>
<tr>
<td>To</td>
</tr>
<tr>
<td>To</td>
</tr>
<tr>
<td>To</td>
</tr>
</tbody>
</table>

PF3= Back To 280 PF4=Exit PF12=Track

Suggested Vendors
Displays all suggested vendor sources for a particular document.

<table>
<thead>
<tr>
<th>**** Suggested Vendors Information ****</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document: R400007</td>
</tr>
<tr>
<td>VID: or FEI: 6xxxxxxx1 VID: or FEI: 8xxxxxxx0</td>
</tr>
<tr>
<td>FALCO INDUSTRIES LEGACY SUPPLIERS</td>
</tr>
<tr>
<td>Addr: 5555 ROSA CIRCLE Addr: 1000 W</td>
</tr>
<tr>
<td>SACRAMENTO CA 95842 BLOOMINGTON IN 7777</td>
</tr>
<tr>
<td>PH: 800-333-0000 FAX: 916-333-1111</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Press &lt;PF4&gt; to Exit</td>
</tr>
</tbody>
</table>
## Vendor Screens List

<table>
<thead>
<tr>
<th>Screen Code</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>M11</td>
<td><strong>AP Inquiry and Vendor Menu</strong></td>
<td>I-6</td>
</tr>
<tr>
<td></td>
<td>Lists all the available inquiry screens to use the Accounts Payable application functions.</td>
<td></td>
</tr>
<tr>
<td>M21</td>
<td><strong>Vendor Information Menu</strong></td>
<td>I-6</td>
</tr>
<tr>
<td></td>
<td>Provides a list of all the screens available to process vendor information.</td>
<td></td>
</tr>
<tr>
<td>101</td>
<td><strong>Vendor Number Search</strong></td>
<td>II-9</td>
</tr>
<tr>
<td></td>
<td>Entering a vendor identification number will search for vendor name.</td>
<td></td>
</tr>
<tr>
<td>102</td>
<td><strong>Vendor Name Search</strong></td>
<td>II-14</td>
</tr>
<tr>
<td></td>
<td>Entering either a complete or partial vendor name will bring up a listing with all vendors containing the entered data.</td>
<td></td>
</tr>
<tr>
<td>103</td>
<td><strong>Vendor Add/Modify</strong></td>
<td>II-16</td>
</tr>
<tr>
<td></td>
<td>Used to set up a new vendor or make modifications to an existing vendor.</td>
<td></td>
</tr>
<tr>
<td>120</td>
<td><strong>Vendor Name Alias Maintenance</strong></td>
<td>II-25</td>
</tr>
<tr>
<td></td>
<td>Lists all aliases for a specified vendor.</td>
<td></td>
</tr>
<tr>
<td>132</td>
<td><strong>Vendor History</strong></td>
<td>II-27</td>
</tr>
<tr>
<td></td>
<td>Provides history information on a specified vendor.</td>
<td></td>
</tr>
<tr>
<td>143</td>
<td><strong>Vendor Flag Set/Reset</strong></td>
<td>II-30</td>
</tr>
<tr>
<td></td>
<td>Used to freeze, drop, delete, or hold a vendor. These settings determine the types of transactions that may be processed against each vendor.</td>
<td></td>
</tr>
<tr>
<td>160</td>
<td><strong>Invoices by Vendor Inquiry</strong></td>
<td>II-34</td>
</tr>
<tr>
<td></td>
<td>View invoices and vouchers issued to a specified vendor.</td>
<td></td>
</tr>
<tr>
<td>162</td>
<td><strong>Voucher Inquiry by Vendor</strong></td>
<td>II-37</td>
</tr>
<tr>
<td></td>
<td>Lists voucher information for a particular vendor.</td>
<td></td>
</tr>
<tr>
<td>170</td>
<td><strong>Voucher Inquiry by Alternate Vendor</strong></td>
<td>II-42</td>
</tr>
<tr>
<td></td>
<td>Used to view vouchers for an alternate vendor.</td>
<td></td>
</tr>
<tr>
<td>171</td>
<td><strong>State Hold Vendor ID Search</strong></td>
<td>IV-5</td>
</tr>
<tr>
<td></td>
<td>Search for vendors that are on hold with the State using the vendor identification number.</td>
<td></td>
</tr>
<tr>
<td>172</td>
<td><strong>State Hold Vendor Name Search</strong></td>
<td>IV-8</td>
</tr>
<tr>
<td></td>
<td>Used to find vendors that are on hold with the State when the vendor identification number is not known.</td>
<td></td>
</tr>
<tr>
<td>173</td>
<td><strong>State HUB Vendor ID Search</strong></td>
<td>II-45</td>
</tr>
<tr>
<td></td>
<td>Locate HUB vendors.</td>
<td></td>
</tr>
<tr>
<td>174</td>
<td><strong>State HUB Vendor Name Search</strong></td>
<td>II-48</td>
</tr>
<tr>
<td></td>
<td>Displays the State’s HUB vendors in vendor name order. (Will be deleted and replaced through Screen 173 functionality.)</td>
<td></td>
</tr>
<tr>
<td>175</td>
<td><strong>Vendors Held by Agency</strong></td>
<td>IV-11</td>
</tr>
<tr>
<td></td>
<td>Search for vendors that have been put on hold by an agency.</td>
<td></td>
</tr>
<tr>
<td>201</td>
<td><strong>Vendor Change Log</strong></td>
<td>III-3</td>
</tr>
<tr>
<td></td>
<td>Used to view changes that have been made to a FAMIS vendor.</td>
<td></td>
</tr>
<tr>
<td>PAGE</td>
<td>Vendor Information User Manual Page VI-17</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>203</td>
<td><strong>Vendor Add/Modify</strong>.......................... III-7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to set up a new vendor or make modifications to an existing vendor.</td>
<td></td>
</tr>
<tr>
<td>204</td>
<td><strong>Vendor Purchasing Add/Create</strong>.............. III-17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used for entry of the Purchasing Bid to address for a vendor.</td>
<td></td>
</tr>
<tr>
<td>205</td>
<td><strong>Vendor AP Add/Create</strong>........................ III-26</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used for entry of the Remit To address of the vendor.</td>
<td></td>
</tr>
<tr>
<td>206</td>
<td><strong>Vendor Ownership Information</strong>.............. III-34</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to maintain a subset of Vendor Ownership Information – in particular those things that may be designated as “HUB sensitive”. These fields are also maintainable on Screen 203.</td>
<td></td>
</tr>
<tr>
<td>207</td>
<td><strong>Vendor ACH Information</strong>...................... III-38</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Used to set up bank ACH information for a vendor.</td>
<td></td>
</tr>
<tr>
<td>209</td>
<td><strong>State Vendor Hold Maintenance</strong>.............. IV-14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain hold status information for vendors.</td>
<td></td>
</tr>
</tbody>
</table>
Glossary

A

ABR
See Automatic Budget Reallocation.

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

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

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

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

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

Accounts Payable

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

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

AP
See Accounts Payable.

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

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

B

Bank Transfer
A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.
Appendix – Glossary (cont’d)

**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-vouchered payment for goods received, services rendered, reduction of debt or purchase of other assets.

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

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

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

**Claim-On-Cash**  
The share of ownership that an account has in the institution’s money.

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

**COA**  
See Chart of Accounts.

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

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

**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 on-line feature that assists the user by providing immediate information about any particular field on a screen.

**Data Entry**
A means for adding information into the system.

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

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

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

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

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

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

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

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

**Dollar Data**
A record of the dollar amount and the type of financial transactions posted to an account.
Appendix – Glossary (cont’d)

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

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

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

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

**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 control record, transaction or established for displaying or entering information.

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

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

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

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

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

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

**FRS**
See Financial Records System.
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 the document’s number, the 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 goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

Retention Months
A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.
**Appendix – Glossary (cont’d)**

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

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

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

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

**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.

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)

**10-Digit Account 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.