# 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<br>The Texas A&M University System<br>1144 TAMU<br>College Station, TX  77843-1144 |
| Non-College Station based: | FAMIS Services<br>The Texas A&M University System<br>200 Technology Way, Suite 2180<br>College Station, TX 77845-3424 |

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```
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                                                            FY 2009 CC 02
   Screen: ___   Vendor: _____   Voucher: _____

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      Hmenu Help  EHelp
```

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```
M21 Vendor Information Menu                                 06/15/09 10:46
                                                            FY 2009 CC 02
   Screen: ___

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      Hmenu Help  EHelp
```

# Section II
# Vendor Information
# Accounts Payable

# Vendor Basic Concepts

## Vendor Numbers

- <u>FAMIS</u> **Vendor ID** numbers are necessary to process a voucher and are comprised of three parts:

  - o Single digit (1 through 6)
  - o Federal ID number, SSN, or UIN
  - o Mail Code

- <u>State</u> **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.

### 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.

## 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 <u>company</u> or an <u>individual</u>.

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

If more than 36 mail codes are needed, <u>add 3 to the first digit</u> 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).

```
+--------------------------------------------------------------------------+
  F0043 Mark Vendor with an 'X' to select
   Screen: ___   Search: 360_____   Type: V (N,V)
                          Include Frz/Del Vendors: N


            Vendor Name              Vendor ID   Alias Frz Del SHld HUB
  _  TEXAS DEPARTMENT OF TRANSPORTA 360vvvvvvvC    N    N   N
  _  TEXAS DEPARTMENT OF TRANSPORTA 360vvvvvvvG    N    N   N
  _  TEXAS TOLLWAYS CSC             360vvvvvvvI    N    N   N
  _  TEXAS DEPARTMENT OF TRANSPORTA 360vvvvvvvJ    N    N   N
  _  TEXAS DEPARTMENT OF TRANSPORTA 360vvvvvvv8    N    N   N




            ** End of List - 5 Campus 02 Vendor(s) Found **
            PF4=Exit  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main
  +------------------------------------------------------------------------+
       Hmenu Help  EHelp       HUB    Stats NxVn       Order Left  Right
```

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.

```
+--------------------------------------------------------------------------+
| F0043 Mark Vendor with an 'X' to select                                  |
|   Screen: ___   Search: 360_____   Type: N (N,V)              |
|                         Include Frz/Del Vendors: Y                       |
|                                                                          |
|            Vendor Name              Vendor ID   Alias Frz Del SHld HUB    |
| _ 360 ART SERVICES LLC            1vvvvvvvvv0    N    N   N               |
| _ 360 COMMUNICATIONS              1vvvvvvvvv2    N    Y   N               |
| _ 360 COMMUNICATIONS              1vvvvvvvvv2    N    Y   N               |
| _ 360 COMMUNICATIONS              1vvvvvvvvv3    N    Y   N               |
| _ 360 COMMUNICATIONS              1vvvvvvvvv0    N    Y   N               |
| _ 360 COMMUNICATIONS              1vvvvvvvvv0    N    Y   N               |
| _ 360 ROTATOR SERVICE             2vvvvvvvvv0    N    Y   N               |
|                                                                          |
|                                                                          |
|                                                                          |
|                                                                          |
|            ** End of List - 7 Campus 02 Vendor(s) Found **               |
|            PF4=Exit  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main           |
+--------------------------------------------------------------------------+
       Hmenu Help  EHelp       HUB    Stats NxVn       Order Left  Right
```

## 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.

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

| | |
|---|---|
| **Alias** | Indicates if an alias exists for the vendor. |
| **Frz** | Shows whether or not the vendor has been frozen from future activity. |
| **Del** | Identifies if the vendor has been deleted from the system. |
| **SHld** | If the vendor has been placed on hold by the State, a 'Y' will be displayed. |
| **HUB** | A 'Y' indicates this is a HUB vendor. |

# 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 11$^{th}$ 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 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 <u>exclamation point (!) as the first character</u> 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 is 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**

```
   101 Vendor Number Search   XENON CORP                       06/15/09 10:56
                                                                FY 2009 CC 02
  Screen: ___  Vendor: 1vvvvvvvvvJ State: N


     Vendor      Chk/Mail Cd/PIN ACH       Vendor Name          City       ST
  _ 1vvvvvvvvvA 4025-1vvvvvvvv0  Y    XENON CORPORATION      CHICAGO       IL
  _ 1vvvvvvvvvB 4-1vvvvvvvv0          XENON DIRECT           CHICAGO       IL
  _ 1vvvvvvvvvC 4-1vvvvvvvv0          XENON CORPORATION      SAINT PETERSB FL
  _ 1vvvvvvvvvD 4080-1vvvvvvvv0  Y    XENON                  DALLAS        TX
  _ 1vvvvvvvvvE 4080-1vvvvvvvv0       XENON CORP             MCLEAN        VA
  _ 1vvvvvvvvvF 4080-1vvvvvvvv0       XENON CORP             SANTA ANA     CA
  _ 1vvvvvvvvvG 4030-1vvvvvvvv0  Y    XENON CORPORATION      DALLAS        TX
  _ 1vvvvvvvvvH 4080-1vvvvvvvv0  Y    XENON CORP             DALLAS        TX
  _ 1vvvvvvvvvI 4080-1vvvvvvvv0  Y    XENON ADMINISTRATION   SAINT PETERSB FL
  _ 1vvvvvvvvvJ 4-1vvvvvvvv0     Y    XENON CORP             PHILADEPHIA   PA
  _ 1vvvvvvvvvK 4005-1vvvvvvvv0       XENON CORP             DALLAS        TX
  _ 1vvvvvvvvvL 4080-1vvvvvvvv0       UNIPC                  LANHAM        MD
  _ 1vvvvvvvvvM 4168-1vvvvvvvv0  Y    XENON CORPORATION      PHILADELPHIA  PA
  _ 1vvvvvvvvvN 4080-1vvvvvvvv0       XENON CORPORATION      ROCHESTER     NY
  _ 1vvvvvvvvvP 4080-1vvvvvvvv0  Y    XENON CORPORATION      PASADENA      CA
       ** More Entries **
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                               Addr  NxVn
```

## 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.

# Vendor Number Search Process

### Screen 101 – Search Pop-Up Window

```
+--------------------------------------------------------------------------+
| F0043 Mark Vendor with an 'X' to select                                  |
|   Screen: ___   Search: C &_____   Type: N (N,V)              |
|                        Include Frz/Del Vendors: N                        |
|                                                                          |
|              Vendor Name          Vendor ID   Alias Frz Del SHld HUB     |
| _ C & C LAWN SERVICE              2vvvvvvvvv0    N    N   N               |
| _ C & C METALLICS                 1vvvvvvvvv0    N    N   N               |
| _ C & E SPECS                     1vvvvvvvvv0    N    N   N        Y      |
| _ C & F TRENDS INC                1vvvvvvvvv0    N    N   N        Y      |
| _ C & H DISTRIBUTION              1vvvvvvvvv5    N    N   N               |
| _ C & H INDUSTRIALS               2vvvvvvvvv0    N    N   N               |
| _ C & H SALES CO                  1vvvvvvvvv0    N    N   N               |
| _ C & H SALES CO                  1vvvvvvvvv1    N    N   N               |
| _ C & J FOOD SERVICE              1vvvvvvvvv0    N    N   N               |
| _ C & J FOOD SERVICE              1vvvvvvvvv1    N    N   N               |
| _ C & J FOOD SERVICE              1vvvvvvvvv2    N    N   N               |
| _ C & L CONSTRUCTION              1vvvvvvvvv1    N    N   N               |
| _ C & L NUTS AND BOLTS            1vvvvvvvvv0    N    N   N               |
|           ** More Vendors - Press <Enter> to View **                     |
|          PF4=Exit  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main            |
+--------------------------------------------------------------------------+
    Hmenu Help  EHelp                            Addr   NxVn
```

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

```
+--------------------------------------------------------------------------+
| F0043 Mark Vendor with an 'X' to select                                  |
|   Screen: ___   Search: C &_____   Type: N (N,V)              |
|                        Include Frz/Del Vendors: N                        |
|                           ---------- Bid to --------------------         |
|          Vendor Name          Address Line        City     St Df SH Hub  |
| _ C & C LAWN SERVICE          PO BOX 7222         BRYAN     TX R          |
| _ C & C METALLICS             2523 NORTH AVE      CONROE    TX R          |
| _ C & E SPECS                 17043 GRAMM DRIVE   HOUSTON   TX R      Y   |
| _ C & F TRENDS INC            7652 OLD RD         COLLEGE STA TX R    Y   |
| _ C & H DISTRIBUTION          22133 NETT PLACE    CHICAGO   IL R          |
| _ C & H INDUSTRIALS           PO BOX 777707       HOUSTON   TX R          |
| _ C & H SALES  CO             1308 SOUTH ST       WAGONER   OK R          |
| _ C & H SALES  CO             109 S JACKSON       WAGONER   OK R          |
| _ C & J FOOD SERVICE          1010 S TEXAN AVE    BRYAN     TX R          |
| _ C & J FOOD SERVICE          4304 HARLEY ROAD    COLLEGE STA TX R        |
| _ C & J FOOD SERVICE          105 SOUTH ST        COLLEGE STA TX R        |
| _ C & L CONSTRUCTION          1753 N FREEWAY      BRYAN     TX R          |
| _ C & L NUTS AND BOLTS        2529 PINE CT        BRYAN     TX           |
|           ** 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**

```
+------------------------------------------------------------------------------+
| F0043 Mark Vendor with an 'X' to select                                      |
|   Screen: ___   Search: C &_____   Type: N (N,V)                 |
|                      Include Frz/Del Vendors: N                              |
|                               ---------- Remit to -----------------          |
|          Vendor Name          Address Line       City       St SH Hub        |
|   _ C & C LAWN SERVICE        PO BOX 7222         BRYAN      TX               |
|   _ C & C METALLICS           2523 NORTH AVE      CONROE     TX               |
|   _ C & E SPECS               17043 GRAMM DRIVE   HOUSTON    TX     Y         |
|   _ C & F TRENDS INC          7652 OLD RD         COLLEGE STATI TX  Y         |
|   _ C & H DISTRIBUTION        22133 NETT PLACE    CHICAGO    IL               |
|   _ C & H INDUSTRIALS         PO BOX 777707       HOUSTON    TX               |
|   _ C & H SALES  CO           1308 SOUTH ST       WAGONER    OK               |
|   _ C & H SALES  CO           109 S JACKSON       WAGONER    OK               |
|   _ C & J FOOD SERVICE        1010 S TEXAN AVE    BRYAN      TX               |
|   _ C & J FOOD SERVICE        4304 HARLEY ROAD    COLLEGE STATI TX            |
|   _ C & J FOOD SERVICE        105 SOUTH ST        COLLEGE STATI TX            |
|   _ C & L CONSTRUCTION        1753 N FREEWAY      BRYAN      TX               |
|   _ C & L NUTS AND BOLTS      2529 PINE CT        BRYAN      TX               |
|            ** 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**

```
+------------------------------------------------------------------------------+
| F0043 Mark Vendor with an 'X' to select                                      |
|   Screen: ___   Search: C &_____   Type: N (N,V)                 |
|                      Include Frz/Del Vendors: N                              |
|                               ---------- Order From ---------------          |
|          Vendor Name          Address Line       City       St Df SH Hu      |
|   _ C & C LAWN SERVICE        PO BOX 7222         BRYAN      TX R             |
|   _ C & C METALLICS           2523 NORTH AVE      CONROE     TX R             |
|   _ C & E SPECS               17043 GRAMM DRIVE   HOUSTON    TX R     Y       |
|   _ C & F TRENDS INC          7652 OLD RD         COLLEGE STATI TX R  Y       |
|   _ C & H DISTRIBUTION        22133 NETT PLACE    CHICAGO    IL R             |
|   _ C & H INDUSTRIALS         PO BOX 777707       HOUSTON    TX R             |
|   _ C & H SALES CO            1308 SOUTH ST       WAGONER    OK R             |
|   _ C & H SALES CO            109 S JACKSON       WAGONER    OK R             |
|   _ C & J FOOD SERVICE        1010 S TEXAN AVE    BRYAN      TX R             |
|   _ C & J FOOD SERVICE        4304 HARLEY ROAD    COLLEGE STATI TX R          |
|   _ C & J FOOD SERVICE        105 SOUTH ST        COLLEGE STATI TX R          |
|   _ C & L CONSTRUCTION        1753 N FREEWAY      BRYAN      TX R             |
|   _ C & L NUTS AND BOLTS      2529 PINE CT        BRYAN      TX B             |
|            ** 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.

**Screen 101 – PF9 Address Pop-Up Window**

```
+--------------------------------------------------+
|      Address Line 1               City/State     |
|  _ 22133 NETT PLACE               CHICAGO        |
|  _ PO BOX 53333                   MILWAUKEE      |
|  _ BOX 88000                      MILWAUKEE      |
|  _ BOX 88333                      MILWAUKEE      |
|  _ PO BOX 44449                   MADISON        |
|  _ 22133 NETT PLACE               CHICAGO        |
|  _ 770 SOUTH STREET               MILWAUKEE      |
|  _ !USE 1vvvvvvvv8                WAGONER        |
|                                                  |
|  _                                               |
|  _                                               |
+--------------------------------------------------+
```

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

## *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**<br>**Addr** | **Address**<br>Displays the <u>address</u> of the specified vendor. |
| **PF10**<br>**NxVn** | **Next Vendor**<br>Gets the <u>next</u> available <u>vendor</u> mail code. |

# Search Vendors by Name

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**

```
   102 Vendor Name Search                                  06/15/09 11:12
                                                           FY 2009 CC 02
    Screen: ___   Vendor: XENON_____

              Name                Vendor   Drop Alias    City       State
   _   XENON                    1vvvvvvvvvD  N    N    DALLAS         TX
   _   XENON ADMINISTRATION     1vvvvvvvvvI  N    N    SAINT PETERSB  FL
   _   XENON BUSINESS SERVICES  1vvvvvvvvv5  N    N    AUSTIN         TX
   _   XENON CORP               1vvvvvvvvvJ  N    N    PHILADEPHIA    PA
   _   XENON CORP               1vvvvvvvvvK  N    N    DALLAS         TX
   _   XENON CORP               1vvvvvvvvv0  N    Y    CHICAGO        IL
   _   XENON CORP               1vvvvvvvvv6  N    N    PLANO          TX
   _   XENON CORP               1vvvvvvvvvF  N    N    SANTA ANA      CA
   _   XENON CORP               1vvvvvvvvvH  N    N    DALLAS         TX
   _   XENON CORP               1vvvvvvvvvX  N    N    AUSTIN         TX
   _   XENON CORP               1vvvvvvvvvE  N    N    MCLEAN         VA
   _   XENON CORP               1vvvvvvvvvC  N    Y    SAINT PETERSB  FL
   _   XENON CORP               1vvvvvvvvvY  N    N    BRYAN          TX
   _   XENON CORP               1vvvvvvvvvT  N    Y    CHICAGO        IL
   _   XENON CORP               1vvvvvvvvvV  N    N    BELTON         TX
       ** More Entries **
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                              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.

---

**Vendor:**  11 digits
Provides the FAMIS <u>vendor ID number</u> for the selected vendor.

**Drop:**  1 character
'Y' indicates the <u>vendor</u> has been <u>dropped from the system</u>.

**Alias:**  1 character
'Y' shows the <u>vendor name</u> shown on the left is an <u>alias</u>.

**City:**  13 characters
Identifies the <u>city</u> in which the vendor is located.

**State:**  2 characters
Displays the abbreviation for the <u>state</u> 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 <u>additional addresses</u> 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)

```
    103 Vendor Add/Modify                                    11/15/10 15:42
                         DALE MARKETING LP                   FY 2011 CC 99
    Screen: ___   Vendor: Vvvvvvvvvv0                    Page: 1  <More>>>>

   Name: DELL MARKETING LP_____  PIN: V7vvvvvvvv0 ___
   Send New Setup to TINS: _    Send Changes to TINS: N    Tax-ID: 7vvvvvvv5
  *------- Purchasing Bid To -----------* *------ Accounts Payable Remit To ----*
  Address: ONE DALE WAY_____  Address: PO BOX 676021_____
           ATTN: ERIN EINSTEIN_____            !UPDT RMT PER VND/LTR 3/15/04_
           !ERIN REPLACES JANE 11-5-07____           !NO DEPTS-VENDOR USES MUTILPL_
           !CUSTOMER # 4144447_____             !DEPTS WITH SAME PO BOX_____
     City: ROUND ROCK_____ State: TX    City: DALLAS_____ State: TX
      Zip: 78682 0325   Country: __          Zip: 75267 6021   Country: __
    Phone: 800-222-7777    Ext: ____       Phone: _____    Ext: ____
      FAX: 512-333-4444                       FAX: _____    Zone:
  Contact: ERIN EINSTEIN(EXT 5155555)     Contact: _____
  -------------------------------------------------------------------------
  Vendor Type: BU   Ownership cd: P     1099: P    W9 Date: 04/14/2010  Hold: N
       Disadv: _     Ethnic Orig: ___  Gender: _  TAMUS Part: __      Freeze: N
     Bus size: _   TAMUS Employee: N  Ck Limit: 0 Retain Mths: 0_      Delete: N
  Established: 02/15/1995  By: Kxxxxxx2  Modified: 04/14/2010  By: SxxxxxP
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       HUB   Stats NxVn        Order Left  Right
```

### Screen 103 - Vendor Add/Modify (Panel 2)

```
    103 Vendor Add/Modify                                    06/15/09 14:11
                         DALE MARKETING L P                  FY 2009 CC 02
    Screen: ___   Vendor: 1vvvvvvvvvvI   ** ACH VENDOR **   Page: 2  <<<<More>

           Name: DALE MARKETING L P

    Vendor Type: BU    Ownership Code: P
  Texas Company: _              SIC: ____      Charter Nbr: _____
  Employ Agency: ___         Security: _       Busn Desc: ___

           -------- Sole Proprietor/Partnership Data -------
  SSN/FEI: 2xxxxxxxxx8  Name: 0_____
  SSN/FEI: 2xxxxxxxxx8  Name: 0000000_____

     Email Addr: US_WIRE/ACH_REMITTANCE@ANY.COM_____
     --------------- Discount Terms -------------------
       Percent: _____   Disc Days: ___ Ind: N Pay Days: 30_ FOB: DP



  Established: 02/15/1995  By: Kxxxxxx2   Modified: 04/14/2010  By: SxxxxxP
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       HUB   Stats                   Left  Right
```

# 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**    1 character
**to TINS:**    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**    1 character
**to TINS:**    Indicate if changes for the vendor should be sent to TINS.  This value remains until a manual change has been made.

◆ **Tax ID:** 9 digits
Enter the vendor's <u>tax identification number</u>, which is used to support 1099 payments and reporting.

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

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

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

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

   **Country:** 3 characters
Identifies the <u>country</u> in which the vendor is located, if it is a foreign county.
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 <u>telephone number</u> at which the vendor can be reached, as entered by the purchasing office.

   **Ext:** 4 digits
Indicates the <u>telephone extension number</u> at which the vendor can be reached.

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

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

***Accounts Payable Remit To***
◆ **Address:** 4 lines - 30 characters/digits each
Identify the <u>mailing address</u> to which payments should be remitted.

◆ **City:** 20 characters
Indicate the <u>city</u> in which the vendor is located.

◆ **State:**      `Help` 2 characters
Enter the abbreviation for the <u>state</u> or province in which the vendor is located.

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

**Country:**      `Help` 3 characters
Type the abbreviation for the <u>country</u> 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 <u>telephone number</u> at which vendor may be reached.

**Ext:**      4 digits
Provide the telephone <u>extension number</u> of the vendor.

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

**Zone:**      3 digits
Displays the TINS region <u>zone code</u> designated by the State.

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

◆ **Vendor Type:**      `Help` 2 characters
Enter the <u>type code</u> that defines general characteristics <u>for the vendor</u>. 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:**     **Help** 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:**     **Help** 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:**  **Help** 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:**  **Help** 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:**  **Help** 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:**  **Help** 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:**  **Help** 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.

| | |
|---|---|
| **Retain Mths:** | 2 digits<br>Enter the <u>number of months</u> a vendor is <u>retained</u> on file after its last activity. If left blank, it will default to an 18-month retention. |
| **Delete:** | 1 character<br>'Y' indicates the <u>vendor</u> has been <u>flagged for deletion</u>. |
| **Established:** | 8 digits<br>Shows the <u>date vendor</u> was <u>established</u>. |
| **By:** | 7 characters/digits<br>Provides the FAMIS <u>user ID</u> of the person who established vendor. |
| **Modified:** | 8 digits<br>Shows the <u>date</u> the vendor's information was last <u>modified</u>. |
| **By:** | 7 characters/digits<br>Indicates the FAMIS <u>user ID</u> of the person who last modified the vendor's information. |

**Panel 2**

| | |
|---|---|
| **Name:** | 50 characters<br>Provide the <u>name of the vendor</u> whose ownership information you are viewing. |
| ◆ **Vendor Type:** | **Help** 2 characters<br>Describe the general <u>type</u> characteristics of the selected <u>vendor</u>. 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<br>Enter <u>ownership code</u> for the type of owner associated with the vendor.<br>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:**  <span style="color:red">**Help**</span> 1 character
Indicate if this vendor is a <u>Texas company</u>.  Valid values include:
Y = Yes
N = No
Blank = No

**SIC:**  <span style="color:red">**Help**</span> 4 digits
Specify the <u>Standard Industry Code</u> 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 <u>Texas charter number</u> for vendors that are corporations.
**Required if Ownership Code is "L".**

**Employ Agency:**  3 digits
Type the <u>state agency code</u>.  **This is required if Ownership Code is 'E'.**  For example:  "710" for SAGO.

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

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

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

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

**Email Addr:**  50 characters/digits
Enter the <u>vendor's E-mail address</u>, if available.

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

**Days:**  3 digits
Specify the <u>number of days</u> in which the payment must be made in order to receive the discount.

| | |
|---|---|
| **Ind:** | **Help** 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:**     **Help** 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**
**HUB**     View State Hub Vendor Data.

**PF6**     **Statistics/Audit Information**
**Stats**     Provides vendor statistics and audit information.

**PF7**     **Next Vendor**
**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.
**Only available on Panel 1**

**PF9**     **Order**
**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

> I B M
> or  IBM
> or  IBM CORPORATION

**Screen 120 - Vendor Name Alias Maintenance**

```
  120 Vendor Name Alias Maintenance IBM E AND I PROJECT OFFICE   06/15/09 14:14
                                                                 FY 2009 CC 02
   Screen: ___   Vendor: 1vvvvvvvvv0

      Vendor Name: IBM E AND I PROJECT OFFICE
                                                      Drop
   Vendor Alias: I B M_____  _
                 IBM_____  _
                 IBM CORPORATION_____  _
                 _____  _
                 _____  _
                 _____  _
                 _____  _
                 _____  _
                 _____  _
                 _____  _
                 _____  _
                 _____  _
                 _____  _
                 _____  _
                 _____  _
                 _____  _
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

## 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.

**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**

```
 132 Vendor History              TIMELY ELECTRICAL SERVICE       06/15/09 14:20
                                                                 FY 2009 CC 02
   Screen: ___   Vendor: 1vvvvvvvvv8


          Vendor Name: TIMELY ELECTRICAL SERVICE_____
       Remit To Address: 1888 CANDY LANE_____
                         _____
                         _____
                         _____
                 City: AUSTIN_____       State/Province: TX
       Zip/Postal Code: 78758____                      Country: __
            Telephone: ___ ___ ____ ____                  1099: _
               Tax ID: 1xxxxxxx5            Drop Info.
                                   Operator      Date        Time
   Reinstate Vendor (Y/N): _          K702WD     07/07/1994    10:53 AM
   Last Activity: 11/20/1992     Comment: ADDRESS CHANGED
    Note:  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.


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

## 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.

# 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
2     = 1042

**Tax ID:**  9 digits
Provides the tax identification number the vendor uses for tax purposes.

| | |
|---|---|
| **Reinstate Vendor:** | 1 character |
| | 'Y' indicates this <u>vendor</u> is to be <u>reinstated</u> to an active state where vouchers may be processed against it. |

*Drop Info.*

| | |
|---|---|
| **Operator:** | 7 characters/digits |
| | Displays the FAMIS <u>operator's user ID</u> who instructed the system to drop the vendor. |
| **Date:** | 8 digits |
| | Indicates the <u>date vendor</u> was <u>dropped</u> from the system. |
| **Time:** | 6 digits |
| | Provides the <u>time vendor</u> was <u>dropped</u>. |
| **Last Activity:** | 8 digits |
| | Identifies the date on which the <u>last activity</u> was <u>processed</u> by the system for this vendor. |
| **Comment:** | 35 characters |
| | Displays <u>comments stating the reason</u> the selected <u>vendor was removed</u> 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**

```
    143 Vendor Flag Set/Reset        XENON CORPORATION           06/15/09 14:22
                                                                  FY 2009 CC 02
  Screen: ___        Vendor: 1vvvvvvvvv0

       Vendor Flags                    Comment:

            N - HOLD Payment

            N - FREEZE Activity      ADDRESS NOW GOOD

            N - DELETE this Vendor

            N - DROP this Vendor

            _ - Exclude Vendor from HUB Process


         Hold Info.        Freeze Info.      Delete Info.      Drop Info.
  Operator:                WxxxxxP
  Date:                    06/27/2000
  Time:                    03:51 PM
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help   EHelp                                              Warns
```

## 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?  _         |
|                                             |
+---------------------------------------------+
```

# Field Descriptions (◆ = Required / Help = PF2, ? or * 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. |

### 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**<br>**Warns** | **Warnings**<br>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 (Panel 1)**

```
  160 Invoices by Vendor Inquiry                            06/15/09 14:23
                      DALE COMPUTER CORPORATION               FY 2009 CC 02
   Screen: ___   Vendor: 1vvvvvvvvvF   Invoice Nbr: _____  All: N

  *------------ Invoice -----------*  Vchr      PO     *-- Check/State Voucher --*
      Number           Amount   Date  Number  Number Number     Amount    Date St
   A62437075           143.68  072504         Z413127                           P
   A719797              97.43  040307 1807267 A719797 A425716     97.43 043007 E
   A77958459           353.03  080604         Z414838                           P
   CXJJXP21            255.60  031108         A810795                           P
   C78103213         1,481.88  010505         L536914                           P
   H70289964           71.99  100505 5150119 L609098 2254432     71.99 121905 C
   J64382609         2,825.26  120805 5161411 L626580 2268909  2,825.26 012006 C
   J65948134           314.10  121905         L630697                           P
   J65948134           131.32  121905 5160876 L626580 2277000    131.32 013006 C
   XCKRT4359           119.80  041408 5105999 A819598 A542126    119.80 042408 E
   XCKW279X8           175.00  041508 5112659 A819889 A545473    175.00 050808 E
   XCKXRPFN4         4,590.74  041708 5109526 A819829 A543884  4,590.74 050108 E
   XCK5YT1C3           104.94  032708         A814573                           P
   XCTJMD28            76.99  082708 5167276 Z814894 A596587     76.99 090908 E
                    *** Press <ENTER> to view more vouchers ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                              Addr  Left  Right
```

**Screen 160 - Invoices by Vendor Inquiry (Panel 2)**

```
  160 Invoices by Vendor Inquiry                            06/15/09 14:25
                      DALE COMPUTER CORPORATION               FY 2009 CC 02
   Screen: ___   Vendor: 1vvvvvvvvvF   Invoice Nbr: _____  All: N

  *------------ Invoice -----------*  Vchr      PO               Bank        M
      Number           Amount   Date  Number  Number Number     Trace       C
   A62437075           143.68  072504         Z413127                       F
   A719797              97.43  040307 1807267 A719797 A425716 091000010999999  F
   A77958459           353.03  080604         Z414838                       F
   CXJJXP21            255.60  031108         A810795                       F
   C78103213         1,481.88  010505         L536914                       F
   H70289964           71.99  100505 5150119 L609098 2254432               F
   J64382609         2,825.26  120805 5161411 L626580 2268909               F
   J65948134           314.10  121905         L630697                       F
   J65948134           131.32  121905 5160876 L626580 2277000               F
   XCKRT4359           119.80  041408 5105999 A819598 A542126 091000010999999  F
   XCKW279X8           175.00  041508 5112659 A819889 A545473 091000011999999  F
   XCKXRPFN4         4,590.74  041708 5109526 A819829 A543884 091000011999999  F
   XCK5YT1C3           104.94  032708         A814573                       F
   XCTJMD28            76.99  082708 5167276 Z814894 A596587 091000011999999  F
                    *** Press <ENTER> to view more vouchers ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                              Addr  Left  Right
```

## 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.

***Check/State Voucher***

| | | |
|---|---|---|
| **Number:** | 7 digits | |
| | Shows the <u>check or state voucher number</u>. | |

| | |
|---|---|
| **Amount:** | 8 digits |
| | Indicates the <u>amount</u> of check or state voucher. |

| | |
|---|---|
| **Date:** | 6 digits |
| | Displays the <u>date check was processed or state voucher was printed</u>. |

| | |
|---|---|
| **St:** | 1 character |
| | Indicates the <u>status of this invoice</u>, 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 <u>bank trace number</u> on the transaction. |

| | |
|---|---|
| **MC:** | 1 character |
| | Shows the <u>vendor's mail code</u> for the voucher. |

## ___Additional Functions___

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

| | |
|---|---|
| **PF9** | **Address** |
| **Addr** | View <u>vendor's address</u> 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)

```
   162 Voucher Inquiry by Vendor                       06/15/09 14:27
                 XENON                                  FY 2009 CC 02
 Screen: ___   Vendor: 1vvvvvvvvvD  Voucher: _____   Fiscal Yr: 2009  All: _
   Include Only:  Acct: _____ _____   Dept Ref: _____    Pg 1__ of   6 Pg(s)
            Vch    First                                          Batch  M
 S Voucher Lns    Account          Description      Stat  Net Amount   Date   C
 - ------- --- ------------ -------------------- ---- ------------- -------- -
 _ 0007869   1 289010-17000 ANNUAL MAINTENANCE RE PAID        137.74 05/07/09 D
 _ 1000806   1 290993-30000 LEASE XENON DC440 STA RECN        227.06 09/10/08 D
 _ 1001475   1 210670-00000 XENON DC535 COPIER LE PAID        155.55 09/15/08 D
 _ 1001476   1 210510-00000 XENON DC 432 A/SUB: D PAID        155.55 09/15/08 D
 _ 1002136   1 210670-00000 XENON DC535 COPIER LE PAID        155.55 09/16/08 D
 _ 1005686   1 241190-00000 XENON DC 535          PAID        342.77 09/24/08 D
 _ 1010273   1 300460-00000 COPIER RENTAL         PAID      1,831.41 10/08/08 D
 _ 1014965   1 290993-30000 LEASE XENON DC440 STA RECN        227.06 10/10/08 D
 _ 1019763   1 240901-10000 MONTHLY RENEWAL FEE F PAID        107.32 10/22/08 D
 _ 1024344   1 289010-17000 ANNUAL MAINTENANCE RE PAID        137.74 11/03/08 D
 _ 1031219   2 241203-00000 XENON                 PAID      1,018.37 11/14/08 D
 _ 1034167   1 241190-00000 XENON DC 535          PAID        342.77 11/19/08 D
    In Process:           Paid:     4,838.89    Total:      4,838.89
                   *** Press <ENTER> to view more vouchers ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                    Bkwd  Frwd  Addr  Left  Right
```

**Screen 162 - Voucher Inquiry by Vendor (Panel 2)**

```
   162 Voucher Inquiry by Vendor                        06/15/09 14:28
                  XENON                              FY 2009 CC 02
 Screen: ___   Vendor: 1vvvvvvvvvD  Voucher: _____  Fiscal Yr: 2009  All: _
   Include Only:  Acct: _____ _____   Dept Ref: _____   Pg 1__ of  6 Pg(s)
               Vch   First                    Dept   Check    Check
 S Voucher  Lns   Account     Description      Ref    Nbr     Date    Net Amount
 - -------  ---  ------------ -------------   -------  -------  --------  ------------
 _ 0007869    1 289010-17000 ANNUAL MAINTE 17000            05/08/09       137.74
 _ 1000806    1 290993-30000 LEASE XENON D 0        STVCHR 09/11/08       227.06
 _ 1001475    1 210670-00000 XENON DC535 C 0000            09/16/08       155.55
 _ 1001476    1 210510-00000 XENON DC 432  0000            09/16/08       155.55
 _ 1002136    1 210670-00000 XENON DC535 C 0000            09/17/08       155.55
 _ 1005686    1 241190-00000 XENON DC 535  0000            09/25/08       342.77
 _ 1010273    1 300460-00000 COPIER RENTAL 9323            10/09/08     1,831.41
 _ 1014965    1 290993-30000 LEASE XENON D 0        STVCHR 10/13/08       227.06
 _ 1019763    1 240901-10000 MONTHLY RENEW 20023           10/23/08       107.32
 _ 1024344    1 289010-17000 ANNUAL MAINTE 17000           11/04/08       137.74
 _ 1031219    2 241203-00000 XENON         #0564           11/17/08     1,018.37
 _ 1034167    1 241190-00000 XENON DC 535  0000            11/20/08       342.77
    In Process:               Paid:     4,838.89    Total:     4,838.89
              *** Press <ENTER> to view more vouchers ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                     Bkwd  Frwd  Addr  Left  Right
```

# 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.

```
+------------------------------------------------------------------------------+
| F0043 Mark Vendor with an 'X' to select                                      |
|   Screen: ___   Search: XENON_____   Type: N (N,V)                 |
|                     Include Frz/Del Vendors: N                               |
|                                                                              |
|           Vendor Name              Vendor ID   Alias Frz Del SHld HUB         |
|   _ XENON                          1vvvvvvvvvD   N    N   N                   |
|   _ XENON ADMINISTRATION           1vvvvvvvvvI   N    N   N                   |
|   _ XENON CORP                     1vvvvvvvvvJ   N    N   N                   |
|   _ XENON CORP                     1vvvvvvvvv0   Y    N   N                   |
|   _ XENON CORP                     1vvvvvvvvvH   N    N   N                   |
|   _ XENON CORP                     1vvvvvvvvvX   N    N   N                   |
|   _ XENON CORP                     1vvvvvvvvvT   Y    N   N                   |
|   _ XENON CORPORATION              1vvvvvvvvv0   N    N   N                   |
|   _ XENON CORPORATION              1vvvvvvvvvA   N    N   N                   |
|   _ XENON CORPORATION              1vvvvvvvvvG   N    N   N                   |
|   _ XENON CORPORATION              1vvvvvvvvv3   N    N   N                   |
|   _ XENON CORPORATION              1vvvvvvvvv1   N    N   N                   |
|   _ XENON CORPORATION              1vvvvvvvvv2   N    N   N                   |
|          ** More Vendors - Press <Enter> to View **                          |
|          PF4=Exit  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main                |
+------------------------------------------------------------------------------+
```

- 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.

| | |
|---|---|
| **Pg _ of _ Pg(s):** | 2 digits<br>Indicate the page number of the total number of pages to be displayed |

## Screen Information
**Panel 1**

| | |
|---|---|
| **S:** | 1 character<br>Type an 'X' to select the vendor information. |
| **Voucher:** | 7 digits<br>Displays the FAMIS voucher number. |
| **Vch Lns:** | 3 digits<br>Indicates the number of line items on a voucher. |
| **First Account:** | 11 digits<br>Shows the first account number paying for this voucher. |
| **Description:** | 21 characters<br>Displays a description of items purchased. |
| **Stat:** | 4 characters<br>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<br>Shows the net amount of the voucher, after discount. |
| **Batch Date:** | 6 digits<br>Indicates the batch session date when transaction was processed. |
| **MC:** | 1 character<br>Shows the vendor's mail code for the voucher. |

**Panel 2**

| | |
|---|---|
| **Dept Ref:** | 7 digits/characters<br>Indicates the reference number used by the department. |
| **Check Nbr:** | 7 digits<br>Identifies the check number issued when payment was made. |

**Check Date:**    6 digits
Indicates the <u>date</u> the <u>check</u> was <u>processed</u>.

**Net Amount:**    8 digits
Identifies the <u>net dollar amount</u> of the voucher.

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

**Paid:**    12 digits
Shows the <u>net amount paid</u>.

**Total:**    12 digits
Displays the <u>total amount of the vouchers</u> 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**    **Address**
**Addr**    Displays the <u>vendor's address</u> 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.

### Screen 170 - Voucher Inquiry by Alt Vendor (Panel 1)

```
    170 Voucher Inquiry by Alt Vendor                      06/15/09 14:37
                    #0444 LANDS INN SUITES                  FY 2009 CC 02
  Screen: ___   Alt Vndr: 1vvvvvvvvv1  Voucher: _____   Fiscal Yr: 2009 All: Y
    Include Only:  Acct: _____ _____    Dept Ref: _____     Pg 1__ of   1 Pg(s)
              Vch   First                                         Batch  M
  S Voucher Lns   Account       Description      Stat  Net Amount   Date   C
  - ------- ---  ------------ -------------------- ---- ------------- -------- -
  _ 1105141    2 421125-00000 HOTEL STAY FOR JANIS  RECN       70.08  05/06/09 2
  _ 1105147    2 421125-00000 HOTEL STAY FOR MORRIS RECN       75.56  05/06/09 2




      ** Vendor Total **                               145.64
              *** End of voucher list for vendor ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                    Bkwd  Frwd  Addr  Left  Right
```

### Screen 170 - Voucher Inquiry by Alt Vendor (Panel 2)

```
    170 Voucher Inquiry by Alt Vendor                      06/15/09 14:39
                    #0444 LANDS INN SUITES                  FY 2009 CC 02
  Screen: ___   Alt Vndr: 1vvvvvvvvv1  Voucher: _____   Fiscal Yr: 2009 All: Y
    Include Only:  Acct: _____ _____    Dept Ref: _____     Pg 1__ of   1 Pg(s)
              Vch   First                    Dept   Check   Check
  S Voucher Lns   Account       Description   Ref    Nbr    Date    Net Amount
  - ------- ---  ------------ ------------- ------- ------ -------- -------------
  _ 1105141    2 421125-00000 HOTEL STAY FO 9293    673006 05/07/09        70.08
  _ 1105147    2 421125-00000 HOTEL STAY FO 9293    673006 05/07/09        75.56




      ** Vendor Total **                                     145.64
              *** End of voucher list for vendor ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                    Bkwd  Frwd  Addr  Left  Right
```

## Voucher 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.

## 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 <u>alternate vendor identification number</u>. The vendor's name will appear above this field.

**Voucher:**          7 digits
                 Include the desired <u>voucher number</u> to display.

**Fiscal Year:**          4 digits
                 Identify the <u>fiscal year</u> to begin the search.

**All:**          1 character
                 Type 'Y' to include <u>all vouchers</u> in the displayed list.

### Include Only

**Account:**          11 digits
                 Enter an <u>account number</u> to limit the search.

**Dept Ref:**          7 digits/characters
                 Indicate the <u>department reference number</u>.

**Pg _ of _ Pg(s):**          4 digits
                 Identify a <u>page number</u> to advance through the list of vouchers displayed.

### Screen Information

**Panel 1**

**S:**          1 character
                 Type an 'X' to <u>select an item</u> and advance to Screen 168 to view voucher detail.

**Voucher:**          7 digits
                 Displays <u>voucher number(s)</u> that match the inquiry data entered on the Action Line.

**Vch Lns:**          3 digits
                 Shows the <u>number of line items on</u> the <u>voucher</u>.

**First Account:** 11 digits
Identifies the <u>first account number</u> on voucher.

**Description:** 20 characters
Displays the <u>description</u> entered on the voucher.

**Stat:** 4 characters
Shows the <u>status of the voucher</u>. 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 <u>net amount</u> of the voucher, after discount.

**Batch Date:** 6 digits
Indicates the <u>batch session date</u> when transaction was processed.

**MC:** 1 digit
Shows the vendor's <u>mail code</u> for the voucher.

**Vendor Total:** 10 digits
Shows <u>total dollar amount paid</u> to the <u>vendor</u>.

## Panel 2

**Dept Ref:** 7 digits/characters
Shows the <u>department reference</u> <u>number</u>.

**Check Nbr:** 6 digits
Identifies the <u>check number</u> issued when payment was made.

**Check Date:** 6 digits
Indicates the <u>date</u> the <u>check</u> was <u>processed</u>.

**Net Amount:** 10 digits
Identifies the <u>net dollar amount</u> of the voucher.

**Vendor Total:** 10 digits
Shows the <u>total dollar amount paid to</u> the <u>vendor</u>.

## *Additional Functions*

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

**PF9** **Address**
**Addr** Shows detail <u>address</u> information for the vendor.

# State HUB Vendor ID Search

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 SHId: 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

```
 173 State HUB Vendor ID Search                          06/15/09 14:41
                                                         FY 2009 CC 02
    Screen: ___   Vendor: 1vvvvvvvvv1
                                                  Ethn      Tx  Sm
       Vendor ID           Vendor Name        Gndr  Cd  QISV Off Bus
      1vvvvvvvvv7  TRIPLE T TRAINING SUPPLIES, INC    F   WO           Y
      1vvvvvvvvv3  QQQ SERVICES                       F   HI           Y
      1vvvvvvvvv2  COOLANT INDUSTRIES                 F   WO           Y
      1vvvvvvvvv6  ALLIED AMBULANCE                   F   WO           Y
      1vvvvvvvvv4  A.A. AMAZING AUTOS                 M   HI
      1vvvvvvvvv3  TECH TRENDS TRAINING               M   AS           Y
      1vvvvvvvvv2  METRO MAPS                         M   BL           Y
      1vvvvvvvvv3  A.H.I. SERVICES                    M   HI           Y
      1vvvvvvvvv1  TTT CONSULTANTS                    M   AS
      1vvvvvvvvv9  BLANKET BUNTING CO.                M   HI           Y
      1vvvvvvvvv1  INSTANT GRAPHICS                   F   WO           Y
      1vvvvvvvvv6  PORTLAND PORTALS                   F   WO           Y
      1vvvvvvvvv4  PERMAN CONSULTANTS                 F   WO           Y
      1vvvvvvvvv5  INTELLIGENT SURROUND TECHNOLOGY    F   HI   Y    Y   Y
      1vvvvvvvvv1  NEWSOME IDENTIFICATION SERVICES    F   WO           Y
                  Press <ENTER> For More Entries
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp           Dtl
```

## 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 - 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 / <span style="color:red">Help</span> = PF2, ? or * Field Help Available)

## *Action Line*

◆ **Vendor:**           11 digits
                        Enter a valid <u>vendor identification number</u>.

## *Screen Information*

**Vendor ID:**          11 digits
                        Displays the <u>state vendor identification number</u> of the vendor listed.

**Vendor Name:**        30 characters
                        Identifies the <u>name of the vendor</u> associated with the vendor identification
                        number listed.

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

**Ethn Cd:**            2 characters
                        Identifies the <u>state's ethnic code</u> for the vendor.  For example:
                        Blank  =  Not Specified
                        BL     =  Black
                        HI     =  Hispanic
                        AS     =  Asian Pacific

**QISV:**               1 character
                        'Y' indicates the vendor is a <u>Qualified Information System Vendor</u>.

**Tx Off:**             1 character
                        'Y' identifies this as a <u>Texas Office</u>.

**Sm Bus:**          1 character
'Y' signifies this vendor is a <u>small business</u>.

## *<u>Additional Functions</u>*

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

**PF6**             **Detail**
**Dtl**             <u>Detail information</u> 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**

```
   174 State HUB Vendor Name Search                          06/15/09 14:42
                                                             FY 2009 CC 02

   Screen: ___   Vendor: _____
                                                   Ethn      Tx   Sm
       Vendor ID          Vendor Name          Gndr  Cd  QISV Off Bus
       1vvvvvvvvv1  A & A CONSTRUCTION           F    HI            Y
       1vvvvvvvvv2  A & A TECHNICS INC           M    HI   Y        Y
       1vvvvvvvvv0  A & F ENERGY                 F    AS            Y
       1vvvvvvvvv4  A & G INSTITUTE              F    HI        Y   Y
       1vvvvvvvvv2  A & J DRAINAGE               M    HI            Y
       1vvvvvvvvv4  A & J FENCING SUPPLY         M    HI
       1vvvvvvvvv6  A & J PAINTERS RESOURCE      M    HI            Y
       1vvvvvvvvv9  A & L MECHANICS SERVICE      M    HI            Y
       1vvvvvvvvv7  A & L PAINTS AND MORE        M    HI            Y
       1vvvvvvvvv5  A & L TELECOMMUNICATIONS     M    HI            Y
       1vvvvvvvvv0  A & M ELECTRIC SERVICE       M    AS   Y    Y   Y
       1vvvvvvvvv7  A & M LAND INITIATIVE        M    HI            Y
       1vvvvvvvvv5  A & P RENTALS                M    BL            Y
       1vvvvvvvvv1  A & R CONTRACTING SERVICES   M    HI            Y
       1vvvvvvvvv7  A & R CONSTRUCTION MANAGEMENT M   HI
              Press <ENTER> For More Entries
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp           Dtl
```

## 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**

```
+----------------------------------------------------------+
|                                                          |
|                   State Hub Vendor Data                  |
|                                                          |
| State ID: 1vvvvvvvvv2 Cert: 45740  Dt Off: 10/30/2011    |
|      Vndr: A & A TECHNICS INC                            |
|            19999 WITTS END                               |
|                                                          |
|            SAN ANTONIO TX 78256                          |
|   Foreign:                                               |
|     Phone: 210-699-8888          County: BEXAR           |
|       Fax: 866-888-5555                                  |
|   Contact: Owner / Arlis Anderson                        |
|      Desc: Computer products & Services; computer n      |
|  Internet: arlis@any.com                                 |
|                                                          |
|      Gndr: M        Ethnic: HI        Lone Star:         |
|      QISV: Y        Sm Bus: Y         Texas Off:         |
|                                                          |
|                   Press <PF4> to Exit                    |
+----------------------------------------------------------+
```

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

### *Action Line*

◆ **Vendor:**     11 digits
Enter a valid <u>vendor identification number</u>.

### *Screen Information*

**Vendor ID:**     11 digits
Displays the <u>state vendor identification number</u> of the vendor listed.

**Vendor Name:**     30 characters
Identifies the <u>name of the vendor</u> associated with the vendor identification number listed.

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

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

**QISV:**     1 character
Indicates whether the vendor is a <u>Qualified Information System Vendor</u>.  Valid values are:
Y     =     Yes
N     =     No

| | |
|---|---|
| **Tx Off:** | 1 character |
| | 'Y' signifies this is a <u>Texas Office</u>. |
| **Sm Bus:** | 1 character |
| | 'Y' identifies this vendor is a <u>small business</u>. |

## *Additional Functions*

| | |
|---|---|
| **PF KEYS** | See the Appendix for an explanation of the standard PF Keys. |
| **PF6** | **Detail** |
| **Dtl** | <u>Detail information</u> 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)

```
    201 Vendor Change Log      A & A ELEVATORS INC                06/15/09 14:49
                                                                  FY 2009 CC 02
   Screen: ___   Vendor: 1vvvvvvvvvv0  Order: N  Field: _____
                                                       Panel: 01  More>>
   Send  Sent                                       Date      Date Pulled
   Tins  Tins      Field Name         New Field Value     Changed      for TINS
   ----  ----    ----------------   -----------------   ----------  ----------
    N            CHARTER NBR        1                   12/15/2008
    N            BID ZIP            774772911           12/15/2008
    N            BID STATE          TX                  12/15/2008
    N            BID ADDRESS        4254 BLUEBERRY DR   12/15/2008
    N            ADDRESS            4254 BLUEBERRY DR   12/15/2008
    N            1099 CODE          N                   12/15/2008
    N            ZIP CODE           774772911           12/15/2008
    N            REMIT FAX                              12/15/2008
    N            PHONE                                  12/15/2008
    N            OWNER CODE         T                   12/15/2008
    N            CITY               STANLEY             12/15/2008
    N            BID CITY           STANLEY             12/15/2008


                  **** 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)**

```
   201 Vendor Change Log     A & A ELEVATORS INC            06/15/09 14:50
                                                            FY 2009 CC 02
   Screen: ___  Vendor: 1vvvvvvvvv0  Order: N  Field: _____
   <<More                                           Panel: 02  More>>
                                                      Date     Time
     Field Name         New Field Value     Old Field Value    Changed  Changed
   ----------------   ------------------  ------------------  ---------- -------
   CHARTER NBR        1                                        12/15/2008 13:25:17
   BID ZIP            774772911                                12/15/2008 13:25:17
   BID STATE          TX                                       12/15/2008 13:25:17
   BID ADDRESS        4254 BLUEBERRY DR                        12/15/2008 13:25:17
   ADDRESS            4254 BLUEBERRY DR  6222 CHERRY LANE      12/15/2008 13:25:17
   1099 CODE          N                                        12/15/2008 13:25:17
   ZIP CODE           774772911           77036                12/15/2008 13:25:17
   REMIT FAX                              7137775555           12/15/2008 13:25:17
   PHONE                                  7137775666           12/15/2008 13:25:17
   OWNER CODE         T                                        12/15/2008 13:25:17
   CITY               STANLEY             HOUSTON              12/15/2008 13:25:17
   BID CITY           STANLEY                                  12/15/2008 13:25:17

                      **** 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 3)**

```
   201 Vendor Change Log     A & A ELEVATORS INC            06/15/09 14:51
                                                            FY 2009 CC 02
   Screen: ___  Vendor: 1vvvvvvvvv0  Order: N  Field: _____
   <<More                                           Panel: 03
                                                      Date     Time
     Field Name         New Field Value      Userid      Changed  Changed
   ----------------   ------------------  ---------  ---------- -------
   CHARTER NBR        1                   TxxxxxP    12/15/2008 13:25:17
   BID ZIP            774772911           TxxxxxP    12/15/2008 13:25:17
   BID STATE          TX                  TxxxxxP    12/15/2008 13:25:17
   BID ADDRESS        4254 BLUEBERRY DR   TxxxxxP    12/15/2008 13:25:17
   ADDRESS            4254 BLUEBERRY DR   TxxxxxP    12/15/2008 13:25:17
   1099 CODE          N                   TxxxxxP    12/15/2008 13:25:17
   ZIP CODE           774772911           TxxxxxP    12/15/2008 13:25:17
   REMIT FAX                              TxxxxxP    12/15/2008 13:25:17
   PHONE                                  TxxxxxP    12/15/2008 13:25:17
   OWNER CODE         T                   TxxxxxP    12/15/2008 13:25:17
   CITY               STANLEY             TxxxxxP    12/15/2008 13:25:17
   BID CITY           STANLEY             TxxxxxP    12/15/2008 13:25:17

                      **** Press ENTER to continue ****
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                   Audit              Left  Right
```

# 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
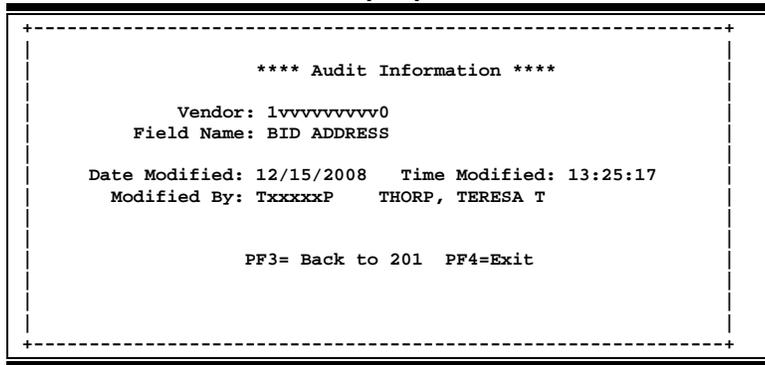
```
+----------------------------------------------------------------+
|                                                                |
|                    **** Audit Information ****                 |
|                                                                |
|              Vendor: 1vvvvvvvvv0                               |
|           Field Name: BID ADDRESS                              |
|                                                                |
|     Date Modified: 12/15/2008   Time Modified: 13:25:17        |
|        Modified By: TxxxxxP    THORP, TERESA T                 |
|                                                                |
|                                                                |
|              PF3= Back to 201  PF4=Exit                        |
|                                                                |
|                                                                |
|                                                                |
+----------------------------------------------------------------+
```

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

### *Action Line*

◆ **Vendor:**        11 digits
                Enter a valid <u>vendor identification number</u>.

◆ **Order:**         Help 1 character
                Designate the <u>order</u> in which the information displayed is to be <u>sorted</u>:
                0    =    Oldest Date
                N    =    Newest Date

  **Field:**         Help 23 characters
                Leave this field <u>blank to view all changes</u>, or <u>type a valid field name</u>.  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 Information*

**Panel 1**

| | |
|---|---|
| **Send Tins:** | 1 character<br>Type 'Y' if this change is <u>to be sent to TINS</u>. |
| **Sent Tins:** | 1 character<br>'Y' identifies that the change <u>was sent to TINS</u>. |
| **Field Name:** | 16 characters/digits<br>Identifies the current <u>field name</u>. |
| **New Field Value:** | 17 characters/digits<br>Shows the changed <u>field value</u>. |
| **Date Changed:** | 8 digits<br>Identifies the <u>date</u> the field <u>change was made</u>. |
| **Date Pulled for TINS:** | 8 digits<br>Displays the <u>nightly processing date for sending the change to TINS</u>. |

**Panel 2**

| | |
|---|---|
| **Old Field Value:** | 18 characters/digits<br>Identifies the <u>old value</u> used <u>for</u> this <u>field</u>, prior to the change. |
| **Time Changed:** | 6 digits<br>Shows the <u>time the field value change was entered</u>. |

**Panel 3**

| | |
|---|---|
| **Userid:** | 7 characters/digits<br>Identifies the <u>FAMIS User ID</u> of the person who made the change. |

## *Additional Functions*

| | |
|---|---|
| **PF KEYS** | See the Appendix for an explanation of the standard PF Keys. |
| **PF7**<br>**Audit** | **Audit**<br>View the <u>audit information</u> 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)

```
   203 Vendor Add/Modify                                   03/09/10 09:43
                        AC BIO INC                          FY 2010 CC 02
     Screen: ___   Vendor: 1vvvvvvvvv0                Page: 1  <More>>>>
                   ** ON STATE HOLD **
    Name: AC BIO INC_  _____   _____ PIN: 19xxxxxxxx4 002
   Send New Setup to TINS: _    Send Changes to TINS: N    Tax-ID:  9xxxxxxx7
   *------- Purchasing Bid To -----------* *------ Accounts Payable Remit To ----*
   Address: _____  Address: 200 CENTER AVE STE 100_____
            _____           _____
            _____           _____
            _____           _____
      City: _____ State: __   City: PISCO_____ State: NJ
       Zip: _____ ____   Country: __         Zip: 08854 3950   Country: __
     Phone: _____    Ext: ____       Phone: _____      Ext: ____
       FAX: _____                      FAX: _____      Zone:
   Contact: _____     Contact: _____
   ------------------------------------------------------------------------------
   Vendor Type: BU   Ownership cd: O      1099: N     W9 Date: 06/30/2003  Hold: N
        Disadv: _     Ethnic Orig: ___  Gender: _  TAMUS Part: __        Freeze: N
     Bus size: _  TAMUS Employee: _  Ck Limit: 0 Retain Mths: 18         Delete: N
   Established: 06/20/2001  By: WxxxxxP    Modified: 08/31/2007  By: TxxxxxP
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp        HUB    Stats NxVn        Order Left  Right
```

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.

**Screen 203 - Vendor Add/Modify (Panel 2)**

```
   203 Vendor Add/Modify                                03/09/10 09:45
                    AC BIO INC                          FY 2010 CC 02
   Screen: ___   Vendor: 1vvvvvvvvv0            Page: 2  <<<<More>
                   ** ON STATE HOLD **
         Name: AC BIO INC

   Vendor Type: BU    Ownership Code: O
 Texas Company: _              SIC: ____      Charter Nbr: _____
 Employ Agency: ___        Security: _         Busn Desc: ___

          -------- Sole Proprietor/Partnership Data -------
 SSN/FEI: _____   Name: _____
 SSN/FEI: _____   Name: _____

   Email Addr: _____
    --------------- Discount Terms -------------------
    Percent: _____   Disc Days: ___ Ind: _ Pay Days: ___ FOB: __



 Established: 06/20/2001  By: WxxxxxP   Modified: 08/31/2007  By: TxxxxxP
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       HUB   Stats                Left  Right
```

# 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

# 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, ? or * 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.**

---

◆ **Tax-ID:**  9 digits
Enter the <u>vendor's tax identification number</u>.

*Purchasing Bid To*

◆ **Address:**  4 lines, 30 characters/digits
Type the <u>vendor's bid mailing address</u>.

◆ **City:**  20 characters
Include the name of the <u>city for the bid mailing address</u>.

◆ **State:**  <span style="border:1px solid red;color:red;font-weight:bold">Help</span> 2 characters
Enter vendor's <u>state code</u> for the bid mailing address.

◆ **Zip:**  9 digits
Identify the <u>zip code for the bid mailing address</u>.

◆ **Country:**  <span style="border:1px solid red;color:red;font-weight:bold">Help</span> 3 characters
Type the <u>country code</u> for the vendor's bid mailing address.

**Phone:**  10 digits
Enter the <u>phone number</u> for the vendor's bid mailing address.

**Ext:**  4 digits
Include the <u>phone extension</u> for the bid mailing address.

**FAX:**  10 digits
Type the <u>FAX number</u> for the bid mailing address.

◆ **Contact:**  25 characters
Indicate the name of the <u>contact person</u> at the vendor's bid mailing address.

*Accounts Payable Remit To*

◆ **Address:**  4 lines, 30 characters/digits
Type the <u>vendor's billing address</u>.

◆ **City:**  20 characters
Include the name of the <u>city for the billing address</u>.

◆ **State:**  <span style="border:1px solid red;color:red;font-weight:bold">Help</span> 2 characters
Enter vendor's <u>state code</u> for the billing address.

◆ **Zip:**  9 digits
Identify the <u>zip code</u> for the billing address.

◆ **Country:**  <span style="border:1px solid red;color:red;font-weight:bold">Help</span> 3 characters
Type the <u>country code</u> for the vendor's billing address.

◆ **Phone:**  12 digits
Enter the <u>phone number</u> for the vendor's billing address.

| | | |
|---|---|---|
| **Ext:** | 4 digits | |
| | Include the <u>phone extension</u> for the vendor's billing address. | |

| | |
|---|---|
| **FAX:** | 10 digits |
| | Type the <u>FAX number</u>. |

| | |
|---|---|
| **Zone:** | 3 digits |
| | Displays the <u>TINS region zone code</u> designated by the State. |

◆ **Contact:** 25 characters
Indicate the name of the <u>contact person</u> at the vendor's billing address.

◆ **Vendor Type:** **Help** 2 characters
Enter a valid <u>vendor type</u>:  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 <u>ownership code</u>.
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 <u>1099 code</u>:

| | | |
|---|---|---|
| BLANK | = | Not Specified |
| C | = | Corporation |
| E | = | Employee |
| F | = | Foreign |
| I | = | Individual |
| N | = | Not For Profit |

|   |   |   |
|---|---|---|
| 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:** **Help** 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:** **Help** 3 characters
Enter a valid ethnic origin code:

| | | |
|---|---|---|
| Blank | = | Not Specified |
| BLK | = | Black |
| CAU | = | Caucasian |
| HSP | = | Hispanic |
| IND | = | American Indian / Native American |

**Gender:** **Help** 1 character
Indicate the gender code for the vendor:

| | | |
|---|---|---|
| Blank | = | Not Specified |
| M | = | Male Owned |
| W | = | Woman Owned |

**TAMUS Part:** **Help** 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:** **Help** 1 character
Include the code indication the size of the vendor's business:

| | | |
|---|---|---|
| Blank | = | Not Specified |
| L | = | Large |
| S | = | Small |

**TAMUS Employee:**  **Help** 1 character
Specify if the vendor is an <u>employee of The Texas A&M University System</u>:
Y       =     Yes
N       =     No
BLANK  =     No

**Ck Limit:**  **Help** 1 digit
If previously set up, select a <u>limit amount for the check</u> from the pop-up window, or enter '0'if no limit is needed.

**Retain Mths:**  2 digits
Identify the <u>number of months to retain</u> the <u>information on the vendor</u> after the last activity.

**Delete:**  1 character
Displays 'Y' (Yes) if this <u>vendor has been deleted</u>.

**Established:**  8 digits
Shows the <u>date</u> the <u>vendor</u> was <u>added to FAMIS</u>.

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

**Modified:**  8 digits
Shows the <u>date</u> the <u>vendor information</u> was <u>modified</u>.

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

## Panel 2

◆ **Vendor Type:**  **Help** 2 characters
Enter a valid <u>vendor type</u>:  For example:
Blank   =     Not specified
BU      =     Business
EM      =     Employee
FA      =     Federal Agency

◆ **Ownership Code:**  **Help** 1 character
Type a valid <u>ownership code</u>.
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 |

**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.

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

**Ind:** <span style="color:red">**Help**</span> 1 character
Enter the <u>indicated</u> vendor <u>terms</u>:  Valid values are:
I  =  As Invoiced
N  =  Net
P  =  Prox
Blank =  Not Specified

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

**FOB:** <span style="color:red">**Help**</span> 2 characters
Specify the vendor's <u>freight terms</u>.  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 <u>date the vendor was added to FAMIS</u>.

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

**Modified:** 8 digits
Shows <u>date</u> the <u>vendor information was last modified</u>.

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

## *Additional Functions*

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

**PF5** **HUB**
**HUB** Displays <u>State HUB Vendor Data</u>.

**PF6** **Statistics/Audit Information**
**Stats** View additional <u>vendor statistics and audit information</u>.

| | | |
|---|---|---|
| **PF7** | **Next Vendor** Only available on Panel 1 | |
| **NxVn** | Gets the <u>next</u> available <u>vendor mail code</u> 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** Only available on Panel 1 | |
| **Order** | View/add/modify the "<u>Purchasing Order From</u>" information. | |

# 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)

```
    204 Vendor Purchasing Add/Create                        02/21/11 09:5
                       AZ BIOWARES INC                       FY 2011 CC 0
    Screen: ___    Vendor: 1vvvvvvvvv0              Page: 1  <More>>>>
               ** ON STATE HOLD **
    Name: AZ BIOWARES INC_____ PIN: 1xxxxxxxxx4 002
    Send New Setup to TINS: _   Send Changes to TINS: N    Tax-ID:  9xxxxxxx7
    *------- Purchasing Bid To -----------* *------ Accounts Payable Remit To ----
    Address: _____ Address: 200 CENTURYL AVE STE 111_____
             _____          _____
             _____          _____
             _____          _____
       City: _____ State: __   City: PISCA_____ State: NJ
        Zip: _____ ____     Country: __         Zip: 08854 3950   Country: __
      Phone: _____      Ext: ____       Phone: _____      Ext: ____
        FAX: _____                        FAX: _____      Zone:
    Contact: _____       Contact: _____
    -----------------------------------------------------------------------------
    Vendor Type: BU    Ownership cd: O      1099: N    W9 Date: 06/30/2003  Hold:
        Disadv: _      Ethnic Orig: ___   Gender: _   TAMUS Part: __       Freeze:
      Bus size: _   TAMUS Employee: _    Ck Limit: 0 Retain Mths: 18        Delete:
    Established: 06/20/2001  By: WxxxxxP    Modified: 08/31/2007  By: TxxxxxP
    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 (Panel 2)

```
    204 Vendor Add/Modify                                   02/21/11 09:54
                       AZ BIOWARES INC                       FY 2011 CC 02
    Screen: ___    Vendor: 1vvvvvvvvv0              Page: 2  <<<<More>
               ** ON STATE HOLD **
           Name: AZ BIOWARES INC

    Vendor Type: BU    Ownership Code: O
    Texas Company: _               SIC: ____       Charter Nbr: _____
    Employ Agency: ___         Security: _         Busn Desc: ___

            -------- Sole Proprietor/Partnership Data -------
    SSN/FEI: _____    Name: _____
    SSN/FEI: _____    Name: _____

       Email Addr: _____
          --------------- Discount Terms -------------------
          Percent: _____   Disc Days: ___ Ind: _ Pay Days: ___ FOB: __



    Established: 06/20/2001  By: WxxxxxP    Modified: 08/31/2007  By: TxxxxxP
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp       HUB   Stats                  Left  Right
```

# 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 $11^{th}$ 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 bide 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 <u>telephone number</u> where the vendor can be reached, as entered by the purchasing office.

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

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

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

*Accounts Payable Remit To*

**Address:**  4 lines/30 characters each
Identifies the <u>mailing address</u> 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 <u>city</u> 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.**

**State:**  2 characters
Displays the abbreviation for the <u>state</u> 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 <u>zip code</u> to which all payments should be mailed.

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

**Phone:**  10 digits
Indicates the area code and <u>telephone number</u> at which vendor may be reached.

**Ext:**  4 digits
Provides the <u>telephone extension number</u> of the vendor.

**FAX:**  10 digits
Indicates the area code and number at which the vendor may receive <u>FAX</u> transmissions.

**Zone:**  3 digits
Displays the TINS <u>region zone code</u> designated by the State.

| | | |
|---|---|---|
| **Contact:** | 20 characters<br>Indicates the name of the <u>person(s) to contact</u> regarding payment remittance. | |

◆ **Vendor Type:**    **Help** 2 characters
Displays the <u>type code</u> that defines general characteristics about the selected <u>vendor</u>. 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:**    **Help** 1 character
Shows the <u>ownership code</u> that defines the type of individual(s) that own the selected vendor.

◆ **1099:**    **Help** 1 character
'Y' indicates all vouchers should be pulled for <u>1099</u> purposes. If blank, the 1099 codes will come from vouchers.

**W9 Date:** 8 digits
<u>Date</u> the <u>W9</u> was <u>received/updated</u>.

**Hold:** 1 character
'Y' signifies you wish to <u>hold</u> the system from processing process checks or State vouchers <u>for payment</u> to the vendor.

**Disadv:**    **Help** 1 character
Show whether or not the vendor is certified as a <u>disadvantaged vendor</u>. 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).

**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.

**Panel 2**

◆ **Vendor Type:**  <span style="color:red">**Help**</span> 2 characters
Describe the <u>type of vendor</u>.  Valid values include:

| | | |
|---|---|---|
| Blank | = | Not valid on-line (batch only) |
| BU | = | Business |
| EM | = | Employee |
| FA | = | Federal Agency |
| FC | = | Foreign Corporation |

**Ownership Code:**  <span style="color:red">**Help**</span> 1 character
Indicate the <u>type of owner</u> 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:**  <span style="color:red">**Help**</span> 1 character
Indicate if this vendor is a <u>Texas company</u>.  Valid values include:

| | | |
|---|---|---|
| Y | = | Yes |
| N | = | No |
| Blank | = | No |

**SIC:**  <span style="color:red">**Help**</span> 4 digits
Specify the <u>Standard Industry Code</u> 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 <u>Texas charter number</u> for vendors that are corporations.

**Employ Agency:**  3 digits
Type the <u>state agency code</u>. This is required if Ownership Code is 'E'.  For example:  "710" for SAGO.

**Security:**  1 digit
Include the <u>TINS security code</u> 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.

**Ind:**     **Help** 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:**     **Help** 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.

### Additional Functions

| | |
|---|---|
| **PF KEYS** | See the Appendix for explanation of the standard PF Keys. |
| **PF5**<br>**HUB** | **HUB**<br>Displays the <u>State Hub Vendor Data</u>. |
| **PF6**<br>**Stats** | **Statistics/Audit Information**<br>View additional vendor <u>statistics and audit</u> information. |
| **PF7**<br>**NxVn** | **Next Vendor**<br>Gets the <u>next</u> available <u>vendor mail code</u> 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.<br>**Only available on Panel 1** |
| **PF9**<br>**Order** | **Order**<br>View/add/modify the "<u>Purchasing Order</u> From" information.<br>**Only available on Panel 1** |

# 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)

```
    205 Vendor AP Add/Create                                11/15/10 16:18
                        A-Z GLASS PRODUCTS                    FY 2011 CC 02
     Screen: ___   Vendor: 1vvvvvvvvv0                  Page: 1  <More>>>>
                    ** ON STATE HOLD **
    Name: A-Z GLASS PRODUCTS_____ PIN: 1vvvvvvvvv2 ___
   Send New Setup to TINS: _    Send Changes to TINS: N    Tax-ID:  1vvvvvvv6
   *------- Purchasing Bid To -----------* *------ Accounts Payable Remit To ----*
   Address: 311 ROSS AVE._____ Address: PO BOX 9999_____
            _____          _____
            _____          _____
            _____          _____

       City: HUNTSVILLE_____ State: TX    City: HUNTSVILLE_____ State: TX
       Zip: 77320 _____   Country: __           Zip: 77342 _____   Country: __
      Phone: 936-222-0000    Ext: ____        Phone: _____    Ext: ____
       FAX: _____                      FAX: _____    Zone:
    Contact: _____        Contact: _____
   ------------------------------------------------------------------------
   Vendor Type: BU   Ownership cd: T     1099: N    W9 Date: 08/16/2006  Hold: N
       Disadv: _      Ethnic Orig: ___  Gender: _  TAMUS Part: __       Freeze: N
     Bus size: _   TAMUS Employee: _   Ck Limit: 0 Retain Mths: 18       Delete: N
   Established: 08/17/2006  By: ExxxxxP    Modified: 08/31/2006  By: TxxxxxP
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       HUB   Stats NxVi          Order Left  Right
```

**Check limit codes are maintained on Screen 807.**

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

```
    205 Vendor Add/Modify                                   11/15/10 16:21
                        A-Z GLASS PRODUCTS                    FY 2011 CC 02
     Screen: ___   Vendor: 1vvvvvvvvv0                  Page: 2  <<<<More>
                    ** ON STATE HOLD **
           Name: A-Z GLASS PRODUCTS

     Vendor Type: BU    Ownership Code: T
   Texas Company: _                SIC: ____      Charter Nbr: _____
   Employ Agency: ___          Security: _        Busn Desc: ___

           -------- Sole Proprietor/Partnership Data -------
   SSN/FEI: _____     Name: _____
   SSN/FEI: _____     Name: _____

      Email Addr: _____
      --------------- Discount Terms -------------------
        Percent: _____   Disc Days: ___ Ind: _ Pay Days: ___ FOB: __


   Established: 08/17/2006  By: ExxxxxP    Modified: 08/31/2006  By: TxxxxxP
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       HUB   Stats                     Left  Right
```

# 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.

| | |
|---|---|
| **Tax ID:** | 9 digits<br>Identifies the vendor's <u>tax ID number</u> that is used to support 1099 payments and reporting. |

***Purchasing Bid To***

| | |
|---|---|
| **Address:** | 4 lines/30 characters each<br>Provides the postal <u>address</u> to which all purchasing <u>bid</u> correspondence should be sent, as entered by the purchasing office. |
| **City:** | 20 characters<br>Displays the <u>city</u>, as entered by the purchasing office, to which all purchasing bid correspondence should be sent. |
| **State:** | 2 characters<br>Indicates the abbreviation for the <u>state</u> or province in which vendor is located, as entered by the purchasing office. |
| **Zip:** | 9 digits<br>Signifies the <u>zip code</u> to which all purchasing bid correspondence should be sent, as entered by the purchasing office. |
| **Country:** | 3 characters<br>Identifies the <u>country</u> in which the vendor is located, if it is a foreign county. |
| **Phone:** | 10 digits<br>Provides the area code and <u>telephone number</u> at which the vendor can be reached, as entered by the purchasing office. |
| **Ext:** | 4 digits<br>Indicates the phone <u>extension number</u> at which the vendor can be reached. |
| **FAX:** | 10 digits<br>Provides the area code and number at which the vendor can receive <u>FAX</u> transmissions, as entered by the purchasing office. |
| **Contact:** | 20 characters<br>Indicates the name of the <u>person(s) to contact</u> regarding purchasing bid correspondence. |

***Accounts Payable Remit To***

| | |
|---|---|
| ◆ **Address:** | 4 lines/30 characters each<br>Identifies the <u>mailing address</u> 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<br>Indicates the <u>city</u> 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.** |

◆ **State:**                2 characters
Displays the abbreviation for the <u>state</u> 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 <u>zip code</u> to which all payments should be mailed.

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

**Phone:**            10 digits
Indicates the area code and <u>telephone number</u> at which vendor may be reached.

**Ext:**                4 digits
Provides the telephone <u>extension number</u> of the vendor.

**FAX:**              10 digits
Indicates the area code and number at which the vendor may receive <u>FAX</u> transmissions.

**Zone:**             3 digits
Displays the <u>TINS region zone code</u> designated by the State.

**Contact:**        20 characters
Indicates the name of the <u>person(s) to contact</u> regarding payment remittance.

**Vendor Type:**   **Help** 2 characters
Displays the <u>type code</u> 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:**   **Help** 1 character
Provides the <u>ownership code</u> that defines the type of individual(s) that own the selected vendor.

◆ **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.

| | |
|---|---|
| **Retain Mths:** | 2 digits<br>Enter the number of months a vendor is retained on file after its last activity.<br>If left blank, it will default to an 18 month retention. |
| **Delete:** | 1 character<br>'Y' indicates the vendor has been flagged for deletion by the system. |
| **Established:** | 8 digits<br>Indicates the date vendor was established on the system. |
| **By:** | 7 characters/digits<br>Provides the FAMIS user ID of the person who established vendor. |
| **Modified:** | 8 digits<br>Displays the date the vendor's information was last modified. |
| **By:** | 7 characters/digits<br>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

**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.

| | |
|---|---|
| **Ind:** | **Help** 1 character<br>Include any special indicators for the discount.  Valid values are:<br>I      =    As Invoiced<br>N     =    Net<br>P     =    Prox<br>Blank =    Not Specified |
| **Pay Days:** | 3 digits<br>Identify the vendor's net pay days. |
| **FOB:** | **Help** 2 characters<br>Define the Freight on Board specifications for the vendor.  For example:<br>Blank =    Not Specified<br>CL    =    Freight Collect<br>DA    =    Destination Frt Prepaid and Add<br>DP    =    Destination Frt Included<br>PU    =    Pickup No Frt Charged or Paid |
| **Established:** | 8 digits<br>Date the vendor was added. |
| **By:** | 7 characters/digits<br>Provides the FAMIS ID of the person who originally entered the vendor information. |
| **Modified:** | 8 digits<br>Indicates the date the vendor information was last modified. |
| **By:** | 7 characters/digits<br>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**<br>**HUB** | **HUB**<br>Displays the State Hub Vendor Data. |
| **PF6**<br>**Stats** | **Statistics/Audit Information**<br>View additional vendor statistics and audit information. |
| **PF7**<br>**NxVn** | **Next Vendor**<br>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.<br>Only available on Panel 1 |
| **PF9**<br>**Order** | **Order**<br>View/add/modify the "Purchasing Order From" information.<br>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**

```
  206 Vendor Ownership Info.                         06/15/09 16:05
                     MICROMANAGE SERVICES             FY 2009 CC 02
   Screen: ___   Vendor: 1vvvvvvvvv2

          Name: MICROMANAGE

   Vendor Type: BU            Gender: _    TAMUS Employee: _
 Disadvantaged: _        Ethnic Orig: ___     Charter Nbr: 01xxxxxxx0
 Business Size: _      Texas Company: Y

 Employ Agency: ___        Busn Desc: ___

   * ------------------------------------------------------------------------

 Exclude Vendor from HUB Process: N


   * ------------------- Vendor Change Information --------------------------*
    Established: 06/16/1999     Added by: WxxxxxP
 Last Modified: 07/15/2006   Modified by: TxxxxxP
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

## 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**

```
 201 Vendor Change Log    MICROMANAGE SERVICES          06/15/09 15:09
                                                        FY 2009 CC 02
   Screen: ___  Vendor: 1vvvvvvvvv2  Order: N  Field: _____
                                                  Panel: 01  More>>
 Send  Sent                                     Date      Date Pulled
 Tins  Tins       Field Name      New Field Value   Changed    for TINS
 ----  ----    ----------------   ----------------  ----------  ----------
   N           ADDRESS                              07/15/2006
   N           ADDRESS            !USE 1vvvvvvvvv4  07/15/2006
   N           VN-W9-DT           20031205          07/07/2004
   N           VN-W9-DT           20030626          07/07/2004
   N           OWNER CODE         C                 07/07/2004
   N           1099 CODE          N                 12/02/2003
   N           EXCLUDE FROM HUB   N                 05/12/2003
   N           TEXAS COMPANY      Y                 01/10/2003
   N           CHARTER NBR        01xxxxxxx0        01/10/2003
   N           OWNER CODE         T                 01/10/2003
   N           EXCLUDE FROM HUB   Y                 08/27/2001


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

◆ **Gender:**       Help 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:** Help 1 character
                    Type 'Y' if the vendor is an employee of the A&M University System.

**Disadvantaged:**   `Help` 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:**   `Help` 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:**   `Help` 1 character
Include the code indication the size of the vendor's business:
Blank =       Not Specified
L       =       Large Business
S       =       Small Business

**Texas Company:**   `Help` 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**   1 character
**From HUB Process:**   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.

***Vendor Change Information***

| | |
|---|---|
| **Established:** | 8 digits |
| | Shows <u>date</u> vendor was <u>added</u>. |
| | |
| **Added By:** | 7 characters/digits |
| | Indicates the FAMIS <u>user ID</u> of the person who <u>added</u> the vendor information. |
| | |
| **Last Modified:** | 8 digits |
| | <u>Date</u> vendor information was <u>modified</u>. |
| | |
| **Modified By:** | 7 characters/digits |
| | Displays the FAMIS <u>user ID</u> of the person who <u>modified</u> 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.**

**Screen 207 - Vendor ACH Information**

```
 207 Vendor ACH Information                              06/15/09 15:15
                                                         FY 2009 CC 02
   Screen: ___   Vendor: 1vvvvvvvvv1 K & Z SPECIALISTS
                                 PIN: 1vvvvvvvvv3 000

     Send to TINS: _

   Routing Number: 111111882    Note: Last Digit is computed according to
                                      NACHA rules & may be changed by FAMIS.

   Account Number: 000777777_____    Account Type: C    Trans Type: CCD+

   Prenote Sent Dt:                    Prenote Override: Y    Dt: 09/23/2003
     ACH Start Dt: 09/23/2003           ACH Override: _

       Email Addr: KZSPEC@ANY.NET_____


   * ----------------- Vendor Change Information ---------------------------- *
       Established: 04/24/1996               Added By: SxxxxxP
    Date Modified: 07/01/2008            Modified By: TxxxxxP
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

# 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'<br>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.<br><br>***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<br>S = SAVINGS ACCOUNT |
| **Trans Type** | ACH codes: Commercial vs. Personal<br><br>CCD = PMT TO COMMERCIAL VNDRS<br>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.

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 <u>vendor identification number</u>.  The vendor's name will also be displayed.

**PIN:**  11 digits
Shows <u>vendor's personal identification number</u>.

## *Screen Information*

**Send to TINS:**  1 character
Type 'Y' or 'N' to indicate this is to be <u>fed electronically to TINS</u>.

**Routing Number:**  9 digits
Include the <u>bank's ACH routing number</u>.

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

**Account Number:**  17 digits
Identify the <u>agency account number</u> with the ACH bank.

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

**Trans Type:**  4 characters
Enter the <u>payment transaction type</u>:
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 <u>prenote</u> is sent, displays the <u>date</u> it was <u>sent to the bank</u>.

**Prenote Override:**  1 character
Type 'Y' to <u>override</u> the default of <u>sending a prenote</u>.

**Dt:**  8 digits
Displays <u>date the prenote override flag was set</u>.

**ACH Start Dt:**  8 digits
Shows the <u>ACH (Automated Clearing House) date pulled into cycle</u>.  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 <u>override the sending of ACH (Automated Clearing House)</u> for a vendor.  This keeps the routing information available.
Checks will be created for the vendor until reset.

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

*Vendor Change Information*

| | |
|---|---|
| **Established:** | 8 digits |
| | Shows the <u>date</u> the vendor was <u>added</u> to FAMIS. |
| | |
| **Added By:** | 7 characters/digits |
| | Indicates the <u>FAMIS user ID</u> of the person <u>who added the vendor information</u>. |
| | |
| **Date Modified:** | 8 digits |
| | Shows the <u>last date the vendor information was modified</u>. |
| | |
| **Modified By:** | 7 characters/digits |
| | Displays the <u>FAMIS user ID of the person who last modified the vendor information</u>. |

## <u>*Additional Functions*</u>

| | |
|---|---|
| **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 (Panel 1)

```
 171 State Hold Vendor ID Search                            06/15/09 15:16
                                                            FY 2009 CC 02

   Screen: ___    Vendor: _____    Hold/Release(H/R): _

                                                          Hold Hold
            Vendor Name                       Vendor ID   Src  Rsn
   _   BELMONT BUSINESS SCHOOL   INC          1vvvvvvvvv5  320  455
   _   LINDMANN POSTAL   INC                  1vvvvvvvvv5  320  455
   _   XENA IMPROVEMENT COMPANY               1vvvvvvvvv5  320  455
   _   PROFESSIONAL DISTRIBUTORS INC          1vvvvvvvvv5  304  013
   _   JOE J JENSON                           1vvvvvvvvv7  320  160
   _   JOHN J JIMENEZ                         1vvvvvvvvv1  320  160
   _   CLARK CORPORATION                      1vvvvvvvvv0  304  013
   _   SPENCE PRIME SOURCE INC                1vvvvvvvvv3  304  013
   _   FOXY FOTOS                             1vvvvvvvvv9  582  390
   _   WRIGLEY ENTERPRISES                    1vvvvvvvvv9  304  013
   _   SECURITY ACTION SERCVICES LLC          1vvvvvvvvv0  304  026
   _   SHED INVESTMENTS INC                   1vvvvvvvvv2  304  013
   _   MDTRSH TOWING MANAGEMENT INC           1vvvvvvvvv4  304  013
   _   MDTRSH TOWING MANAGEMENT INC           1vvvvvvvvv4  304  026
   _   MDTRSH TOWING LP                       1vvvvvvvvv1  304  026
       Press <ENTER> For More Entries
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp              Hist  HSrc              Left  Right
```

### Screen 171 - State Hold Vendor ID Search (Panel 2)

```
 171 State Hold Vendor ID Search                            06/15/09 15:17
                                                            FY 2009 CC 02

   Screen: ___    Vendor: _____    Hold/Release(H/R): _
                                     Hold  Hold
            Vendor Name              Src   Rsn    Hold Reason
   _   BELMONT BUSINESS SCHOOL   INC 320   455    UNPAID WAGES PER PAY DAY LAW
   _   LINDMANN POSTAL   INC         320   455    UNPAID WAGES PER PAY DAY LAW
   _   XENA IMPROVEMENT COMPANY      320   455    UNPAID WAGES PER PAY DAY LAW
   _   PROFESSIONAL DISTRIBUTORS     304   013    FRANCHISE TAX
   _   JOE J JENSON                  320   160    UNEMPLOYMENT INSURANCE TAX LIA
   _   JOHN J JIMENEZ                320   160    UNEMPLOYMENT INSURANCE TAX LIA
   _   CLARK CORPORATION             304   013    FRANCHISE TAX
   _   SPENCE PRIME SOURCE INC       304   013    FRANCHISE TAX
   _   FOXY FOTOS                    582   390    NON PAYMENT OF FEES
   _   WRIGLEY ENTERPRISES           304   013    FRANCHISE TAX
   _   SECURITY ACTION SERVICES LLC  304   026    SALES TAX
   _   SHED INVESTMENTS INC          304   013    FRANCHISE TAX
   _   MDTRSH TOWING MANAGE          304   013    FRANCHISE TAX
   _   MDTRSH TOWING MANAGE          304   026    SALES TAX
   _   MDTRSH TOWING LP              304   026    SALES TAX
       Press <ENTER> For More Entries
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp              Hist  HSrc              Left  Right
```

## 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 <u>vendor identification number</u> 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 <u>hold, or</u> that have been <u>released</u> from being placed on hold with the State.

### *Screen Information*
**Panel 1**
**Vendor Name:**      50 characters
                      Displays the <u>name of the vendor</u> on hold with the State.

|  |  |
|---|---|
| **Vendor ID:** | 11 digits |
|  | Shows the <u>vendor's identification number</u>. |
| **Hold Src:** | 3 digits |
|  | Identifies the <u>hold source code</u> 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 <u>code number for</u> the <u>reason</u> the vendor was placed <u>on hold</u>. |

**Panel 2**

|  |  |
|---|---|
| **Hold Reason:** | 30 characters |
|  | Displays the text describing the <u>reason</u> the vendor was placed <u>on hold</u> with the State. |

## *Additional Functions*

|  |  |
|---|---|
| **PF KEYS** | See the Appendix for an explanation of the standard PF Keys. |
| **PF6** | **History** |
| **Hist** | Displays the <u>hold history</u> for the selected vendor. |
| **PF7** | **Hold Source** |
| **HSrc** | Shows the <u>hold source code</u> 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.

**Screen 172 - State Hold Vendor Name Search (Panel 1)**

```
   172 State Hold Vendor Name Search                        06/15/09 15:18
                                                            FY 2009 CC 02
     Screen: ___   Vendor: ACE_____   Hold/Release(H/R): _
                                                                    Hold Hold
               Vendor Name                          Vendor ID   Src   Rsn
   _   ACE           C COLEMAN                       2vvvvvvvvv0  010   330
   _   ACE           G GREGORY                       2vvvvvvvvv8  010   330
   _   ACE ACETONE INC                               3vvvvvvvvv4  304   026
   _   ACE ADVERTISEMENT INC                         1vvvvvvvvv4  304   013
   _   ACE ALLYN                                     2vvvvvvvvv5  302   350
   _   ACE ASBESTOS SIDING                           1vvvvvvvvv1  304   013
   _   ACE AUTO REPAIR                               1vvvvvvvvv1  304   026
   _   ACE AUTO                                      1vvvvvvvvv7  304   026
   _   ACE AUTOMOBILES INC                           1vvvvvvvvv2  304   089
   _   ACE AUTOMOTIVE SERVICE                        3vvvvvvvvv4  304   013
   _   ACE BRAKES                                    1vvvvvvvvv4  304   013
   _   ACE BRICK LAYERS                              1vvvvvvvvv3  304   026
   _   ACE C CHANCE  IV                              2vvvvvvvvv7  320   159
   _   ACE CAPITOL INC                               3vvvvvvvvv0  304   013
   _   ACE CARPET SUPPLY                             1vvvvvvvvv2  304   013
         Press <ENTER> For More Entries
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp            Hist  HSrc                Left  Right
```

**Screen 172 - State Hold Vendor Name Search (Panel 2)**

```
   172 State Hold Vendor Name Search                        06/15/09 15:19
                                                            FY 2009 CC 02
     Screen: ___   Vendor: ACE_____  Hold/Release(H/R): _
                                           Hold  Hold
               Vendor Name                 Src   Rsn     Hold Reason
   _   ACE           C COLEMAN             010   330   DEFAULT OF TGSLC STUDENT LOAN
   _   ACE           G GREGORY             010   330   DEFAULT OF TGSLC STUDENT LOAN
   _   ACE ACETONE INC                     304   026   SALES TAX
   _   ACE ADVERTISEMENT INC               304   013   FRANCHISE TAX
   _   ACE ALLYN                           302   350   DELINQUENT CHILD SUPPORT
   _   ACE ASBESTOS SIDING                 304   013   FRANCHISE TAX
   _   ACE AUTO REPAIR                     304   026   SALES TAX
   _   ACE AUTO                            304   026   SALES TAX
   _   ACE AUTOMOBILES INC                 304   089   MOTOR VEHICLE SALES AND USE TA
   _   ACE AUTOMOTIVE SERVICE              304   013   FRANCHISE TAX
   _   ACE BRAKES                          304   013   FRANCHISE TAX
   _   ACE BRICK LAYERS                    304   026   SALES TAX
   _   ACE C CHANCE  IV                    320   159   UNEMPLOYMENT BENEFITS OVERPAYM
   _   ACE CAPITOL INC                     304   013   FRANCHISE TAX
   _   ACE CARPET SUPPLY                   304   013   FRANCHISE TAX
         Press <ENTER> For More Entries
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp            Hist  HSrc                Left  Right
```

## 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.

| | |
|---|---|
| **Hold Src:** | 3 digits |
| | Identifies the <u>hold source code</u> 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 <u>code number for</u> the <u>reason</u> the vendor was placed on hold. |

**Panel 2**

| | |
|---|---|
| **Hold Reason:** | 30 characters |
| | Displays the text describing the <u>reason</u> the vendor was placed <u>on hold</u> with the State. |

## *Additional Functions*

| | |
|---|---|
| **PF KEYS** | See the Appendix for an explanation of the standard PF Keys. |
| | |
| **PF6** | **History** |
| **Hist** | Displays the <u>hold history</u> for the selected vendor. |
| | |
| **PF7** | **Hold Source** |
| **HSrc** | Shows the <u>hold source code</u> and description. |

# Vendor Held by Agency

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)

```
  175 Vendors Held by Agency                             08/14/09 13:34
                                                        FY 2009 CC 15

   Screen: ___   Vendor: _____
                                         Hold              Panel: 01  More>>
          Vendor Name              Vendor Id   Rsn    Hold Reason Description
      -------------------------  -----------  ----  -------------------------
   _   SALLY SUE*SMITH            2vvvvvvvvv0  454   OVERPAYMENT TO VENDOR
   _   NOLAN*NORRIS               2vvvvvvvvv0  639   DEL PAYMENTS OF INCIDENTAL
   _   PAM P*PALMER               2vvvvvvvvv0  454   OVERPAYMENT TO VENDOR
   _   ROGER*REESE                2vvvvvvvvv0  639   DEL PAYMENTS OF INCIDENTAL
   _   IMA INEZ*INOLA             2vvvvvvvvv0  639   DEL PAYMENTS OF INCIDENTAL
   _   DON*DONALDSON              2vvvvvvvvv0  639   DEL PAYMENTS OF INCIDENTAL
   _   JERRY JIM*JONES            2vvvvvvvvv0  605   STUDENT DEF ON EMERG LOAN
   _   RODNEY*ROMAN               2vvvvvvvvv0  639   DEL PAYMENTS OF INCIDENTAL
   _   THOR DATA SYSTEMS          2vvvvvvvvv0  639   DEL PAYMENTS OF INCIDENTAL
   _   DARYN D*DENNISON           2vvvvvvvvv0  639   DEL PAYMENTS OF INCIDENTAL
   _   BROWN BONO*BOOKMAN         2vvvvvvvvv0  639   DEL PAYMENTS OF INCIDENTAL
   _   ELLA E*ENGLISH             2vvvvvvvvv0  639   DEL PAYMENTS OF INCIDENTAL
   _   PAUL*PAULSON               2vvvvvvvvv0  639   DEL PAYMENTS OF INCIDENTAL
   _   STANLEY SIMON*SHONEY       2vvvvvvvvv0  639   DEL PAYMENTS OF INCIDENTAL
                      **** Press ENTER to continue ****
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp              Agncy              Dload Left  Right
```

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

```
  175 State Hold Vendor ID Search                         08/14/09 13:34
                                                        FY 2009 CC 15

   Screen: ___   Vendor: _____
  <<More                           Hold                   Panel: 02
          Vendor Name              Rsn   Agency   Hold Date    Liability Amt
      -------------------------   ----   ------   ----------  --------------
   _   SALLY SUE*SMITH            454    760      01/07/2003        2881.90
   _   NOLAN*NORRIS               639    760      02/24/2009         100.00
   _   PAM P*PALMER               454    760      01/08/2003        4823.80
   _   ROGER*REESE                639    760      10/22/2008           5.00
   _   IMA INEZ*INOLA             639    760      02/23/2009         100.00
   _   DON*DONALDSON              639    760      02/25/2009         525.00
   _   JERRY JIM*JONES            605    760      03/03/2009        3740.07
   _   RODNEY*ROMAN               639    760      07/31/2002           5.00
   _   THOR DATA SYSTEMS          639    760      06/17/2003          35.00
   _   DARYN D*DENNISON           639    760      03/29/2005        5809.50
   _   BROWN BONO*BOOKMAN         639    760      05/20/2003          20.00
   _   ELLA E*ENGLISH             639    760      02/04/2005        1216.39
   _   PAUL*PAULSON               639    760      07/31/2002           5.00
   _   STANLEY SIMON*SHONEY       639    760      12/14/2004          40.00
                      **** Press ENTER to continue ****
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp              Agncy              Dload Left  Right
```

# 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**          30 characters
**Description:**         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.

**Liability Amt:**       13 digits
                         Identifies the <u>liability amount</u> owed by the vendor.


***Additional Functions***

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


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


**PF9**                  **Download**
**Dload**                <u>Download</u> the data using <u>Entire Connection</u>.

# 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**

```
  209 State Vendor Hold Maint AARON A*AABERG                  06/15/09 15:23
                                                              FY 2009 CC 15
     Screen: ___   Vendor: 2vvvvvvvvv0 DWAYNE D*DORMAN
           Send New Setup to TINS: _       PIN: 2vvvvvvvvv4 000

              Hold: Y                        +-------------------------+
                                             | All changes, except the |
        Hold Reason: 639                      | NOTE field, are sent to |
                                             | TINS                    |
     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.

# 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 = Overpymt 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.

*Vendor Change Information*

**Established:**       8 digits
                       Shows the <u>date</u> the vendor was <u>added</u> to FAMIS.

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

**Date Modified:**     8 digits
                       Shows the <u>date</u> the vendor information was <u>modified</u>.

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

## <u>*Additional Functions*</u>

**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 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.

**<u>Fields:</u>**

**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

**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.

**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. |

**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.

---

# Section VI
# Appendix

# Instructions

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

## 3270 Emulation Keys

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

### PF Keys

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

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

### TAB and BACKTAB Keys

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

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

### CLEAR Key

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

### RESET Key

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

---

**ERASE END OF FIELD Key**

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

```
    F0002 Record has been successfully added
    002 GL 6 Digit                                      03/03/94 14:56
                                                        FY 1994 CC AA

    Screen: ___   Account: 032365 ____         NAVSO, INC.

    Account Title: NAVSO, INC._____
```

# Message Line

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

```
   F6537 Please enter a valid six digit GL account
   002 GL 6 Digit                                          01/20/92 11:26
```
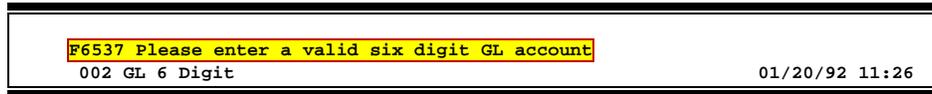
# Scrolling Through Data

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

# Help

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

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

# Escaping from a Pop-Up Window

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

# Field Help Using the F2 Program Function Key

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

### Screen 002 - GL 6 Digit

```
 002 GL 6 Digit                                           02/16/04 10:12
                                                          FY 2004 CC 02
   Screen: ___  Account: 010100 ____          ED & GEN INCOME-TUITION

   Account Title: ED & GEN INCOME-TUITION_____
   Resp Person: 5uuuuuu4  MASON, MARY M        Old Acct: NA_____
   Year-end Process: F   Reclassify: _  Reporting Group: __  Aux Code: ___
     AFR Fund Group: 10  Fund Group: FG  Sub Fund Group:     Sub-Sub: __
           Function: __
     Default Bank: 03000  Override: Y       SL Mapped Count: 18
   Alternate Banks: ***** _____ _____ _____ _____     Security: _____

                 Dept    S-Dept Exec Div  Coll Mail Cd Stmt
           Primary: REV__   _____   UN   AD        C6000    N
         Secondary: VTEA_   _____   AA   CD   VM   C4457    Y

         Fund Source: __  _____
          Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION
                       _____
       Account Letter: Y   Setup Date: 08/26/1991

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

A 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.
```

```
 +-------------------------------------------------------------------+
 |                                                                   |
 |            *** D I C T I O N A R Y - H E L P ***                   |
 |                                                                   |
 | VALUES                          MEANING                           |
 | ------------------------------  ----------------------------      |
 | BLANK                           NOT SPECIFIED                      |
 | 10                              INSTRUCTION                        |
 | 15                              RESEARCH                           |
 | 20                              PUBLIC SERVICE                     |
 | 25                              ACADEMIC SUPPORT                   |
 | 30                              STUDENT SERVICE                    |
 | 35                              INSTITUTIONAL SUPPORT              |
 | 40                              OPERATION & MAINT OF PLANT         |
 |                                                                   |
 | Lookup Value / . Menu  _____          |
 | Rule : IAFRS-FG-FS-PURP                  Default value is:         |
 | View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                             |
 | Field: FG-FS-PURP                                                  |
 |                                                                   |
 | PF1=Menu PF4=Exit                                                  |
 +-------------------------------------------------------------------+
```

# 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
                                                          FY 2004 CC 02
    Screen: ___  Account: 010100 ____          ED & GEN INCOME-TUITION

    Account Title: ED & GEN INCOME-TUITION_____
    Resp Person: 5uuuuuu4   MASON, MARY M        Old Acct: NA_____
    Year-end Process: F   Reclassify: _  Reporting Group: __  Aux Code: ___
      AFR Fund Group: 10  Fund Group: FG  Sub Fund Group:      Sub-Sub: __
            Function: __
       Default Bank: 03000  Override: Y       SL Mapped Count: 18
    Alternate Banks: *****  _____ _____ _____ _____       Security: _____

                    Dept    S-Dept Exec Div  Coll Mail Cd Stmt
            Primary: REV__   _____    UN   AD        C6000    N
          Secondary: VTEA_   _____    AA   CD   VM   C4457    Y

        Fund Source: __  _____
         Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION
                     _____
      Account Letter: Y   Setup Date: 08/26/1991

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

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

```
  +-----------------------------------------------------------------+
  |                                                                 |
  |              *** D I C T I O N A R Y - H E L P ***               |
  |                                                                 |
  |  VALUES                          MEANING                        |
  |  -----------------------------   --------------------------     |
  |  AP                              AUXILIARY PLEDGED              |
  |  AX                              AUXILIARY NON-PLEDGED          |
  |  BLANK                           NOT SPECIFIED                  |
  |  DF                              DESIGNATED FUNCTIONAL & GENER  |
  |  DS                              DESIGNATED SRVC-PROF FEES & S  |
  |  IA                              ANNUITY - INCOME ACTIVITY      |
  |  IP                              INVESTMENT IN PLANT            |
  |  LF                              LOANS - UNIVERSITY FUNDS       |
  |                                                                 |
  |  Lookup Value / . Menu  _____         |
  |  Rule : IAFRS-FG-FS-SUB-FUND-GR         Default value is:       |
  |  View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                         |
  |  Field: FG-FS-SUB-FUND-GR                                       |
  |                                                                 |
  |  PF1=Menu PF4=Exit                                              |
  +-----------------------------------------------------------------+
```

# Standard PF Keys

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

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

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

Exiting a pop-up window is done by pressing <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

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

## Extended Function Keys

**Accts**  **Accounts**
Displays a window of all responsible **accounts** and their portion of the total order.

```
+----------------------------------------------------------------+
|    F5628 End of accounts on document                           |
|  P P600026      *** Account Distribution ***                   |-
|                                                                |
|   CC  FY        Account               Description       Amount |
|   -- ---- ----------------- -------------------- --------------|
|   AM 1996 330001-00000-4050 TOM'S PC REPAIR            48.64   |
|   AM 1996 330001-00000-4010 ALLADIN PEST CONTROL       11.23   |
|                             Total all Accounts *       59.87   |
|                                                                |
|                                                                |
|                                                                |
|         PF3= Back to 280  PF4=Exit  PF5=BBA                     |
+----------------------------------------------------------------+
```

**AdDept**  **Additional Departments**

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

```
+----------------------------------------------------------------+
|                  Additional Departments/SubDepartments         |
| Doc: P400013                                                   |
|                          Dept            SubDept               |
|                          -----           -------               |
|                          CHEM                                  |
|                          MISP                                  |
|                          PURS                                  |
|                                                                |
|                                                                |
|                     Press <PF4> to Exit                        |
+----------------------------------------------------------------+
```

**Addr**  **Address**

Used to include more lines of address information.

```
+----------------------------------------+
|                                        |
| Addr: 11409 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: 186666666666635     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                                              |
+----------------------------------------------------------------------+
```

**BBA**  **Budget Balance Available**

Show any over budget messages that may pertain to a particular account on the document.

```
+-------------------------------------------------------------+
|    5628 End of accounts on document                         |
| P P400013     *** Budget Balance Available ***              |
|                                                             |
|  CC  FY      Account          Over Budget Message           |
|  -- ----  ----------------  -----------------------------   |
|  02 1994 133502-00000-8435                                  |
|                                                             |
|                                             PF4=exit        |
+-------------------------------------------------------------+
```

**Bkwd**  **Backwards**

Returns to the 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                          | |
| |        << 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| |
| +----------------------------------------------------------------------+ |
+--------------------------------------------------------------------------+
```

# 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 R400007        **** Document Item Inquiry ****                       |
|                                        PANEL: 01MORE>>                   |
| Nt Item         Description          Quantity PCd UOM    Extended        |
| -- -----  -------------------------- -------- --- ---- --------------    |
|     1.0 1.6 GB FORMATTED (USEABLE) FAS   1.00  X  EA        1,515.00     |
|                                                                         |
|                                                                         |
|    PF3= Back to 280     PF4=Exit      PF5=More Desc   PF6=Itm Ext        |
|    PF8=Itm Accts      PF9=Itm Notes   PF10=Left       PF11=Right         |
+-------------------------------------------------------------------------+
```

**Itm Accts**       **Accounts on a Document**
Displays the responsible **accounts** for the particular document **item** and their portion of the item total.

```
+---------------------------------------------+
|    5628 End of accounts on document         |
|  R R400007      *** Account Distribution *** |
|                                             |
|   CC  FY       Account          Amount      |
|   -- ----  ----------------  ---------------|
|   02 1994 511060-00000-8435      1,515.00   |
|                                             |
|                                             |
|                          PF4=exit  PF5=BBA  |
+---------------------------------------------+
```

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

```
+-------------------------------------------------------------------+
|              **** Document Item Extended Information ****          |
|                                                                   |
|  Document:       R400007 1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK |
|  Item:           1.0                                              |
|                                     Date Created:  09/22/93       |
|  Quantity:       1.00               Last Modified: 10/06/93       |
|  UOM:            EA                                               |
|  Unit Price:         1,515.0000  Commodity:     20534             |
|  Extended Price:      1,515.00  Tax:                              |
|  Prc Cd:         X               Print:                          |
|                                                                   |
|                                                  PF4=Exit         |
+-------------------------------------------------------------------+
```

**Itm Notes**       **Item Notes**
Displays notes that have been added to a particular document item.  Use the **Position at Line:** field to start the text at a particular line.  The **Page (F/B/E):** field scrolls **F**orward, and **B**ackwards through the text, or **E**nd to exit the window.

```
+-------------------------------------------------------------------+
|    7468 Note not found on file                                    |
|  R400007   1.0                          Position at line: ___     |
|    Line              ******** Note Text ********                  |
|            PROGRAM DIRECTOR, MARTHA M MALLARD REQUESTS__           |
|            TO REVIEW ALL MATERIAL ORDER UPON ARRIVAL.___           |
|            _____              |
|            MS MALLARD WILL BE RESPONSIBLE FOR DISPERSAL_           |
|            AMONG CONFERENCE ATTENDEES_____           |
|            _____              |
|                PF4=Exit                    Page (F/B/E): E         |
|                                                                   |
+-------------------------------------------------------------------+
```

**Left**          **Scroll Left**
Some 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 **F**orward, and **B**ackwards through the text, or **E**nd 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          _____    |
|    5          CONTACT DR. JULIE J. JONES FOR FURTHER_____     |
|    6          DETAILS/CLARIFICATION ABOUT THE REQUESTED____      |
|    7          ITEMS._____     |
|    8          _____    |
|    9          _____    |
|    10         _____    |
|    11         _____    |
|    12         _____    |
|            PF4=Exit   PF7=PItem   PF8=NItem    Page (F/B/E): _    |
+------------------------------------------------------------------+
```

**Pdesc**        **Purchasing Document Description**

Additional description for purchasing document items may be seen by pressing this PF Key.

```
+--------------------------------------------------------------------+
|                                                                    |
|   ITEM Description: yellow sticky note pads_____  |
|                     assorted sizes, including:_____  |
|                     15 2 1/2 in X 2 1/2 in pads_____  |
|                     9  2 1/2 in X 1 in pads_____  |
|                     9  3 1/2 in X 4 in pads_____  |
|                     _____  |
|                     _____  |
|                     _____  |
|                                                                    |
+--------------------------------------------------------------------+
```

**Rdesc**        **Receiving Item Description**

Displays a window where additional receiving item descriptions may be added/modified.

```
+--------------------------------------------------------------------+
|                                                                    |
|   ITEM Description: ONLY 1/2 OF EXPECTED ORDER ARRIVED WITH THIS_  |
|                     SHIPMENT._____ |
|                     PLEASE NOTIFY MS. MARTHA MALLARD AS SOON_____ |
|                     AS REMAINING SUPPLIES ARE RECEIVED SO THAT____ |
|                     THEY MAY BE DISTRIBUTED TO DEPARTMENT HEADS._  |
|                     _____  |
|                     _____  |
|                                                                    |
+--------------------------------------------------------------------+
```

**Right**        **Scroll Right**

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

**Ship**        **Shipping Address**

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

```
+------------------------------------------------------------------------+
|               **** Required Shipping and Text Information ****         |
|                                                                        |
|   Document    P400013                                                  |
|                                                                        |
|   Ship To      Address Nbr:              Invoice To     Address Nbr:   |
|   Name: DEPARTMENT OF CHEMISTRY          Name: DEPARTMENT OF CHEMISTRY |
|   Addr: ATTN:  EDGAR EBERT               Addr: ATTN:  EDGAR EBERT      |
|                                                                        |
|   City: COLLEGE STATION     State: TX  City: COLLEGE STATION    State: TX |
|    Zip: 778433255    Country:            Zip: 778433255    Country:    |
|     PH:            FAX:                   PH:            FAX:           |
|                                                                        |
|                                          Press <PF4> to Exit          |
+------------------------------------------------------------------------+
```

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

```
+--------------------------------------------------------------------------------+
|                    **** Sole Source and Emergency Information ****             |
|                                                                                |
|   Document:   R400007                                                          |
|                                                                                |
|   Sole Source (Y/N): N  Reason:                                                |
|                                                                                |
|     Emergency (Y/N): N  Reason:                                                |
|                                                                                |
|                                                   Press <PF4> to Exit          |
+--------------------------------------------------------------------------------+
```

**Track**       **Document Tracking**
Displays a document **tracking** window identifying all types of **action** that have gone against this document.  From within this window you may track any of the related documents by placing the cursor on any of the window lines and press <PF12> again.

```
+----------------------------------------------------------+
|  P P600026             Document Tracking                 |
|                                                          |
|         Class  Document  Item   Action    Date    Time   |
|         -----  --------  ------  --------  -------- ----- |
|   To                            CREATE   10/05/95  16:15 |
|   To                            CLOSED   10/12/95  10:30 |
|   To                            REOPEN   10/13/95  14:33 |
|   To                            CLOSED   10/13/95  14:35 |
|   To                            REOPEN   10/13/95  14:42 |
|   To                            CLOSED   10/13/95  14:49 |
|   To                            REOPEN   10/13/95  14:49 |
|   To                            CLOSED   10/13/95  14:51 |
|                                                          |
|             PF3= Back To 280  PF4=Exit  PF12=Track       |
+----------------------------------------------------------+
```

**Vndr**        **Suggested Vendors**
Displays all suggested vendor sources for a particular document.

```
+--------------------------------------------------------------------------------+
|                    **** Suggested Vendors Information ****                      |
|                                                                                |
|   Document:   R400007                                                          |
|                                                                                |
|    VID:            or FEI: 6xxxxxxx1   VID:            or FEI: 8xxxxxxx0        |
|        FALCO INDUSTRIES                    LEGACY SUPPLIERS                     |
|  Addr: 5555 ROSA CIRCLE               Addr: 1000 WALNUT HILL                    |
|        SACRAMENTO CA 95842                 BLOOMINGTON IN 77777                 |
|                                                                                |
|    PH: 800-333-0000 FAX: 916-333-1111  PH:            FAX:                      |
|                                                                                |
|                                                   Press <PF4> to Exit          |
+--------------------------------------------------------------------------------+
```

# Vendor Screens List

# Appendix – Vendor Screen Information (cont'd)

# Glossary

**A**

**ABR**

See Automatic Budget Reallocation.

**ABR Pool Table**

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

**Account**

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

**Account Control**

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

**Account ID**

A 6-digit identification number for an account.

**Account Number**

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

**Accounts Payable**

An application of the Financial Records System (FRS). AP processes vendor payments and keeps track of financial activity involving vendors.

**Action/Context Line**

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

**Alias**

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

**AP**

See Accounts Payable.

**Attributes**

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

**Automatic Budget Reallocation (ABR)**

When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

**B**

**Bank Transfer**

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

**Batch/Session**

A collection of related transactions entered into the system with a header record and control totals, usually prepared by one person or subsystem feed.

**Batch Interface**

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

**BBA**

See Budget Balance Available.

**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.

# C

**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.

**Currency Code**

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

**Cycle**

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

**D**

**Data**

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

**Database**

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

**Data Control**

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

**Data Element HELP**

An on-line feature that assists the user by providing immediate information about any particular field on a screen.

**Data Entry**

A means for adding information into the system.

**Default**

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

**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.

**Dollar Limit**

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

**Drop Flag**

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

**E**

**Encumbrance**

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

**Endowment**

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

**Endowment Income**

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

**Entry Code**

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

**F**

**FA**

See Financial Accounting.

**Feed**

Transactions from other systems that are transferred to the FRS.

**Field**

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

**File**

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

**Financial Accounting (FA)**

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

**Financial Records System (FRS)**

A system that supports the financial record-keeping and reporting of a college or university.

**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.

**Fund**

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

**Fund Balance**

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

**Fund Group**

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

**Fund Group ID**

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

**Fund Transfer**

A movement of dollars from one fund balance to another.

# G

**General Ledger (GL)**

A balance sheet account for the institution.  All GL account numbers begin with "0" (zero).

**GL**

See General Ledger.

**GL/SL Relationships**

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

**Global Subcode Edit (GSE)**

A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

**GSE**

See Global Subcode Edit.

# H

**Header**

That portion of a Purchasing document containing basic information such as the document's number, the date and amount.

**HELP**

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

# I

**Indirect Updating**

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

**Inquiry Screen**

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

**Interface**

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

**Interfund Borrowing**

The transfer of an asset or liability from one fund to another.

## J

**JCL**

See Job Control Language.

**Job Control Language (JCL)**

A problem-oriented language, used in IBM that expresses the statements of a processing job.  It is also used to identify the job or describe its requirements, usually to an operating system.

**Journal Entry**

A non-cash transfer of dollars between two or more accounts.

## L

**Ledger**

A collection of account records for an organization.  FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense).  See also General Ledger and Subsidiary Ledger.

**Liability Account**

In AP, a GL account that is credited for the liability when a voucher is processed.  Any GL account that accepts a transaction creating a liability.

## 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.

**Run Parameter**

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

## S

**6-Digit Account**

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

**Screen HELP**

An 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.

**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.

# U

**Update Screen**

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

# V

**Valid Value**

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

**Value-Based**

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

**Vendor**

A provider of goods and/or services.

**Vendor Addresses**

See Order-From Addresses and Remit-To Addresses.

**Vendor Automatic**

A feature that automatically assigns a specific Number Assignment to the vendor in the Action/Context Line.

**Vendor Commodity**

A good or service purchased from a specific vendor.

**Vendor File**

A record of all attributes, dollar data, and control information for all vendors.