

# 1099/W2 Maintenance & Screens User Manual

Version 2.1  
January 2021

---

FAMIS Services  
The Texas A&M University System



# Table of Contents

---

<b>I</b>	<b>FAMIS 1099 Processing</b>	<b><u>PAGE</u></b>
	Overview .....	I-3
	1099 Process Flow .....	I-4
	1099 Business Process and Annual Cycle .....	I-5
	Tax Year Processing – January .....	I-8
	January Processing – Voucher Selection and Loading the 1099 Reporting Tables .....	I-8
	January Processing – Selection Criteria .....	I-8
	VBYR206 Report during January .....	I-10
	January Processing – FAMIS Screens 180 through 189 Editing .....	I-10
	Non A/P Payments .....	I-10
	Address Mapping .....	I-11
	Employees, W2s and Workday .....	I-11
	FAMIS Process Complete – 1099 Pro Process Begins .....	I-12
	1099 Corrections and Reprints .....	I-12
	FAMIS Operations Process .....	I-13
	Job F13VR200 – Select and Extract FAMIS Vouchers .....	I-13
	Job F13VR201 – Load IRS 1099 Working Tables .....	I-13
	Job F13VR205 – Reports during Working Period .....	I-13
	1099 Pro data file uploads .....	I-13
	1099 Pro – IRS Error Handling .....	I-13
	1099 Extracts and Reports .....	I-14
	FAMIS 1099 Tables .....	I-16
	IAFRS-VO-1099-FG .....	I-16
	IAFRS-VN-1099-1042-CD .....	I-17
	IAFRS-VN-VNDR-TYPE-CD .....	I-18
	IAFRS-VN-SC-OWNER-CD .....	I-19
 <b>II</b>	 <b>1099 Inquiry and Maintenance</b>	
	M18      1099/W2 Menu .....	II-3
	Screen 180      1099-MISC Record Add/Modify/Delete .....	II-4
	Screen 182      1099-MISC Vendor Browse/Delete .....	II-7
	 Screen 187      1099-INT Record Add/Modify/Delete .....	 II-9
	Screen 188      1099-INT Vendor Browse/Delete .....	II-12
	 Screen 184      1099-G Record Add/Modify/Delete .....	 II-14
	Screen 189      1099-G Vendor Browse/Delete .....	II-17

## Table of Contents (cont'd)

---

### **III W2 Inquiry and Maintenance**

Screen 181	W2 Record Add/Modify/Delete .....	III-3
Screen 183	W2 SSN Browse/Delete .....	III-6
	W2 Extracts/Reports .....	III-8

### **IV Appendix**

	Instructions.....	IV-3
	Standard PF Keys .....	IV-8

# Section I

## FAMIS 1099 Processing

---



# Overview

---

## Summary

The FAMIS 1099 process is a series of IT processes combined with end-user 1099 processor actions that result in the creation and delivery of the IRS-required 1099 documents.

The FAMIS A/P Voucher data table is scanned for payments made during the tax year, and based on moderately complex selection criteria, voucher payments are selected for 1099 processing and review. FAMIS provides a series of screens that allow 1099 processors in each A&M System business office to edit and adjust the voucher records that have been selected.

The business offices are given about three weeks to make the necessary edits and adjustments and then the editing process is closed and final reports are produced. The data is then packaged up and sent to the 1099 Pro application.

The 1099 Pro application allows for further edits and review, but ultimately the 1099 Pro application is used to mail and print the 1099 forms, create the files and file the 1099 files with the IRS.

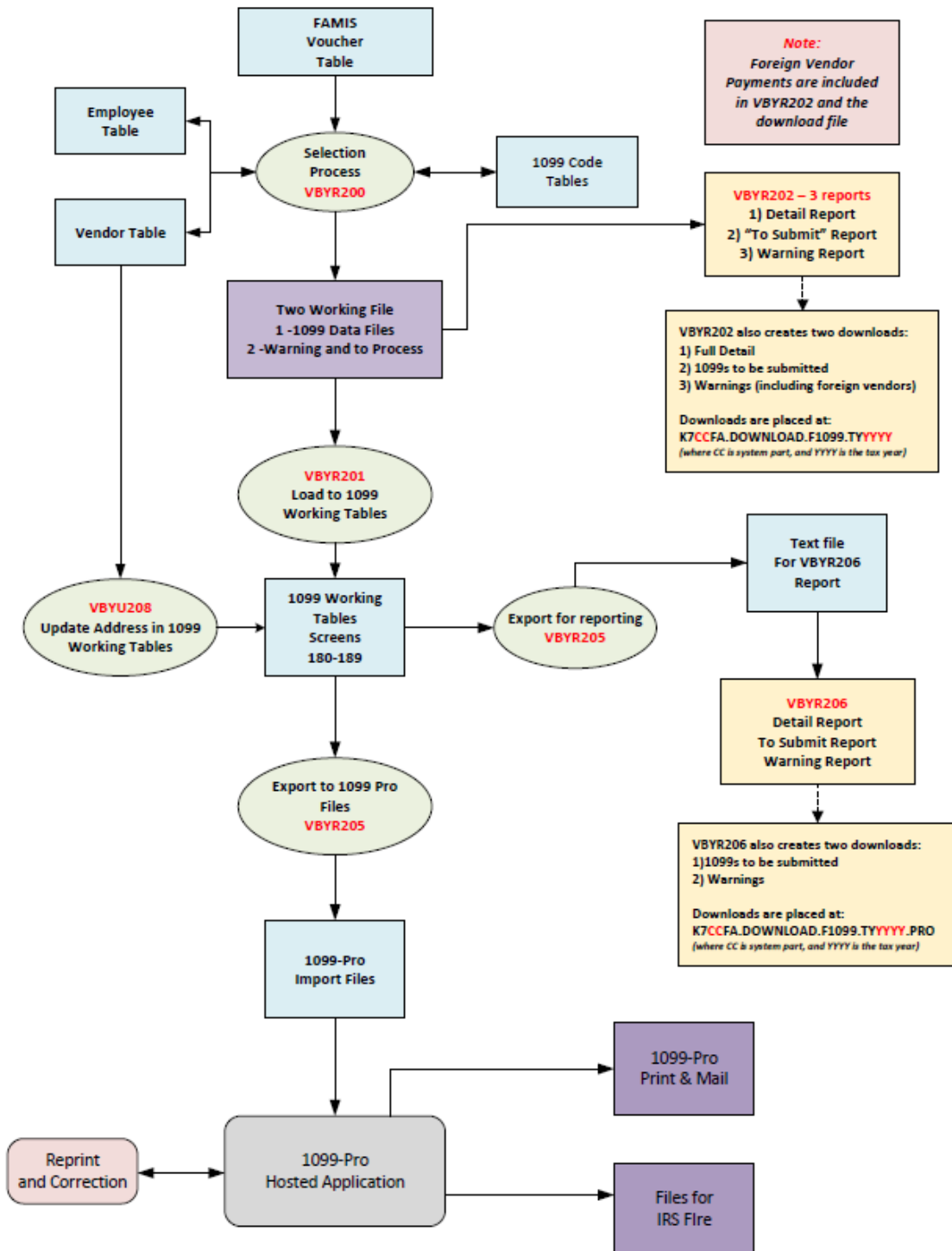
## Background

In October 2020, much of the FAMIS process was rewritten to simplify and streamline a process that had become technically fragmented and confusing. It was also not well documented.

Overall, the changes can be summarized as follows:

- Voucher selection is now streamlined and was moved to a single program: VBYP200. Significant hardcoding has been removed and moved into the FAMIS control tables.
- Coding for the 1099-G object code is now in the standard table.
- Coding for interest vouchers and GL Code 1616 are now in the standard table.
- IT batch processes now run all A&M System members at the same time.
- Creation of the IRS Fire files is now the responsibility of the 1099 Pro application.
- 1099 thresholds are applied at the IRS form box level, not at the overall form level.
- The 1099 Pro application will provide the ability to reprint, correct, and submit 1099 forms.

FAMIS 1099 Process – Data Flow Diagram



Syncplicity\SEA Projects (Mark Schulz)\1099ChangesTaxYear2020\Documentation\FAMIS-1099-Data-Flow-Diagram.vsd



# 1099 Business Process and Annual Cycle

## Set Up the Object Code Tables for the New Tax Year

In February, after completion of the prior tax year processing, the 1099 object codes should be reviewed and set up for the new year.

The System Office of Budgets and Accounting (SOBA) maintains a master object code database. As of October 2020, this can be found at <https://apps1.system.tamus.edu/objcodes/>. SOBA staff should review that database for accuracy and compare it to the FAMIS control tables.

FAMIS support staff must set up and review the object code tables the new tax year.

- Table of 1099 object codes
  - FAMIS tables 1099-SUBCDYYYY, where YYYY is the tax/calendar year
  - Maintained and viewable in FAMIS Screen 853
- Table of 1099 exception / override codes
  - FAMIS tables 1099-SUBCDYYYYE, where YYYY is the tax/calendar year
  - Maintained and viewable in FAMIS Screen 853
  - These codes are the Medical and Legal payments codes that force voucher items to move into the 1099 process regardless of the vendor type.
- Table of reimbursement object code (primarily Travel)
  - FAMIS tables 1099-SUBCDYYYYR, where YYYY is the tax/calendar year
  - Maintained and viewable in FAMIS Screen 853
  - These codes are for reimbursable expenses.
  - Special business logic in the selection rules excludes payments to TAMUS employees from being added to the 1099 working database.

```
853 Generic Table                                12/04/20 06:15
                                                CC 01
Screen: ____ Campus Cd: ** Table Type: 1099-SUBCD2020_
Start From: _____

Func      Maint.
Code      on 853      Data
-----
- 1616G   - 7
- 1775    - 3
- 1925    - W2-Q
- 1926    - W2-Q
- 1930    - W2-Q
- 1935    - W2-Q
- 1940    - W2-E
- 1985    - 7
- 3050    - W2-M
- 3055    - W2-M
- 3060    - W2-M
- 3150    - W2-M

*** Press enter for more entries ***
```

### During the Tax Year – Reporting and Review

During the tax year, the VBYP202 report (report ID VxxVR202) will be run periodically and placed in the Laserfiche Accounts Payable folder. The primary purpose of this process is to give the business office a preview of the upcoming 1099 reporting cycle and also to address and handle any 1099 adjustments early.

Three reports are produced by VBYP202:

- **Full Detail:** The full detail report shows every voucher that has been selected for 1099 processing. Not every payment that is selected will result in a 1099; when aggregated many payments may not reach the threshold, and no 1099 will be created.
- **1099 Forms Created:** This report shows only the aggregate totals by taxpayer ID and only includes the forms that meet the appropriate threshold for that payment type.
- **1099 Warning and Review:** This report currently has six categories of payments that should be reviewed by the business office:
  1. **W2-Employees:** This list will not trigger 1099s but should be reviewed to see if an emolument should be recorded in Workday to reflect a taxable payment to an employee.
  2. **Foreign Vouchers:** Payments made to vendors marked as foreign vendors. These payments are not included in the 1099 process.
  3. **Alternate Vendors:** A list of vouchers for which the alternate vendor has been used.
  4. **Employees:** Payments made to employees that are 1099 reportable. Since a 1099 should not be generated for an employee, an emolument should be entered in Workday for the payment amount, and the voucher should be marked “N” during the 1099 reporting editing cycle in January.
  5. **Vendor 1099=N:** The vendors were set up and marked as 1099=N. However, these vouchers are now included in the 1099 process and subject to review.
  6. **Medical and Legal:** All payments on the Medical / Legal object codes are 1099 reportable regardless of the vendor type. These should all be reviewed.

The data from the three reports above are also now available for download in CSV files. These files are written to each system member’s download area:

K7xxFA.DOWNLOAD.F1099.TYyyyy.\*\*\*

- K7xxFA.DOWNLOAD.F1099. TYyyyy.DETAIL.CSV
  - This file has all voucher detail that has been select for 1099 processing. Note that this file includes vendor payments that may have not met the reporting amount threshold.
- K7xxFA.DOWNLOAD.F1099. TYyyyy.SUBMIT.CSV
  - This file has all a single row for each 1099 that will be submitted. Only payments that aggregate and exceed the reporting threshold will be included
- K7xxFA.DOWNLOAD.F1099. TYyyyy.WARN.CSV
  - This file contains all warnings as described in the previous section.

Contact the FAMIS support team for instructions on how to download the CSV files. Requests for access to the download files should be sent to the member FAMIS Security Administrators. If approved, they will forward the request on to FAMIS Security.

### Annual Review –August to October of the Tax Year

SOBA staff, FAMIS Operations, and FAMIS support staff should take the following actions:

- Review IRS regulations for potential changes that impact the process.
  - Specifically review box reporting amount thresholds
  - Review form or box number changes
- Review 1099 Pro Filer (Payer) mappings and addresses.
  - Each TAMUS System member (except campus 26 and 27, which are included with 01-System offices, is defined as a payer or filer in the 1099 Pro application.
  - This configuration should be reviewed by TAMUS/SOBA staff each year.
- Determine if 1099 Pro has any changes to its software that will impact TAMUS and its integration to 1099 Pro.
  - Review 1099Pro form upload mappings in conjunction with any integration changes.
- Review object code table setup and configuration (Section 3.1).
- Review and adjust Tables of TAMUS IRS codes used on form 1099-xxxx (G, INT, MISC and NEC). (See VBYP205 developer notes below for detail.)
  - 1099-G-BOX
  - 1099-INT-BOX
  - 1099-MISC-BOX
  - 1099-NEC-BOX

### Vendor Setup and Vendor Ownership Codes

System members should ensure that vendors are being set up with proper ownership codes so that 1099 processing will be accurate.

Utilization of the FAMIS Master Vendor table can assist members in this assurance. Although the Master Vendor table was created for use in AggieBuy, the vendors created on this table are available for use by any member, including those not participating in AggieBuy. The Master Vendor table is maintained by the TAMU Vendor Setup Team; their website is:

<https://fmo.tamu.edu/accounts-payable/vendor-setup/>

### Voucher Entry

System members should be reminded that they can override 1099 processing rules as they enter and process vouchers in the FAMIS A/P system. Setting the voucher 1099 flag to “N” will prevent a voucher payment from being selected for 1099 processing. Forcing a voucher 1099 flag to a reportable code will cause that voucher to be selected for 1099 processing.

# Tax Year Processing - January

---

This section of the document enumerates the steps and procedures that must be taken in order for the 1099 process to be completed.

## **January Processing – Voucher Selection and Loading the 1099 Reporting Tables**

On or about January 4 or 5 of the new year, 1099 processing season begins.

The VR200 and VR201 processes are run to identify and select vouchers for loading to the FAMIS 1099 working tables. These tables are viewable and maintained in FAMIS Screens 180 through 189.

Another version of the VBYR202 report will also be produced.

## **January Processing – Selection Criteria**

This section provides the detailed business logic used to select FAMIS vouchers for the 1099 selection process.

### FAMIS Voucher Table

The FAMIS voucher table is scanned to find all vouchers with a check date or a state voucher print date in the tax year. Voided, dropped and canceled voucher are excluded.

Prompt pay interest pending vouchers are also scanned in the rare case that a check dated in December does not have its prompt pay interest accounting posted until January.

### Foreign Vendor Voucher Payments

Any payment made to a vendor with an “R” (foreign) ownership code is bypassed and not selected for 1099 processing. All bypassed foreign vouchers are written to the VBYR202 warning report and are also added to the warning CSV file. (See note in Section 3.2 above).

### Voucher Payments on GL Object Code 1616

GL payments made on Object Code 1616 are always included and selected for 1099 processing. This object code is now found on the standard 1099 Object Code table.

### Payment Card Vouchers - Excluded

Voucher payments made for purchases on the A&M System payment card program are excluded from the selection process. These are identified as:

- Payments made to the Credit Care Vendor. Currently identified by a hard-code on the Vendor ID
- Vouchers with a voucher type of “C” and a USAS doc type of “2”. These voucher originate from Concur and are for the payment card program. Vouchers from the travel/expense part of Concur could be included if they meet the other criteria.

### Voucher Payments to Employees

The voucher taxpayer ID is compared to the FAMIS employee tables received from Workday. If a payment was made to a vendor that is matched to the employee table, then the voucher is flagged as an employee payment.

Two notes:

- Voucher payments to employees that are for reimbursable expense (e.g., travel) are not selected and NOT loaded to the 1099 working tables.
- Vouchers flagged as payments to employees are included in the FAMIS 1099 working tables. They are also included in the warning report. 1099 processors should do the following:

Process for employees:

- If the employee is an active employee, ensure they have an emolument created in Workday to ensure proper taxes are withheld and paid
- Once the emolument is entered, the employee payment voucher can be marked as 1099=N on FAMIS Screen 180.

### Prompt Payment Interest Vouchers

Prompt payment interest vouchers are identified on the regular 1099 table with an "I" TAMUS IRS mapping code. As of October 2020, these include GL Subcode 5680 and SL Subcode 6230.

- No vendor ownership codes are excluded from selection of prompt payment interest. All of these vouchers are passed to the 1099 working databases.

### Vouchers for Medical and Legal Payments

All payments on the Medical / Legal object codes are 1099 reportable regardless of the vendor type.

No ownership exceptions are made for voucher payments and legal payments. However, all of these payments are written to the VBYP202 warning report and also the warning CSV file for review.

### Vouchers for Reimbursements

Payments made to vendors using the object codes on the 1099E table (exception table) are selected for 1099 processing unless the vendor or the alt-vendor is marked as vendor type code equals 'EM'.

Payments on reimbursable expenses are generally travel expenses.

### All Other Voucher Payments

The following vendor ownership codes are excluded from the remaining selection criteria:

- C – professional corporations
- U – state agency / university
- T – Texas corporation
- O – Out-of-state corporations
- G – Governmental entities

For all other vendor ownership codes, if the voucher payment object code is found on the regular 1099 table or on the 1099-R (reimbursement) object table, the voucher will be selected for 1099 processing.

The one exception to the above rule is if the voucher itself was coded as 1099=N when created in FAMIS.

## Tax Year Processing - January (cont'd)

---

### Note on Alternate Vendor Processing

The FAMIS alternate vendor will be used if the payment voucher was paid on one of the “reimbursement” object codes, and an alternate vendor exists.

Prompt pay interest payments for reimbursement voucher will also use an alternate vendor, if one is present.

### **VBYS206 Report during January**

During January, the VBYS206 report will be run on a daily basis and added to the system member’s Laserfiche repository.

While many voucher payments may be loaded into the 1099 working tables, aggregate payments to vendors must exceed IRS thresholds before an actual 1099 form is created and sent.

The VBYS206 report will perform the aggregation and filtering so that only 1099 forms to be sent will be present on the report.

The data from the VBYS206 report creates downloads in CSV files. These files are written to each system member’s download area: K7xxFA.DOWNLOAD.F1099.TYyyyy.\*\*\*

- K7xxFA.DOWNLOAD.F1099. TYyyyy.PRO.WARN.CSV
  - This file has any warnings reported for each 1099 to be submitted.
- K7xxFA.DOWNLOAD.F1099. TYyyyy.PRO.SUBM.CSV
  - This file has the data for each 1099 to be submitted

Additionally, the VBYS206 report will:

- Inspect change to the 1099 flag made in the FAMIS 1099 working data tables and include or exclude voucher payments as specified in those tables.
- Apply any vendor address and type changes in the Vendor table to the 1099 working tables as long as the individual working table record has not been previously updated through screens 180, 184 and 187.

### **January Processing – FAMIS Screens 180 through 189 Editing**

FAMIS Screens 180 through 189 are to be used by 1099 processors to accomplish the following tasks:

- Change the 1099 flag on a particular voucher payment, usually to exclude it from the process.
- Add payments that may have been missed to the FAMIS 1099 working database.
- Correct tax IDs, addresses, and other items as needed.

### Non A/P Payments

Non-A/P payments may be reported via the 1099 process by making a manual entry on Screen 180 (MISC) or Screen 187 (INT). The process is as follows:

- Type a “dummy” voucher number and voucher item number on the Action Line. Leave Pull from A/P field as “N,” and press <ENTER>.
- Enter the Net Amount, a Vendor number, Federal Tax ID, and IRS Indicator (Reporting Box) fields.
- These entries can be validated by reviewing the VBYS206 report on the following day to verify that the entries do appear on the report.

## Tax Year Processing - January (cont'd)

---

### Notes on Address Mapping

Addresses on the FAMIS Vendor table and contain four address lines as well as the City, State, and Zipcode.

The IRS 1099 forms and 1099-Pro allow for addresses as follows:

- a Payee Name
- a second line for Payee name
- address Line 1
- and address Line 2

The FAMIS integration with 1099-Pro (and subsequently the IRS) maps the address lines as follows:

When the address on screen 180 (or 184 or 187) in FAMIS contains one or two address lines:

- Vendor name is mapped to Payee name
- The second line for Payee name is left blank
- Address line one is mapped into the "Address Deliv / Street" column.
- Address line two is mapped into the "Address Apt / Suite" column.

When the address on screen 180 (or 184 or 187) in FAMIS contains three or four address lines:

- Vendor name is mapped to Payee name
- Address line one is mapped into the Payee Name 2 column
- Address line one is mapped into the "Address Deliv / Street" column.
- Address line two is mapped into the "Address Apt / Suite" column.
- Address line four is not mapped to column and will not be included in the IRS file or on the 1099 mailer.

***Also Note: Any address line beginning with an exclamation point will be skipped during the upload extract process (VBYR205).***

### **Employees, W2s and Workday**

The FAMIS VBYR202 report now contains a record of voucher payments made to employees. The warning CSV file also contains payments made to employees who will be receiving W2 forms.

*See the 1099 Extracts/Reports section for detailed information on the VBYR202 warning report.*

These payments should be reviewed. Process for employees:

- If the employee is an active employee, ensure they have an emolument created in Workday so that proper taxes are withheld and paid.
- Once the emolument is entered, the employee payment voucher can be marked as 1099=N on FAMIS Screen 180.

***All previous reports from BPP or FAMIS or BPP are now obsolete, including VBYR152, VBYR153, VBYR154, VBYR155, VBYR9105, VBYR9106, VBYR9107, and VBYR9108.***

### **FAMIS Process Completed - 1099 Pro Process Begins**

The A&M System now uses software from 1099 Pro to print, mail, file and make corrections to 1099 forms after the process in FAMIS is complete.

***This will normally be around the 23rd or 24th of January.***

At the completion of the FAMIS process, aggregate data (as shown on the VBYS206 report) will be placed in files and sent by the FAMIS support staff to 1099 Pro.

- Data will be imported into 1099 Pro.
- Final validations will occur.
- Forms will be scheduled and sent for printing and mailing.
- Data will be sent to the IRS.

### **1099 Corrections and Reprints**

Beginning in Tax Year 2020, the A&M System will begin to use 1099 Pro software for two additional purposes:

- Reprints can be done in 1099 Pro, and PDFs can be printed or emailed to vendors.
- 1099-C corrections can be issued and sent to the vendors and the IRS.

Access to 1099 Pro will be extended to two users per member; this restriction is due to the limitation on the number of licenses the A&M System has in the contract with 1099 Pro.

Users requesting access should complete the 1099 Pro Access Request Form. Once it has been reviewed and approved by their supervisor, it should be emailed to [FAMIS-Security@tamus.edu](mailto:FAMIS-Security@tamus.edu) for processing.



# FAMIS Operations Production Process

---

## **Job F13VR200 – Select and Extract FAMIS Vouchers**

The process reads the FAMIS voucher tables for all system members and creates two files:

- The master warning file
- The file used for reporting in VBYP202. This file is also used in VBYP201 for loading up the FAMIS working 1099 databases.

Program VBYP202 is included in this job and is run for all members.

- Frequency: April, June, September, November – reporting only
- Separates the warning file by system member and creates the CSV files for download
- Produces reports for each system member (all members in this job)

## **Job F13VR201 – Load IRS 1099 Working Tables**

- Frequency: Once a year only
- Loads data from the file created by F13VR200 to working files

## **Job F13VR205 – Reports during Working Period**

- Runs VBYP205 for all members in a single pass
- Runs VBYP206 for each system member
- Frequency: daily during the January 1099 season
- Produces files and reports from the 1099 working database
- Specifies the tax year and retrieves data for that tax year from the 1099 working database

## **1099 Pro data file uploads**

- Steps to log on to 1099 Pro and execute the tasks

**Additional documentation coming. Previous documentation may be referenced for now.**

## **1099 Pro – IRS Error Handling**

- 1099 Pro provides feedback back on IRS answers to the IRS file process.

**More information to follow.**

# 1099 Extracts and Reports

---

- VBYS200** Reads the FAMIS voucher tables for all system members and creates two files:
- The master warning file
  - The file used for reporting in VBYS202. This file is also used in VBYS201 for loading working 1099 databases into FAMIS
- VBYS202** Three reports are produced by the VBYS202:
- Full Detail:  
The full detail report shows every voucher that has been selected for 1099 processing. Not every payment that is selected will result in a 1099; when aggregated many payments may not reach the threshold, and no 1099 will be created.
    - This report is also available in a download:  
K7xxFA.DOWNLOAD.F1099.TYyyyy.DETAIL.CSV
  - 1099 Forms Created:  
This report shows only the aggregate totals by taxpayer ID and only includes the forms that meet the appropriate threshold for that payment type.
    - This report is also available in a download:  
K7xxFA.DOWNLOAD.F1099 TYyyyy.SUBMIT.CSV
  - 1099 Warning and Review:  
This report currently has six categories of payments that should be reviewed by the business office:
    1. W2-Employees: This list will not trigger 1099s but should be reviewed to see if an emolument should be recorded in Workday to reflect a taxable payment to an employee.
    2. Foreign Vouchers: Payments made to vendors marked as foreign vendors. These payments are not included in the 1099 process.
    3. Alternate Vendors: A list of vouchers for which the alternate vendor has been used.
    4. Employees: Payments made to employees that are 1099 reportable. Since a 1099 should not be generated for an employee, an emolument should be entered in Workday for the payment amount, and the voucher should be marked "N" during the 1099 reporting editing cycle in January.
    5. Vendor 1099=N: The vendors were set up and marked as 1099=N. However, these vouchers are now included in the 1099 process and subject to review.
    6. Medical and Legal: All payments on the Medical / Legal object codes are 1099 reportable regardless of the vendor type. These should all be reviewed.
    - This report is also available in a download:  
K7xxFA.DOWNLOAD.F1099 TYyyyy.WARN.CSV

## 1099 Extracts and Reports (cont'd)

---

- VBYS201** Loads working 1099 databases into FAMIS for edits.
- VBYS205** Creates an extract of the current working 1099 database to be reported on VBYS206 and creates a formatted file of data to meet IRS requirements to be imported into 1099 Pro for printing and IRS submission.
- VBYS206** Produces reports of 1099-G, 1099-INT, 1099-MISC and 1099-NEC data that will be printed on forms and sent to the IRS electronically. Two reports are created by the VBYS206
- 1099 Forms Created:  
This report shows only the aggregate totals by taxpayer ID and only includes the forms that meet the appropriate threshold for that payment type.
    - This report is also available in a download:  
K7xxFA.DOWNLOAD.F1099 TYyyyy.PRO.SUBM.CSV
  - 1099 Warning  
This report shows a list of payments that could be errors on the submission of 1099s
    - This report is also available in a download:  
K7xxFA.DOWNLOAD.F1099 TYyyyy.PRO.WARN.CSV
- VBYS208** Produces a report of vendor address and type changes in the Vendor tables that have been applied to the 1099 working tables. Changes are only applied to records that have not been previously updated through screens 180, 184 and 187.

# FAMIS 1099 Tables

There are multiple tables that are used in the FAMIS 1099 processing. These can be used to flag vendors, vouchers and identify the subcodes that will be included. The information displayed is current as of the 2020 fiscal year.

## Table IAFRS-VO-1099-FG

This table provides the values for marking the (In this document, this is referred to as the TAMUS IRS IND) on the voucher create screens, Screens 104, 112 and 345. This field is displayed on the Voucher Line Item Inquiry, Screen 169.

- Voucher lines with 1099 field) marked as “N” are excluded from the 1099 extract.
- Voucher lines with 1099 field marked as “F” are excluded from the 1099 extract, but are written to the warning report for I foreign vendor reporting evaluation.
- When this field is set to any other values listed in this table, the voucher line is included in the extract.
- TAMUS IRS IND = “G” will create a 1099-G Form
- TAMUS IRS IND = “I” will create a 1099-INT Form
- TAMUS IRS IND = “7” will create a 1099-NEC Form
- All other values for TAMUS IRS IND create a 1099-MISC Form

```

899 Maintain Dictionary Values                                01/07/21 10:10

Screen:  ___ Campus Code: ** Field Name: IAFRS-VO-1099-FG
Field Value: _____

F   Field Value      Field Translation
-   A                CROP INSURANCE(AFTER 1997)
-   B                EXCESS GOLDEN PARACHUTE
-   BLANK            NOT REQUIRED
-   C                GROSS PROCEEDS PAID TO ATTORNEY
-   F                FOREIGN INDIV - 1042S REPORTABLE
-   G                FORM-G: GRANTS
-   I                FORM INT:INTEREST
-   N                NOT 1099 REPORTABLE
-   0                CROP INSURANCE(CODE BEFORE 1998)
-   1                RENTS
-   2                ROYALTIES
-   3                OTHER INCOME
-   4                FEDERAL INCOME TAX WITHHELD
-   5                FISHING BOAT PROCEEDS
-   6                MEDICAL AND HEALTH CARE PAYMENTS

**** No Records Found ****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                                CCopy Left  Right
  
```

```

899 Maintain Dictionary Values                                01/08/21 13:43

Screen:  ___ Campus Code: ** Field Name: IAFRS-VO-1099-FG
Field Value: _____

F   Field Value      Field Translation
-   7                FORM NEC:NON-EMP COMPENSATION
-   8                SUBSTITITUTE PAYMT FOR INTEREST
-
-
-
-
-
-
-
-
-
-
**** End of Data ****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                                CCopy Left  Right
  
```

**Table IAFRS-VN-1099-1042-CD**

This table provides the values for marking the 1099 flag on the vendor set up screens. These include the Master Vendor Add/Modify, Screen 401 and the Member Vendor Add/Modify, Screens 103 and 203.

- When this field is set to "N", payments are excluded from the 1099 extract.
- When this field is set to "2", payments are excluded from the 1099 extract, but are written to the warning report for foreign vendor reporting evaluation.
- When this field is blank, payments will need to be analyzed at the voucher level.
- When this field is set to "Y," payments are included in the extract.

899 Maintain Dictionary Values		01/08/21 13:12
Screen: ____	Campus Code: **	Field Name: IAFRS-VN-1099-1042-CD
	Field Value:	
<b>F</b>	<b>Field Value</b>	<b>Field Translation</b>
-	BLANK	ANALYZE AT VOUCHER LEVEL
-	C	CORPORATION
-	E	EMPLOYEE
-	F	FOREIGN INDIVIDUAL
-	I	INDIVIDUAL
-	M	MEDICAL/HEALTH CORPORATION
-	N	NOT 1099 REPORTED
-	O	OTHER
-	P	PARTNERSHIP
-	R	REAL ESTATE
-	S	SUB CHAPTER S CORP
-	Y	1099
-	2	1042
-		
**** End of Data ****		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		CCopy Left Right



Table IAFRS-VN-SC-OWNER-CD

899 Maintain Dictionary Values		01/08/21 13:49
Screen: ____	Campus Code: **	Field Name: IAFRS-VN-SC-OWNER-CD
	Field Value:	
F	Field Value	Field Translation
- 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, JOINT_
- O		OUT-OF-STATE CORPORATION
- P		PARTNERSHIP
- R		FOREIGN
- S		SOLE PROPRIETORSHIP
- T		TEXAS CORPORATION
- U		STATE AGENCY/UNIVERSITY
**** End of Data ****		
Enter-	PF1---	PF2---
	PF3---	PF4---
	PF5---	PF6---
	PF7---	PF8---
	PF9---	PF10--
	PF11--	PF12---
Hmenu	Help	EHelp
	CCopy	Left Right





# Section II

## 1099 Inquiry and Maintenance

---



# 1099-MISC Record Add/Modify/Delete

---

The 1099/W2 Menu (M18) provides a list of screens that may be used for adding, modifying or deleting the 1099/W2 information in FAMIS.

```
M18 1099/W2 Menu                                01/08/21 14:03
                                                FY 2021 CC 02
Screen: ___ Vendor: _____ Voucher: _____ Account: _____

      -*----- 1099 Information -----*

          180 1099-MISC Data Maintenance
          182 1099-MISC Browse & Maintenance

          187 1099-INT Data Maintenance
          188 1099-INT Browse & Maintenance

          184 1099-G Data Maintenance
          189 1099-G Browse & Maintenance

      *----- W2 Information -----*

          181 W2 Data Maintenance
          183 W2 Browse & Maintenance

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

# Screen 180 – 1099-MISC Record Add/Modify/Delete

Screen 180 is used as part of the Federal Government 1099-MISC and 1099-NEC tax reporting process, and is used to access and edit the 1099 data in FAMIS. The information shown is pulled from the voucher file according to the selection criteria, which makes a payment reportable as a 1099-MISC or 1099-NEC.

Changes to this screen do not change the information on the voucher file.

**The edits made on this screen change the data that is reported to the IRS.**

```
180 1099-MISC Record Add/Modify/Delete                                01/08/21 14:22
                                                                    FY 2021  CC 01
Screen:  __ Voucher: 6001878 Item: 1__ Fiscal Year: 2020  Pull from AP: N
Tax Year: 2020 Account: 278060 00002 5680 Net Amount: 1036.68
Description: L-001275-DIST-16291 Date Paid: 05/21/2020
Vendor: X0126650000 Name: GERALDINE B OPENA
Remit To Address: 1501 HARVEY RD APT 856
City: COLLEGE STATION St: TX
Zip Code: 77840 Country: __
Fed. Tax Id: 004941461 IRS Indicator: 2 Vndr 1099 Cd: _
Vndr Business Type: EM Delete (Y/N): _
Note: This screen is used as part of the Federal Government 1099-MISC tax
reporting process. The information displayed should be verified for
accuracy to avoid any IRS penalties. 1099-MISC Vouchers selected should
be paid within the calendar year from Jan 1st through Dec 31st.
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
```

## Basic Steps

- Enter a voucher number in the **Voucher** field, and include the **Item** number and the **Fiscal Year** of the voucher to be displayed.  
(NOTE: The Fiscal Year has to match the fiscal year of the voucher.)
- If the voucher number doesn't exist in the 1099 file, you may search the voucher file by typing "Y" in the **Pull from AP** field and pressing <ENTER>.
  - The required information will be filled in automatically.
  - Make necessary modifications and press <ENTER>.
- Add or modify information as needed, and press <ENTER>.
  - To search for the vendor ID, type an asterisk (\*) in the **Vendor** field, and press <ENTER>.
    - Type an "X" in the selection field next to the vendor to be selected, and press <ENTER> to pass the information back to [Screen 180](#).
    - **If an address change is required on a voucher, all other vouchers with the same vendor number and tax ID will also be updated.**
- If the record is to be deleted, type "Y" in the Delete field, and press <ENTER>.

## Field Descriptions (◆ = Required; Help = Field Help using PF2, ? or \*)

### Action Line

- ◆ **Voucher:** 7 digits  
Enter a valid voucher number.
- ◆ **Item:** 3 digits  
Type the item number on the voucher to be modified or deleted. The default is "1."
- ◆ **Fiscal Year:** 4 digits  
Indicate the fiscal year in which the voucher was paid.
- Pull from AP:** 1 character  
Type "Y" to pull data from the Accounts Payable database.

### Screen Information

- Tax Year:** 4 digits  
Displays the calendar year for which you are reporting information to the IRS.
- ◆ **Account:** 15 digits  
Enter the account number from which the voucher item was paid.
- ◆ **Net Amount:** 14 digits  
Include the net amount for the item on the voucher.
- ◆ **Description:** 35 characters  
Type a description of the voucher item.
- Date Paid:** 8 digits PF2 Help  
Enter the date the voucher was paid.
- ◆ **Vendor:** 11 digits  
Indicate the vendor identification number.
- ◆ **Name:** 40 characters  
Enter the name as it should appear on the 1099-MISC form.
- ◆ **Remit To Address:** 40 characters/digits (4 lines)  
Indicate the address to which the 1099-MISC should be mailed.
- ◆ **City:** 21 characters  
Enter the city for the "remit to" address.
- ◆ **St:** 2 characters ? Help  
Type the state code for the indicated address.
- ◆ **Zip Code:** 9 digits  
Indicate the Zip Code for the mailing address.
- Country:** 3 characters ? Help  
Type the code for the country where the voucher will be mailed.
- Fed. Tax Id:** 9 digits  
Enter the Federal Tax Identification number for the vendor.
- IRS Indicator:** 1 character/digit ? Help  
Indicate the type of 1099 payment.

## Screen 180– 1099-MISC Record Add/Modify/Delete (cont'd)

---

- Vndr 1099 Cd:** 1 character [? Help](#)  
Enter a valid 1099 vendor code.
- Vndr Business Type:** 2 characters [? Help](#)  
Include the vendor business type code used by the IRS.
- Delete (Y/N):** 1 character  
Type "Y" to delete this 1099-MISC voucher record.

### **Additional Functions**

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

# Screen 182 – 1099-MISC Vendor Browse/Delete

Screen 182 is used as part of the Federal Government 1099-MISC tax reporting process. The information shown is pulled from the voucher file according to the selection criteria which makes a payment reportable as a 1099.

Once the 1099 data has been extracted and loaded in the file it can be browsed using Screen 182.

182 1099-MISC Vendor Browse / Delete								01/08/21 14:34
GERALDINE B*OPENA								FY 2021 CC 01
Screen: ___ Vendor: X0126650000 Tax Year: 2020								
Sel	Voucher	Itm	FEI	FY	Amount	IRS Ind	Description	Date Pd
—	6001279	1	004941461	2020	1,689.08	2	L-001242-DIST-1622	03/18/2020
—	6001878	1	004941461	2020	1,036.68	2	L-001275-DIST-1629	05/21/2020
—	6002384	1	004941461	2020	67.50	2	L-001615-DIST-1633	07/07/2020
—	6002604	1	004941461	2020	30.38	2	L-001295-DIST-1636	08/05/2020
—	6002662	1	004941461	2020	390.23	2	L-001591-DIST-1636	08/06/2020
—	6100151	1	004941461	2021	20.26	2	L-001197 (AMEND 1)	10/06/2020

\*\* END OF 1099 VOUCHER LIST \*\*

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

## Basic Steps

- Enter a vendor identification number in the **Vendor** field.
- Specify a **Tax Year**, if other than the default year, and press <ENTER>.
- If the vendor number is unknown:
  - To search for the vendor ID, type an asterisk (\*) in the **Vendor** field, and press <ENTER>.
  - Type an “X” in the selection field next to the vendor to be selected, and press <ENTER> to pass the information back to [Screen 180](#).

## Field Descriptions (◆ = Required; Help = Field Help using PF2, ? or \*)

### Action Line

- ◆ **Vendor:** 11 digits \* Help  
Enter a valid vendor identification number.
- ◆ **Tax Year:** 4 digits  
Type the tax year, if other than the default year, for the information to be displayed.

## Screen 182 – 1099-MISC Vendor Browse/Delete (cont'd)

---

### **Screen Information**

<b>Sel:</b>	1 character Type "X" to select voucher, and advance to <u>Screen 180</u> . <b>Type "D" to delete.</b>
<b>Voucher:</b>	7 digits Displays associated voucher numbers for vendor.
<b>Itm:</b>	3 digits Indicates the item number on the voucher.
<b>FEI:</b>	9 digits Shows the Federal Employee Identification number assigned to the vendor.
<b>FY:</b>	4 digits Displays the fiscal year in which voucher was created.
<b>Amount:</b>	13 digits Shows the amount on the voucher.
<b>IRS Ind:</b>	1 character/digit Identifies the type of 1099 payment. Blank = Not Required A = Crop Insurance(After 1997) B = Excess Golden Parachute C = Gross Proceeds Paid To Attorney F = Foreign Indiv - 1042S Reportable G = Form-G: Grants I = Form INT: Interest N = Not 1099 Reportable 0 = Crop Insurance (Code Before 1998) 1 = Rents 2 = Royalties 3 = Other Income 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care Payments 7 = Form NEC: Nonemployee Compensation 8 = Substitute Payments for Interest
<b>Description:</b>	18 characters Shows a description of the item.
<b>Date Pd:</b>	8 digits Indicates the date voucher was paid.

### **Additional Functions**

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



# Screen 187 – 1099-INT Record Add/Modify/Delete

Screen 187 is used as part of the Federal Government 1099-INT tax reporting process, and is used to access and edit the 1099 data in FAMIS. The information shown is pulled from the voucher file according to the selection criteria, which makes a payment reportable as a 1099-INT.

Changes to this screen do not change the information on the voucher file.

**The edits made on this screen change the data that is reported to the IRS.**

```
187 1099-INT Record Add/Modify/Delete                                01/08/21 15:10
                                                                    FY 2021  CC 01
Screen:  ___ Voucher: 2012736 Item: 501 Fiscal Year: 2020 Pull from AP: N
Tax Year: 2020 Account: 810507 00000 6230 Net Amount: 1315.35
Description: PVAMU CONTRACT 5950 FOR ENERGY SERV Date Paid: 03/09/2020
Vendor: X0173395000 Name: AMERESCO INC
Remit To Address: PO BOX 419135
City: BOSTON St: MA
Zip Code: 022419897 Country:  __
Fed. Tax Id: 043512838 IRS Indicator: I Vndr 1099 Cd:  _
Vndr Business Type: BU Delete (Y/N):  _
Note: This screen is used as part of the Federal Government 1099-INT tax
reporting process. The information displayed should be verified for
accuracy to avoid any IRS penalties. 1099-INT Vouchers selected should
be paid within the calendar year from Jan 1st through Dec 31st.
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
```

## Basic Steps

- Enter a voucher number in the **Voucher** field, and include the **Item** number and the **Fiscal Year** of the voucher to be displayed.  
(NOTE: The Fiscal Year has to match the fiscal year of the voucher.)
- If the voucher number doesn't exist in the 1099 file, you may search the voucher file by typing "Y" in the **Pull from AP** field and pressing <ENTER>.
  - The required information will be filled in automatically.
  - Make necessary modifications and press <ENTER>.
- Add or modify information as needed, and press <ENTER>.
  - To search for the vendor ID, type an asterisk (\*) in the **Vendor** field, and press <ENTER>.
    - Type an "X" in the selection field next to the vendor to be selected, and press <ENTER> to pass the information back to [Screen 180](#).
    - **If an address change is required on a voucher, all other vouchers with the same vendor number and tax ID will also be updated.**
- If the record is to be deleted, type "Y" in the Delete field, and press <ENTER>.

## Field Descriptions (◆ = Required; Help = Field Help using PF2, ? or \*)

### Action Line

- ◆ **Voucher:** 7 digits  
Enter a valid voucher number.
- ◆ **Item:** 3 digits  
Type the item number on the voucher to be modified or deleted.  
**The default is 1.**
- ◆ **Fiscal Year:** 4 digits  
Indicate the fiscal year in which the voucher was paid.
- Pull from AP:** 1 character  
Type "Y" to pull data from the Accounts Payable database.

### Screen Information

- Tax Year:** 4 digits  
Displays the calendar year for which you are reporting information to the IRS.
- ◆ **Account:** 15 digits  
Enter the account number from which the voucher item was paid.
- ◆ **Net Amount:** 14 digits  
Include the net amount for the item on the voucher.
- ◆ **Description:** 35 characters  
Type a description of the voucher item.
- Date Paid:** 8 digits PF2 Help  
Enter the date on which the voucher was paid.
- ◆ **Vendor:** 11 digits  
Indicate the vendor identification number.
- ◆ **Name:** 40 characters  
Enter the name as it should appear on the 1099-MISC form.
- ◆ **Remit To Address:** 40 characters/digits (4 lines)  
Indicate the address to where the 1099-MISC should be mailed.
- ◆ **City:** 21 characters  
Enter city for the remit to address.
- ◆ **St:** 2 characters ? Help  
Type the state code for the indicated address.
- ◆ **Zip Code:** 9 digits  
Include the Zip Code for the mailing address.
- Country:** 3 characters ? Help  
Type the code for the country to which the voucher will be mailed.
- Fed. Tax Id:** 9 digits  
Enter the Federal Tax Identification number for the vendor.

## Screen 187 – 1099-INT Record Add/Modify/Delete (cont'd)

---

- IRS Indicator:** 1 character/digit [? Help](#)  
Identify the code for the type of 1099 payment.
- Vndr 1099 Cd:** 1 character [? Help](#)  
Enter a valid 1099 vendor code.
- Vndr Business Type:** 2 characters [? Help](#)  
Include the vendor business type code used by the IRS to describe the type of business.
- Delete (Y/N):** 1 character  
Type "Y" if this 1099-INT voucher record should be deleted.

### **Additional Functions**

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

# Screen 188 – 1099-INT Vendor Browse/Delete

Screen 188 is used as part of the Federal Government 1099-INT tax reporting process. The information shown is pulled from the voucher file according to the selection criteria which makes a payment reportable as a 1099.

Once the 1099 data has been extracted and loaded in the file it can be browsed using Screen 188.

```
188 1099-INT Vendor Browse / Delete                                01/08/21 15:22
                                AMERESCO INC                                FY 2021 CC 01
Screen:  ___ Vendor: X0173395000 Tax Year: 2020
                                IRS
Sel Voucher Itm  FEI      FY      Amount      Ind  Description      Date Pd
-----
_  2012736 501 043512838 2020      1,315.35  I  PVAMU CONTRACT 595 03/09/2020

                                ** END OF 1099 VOUCHER LIST **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                                Hmenu Help  EHelp
```

## Basic Steps

- Enter a vendor identification number in the **Vendor** field.
- Specify a **Tax Year**, if other than the default year, and press <ENTER>.
- If the vendor number is unknown:
  - To search for the vendor ID, type an asterisk (\*) in the **Vendor** field, and press <ENTER>.
  - Type an “X” in the selection field next to the vendor to be selected, and press <ENTER> to pass the information back to [Screen 180](#).

## Field Descriptions (◆ = Required; Help = Field Help using PF2, ? or \*)

### Action Line

- ◆ **Vendor:** 11 digits \* Help  
Enter a valid vendor identification number.
- ◆ **Tax Year:** 4 digits  
Displays the calendar year for which you are reporting information to the IRS.

## Screen 188 – 1099-INT Vendor Browse/Delete (cont'd)

---

### **Screen Information**

<b>Sel:</b>	1 character Type "X" to select voucher, and advance to <u>Screen 180</u> . <b>Type "D" to delete.</b>
<b>Voucher:</b>	7 digits Displays associated voucher numbers for vendor.
<b>Itm:</b>	3 digits Indicates the item number on the voucher.
<b>FEI:</b>	9 digits Shows the Federal Employee Identification number assigned to the vendor.
<b>FY:</b>	4 digits Displays the fiscal year in which voucher was created.
<b>Amount:</b>	13 digits Shows the amount on the voucher.
<b>IRS Ind:</b>	1 character/digit Identifies the type of 1099 payment. Blank = Not Required A = Crop Insurance(After 1997) B = Excess Golden Parachute C = Gross Proceeds Paid To Attorney F = Foreign Indiv - 1042S Reportable G = Form-G: Grants I = Form INT: Interest N = Not 1099 Reportable 0 = Crop Insurance (Code Before 1998) 1 = Rents 2 = Royalties 3 = Other Income 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care Payments 7 = Form NEC: Nonemployee Compensation 8 = Substitute Payments for Interest
<b>Description:</b>	18 characters Shows a description of the item.
<b>Date Pd:</b>	8 digits Indicates the date voucher was paid.

### **Additional Functions**

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

# Screen 184 – 1099-G Record Add/Modify/Delete

Screen 1874 is used as part of the Federal Government 1099-INT tax reporting process, and is used to access and edit the 1099 data in FAMIS. The information shown is pulled from the voucher file according to the selection criteria, which makes a payment reportable as a 1099-G. Changes to this screen do not change the information on the voucher file.

**The edits made on this screen change the data that is reported to the IRS.**

```
184 1099-G Record Add/Modify/Delete                                01/08/21 15:33
                                                                    FY 2021  CC 11
Screen:  ___ Voucher: 0008665 Item: 3__ Fiscal Year: 2020 Pull from AP: N
Tax Year: 2020 Account: 469958 00000 6008 Net Amount: 801.68
Description: LONGLEAF PINE CASES #TFS-2016-LR-07 Date Paid: 20200501
Vendor: 12613944710 Name: 2007 TIMBERLANDS LTD
Remit To Address: PO BOX 153220
City: LUFKIN St: TX
Zip Code: 759153220 Country: __
Fed. Tax Id: 261394471 IRS Indicator: G Vndr 1099 Cd: P
Vndr Business Type: BU Delete (Y/N):
Note: This screen is used as part of the Federal Government 1099-G tax
reporting process. The information displayed should be verified for
accuracy to avoid any IRS penalties. 1099-G Vouchers selected should
be paid within the calendar year from Jan 1st through Dec 31st.
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
```

## Basic Steps

- Enter a voucher number in the **Voucher** field, and include the **Item** number and the **Fiscal Year** of the voucher to be displayed.  
(NOTE: The Fiscal Year has to match the fiscal year of the voucher.)
- If the voucher number doesn't exist in the 1099 file, you may search the voucher file by typing "Y" in the **Pull from AP** field and pressing <ENTER>.
  - The required information will be filled in automatically.
  - Make necessary modifications and press <ENTER>.
- Add or modify information as needed, and press <ENTER>.
  - To search for the vendor ID, type an asterisk (\*) in the **Vendor** field, and press <ENTER>.
    - Type an "X" in the selection field next to the vendor to be selected, and press <ENTER> to pass the information back to [Screen 180](#).
    - **If an address change is required on a voucher, all other vouchers with the same vendor number and tax ID will also be updated.**
- If the record is to be deleted, type "Y" in the Delete field, and press <ENTER>.

## Field Descriptions (◆ = Required; Help = Field Help using PF2, ? or \*)

### Action Line

- ◆ **Voucher:** 7 digits  
Enter a valid voucher number.
  
- ◆ **Item:** 3 digits  
Type the item number on the voucher to be modified or deleted.  
**The default is 1.**
  
- ◆ **Fiscal Year:** 4 digits  
Indicate the fiscal year in which the voucher was paid.
  
- Pull from AP:** 1 character  
Type "Y" to pull data from the Accounts Payable database.

### Screen Information

- Tax Year:** 4 digits  
Displays the calendar year for which you are reporting information to the IRS.
  
- ◆ **Account:** 15 digits  
Enter the account number from which the voucher item was paid.
  
- ◆ **Net Amount:** 14 digits  
Include the net amount for the item on the voucher.
  
- ◆ **Description:** 35 characters  
Type a description of the voucher item.
  
- Date Paid:** 8 digits PF2 Help  
Enter the date on which the voucher was paid.
  
- ◆ **Vendor:** 11 digits  
Indicate the vendor identification number.
  
- ◆ **Name:** 40 characters  
Enter the name as it should appear on the 1099-MISC form.
  
- ◆ **Remit To Address:** 40 characters/digits (4 lines)  
Indicate the address to where the 1099-MISC should be mailed.
  
- ◆ **City:** 21 characters  
Enter city for the remit to address.
  
- ◆ **St:** 2 characters ? Help  
Type the state code for the indicated address.
  
- ◆ **Zip Code:** 9 digits  
Include the Zip Code for the mailing address.
  
- Country:** 3 characters ? Help  
Type the code for the country to which the voucher will be mailed.
  
- Fed. Tax Id:** 9 digits  
Enter the Federal Tax Identification number for the vendor.

## Screen 184 – 1099-G Record Add/Modify/Delete (cont'd)

---

- IRS Indicator:** 1 character/digit [? Help](#)  
Identify the code for the type of 1099 payment.
- Vndr 1099 Cd:** 1 character [? Help](#)  
Enter a valid 1099 vendor code.
- Vndr Business Type:** 2 characters [? Help](#)  
Include the vendor business type code used by the IRS to describe the type of business.
- Delete (Y/N):** 1 character  
Type "Y" if this 1099-INT voucher record should be deleted.

### **Additional Functions**

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



# Screen 189 – 1099-G Vendor Browse/Delete

Screen 188 is used as part of the Federal Government 1099-INT tax reporting process. The information shown is pulled from the voucher file according to the selection criteria which makes a payment reportable as a 1099.

Once the 1099 data has been extracted and loaded in the file it can be browsed using Screen 188.

```

189 1099-G  Vendor Browse / Delete                                01/08/21 15:40
                2007 TIMBERLANDS LTD                            FY 2021 CC 11
Screen:  ___  Vendor: 12613944710  Tax Year: 2020
                IRS
Sel Voucher Itm   FEI      FY      Amount      Ind   Description      Date Pd
-----
-   0008665 2    261394471 2020      5,833.67  G   LONGLEAF PINE CASE 05/01/2020
-   0008665 3    261394471 2020         801.68  G   LONGLEAF PINE CASE 05/01/2020
-   0008665 1    261394471 2020      3,301.53  G   LONGLEAF PINE CASE 05/01/2020
-   0011363 1    261394471 2020      2,167.22  G   LONGLEAF PINE CASE 07/23/2020
-   0011363 2    261394471 2020      1,145.28  G   LONGLEAF PINE CASE 07/23/2020

                ** END OF 1099 VOUCHER LIST **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                Hmenu Help  EHelp
    
```

## Basic Steps

- Enter a vendor identification number in the **Vendor** field.
- Specify a **Tax Year**, if other than the default year, and press <ENTER>.
- If the vendor number is unknown:
  - To search for the vendor ID, type an asterisk (\*) in the **Vendor** field, and press <ENTER>.
  - Type an “X” in the selection field next to the vendor to be selected, and press <ENTER> to pass the information back to Screen 180.

## Field Descriptions (◆ = Required; Help = Field Help using PF2, ? or \*)

### Action Line

- ◆ **Vendor:** 11 digits \* Help  
Enter a valid vendor identification number.
- ◆ **Tax Year:** 4 digits  
Displays the calendar year for which you are reporting information to the IRS.

## Screen 189 – 1099-G Vendor Browse/Delete (cont'd)

---

### **Screen Information**

<b>Sel:</b>	1 character Type "X" to select voucher, and advance to <u>Screen 180</u> . <b>Type "D" to delete.</b>
<b>Voucher:</b>	7 digits Displays associated voucher numbers for vendor.
<b>Itm:</b>	3 digits Indicates the item number on the voucher.
<b>FEI:</b>	9 digits Shows the Federal Employee Identification number assigned to the vendor.
<b>FY:</b>	4 digits Displays the fiscal year in which voucher was created.
<b>Amount:</b>	13 digits Shows the amount on the voucher.
<b>IRS Ind:</b>	1 character/digit Identifies the type of 1099 payment. Blank = Not Required A = Crop Insurance(After 1997) B = Excess Golden Parachute C = Gross Proceeds Paid To Attorney F = Foreign Indiv - 1042S Reportable G = Form-G: Grants I = Form INT: Interest N = Not 1099 Reportable 0 = Crop Insurance (Code Before 1998) 1 = Rents 2 = Royalties 3 = Other Income 4 = Federal Income Tax Withheld 5 = Fishing Boat Proceeds 6 = Medical and Health Care Payments 7 = Form NEC: Nonemployee Compensation 8 = Substitute Payments for Interest
<b>Description:</b>	18 characters Shows a description of the item.
<b>Date Pd:</b>	8 digits Indicates the date voucher was paid.

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of standard PF keys.
<b>Voucher:</b>	7 digits Displays the voucher number associated with the vendor.
<b>Itm:</b>	3 digits Indicates the item number on the voucher.
<b>FEI:</b>	9 digits Shows the Federal Employee Identification number assigned to the vendor.

# Section III

## W2 Inquiry and Maintenance

---



# Screen 181 – Add/Modify/Delete W2 Record

---

W2 information is no longer entered in FAMIS; emoluments should be entered in Workday for these payments to be included on an employee's W2. These payments will appear on the warnings section of the VBYP202:

1. W2-Employees: This list will not trigger 1099s but should be reviewed to see if an emolument should be recorded in Workday to reflect a taxable payment to an employee.
2. Employees: Payments made to employees that are 1099 reportable. Since a 1099 should not be generated for an employee, an emolument should be entered in Workday for the payment amount, and the voucher should be marked "N" during the 1099 reporting editing cycle in January.

The following screens are still available in FAMIS, but no data is extracted from them.

Employees: Payments made to employees that are 1099 reportable. Since a 1099 should not be generated for an employee, an emolument should be entered in Workday for the payment amount, and the voucher should be marked "N" during the 1099 reporting editing cycle in January.

A voucher must pass both of the following criteria to be considered a reportable expense in the W2 process:

1. Voucher void/drop or state voucher void flag is **not equal** to "Y."
2. Check date for local vouchers, or state voucher print date for state vouchers must be in the specified calendar year (11/01/96-10/31/97).

If a voucher does not meet the criteria, it is rejected and not considered reportable. If it passes, the object code on the voucher is compared against the Emoluments, Mileage, and Qualified Moving subcode tables on [Screen 853](#), which were set up for that calendar year to determine whether the type of W2 is Automatic (A) or Manual (M). **Only type "A" W2s are written to the extract file (VBYP152).**

[Screen 181](#) is used as part of the Federal Government W2 reporting process. The information displayed is pulled from the voucher file according to the selection criteria that makes a payment reportable as a W2. The results of the edits made on [Screen 181](#) will be sent to BPP to be combined with payroll W2 information. Each voucher should be reviewed to determine whether or not it should be sent on to BPP.

Once the W2 data has been extracted and loaded (VBYP153) in the file, it can be accessed and edited using this screen. Edits made to the information on this screen do not change the information on the voucher file, only that which is reported to the IRS.

## Screen 181 – W2 Record Add/Modify/Delete (cont'd)

VBYS155 is used to report the W2 information after edits have been entered.

**Screen 181 – W2 Record Add/Modify/Delete**

```
181 W2 Record Add/Modify/Delete                               11/16/10 10:43
                                                                FY 2011  CC 02
Screen:  __ Voucher: 3007016 Item: 1__ Fiscal Year: 2010 Pull from AP: N
Tax Year: 2010 Account: 942700 20000 5240 Work Stat.: M Dept Ref.: 2000__
      SSN: 3xxxxxxx1 Name: AMOS A ANDERSON_____ Date Paid: 12/22/2009
Emolument Amt.: 140.72__ Mileage Amt.: _____ Qual. Moving Amt.: _____

Delete (Y/N): _

Note: This screen is used as part of the Federal Government W2 reporting
process. The information displayed should be verified for accuracy.
Correct any errors and supply missing information to avoid penalties.
W2 vouchers selected should be paid within the calendar from November
1st through October 31st.

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

### Basic Steps

- Type a **Voucher** number, **Item** number and **Fiscal Year** in the fields provided. To pull vouchers from Accounts Payable, type “Y” in the **Pull From AP** field and press <ENTER>.
- If the voucher is found, the appropriate fields will be filled in automatically. You must enter the dollar amount in the appropriate field: **Emolument Amt.**, **Mileage Amt.**, or **Qualified Moving Amt.** **Only one amount should be filled in per voucher item.**
- Add, modify or delete the information as needed. Type an asterisk (\*) in the **SSN** field to view a pop-up window that will allow you to search for the appropriate Social Security number. Type “X” next to a number to select it and pass the name and number back to **Screen 181**. If the record needs to be deleted, type “Y” in the **Delete** field.
- Press <ENTER> to record the information.

### Field Descriptions (◆ = Required; Help = Field Help using PF2, ? or \*)

#### Action Line

- ◆ **Voucher:** 7 digits  
Enter the number to be created, modified, or deleted.
- ◆ **Item:** 3 digits  
Enter the item number on the voucher to be edited.  
**The default is 1.**
- ◆ **Fiscal Year:** 4 digits  
Indicate the fiscal year in which the voucher was paid. The default is the current fiscal year.
- Pull from AP:** 1 character  
Type “Y” to pull data from the Accounts Payable database.

## Screen 181 – W2 Record Add/Modify/Delete (cont'd)

---

### **Screen Information**

- ◆ **Tax Year:** 4 digits  
Shows the calendar year for which you are reporting information to the IRS.
  
- ◆ **Account:** 15 digits  
Enter the FAMIS account number from which the voucher item was paid.
  
- ◆ **Work Stat.:** 1 character  
Displays the payroll work station for the campus code. This will automatically be filled in when adding a record.
  
- Dept Ref.:** 7 characters/digits  
Enter a departmental voucher reference number.
  
- ◆ **SSN:** 9 digits  
Enter the Social Security number or Tax Identification number.
- ◆ **Name:** 21 characters  
Type the name as it should appear on the W2 form.
  
- Date Paid:** 8 digits  
Designate the payment date of the voucher.
  
- ◆ **Emolument Amt.:** 8 digits  
Include the dollar amount of the emolument.
  
- ◆ **Mileage Amt.:** 8 digits  
Indicate the dollar amount of mileage to be paid.
  
- ◆ **Qual. Moving Amt.:** 8 digits  
Enter the dollar amount qualified for moving expense.
  
- Delete (Y/N):** 1 character  
Type "Y" to delete the W2 voucher record.

### **Additional Functions**

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

# Screen 183 – W2 SSN Browse/Delete

Screen 183 is used as part of the Federal Government W2 tax reporting process. The information shown is pulled from the voucher file according to the selection criteria which makes a payment reportable as a W2. Each voucher should be reviewed to determine whether or not the voucher should be sent on to BPP.

Once the W2 data has been extracted and loaded in the file it can be viewed and deleted with this screen. **Deletions made to the information on this screen do not change the information on the voucher file, only that which is reported to the IRS.**

## Screen 183 – W2 SSN Browse/Delete

183 W2 SSN Browse / Delete								11/16/10 10:46
Screen: ___				X & Y MOVING AND		FY 2011 CC 02		
SSN: 4xxxxxxx1				Tax Year: 2010				
Sel	Voucher	Itm	Emolument	Mileage	Qualified Moving	Dept. Ref.	Date Paid	FY
---	-----	---	-----	-----	-----	-----	-----	----
-	1282300	1			5,618.00	9369	04/02/2010	2010
-	1282303	1			1,415.00	9369	04/02/2010	2010
-	1401976	1			1,894.99	0002	09/23/2010	2011

\*\* END OF VOUCHER LIST \*\*

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

## Basic Steps

- Enter a Social Security number in the **SSN** field and **Tax Year** from which vouchers would have been pulled, and press <ENTER>. If the Social Security Number is not known, you may type an asterisk (\*) in this field to view a pop-up window to search for a person by name. Type "X" next to the selected name to pass the correct SSN back to this field.
- If records exist for the individual selected, a list of vouchers will be displayed. If not, the system will respond with "No vouchers found."
- To select a voucher, type "X" in the **Sel** (Select) field and press <ENTER> to view the information on Screen 181.

## Delete Record

- To delete records from the file, type "D" in the **Sel** (Select) field and press <ENTER>. Multiple records may be marked for deletion. A pop-up window will appear to confirm the deletion(s). Press <ENTER> to record.



### Field Descriptions (◆ = Required; Help = Field Help using PF2, ? or \*)

#### Action Line

- ◆ **SSN:** 9 digits \* Help  
Enter a valid Social Security number to view vouchers paid for the specified Social Security number.
- ◆ **Tax Year:** 4 digits  
Enter the tax year to be viewed.

#### Screen Information

- Sel:** 1 character  
Type an "X" to select an item and advance to Screen 181.  
Type "D" to delete.
- Voucher:** 7 digits  
Displays the voucher number.
- Itm:** 3 digits  
Designates the item number on the voucher.
- Emolument:** 6 digits  
Shows the amount of the emolument.
- Mileage:** 6 digits  
Indicates the mileage to be paid.
- Qualified Moving:** 6 digits  
Displays the amount qualified for moving expense.
- Dept. Ref.:** 7 characters/digits  
Shows the departmental reference indicator.
- Date Paid:** 8 digits  
Designates the payment date.
- FY:** 4 digits  
Indicates the fiscal year in which the voucher was paid.

#### Additional Functions

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

# W2 Extracts/Reports

---

<b>VBYS152</b>	Creates the extract file for the W2 information.
<b>VBYS153</b>	Loads the W2 information into FAMIS and makes it available for on-line edits.
<b>VBYS 154</b>	Reloads the extract file with data edits made on the screens in FAMIS.
<b>VBYS155</b>	Creates a report of data that will be passed to BPP to be combined with Payroll W2 information for the IRS.

# Section IV

## 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, at the bottom of [Screen 164](#) (Voucher Inquiry by PO Number) there is a **PF11** key with the word "Right" under it. This means that by pressing the **PF11** key, the screen listing will scroll to the right for an additional panel of information.

### **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 hour glass icon ( ⌚ ) will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your **RESET** key -- often the **ESCAPE** key on a PC.

## Appendix – Instructions (cont'd)

---

### **ERASE END OF FIELD Key**

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

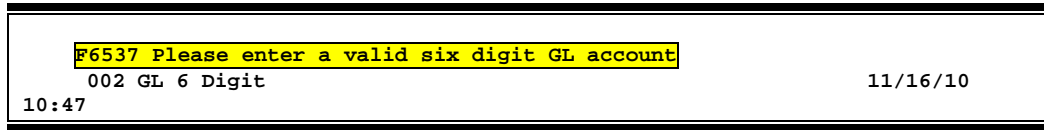
Data that is entered on the Action Line will be carried in “context” from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in “context” until the user keys a different account in the field.

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	08/01/11
09:17	
	FY 2011 CC
02	
Screen: ____ Account: 032365 ____ NAVSO, INC	
Account Title: NAVSO, INC. _____ SRS: _	

### 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.



### Scrolling Through Data

Pressing <ENTER> 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. Typing a question mark (?) in the blank beside the desired field and pressing <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press **PF2**.

To get out of the HELP function, either select a value and press <ENTER> or press **PF4**. 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 PF2 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 **PF2**.

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

### Screen 2 – GL 6 Digit

```

002 GL 6 Digit                                08/01/11
09:15                                         FY 2011 CC
02
  Screen: ___ Account: 014000 ___ MEDICINE

Account Title: MEDICINE                      SRS: _
Resp Person: luuuuuuu7 COLLINS, CINDY C      Old Acct: 0284 ___
Year-end Process: F   Reclassify: _ Reporting Group: ___ Aux Code: ___
AFR Fund Group: 10   Fund Group: FG Sub Fund Group:   Sub-Sub: ___
    
```

```

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

From the definition screen, press <ENTER> to view the valid values for the field.

```

+-----+
|                                     |
|           *** D I C T I O N A R Y - H E L P ***           |
|                                     |
|  VALUES                               MEANING           |
|-----|-----|
| F                                           Fiscal Year       |
| P                                           Project Year       |
| E                                           Encumbrance Only (SL's only) |
| T                                           Transfer BBA (SL's Only)     |
| D                                           BBA to Different account (SL) |
|                                     |
| Rule : IAFRS-FG-FS-YY-END-PROC           Default value is:  |
| View : IAFRS-GENERAL-SUBSIDIARY-LEDGER   |
| Field: FG-FS-YY-END-PROC                 |
|                                     |
| PF1=Menu PF4=Exit                       |
|-----+-----+
    
```



## Question Mark (?) or Asterisk (\*) Help

FAMIS has a Help feature on some screen fields that will display a field definition and/or values that may be entered.

To use the Help feature, type a question mark (?) or asterisk (\*) in the field and press <ENTER>. If Help is available for the field, a pop-up window will appear displaying a definition and/or valid values. To make a selection, type an "X" next to a value and press <ENTER> to pass it back to the previous screen. This is called the "Passback" feature.

### Screen 2 – GL 6 Digit

```

002 GL 6 Digit                                08/01/11 09:17
                                                FY 2011 CC 02

Screen: ___ Account: 010100 ___ ED & GEN INCOME-TUITION

Account Title: ED & GEN INCOME-TUITION_____ SRS: _
Resp Person: 5uuuuuu4 MASON, MOLLY M         Old Acct: NA_____
Year-end Process: F Reclassify: _ Reporting Group: ___ Aux Code: ___
AFR Fund Group: ? Fund Group: FG Sub Fund Group: Sub-Sub: ___
Function: ___

Default Bank: 06000 Override: Y SL Mapped Count: 22
Alternate Banks: ***** Security: _____

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

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

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

### Screen 2 – GL 6 Digit - Fund Group ?-Help Pop-Up Window

```

+-----+
** More Codes - Press <ENTER> to View **
+-----+
Search Criteria: AFR Fund Group: ___
+-----+
AFR      Sub
Fund Fund Fund Description
- 01          CLEARING ACCOUNTS
X 10 FG      FUNCTIONAL AND GENERAL
- 20 DS DF    DESIGNATED/FUNCTIONAL & GENERAL
- 21 DS DS    DESIGNATED/SERVICE DEPARTMENTS
- 22 DS ST    DESIGNATED/SERV DEPT-MATERIAL & SUP
- 23 DS SM    DESIGNATED/SERV DEPT-COMM & UTIL
- 24 DS SU    DESIGNATED/SERV DEPT-REPAIRS & MAIN
- 25 DS SR    DESIGNATED/SERV DEPT-RENTALS & LEAS
- 26 DS SL    DESIGNATED/SERV DEPT-PRINTING & REP
- 27 DS SP    DESIGNATED/SERV DEPT-CLAIMS & LOSSE
- 28 DS SC    DESIGNATED/SERV DEPT-OTHER OPER EXP
- 29 DS SO    DESIGNATED/SERV DEPT-OTHER OPER EXP
              -- IASYS-AFR-FUND-GROUP --
Select an AFR Fund Group or Press <PF4> to Quit
+-----+
    
```

# Standard PF Keys

---

PF keys are used in the FAMIS modules 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 should help you identify the functionality behind the PF keys that you will see on the many screens in FAMIS.

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.

To exit a pop-up window, press <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

- |                  |  |
|------------------|--|
| <b>Bkwd</b>      | <b>Backwards</b><br>Advances <b>backward</b> to the previous screen or scrolls one page back for a particular item.  |
| <b>Frwd</b>      | <b>Forward</b><br>Advances <b>forward</b> to the next screen or scrolls one page forward for a particular item.  |
| <b>Left</b>      | <b>Scroll Left</b><br>Some windows are made up of several adjacent panels. These will be designated by the word <b>Panel: ##</b> appearing in the window. Pressing this key scrolls the panel to the <b>left</b> . |
| <b>More Desc</b> | <b>More Description</b><br>Displays complete <b>description</b> 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 |
|              |
| Press <PF4> to Exit |
+-----+
```

## Appendix – Standard PF Keys (cont'd)

---

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

**Notes**                    **Notes**  
Displays any notes attached to the document header. Use the **Position at Line** field to start the text at a particular line. The **Page (F/B/E)** field scrolls Forward (F), and Backwards (B) through the text, or End (E) 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, ALLEN M____         |
| 2             THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS____         |
| 3             PRIOR TO THE AWARD.____                                   |
| 4             _____                                                |
| 5             CONTACT DR. JAMES M. WADDLESWORK 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): _  |
+-----+
```

**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.

K:\FA\DOC\WRKNPRCS\AP\1099\1099W2currNF.docx  
Revised: January 21, 2021