

Payroll Distribution User Manual

Version 5.1
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FAMIS Services
The Texas A&M University System

Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Payroll 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, Fixed Assets and Sponsored Research. Manuals for these applications are being developed or are currently available.

All associated screens and processing information are included along with field descriptions. The required fields are indicated, for your convenience, in the field descriptions of each section.

By utilizing the information and guidelines contained in this manual, a user should be able to enter, process, and track payroll transactions through the complete process.

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

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Payroll Menus

The following menus show the screens available in the Payroll Module of FAMIS. These screens are described in further detail throughout this manual.

Menu M70 - Payroll System Menu

```
M70 Payroll System Menu                                01/25/07 14:33
                                                    FY 2007 CC 02
Screen:  ___ Cycle:  _ Date:  _____ UIN:  _____
* ----- Payroll Menus ----- *
M75 EPA Payroll Encumbrance Module Menu
M77 Payroll Detail Module Menu
M78 Payroll Distribution Module Menu

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

Menu M75 - Payroll Encumbrance Module Menu

```
M75 Payroll Encumbrance Module Menu                    01/25/07 14:35
                                                    FY 2007 CC 02
Screen:  ___ PIN:  _____ S/W Acct:  _  _  _  _
----- Inquiry Screens -----
755 Payroll Encumbrance Screen by PIN
756 Payroll Enc Transaction Screen by PIN
757 Payroll Encumbrance Screen by Account
758 Payroll Enc Transaction Screen by Account

----- Maintenance Screens -----
753 Payroll Enc Adjustment-Budget
754 Payroll Enc Adjustment-Wage

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

Menu M77 - Payroll Detail Module Menu

```
M77 Payroll Detail Module Menu                                01/25/07 14:31
                                                            FY 2007 CC 02
Screen:  __ Cycle:  _ Date:  _____ UIN:  _____

----- Inquiry Screens -----

770 Payroll Detail Inquiry by FY, UIN
771 Payroll Detail Inquiry by FY, Account
772 Payroll Detail Inquiry by Voucher
773 Payroll Detail Inquiry by Pay Cycle, Date
779 Payroll Detail Record Inquiry

750 Open Commitments by Vendor/UIN (Payroll Encumbrances)
764 Payroll Detail To Be Posted

----- Maintenance Screens -----

751 Payroll Encumbrance Maintenance
765 Payroll Detail Record Maintenance

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

Menu M78 - Payroll Distribution Module Menu

```
M78 Payroll Distribution Module Menu                        01/25/07 14:32
                                                            FY 2007 CC 02
Screen:  __ Cycle:  _ Date:  _____ UIN:  _____

----- Inquiry Screens -----

760 Distribution Rules By UIN
780 Browse Pay Cycle Control Records
781 Pay Cycle Control Record Inquiry
782 Browse Source Records by SSN
783 Browse Source Records by Department
784 Browse Source Records in Error
789 Detail Source Record Inquiry

----- Maintenance Screens -----

761 Payroll Distribution Rules
791 Maintain Source Record Account
792 Maintain Source Record Distribution
793 Create Correction Source Record

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


Section II

Payroll Interface

General Information

General Concepts

Payroll for all A&M System members is processed by the Budget Payroll Personnel (BPP) System. The BPP / FAMIS payroll interface consists of a set of computer programs which use technology to keep the fiscal accounts updated with the payroll activities.

Some of the updates are done 'real time'; for example, EPA documents are encumbered in accounting when the document is closed. Other updates are processed in 'batch mode' such as Form 500 records created using the BPP screens and the accounting records for posting the payroll entries. These records are prepared by the BPP System and then processed into FAMIS. The FAMIS programs use the BPP data to generate batches of accounting entries according to predefined rules contained in the Accounting Analysis Table, a table in the BPP system.

FAMIS posts these payroll expenses "after the fact". The actual payroll has already been run and the payroll checks/ACHs have been issued by the time FAMIS posts the payroll information into accounting. Therefore, there is no budget checking done when the payroll file is posted into FAMIS.

Other Payroll Related Manuals

There are two additional FAMIS manuals that relate to Payroll. All of the manuals are available on the FAMIS website: <http://www.tamus.edu/offices/famis/>.

- Payroll Encumbrance User's Manual
- EPA (Employee Payroll Action) Module & FORM 500 Processes Manual
- Payroll Interface Reference User's Manual

Basic Payroll Definitions and Concepts

Gross Pay

Gross Pay is the total amount an employee earns – before any taxes or other deductions are taken out of the pay. It does not include Longevity.

When accounting entries are made in FAMIS to expense payroll to a particular account, the entries are made for the gross pay amount.

Longevity

Longevity is a payment made to employees recognizing their years of service. This payment effectively increases their gross pay. In BPP, longevity is treated much like a negative deduction; however, in FAMIS, longevity is treated like gross pay and charged to a different expense code.

Hazard Duty

Hazard Duty is a payment made to employees recognizing their performance under hazardous conditions and effectively increases their gross pay. In general, hazard duty pay is treated as a type of gross pay. However, it is a separate source item.

General Concepts (cont'd)

Deductions

Employee deductions are funds deducted from an employee's gross pay for various reasons. BPP creates checks and/or ACH entries for the employee deductions.

FAMIS makes no direct entries related to deductions; however, the processing of deductions and payments to benefit vendors is handled in FAMIS.

Net Pay

Net Pay is the amount of pay disbursed to the employee, either through a check or an ACH transaction. The Net Pay is always the gross pay + longevity less the deductions. BPP creates checks and/or ACH disbursements for the amount of the net pay.

$$\text{Net Pay} = \text{Gross Pay} + \text{Longevity} - \text{Deductions}$$

Employer Payments / or Benefits

Employer payments or benefits are funds, *over and above an employee's gross pay*, which are paid to third parties for the benefit of the employee. These employer payments do not impact the employee's gross pay. The benefits may or may not be paid by the same account that funds the employee's gross pay.

Payroll Cycles

Payroll is processed and payments are made (check and/or ACH) in pay cycles.

- B = Biweekly (processed every other week)
- M = Monthly (processed once a month)

A **supplemental cycle** may be processed once each month using the cycle type of B (biweekly). Supplemental payroll entries are allowed and processed in the biweekly payroll cycle only and identified as BW0. These entries contain the corrections and cancellations.

If no payroll is processed for your agency on a biweekly or supplemental biweekly cycle, payroll reports will be blank and the batches in FRS will be empty.

Interface Files

As BPP completes a payroll cycle, the BPP system produces several files that are used by FAMIS to create the accounting entries:

- 1) Payroll History File** *created each payroll*
Contains detail records at the employee and funding source level from the payroll cycle. It also includes applicable accounting analysis table entries that define the funding banks and accounts for benefits.

General Concepts (cont'd)

- 2) Payroll Check File** *provided each payroll*
Contains detail records of the employee payroll checks and the deduction checks for the benefit vendors.
- 3) Payroll ACH File** *provided each payroll*
Contains the detail records of disbursements made to employees via the Federal ACH (Automated Clearing House) System.
- 4) Extended Pay Plan Deposits File** *provided each payroll*
Contains the detail records of employee deposits into the extended pay plan fund.
- 5) Extended Pay Plan Withdrawals File** *provided each payroll
plus 1x at month-end*
Contains the detail records of the employee withdrawals from the extended pay plan fund.
- 6) Payroll ORP/TDA ACH File** *provided 1x at month-end*
Contains the detail records of the ACH payments made for ORP / TDA payments.
- 7) InterPart Due to/Due from File** *provided 1x at month-end*
Contains the detail records of the payments that are due to other A&M System members.

Other Files Created by BPP

1. Person file *provided 1x each month*
2. Carrier table *provided 1x each month*
3. Insurance file *provided 1x each month*
4. Title Code file *provided 1x each month*
5. Form 500 *provided daily*
6. Reimbursement file *provided with each payroll*

Payroll Postings

General Information

FAMIS makes use of several **clearing accounts** (typically GL accounts) to correctly book payroll and benefit expenses.

Detail vs. Summary & Display of Individual's Name

1. Payroll is **posted in summary** at the voucher and object code level within an account. FAMIS does not, by default, post payroll at a detail (per employee) level. A **name does not display UNLESS there is only one SSN on a record**; in that case, there is nothing to summarize and we display the individual's name. When there is more than one entry, and you are posting in Summary – we do not fill in any name information.
2. Only those persons with **proper security** (EPHIST or E**** entity security) for the department of the account (or other entity grouping, such as College or Division) can view the name. All others see only the generic wording, such as Monthly Payroll.
3. Payroll is **posted in detail** (per employee) as an option set in the JCL as parameters. The 'detail flag' works in conjunction with an SL Range - these parameters are: Detail-SL and Detail-SLEND.

Posting at an employee detail level can be activated upon request. However, detail posting of payroll expenses can reveal salary information to those with general access to FAMIS.

There are four programs in the PRMON job and in PRBW involved with the Detail flag settings, these are:

FBPR010 - Journal Entries for Expensing Local Funds Payroll
FBPR015 - Journal Entries for Expensing State Funded Payroll
FBPR020 - Summary of Employer Paid Benefit Credits
FBPR025 - State Paid Benefit Disbursements

4. Disbursement entries made against the payroll bank account are made in **summary**. Therefore, you will not see detail disbursements on your bank reconciliation reports (e.g. **FBMR219**).

To view detail checks, use FAMIS Screen 185 or see BPP report BP5038. Additionally, FAMIS report **VBMR303** shows payroll checks in detail. This report is run as part of the CKREC process and will list new and paid checks.

Employee Deductions

Employee deductions are that portion of the employee's payroll paid by the employee and deducted from the paycheck to cover some benefits. Some of these deducts are required by the employer to be deducted and some are elected by the employee. Deductions are part of an employee's gross pay and payroll is expensed at a gross pay level.

BPP sends FAMIS a file of the deductions which FAMIS then posts into the accounts listed by type on Screen 837. SAGO pays the vendor for the whole A&M System and processes equity transfers from these same accounts into SAGO to cover the expenditures.

However, handling of deductions correctly is a critical function to the payroll office and will have impact on FAMIS especially when corrections are required. This will be discussed primarily in the benefit and correction sections of this manual.

Some examples of employee "deducts":

ADD	Accidental Death & Dismemberment
COD	Court Ordered Deductions
DCP	Deferred Compensation Plan
DEN	Dental
FIT	Federal Income Tax
MED	Medical
OL	Optional Life
OASI	Social Security – employee paid
OAHl	Medicare – employee paid
ORP	Optional Retirement Program
RTH	Roth 403B
TDA	Tax Deferred Annuity
TRS	Teachers Retirement System
VIS	Vision

Helpful Terms

Accounting Analysis Table & Key

The Accounting Analysis Table provides a way to charge benefit related expenses to a different account and/or bank other than that of the source account.

The first 4 digits of accounting analysis field are defined as the key. The accounting analysis key controls posting of the payroll expense and benefits to the correct fiscal accounts and banks. The remaining characters of the key can be defined by the various fiscal offices for their own needs (project accounting, Research Foundation cost sharing, etc.).

ACH

Automated Clearing House designates the electronic transfer of payroll transactions through the Federal Reserve Banking System. Payment by ACH sends funds directly to the appropriate bank and replaces a paper check.

AD&D

Accidental Death & Dismemberment refers to an optional insurance program offered to employees by TAMUS.

ADLOC

Admistrative Location -- references the administrator who has budgetary and operational responsibility; individuals whose regular employment falls within the operational scope of a particular area will be identified by the ADLOC of that area. Usually corresponds to the main FAMIS account used by that organizational unit.

Benefits

Employer payments made on behalf of the employee.

(State) Benefit SLs

Subsidiary Ledgers established for the purpose of holding **State Appropriation Funds** authorized for the payment of employee benefits.

Budgeted Employees

Employees holding a position defined as budgeted because budget is created for that position at the beginning of the employment or fiscal year. These can be employees paid by monthly salary or by an hourly rate.

Effective Date

Indicates the actual date on which the position change being implemented by the EPA document or Form 500 will occur.

Employee Deduction – “Deducts”

A part of employee gross pay. This portion is paid by the employee and ‘deducted’ from the pay check.

Helpful Terms (cont'd)

EPA Employee Payroll Action System – (Web-based Form 500 process)

The web-based EPA system is available to create or amend a position in the budget with respect to salaries and wages, occupant, job title, source(s) of funding, etc. An EPA documents performs all the functions of the mainframe BPP Form 500 process.

A separate EPA manual is available on the FAMIS website.

Employer Payment/Fringe Benefit

That portion of the employee's payroll that is paid by the employer to cover employer provided benefits. These do not reduce the employee's net pay.

Equity Transfers

Funds, or equity, transfers are made between A&M System members to transfer money owed to each other for shared payroll obligations. These transfers resolve, or clear out, the Due to/Due-from accounts that arise when an employee is paid by more than one A&M System member.

Extended Pay Plan

This payroll feature allows an employee on a less than twelve-month contract to be paid over a twelve-month period.

FICA – Federal Insurance Contribution Act

The employer paid contribution to the Federal Government's Social Security Program.

FIT – Federal Income Tax

The income tax for the Federal Government deducted from the employee pay.

Form 500 Personnel/Budget Action – (3270 based Payroll Action System)

Computer generated document used to amend a position in the budget with respect to salaries and wages, occupant, job title, source(s) of funding, etc. A Form 500T is produced by the initial load of the budget for the fiscal year. A Form 500R is produced by any subsequent changes to the budget. The type (T or R) is determined by the iteration status. The EPA System is the web-based version.

Funding Requirement

Monetary amount required or saved for each source for the time between the effective date of the EPA or Form 500 and the end of the fiscal year. Salary savings are calculated automatically and do not require input to BPP.

GIP

Group Insurance Premiums, offered to the employees, includes Medical Insurance and Basic Life Insurance. Some programs have wider definitions - and define what part the State contributes to the program. Usually, SGIP refers to employer-paid premiums that can be used for BL, MED, DEN, ADD, VIS or LTD.

Helpful Terms (cont'd)

Goldplate Budget

This term refers to the payroll 'Prep Budget' following its approval by the Board of Regents.

Gross Pay

The total amount paid to the employee before deductions -- includes salary, but not longevity (which is treated as a negative deduction).

Hourly Employees

Employees that are paid for each hour worked at a predetermined rate of pay. Some are budgeted, others are not.

Iteration

An identifier used to define a specific action or situation of a position in the BPP Active Budget database. Iteration 01 is the first iteration generated by the initial load of the fiscal year budget.

Liability Accounts

Accounts, usually General Ledgers, established for the purpose of collecting the monies to be paid to the benefit vendors on behalf of the employees. These accounts are listed on FAMIS Screen 830.

Net Pay

The amount of the employee paycheck after reductions for employee paid benefits and/or employee deductions.

OAH – Old Age Health Insurance

The Medicare insurance program is sponsored by the Federal Government. This contribution is paid by the employee.

OASI – Old Age Survivors Insurance

The Social Security program is sponsored by the Federal Government. This contribution is paid by the employee.

ORP – Optional Retirement Program

Contributions to TAMUS retirement program which includes contributions by the employee (deduction) and the employer (employer-paid benefit).

Pay Cycle Date

The date that identifies the day the employee was paid.

Pay Period End Date

The date that marks the end of the period for which the employee is being compensated.

Helpful Terms (cont'd)

Pay Type

Pay Type defines the processing required by the payroll calculation program to compute the net pay for the pay items.

PIN

Position Identification Number – a number given to each budgeted position of employment within TAMUS.

Requirement/Savings Account

Account identifies the funding source from which the requirement is being taken or into which the savings is being placed.

Salary Employees

Salary employees are compensated according to an agreed amount based on a payroll period.

Salary Encumbrance

An encumbrance posted at the beginning of the employment or fiscal year to reserve the payroll dollars for the employee.

Salary Savings

Process performed on the last working day of the month that calculates and distributes salary budget not spent during the month due to a position being vacant at least one day during the month. (FBPR050 & FBPR051)

Source Amount

Total dollar amount which is obligated to be paid by the fiscal source over the source period.

Source Line

A record associated with a given PIN and iteration that identifies funding information for the PIN. It includes the source account (SL-SA which will be charged), source object code, source accounting analysis, source percent effort, source amount (see above), source requirement account, and the source begin and end period dates.

TDA – Tax Deferred Annuity

An optional program for employees to deposit funds into an account on a tax deferred basis. Generally this is intended to be part of a retirement program. The funds are deducted from the employee gross pay.

TRS – Teachers Retirement System

The retirement system sponsored by the State of Texas for employees of Higher Education institutions. These contributions are paid both by employee deduction and employer-paid benefit.

Helpful Terms (cont'd)

UCI

Unemployment Compensation Insurance is a program handled by the State of Texas. All claims are initially paid by the State. However, if the employee is paid from local funds, each A&M System member must reimburse the State for the claim.

Wage Employees

Wage employees are not budgeted positions and are paid by the hour. Wage PINs are assigned by the system as a sequential number. Wage positions can contain different occupants over time.

WCI

Workers Compensation Insurance is a program coordinated by A&M System. TAMUS is self-insured (through SO) and all claims are a cost to TAMUS (SO), regardless of funding source. WCI is an assessment from SO to each A&M System member.

Section III Payroll Detail & Distribution Module

Payroll Distribution

The payroll distribution system is used mainly by the Texas Transportation Institute (Part 12), the Research Foundation (Part 99), and the Texas Agricultural Experiment Station (Part 06). The purpose of this system is to distribute payroll for a particular position or individual employee among various funds within the A&M System Parts.

For TAMRF, the default rules for determining how the payroll will be distributed are entered on Screen 761.

The following is a list of payroll processing jobs run by Texas Transportation Institute (TTI) and Texas Agricultural Experiment Station (AL-RSCH) to distribute payroll.

TTI - Bi-weekly / AL-RSCH - Monthly & Bi-weekly

PR200 will be run the night of paycalc. The job stores control and detail records on the database. Afterwards there is a manual process to fix any errors generated. Control records can be verified on-line with Screens 780 and 781.

PR205 can be run once all errors have been corrected for that cycle. This job puts the close status on the control record for that particular payroll cycle. The **P2AFILE** is created in this step. (This job may be rerun from the beginning and there is a rerun option for those that are in closed status.)

PRBW / PRMON is the next job run for the appropriate cycle. This is the same job run for all other FAMIS parts except that the first step FBPR001 is omitted.

PPYRL is the last job in the cycle and does the actual posting of the payroll.

TTI - Monthly

PR200 will be run the night of paycalc. The job stores control and detail records on the database. Afterwards there is a manual process to fix any errors generated (Screen 791). Control records can be verified on-line with Screens 780 and 781.

PR201 is run once the errors have been corrected to produce the "F-3" forms which are sent out to the departments. This job is report only and may be rerun at any time.

The forms are returned from the departments and the data is entered on-line using Screen 792. The turnaround time for the departments to return the forms may be as long as one week.

PR202 will be run once all forms have been returned and entered. This job produces a "Distribution Register." This job is report only and may be rerun at any time. TTI is responsible for manually verifying the entry and correcting any errors.

Payroll Distribution (cont'd)

PR205 can be run once all errors have been corrected for that cycle. This job puts the close status on the control record for that particular payroll cycle. The **P2AFILE** is created in this step. (This job may be rerun from the beginning and there is a rerun option for those that are in closed status.)

PRMON is the next job run for the monthly cycle. This is the same job run for all other FAMIS parts except that the first step FBPR001 is omitted.

PPYRL is the last job in the cycle and does the actual posting of the payroll.

TTI Special

This process will be used for additional processing after the normal monthly payroll cycle. The users will enter special payroll related items during the month.

If needed, **PR202** can be run to produce a "Distribution Register."

The entries will all need to be manually verified.

PR205 can be run once all errors have been corrected for that cycle. This job puts the close status on the control record for that particular payroll cycle. The **P2AFILE** is created in this step. (This job may be rerun from the beginning and there is a rerun option for those that are in closed status.)

PRSP will be the next job run for these special payroll entries replacing PRBW or PRMON in the normal cycle.

PPYRL will be run to post the entries for these manual payroll entries.

This special payroll cycle needs to be completed before running PMEND.

Enter and Update Payroll Encumbrances

Screen 751 is used to enter salary and/or benefit encumbrances (also called open commitments). Modifications to salary and benefit encumbrances may also be processed using this screen.

Screen 751 - Payroll Encumbrance Maintenance

```

751 Payroll Encumbrance Maintenance                                01/15/02 14:26
                                PAYROLL SUPPORT ACCOUNT                FY 2002 CC 02
Screen:  ___ Account: 419191 09090 UIN: 8uuuuuuu0 Ref: 0400040

Obj      Amount      D/C Liquidated Amt      Adjustments      Current Amt
-----
Salary: 1310 2084.95      _      24.10      2084.95
          Cost Ref:      1: 0309099      2:      3:
          Original Cost Ref:      1: 0309039      2:      3:

Benefit: 1510 33.69      _      10.55      33.69
          Cost Ref:      1: 0903099      2:      3:
          Original Cost Ref:      1: 0903093      2:      3:

----- Project Information - Display Only -----
Name: DANSON DONNA D      Last Activity Dt: 11/24/1997      Salary      Benefit
                                Original Dt: 08/01/1997      11/24/1997
                                08/01/1997      08/01/1997

Transactions:      2 Amount:      2118.54 Batch: SAL009 Date: 11/24/1997
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp      Warns
    
```

Basic Steps

- Advance to Screen 751.
- Type an account number, Universal Identification Number, and reference number on the Action Line and press <ENTER> to display existing encumbrance information.
- Type salary or benefit encumbrance information in the fields provided and press <ENTER> to record the information.

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

Action Line

- ◆ **Account:** 11 digits
Identify the subsidiary ledger (SL) and support account (SA) number to encumber funds.
- ◆ **UIN:** 9 digits
Indicate the Universal Identification Number of the person for whom payroll funds are being encumbered.
- ◆ **Ref:** 7 digits
Enter the reference number used to identify the transaction.

Screen 751 – Payroll Encumbrance Maintenance (cont'd)

Screen Information

Salary

- ◆ **Obj:** 4 digits
Identify the object code under which to encumber the salary funds.

- ◆ **Amount:** 14 digits
Indicate the dollar amount to be encumbered.

- D/C:** Help 1 character
Signify whether the transaction is a Debit (D) or Credit (C) transaction.

- Liquidated Amt:** 7 digits
Displays the amount of the salary encumbrance that has been liquidated.

- Adjustments:** 7 digits
Displays the dollar amount of all adjustments that have been made to the encumbrance.

- Current Amt:** 7 digits
Indicates the current amount of funds encumbered.

- Cost Ref 1,2,3:** 7 digits
User-defined reference fields used to identify the salary transaction.

- Original Cost Ref 1,2,3:** 7 digits
Displays the value of the user-defined reference fields before they were altered.

Benefit

- ◆ **Obj:** 4 digits
Identify the object code under which to encumber the benefit funds.

- ◆ **Amount:** 14 digits
Indicate the dollar amount to be encumbered.

- ◆ **D/C:** Help 1 character
Signify whether the transaction is a Debit (D) or Credit (C) transaction.

- Liquidated Amt:** 7 digits
Displays amount of the benefit encumbrance that has been liquidated.

- Adjustments:** 7 digits
Displays the dollar amount of all adjustments that have been made to the encumbrance.

- Current Amt:** 7 digits
Shows the current amount of funds encumbered.

- Cost Ref 1,2,3:** 7 digits
User-defined reference fields used to identify the salary transaction.

Screen 751 – Payroll Encumbrance Maintenance (cont'd)

Original

Cost Ref 1,2,3: 7 digits
Displays the value of the user-defined reference fields before they were altered.

Project Information

Name: 20 characters
Shows person for whom payroll funds are being encumbered.

Salary

Last Activity Dt: 8 digits
Identifies the date the salary encumbrance was last modified.

Original Dt: 8 digits
Shows the date salary funds were originally encumbered.

Benefit

Last Activity Dt: 8 digits
Displays the date the benefit encumbrance was last modified.

Original Dt: 8 digits
Signifies the date the benefit funds were originally encumbered.

Transactions: 3 digits
Shows number of transactions processed.

Amount: 14 digits
Indicates total dollar amount of current entries processed in this batch.

Batch: 6 characters
Shows batch header used to process transactions.

Date: 8 characters
Indicates the date of the batch session.

Additional Functions

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

PF12 Warns **Warnings**
Displays any FAMIS warning messages.

Payroll Distribution Rules

TAMRF ONLY

Payroll distribution rules are used to determine which funds are used to support a particular position or individual employed within the TAMUS. Screen 761 is used to enter payroll distribution rules, listing all of the different accounts, subcodes, and/or System Parts that the payroll will be distributed across.

Screen 761 - Payroll Distribution Rules

```

761 Payroll Distribution Rules                                01/16/04 10:25
                                                           FY 2004 CC 01
Screen: ___ UIN: 4uuuuuu5 Part: 01 BPP Account: 271030 00000 Object: 1510

      Name: CALVIN C COOLIDGE                               PIN: X99999       Del: _
      CC/Dept/SDept: 01 INRE FAMIS                         Adloc: 01271030
      User/Dt:

Effective Beg Dt: _____ End Dt: _____ % Effort: _____
      Title Code: 9918 PROGRAMMER                          Active: _

      Acct   SAcct  Percent  Obj   Cost Ref 1  Cost Ref 2
      =====  =====  =====  =====  =====  =====
      _____  _____  _____  _____  _____  _____
      _____  _____  _____  _____  _____  _____
      _____  _____  _____  _____  _____  _____
      _____  _____  _____  _____  _____  _____
      _____  _____  _____  _____  _____  _____
      _____  _____  _____  _____  _____  _____
      _____  _____  _____  _____  _____  _____

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

Basic Steps

- Advance to Screen 761.
- Type the Universal Identification Number (UIN) of person you are making entries for. If you do not know the UIN of the person, an asterisk in the UIN: field will access a list of persons to choose from. Type an "X" in front of the person you wish to select and press <ENTER> to return to Screen 761.
- Type the TAMUS Part number, the BPP account number and object code on the Action Line.
- Press <ENTER> to display existing distribution rules for the selected person.
- Indicate the effective beginning date of the distribution rule, as well as the percent effort and title code of the position.
- Type the account(s), support account(s), percentage(s), and object code(s) defining the distribution rule.
- Press <ENTER> to record the information.
- Add or modify information in the available fields, as desired.
- Press <ENTER> to record the distribution information.

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

Action Line

- ◆ **UIN:** 9 digits
Indicate the Universal Identification Number of the person for whom information is being added.

- ◆ **Part:** 2 digits
Identify from which TAMUS Part the employee will be paid.

- ◆ **BPP Account:** 11 digits
Include the BPP account number the employee will be paid from.

- ◆ **Object:** 4 digits
Specify the object code used to process the payroll voucher for the selected employee.

Screen Information

- Name:** 20 characters
Displays the name of employee for whom distribution rules are being added/deleted/modified.

- PIN:** 6 characters
Displays the Position Identification Number.

- Del:** 1 character
Indicates whether or not ('Y' or 'N') the person has been deleted from the person file.

- CC/Dept/SDept:** 12 characters
Identifies the campus code, department and sub-department of employee.

- Adloc:** 8 digits
Indicates the administrative location of the selected position. The administrative location (adloc) for a position references the administrator who has budgetary and operational responsibility over the position.

- User/Dt:** 8 digits
Displays the User ID and date of last modification made.

- ◆ **Effective Beg Date:** 8 digits
Indicate the date that the distribution rule will go into effect.

- End Date:** 8 digits
Include date employee's employment was terminated.

- ◆ **% Effort:** 6 digits
Indicate the percent of an employees work week governed by a particular distribution rule.

Screen 761 – Payroll Distribution Rules (cont'd)

- ◆ **Title Code:** Help 4 digits
Include the title code of the selected position.

- Active:** 1 character
Indicate whether employee is active ('Y') or inactive ('N').

- ◆ **Acct:** 6 digits
Indicate the account number employee's check is to be drawn from.

- ◆ **Sacct:** 5 digits
Identify the support account for the employee's pay.

- ◆ **Percent:** 7 digits
Signify the percent of the employee's pay that should come from this account.

- ◆ **Obj:** 4 digits
Identify the object code the employee's salary is drawn from.

- Cost Ref 1:** 7 digits
Include a user-defined reference number that may be used to identify the payroll transaction.

- Cost Ref 2:** 7 digits
Enter a user-defined reference number that may be used to identify the payroll transaction.

Additional Functions

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

- PF8** **Next**
- Next** Advance to the next data screen for SSN entered on the Action Line.

- PF11** **Multiple Distribution Rules**
- MDist** Used to enter more distribution rules than the spaces available on this screen.

Enter and Update Payroll Transactions

It is possible for you to post payroll transactions on-line, without waiting for batch processing. This is accomplished by using Screen 765.

Screen 765 - Payroll Detail Record Maintenance

```

765 Payroll Detail Record Maintenance                                01/16/04 15:00
                                COULTON CAM C                      FY 2004 CC 06
Screen:  ___ Fiscal YY: 2004 UIN: 8uuuuuuu9 Cycle/Date: M 12/31/2003 Seq No: 1__
                                Add Seq No:  _
                                Delete:  _
    Sys Mem: 06                                PIN: X99999 Iteration: 02
    Sys Mem Acct: _____ Adloc: 06113012_
    Dept: _____ Title: 9221 GRAD ASST RESEARCH Hold: N

    Vchr Nbr: 03396 Acct Anl: 01320000_____ Vchr Ref: 0003396
    Pay Ind.: C Bdgt/Wage: B
    Pay Type: B Pay Kind: S
    Date Pd: 01/02/2002 Per Beg Dt: 12/01/2001 Per End Dt: 12/31/2001
    FTE Mo Sal: 2866.66_ Lng Rate: _____ Pct Eft: 50.00_
    Hrs Wrked: _____ Hrly Rate: _____

    Off Campus: ---Carrier Codes--- Posting Req:
Correction Flag: Med: 01 ORP: Post Status: CO
Previous FY: N Den: SORP: Post Date:
Orig Src Seq #: 010 Federal Emp: N Eff Acct Dt:
BPP Account: 114463 06782 Last Mod ID: Payroll Enc:
TAMRF Account: Last Mod Dt: Reject E:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Copy Main PrDtl Warns
    
```

Screen 765 - Payroll Detail Record Maintenance (PF11 Detail)

```

765 Payroll Detail Record Maintenance                                01/16/04 15:04
                                COULTON CAM C                      FY 2004 CC 06
Screen:  ___ Fiscal YY: 2004 UIN: 8uuuuuuu9 Cycle/Date: M 12/31/2003 Seq No: 1__
                                Add Seq No:  _
                                Delete:  _

Type      Account      Bank  Covered  Amount  Cost  Cost
-----
S/W_____ 114463 1325 12632 _____ 1433.33 _____
GIP-GH_____ 111003 1910 12333 _____ 518.50 _____
GIP-GLR_____ 111003 1910 12333 _____ 3.10 _____
WCI_____ 111007 1945 12632 1433.33 _____ 7.17 _____
_____
_____
_____
_____
_____
_____
Total: 1962.10

** End of List **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Bkwd Frwd Main PrDtl Warns
    
```

Basic Steps

Post New Payroll Transactions

- Advance to Screen 765.
- Type a valid fiscal year, Universal Identification Number, cycle type, and cycle date on the Action Line.
- Type a 'Y' in the Add Seq No: field and press <ENTER>.
- Type valid information in the available fields, as desired.
- Press <ENTER> to access the payroll detail window.
- Type the transaction type, account number, bank number and dollar amount.
- Type additional information in the available fields, as desired.
- Press <ENTER> to record the information.
- Press PF5 to post the payroll information.

Update Existing Payroll Transactions

- Advance to Screen 765.
- Type a valid fiscal year, Universal Identification Number, cycle type, cycle date, and sequence number on the Action Line.
- Press <ENTER> to view the payroll history.
- Type valid information in the available fields, as desired.
- Press <ENTER> to record the information.
- Use the PF keys to access the payroll detail window.
- Press PF5 to post the payroll information.

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

Action Line

- | | |
|--------------------|--|
| ◆ Fiscal YY: | 4 digits
Enter <u>fiscal year</u> in which payroll transaction will be processed. Default is the current fiscal year. |
| ◆ UIN: | 9 digits
Indicate the <u>Universal Identification Number</u> (UIN) of the person for whom the payroll transaction is being processed. |
| ◆ Cycle/Date: | 1 character, 8 digits
Indicate if the <u>payroll cycle</u> is for Monthly employees, Biweekly employees, or for Corrections . Also identify the <u>date of the specified cycle</u> . |
| ◆ Seq No: | 3 digits
Include the <u>sequence number</u> to modify/correct. |
| Add Seq No: | 1 character
Indicate whether or not ('Y' or blank) you wish to <u>add a new sequence number</u> for the person/cycle selected. |

Screen 765 – Payroll Detail Record Maintenance (cont'd)

Screen Information

◆ Sys Mem:	Help 2 digits Identify the <u>TAMUS Part</u> for which the payroll is being produced.
PIN:	6 characters Enter the <u>Position Identification Number</u> .
Iteration:	3 digits Signify the <u>number of iterations processed</u> for the selected payroll record.
Delete:	1 character Indicate whether or not you wish to <u>delete</u> the selected <u>sequence number</u> .
Sys Mem Acct:	15 digits Identify the original <u>SL account from System member</u> before it was converted/ distributed to a RF account number.
Adloc:	8 digits Indicate the <u>administrative location</u> .
Dept:	5 characters Indicate the <u>department</u> in which the selected position is <u>located</u> .
Title:	4 digits, 20 characters Identify the <u>title code and description</u> of the selected position.
Hold:	1 character Indicate whether or not ('Y' or 'N') you wish to <u>hold the transaction</u> .
Vchr Nbr:	7 digits Include the <u>number of the voucher</u> to be posted during the selected pay cycle.
Acct Anl:	4 digits <u>Controls the posting of the payroll expense and benefits</u> to the correct fiscal accounts.
Vchr Ref:	7 digits Displays the <u>number of the voucher posted</u> during the selected pay cycle.
Pay Ind:	1 character Identify the <u>payroll cycle and type of employee being paid</u> (Full time/Part time/Student).
Bdgt/Wage:	1 character Indicate whether the job is a <u>Budgeted (B) or Wage (W) earning position</u> .
Pay Type:	1 character Identify the <u>type of payroll processing</u> performed during the selected pay cycle. See the Corrections, Cancellations, and Adjustments section for more detail.

Screen 765 – Payroll Detail Record Maintenance (cont'd)

Pay Kind:	1 character Indicate whether <u>State or Local funding</u> is used.
Date Pd:	8 digits Indicate the <u>date the person received their paycheck</u> (or electronic transfer) for the selected pay cycle.
Per Beg Date:	8 digits Include the <u>date of the first day of the pay period</u> .
Per End Date:	8 digits Identify the <u>date of the last day of the pay period</u> .
FTE Mo Sal:	7 digits Indicate the <u>dollar amount paid</u> to the employee, if he/she is a <u>full time salaried employee</u> .
Lng Rate:	5 digits Indicate the <u>rate at which employees earn longevity</u> .
Pct Eft:	5 digits Include the <u>percent effort</u> (percent of a 40 hour work week) for the specified person.
Hrs Wrked:	5 digits Displays the <u>number of hours worked</u> during the selected pay cycle.
Hrly Rate:	12 digits Indicate the <u>dollar amount per hour</u> the selected person earns.
Off Campus:	1 character Shows whether or not the position is <u>located off of the main TAMU campus</u> .
Posting Req:	1 character Indicates <u>whether or not posting is required</u> for the payroll voucher.
Correction Flag:	1 character Indicates whether or not the selected pay cycle is a <u>correction cycle</u> .
Med (Carrier):	2 digits Displays the code that identifies the <u>type of health insurance</u> for the person.
ORP (Carrier):	2 digits Displays the code that identifies the <u>type of ORP vendor</u> for the person.
Post Status:	4 characters Indicates whether the <u>status of payroll voucher</u> is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).

Screen 765 – Payroll Detail Record Maintenance (cont'd)

Previous FY:	1 character Indicates whether or not ('Y' or 'N') the source record for the employee <u>existed in a previous fiscal year</u> .
Den (Carrier):	2 digits Shows the code identifying the <u>dental carrier</u> .
SORP (Carrier):	2 digits Displays the code that identifies the <u>type of SORP vendor</u> for the person.
Post Date:	8 digits Identifies the <u>date the transaction was posted</u> to the system.
Orig Src Seq #:	3 digits Identifies the <u>original source sequence number</u> this sequence number was copied from.
Federal Emp:	1 character Indicates whether or not ('Y' or 'N') this is a <u>federal employee</u> .
Eff Acct Dt:	8 digits Indicates the <u>date the record was posted to the FT file and completed</u> .
BPP Account:	11 digits Identifies the <u>BPP account</u> from which the payroll voucher is issued.
Last Mod ID:	7 characters Displays the <u>user ID of the last person to process a modification</u> to the record.
Payroll Enc:	12 digits Indicates the " <u>projected</u> " <u>encumbrance</u> that this record will liquidate.
TAMRF Acct:	15 digits <u>Cross references the TAMRF SL/SA</u> . Note: This field is used by TAMUS members (not TAMRF).
Last Mod Dt:	8 digits Shows the <u>date of the last modification</u> made to the record.
Reject Enc:	12 digits Indicates the encumbrance reference under which the <u>rejected encumbrance</u> is posted.
Payroll Detail Information (PF11)	
◆ Type:	Help 10 characters Indicates the <u>type of payroll transaction</u> to be posted.
◆ Account:	15 digits Identifies the <u>account to be used to process the payroll transaction</u> .

Screen 765 – Payroll Detail Record Maintenance (cont'd)

- ◆ **Bank:** 5 digits
Signifies the bank that is to be used to process the payroll transaction.

- Covered Earnings:** 8 digits
Indicates the dollar amount of the employee's pay used in calculating employer payments (benefits).

- ◆ **Amount:** 15 digits
Shows dollar amount of the transaction to be posted.

- Cost Ref 1:** 7 characters
Identifies the user-defined reference number used to identify the transaction.

- Cost Ref 2:** 7 characters
Identifies the user-defined reference number used to identify the transaction.

Additional Functions

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

- PF9
Copy** **Copy**
Used to copy payroll detail from sequence 1 to a new sequence in order to make changes.

- PF10
Main** **Main Window**
Used to toggle back to the main entry window.

- PF11
PrDtl** **Payroll Detail Window**
Used to toggle to the payroll detail window.

- PF12
Warns** **Warnings**
Displays any FAMIS warnings.

Maintain Source Record Accounts

Screen 791 is used to maintain source record account information.

This screen is mainly used by TAMUS Part 06.

Screen 791 - Maintain Source Record Account

```

791 Maintain Source Record Account                                01/16/04 11:12
                                                                FY 2004 CC 06
Screen:  ___ Cycle: M Date: 12/31/2001 SSN: 9sssssss9 Seq Nbr: 1__

      SL Account   SA Account   Dept       Bank
      =====   =====   =====   =====
              112510       01490           12632

-----
                          Modifiable Information Is Above
-----

      Name: HARRISON HANNAH H      BPP Account: 112510
      PIN: X99999                  Sal/Wg Amt: 2571.16
      Adloc: 06203040              Acct Analys: 01321010
      Date Pd: 02-01-02            Voucher Nbr: 03396
      Dist Type: S                  Per Beg Dt: 12/01/2001
      Correction Flag:              Per End Dt: 12/31/2001

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

Basic Steps

- Advance to Screen 791.
- Type the cycle type, cycle date, and sequence number on the Action Line.
- Type the social security number of person you are making entries for.
- Press <ENTER> to display existing source record account information.
- Add or modify information in the available fields, as desired.
- Press <ENTER> to record the source record account information

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

Action Line

- ◆ **Cycle:** 1 character
Indicate type of cycle to add/modify.
B = biweekly
M = monthly
C = correction
- ◆ **Date:** 8 digits
Signify date of the cycle whose source record account information you would like to add/modify.
- ◆ **SSN:** 9 digits
Indicate the Social Security Number of the person for whom information is being added/modified.

Screen 791 – Maintain Source Record Account (cont'd)

◆ **Seq Nbr:** 3 digits
Indicate the number of iterations processed for the selected pay cycle.

Screen Information

SL Account: 6 digits
Indicate the SL account number employee's check is to be drawn from.

SA Account: 6 digits
Identify the support account for the employee's pay.

Dept: Help 5 characters
Include the employee's department.

Bank: 5 digits
Displays the salary bank employee is paid on.

Name: 20 characters
Displays the name of the person whose payroll record is being viewed.

BPP Account: 15 digits
Identifies the SL-SA account from which the payroll voucher is issued.

PIN: 6 characters
Displays the Position Identification Number.

Sal/Wg Amt: 15 digits
Displays the dollar amount of the gross salary for the selected pay cycle.

Adloc: 8 digits
Indicates the administrative location of the selected position. The administrative location (adloc) for a position references the administrator who has budgetary and operational responsibility over the position.

Acct Analys: 4 digits
Controls the posting of the payroll expense and benefits to the correct fiscal accounts.

Date Pd: 8 digits
Indicates the date the person received their paycheck (or electronic transfer) for the selected pay cycle.

Voucher Nbr: 7 digits
Displays the number of the vouchers posted during the selected pay cycle.

Dist Type: 3 digits
Displays the distribution type used.

Per Beg Dt: 8 digits
Displays the date of the first day of the pay period.

Screen 791 – Maintain Source Record Account (cont'd)

Correction Flag: 1 character
Indicates the whether or not ('Y' or 'N') the selected pay cycle is a correction.

Per End Dt: 8 digits
Displays the date of the last day of the pay period.

Additional Functions

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

PF8 **Next**
Next Advance to the next data screen for SSN entered on the Action Line.

Maintain Source Record Distributions

Screen 792 is used to correct errors caused by the lack of distribution definitions. The researchers enter the distribution on TTI Form F-3, and the information is then entered into FAMIS on Screen 792.

All distribution information entered on this screen is only valid for the selected payroll cycle.

This screen is mainly used by TAMUS Part 06, Part 12, and Part 99.

Screen 792 - Maintain Source Record Distribution

```

792 Maintain Source Record Distribution                                01/16/04 10:58
                                                                    FY 2004 CC 99
Screen:  ___ Cycle: M Date: 12/31/2003 SSN: 9sssssss9 Seq Nbr: 1__
Scan by Dept:  ___ Account:  ___
PIN: X99999 OLEANDER ORPAH O
Acct Analys: 5012 BPP Account: 455124 Sal/Wg Amt: 4235.76
Salary Bank: 00010 Obj Code: 1315 Hrs Wrkd:
Voucher Nbr: 03416 Correction Flag: Pct Eft: 100.00
Pay Per Beg: 12/01/2001 Pay Per End: 12/31/2001

-----
Modifiable Information Is Below
-----
Dept:  ___ Acct  SAcct  Percent  Obj  Cost Ref 1  Cost Ref 2
-----
          442151 00001  50.00__ 2010  RUNREV_
          442411 00001  50.00__ 2010
          _____
          _____
          _____
          _____
          _____
          _____
          _____
          _____
          _____
          _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                                         MDist
    
```

Report FBPR202 shows the salary distribution entered on this screen.

Basic Steps

- Advance to Screen 792.
- Type the cycle, date, social security, and sequence number on the Action Line.
- Press <ENTER> to display existing source record distribution information.
- Add or modify information on the bottom half of the screen as desired, and press <ENTER> to record the information.

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

Action Line

- ◆ Cycle: 1 character
Enter the type of cycle whose source record account information you would like to add/modify.
B = biweekly
M = monthly
C = correction

Screen 792 – Maintain Source Record Distribution (cont'd)

- ◆ **Date:** 8 digits
Signify the date of the cycle whose source record account information you would like to add/modify.
 - ◆ **SSN:** 9 digits
Indicate the Social Security Number of the person for whom information is being added/modified.
 - ◆ **Seq Nbr:** 3 digits
Include the number of iterations processed for the selected pay cycle.
 - Scan by Dept:** 5 characters
Indicate department to be used in search.
 - Account:** 6 digits
Identify the account number the employee is to be paid from.
- Screen Information**
- PIN:** 6 characters
Displays the Position Identification Number.
 - Acct Analys:** 4 digits
Controls the posting of the payroll expense and benefits to the correct fiscal accounts.
 - BPP Account:** 15 digits
Identifies the SL-SA account from which the payroll voucher is issued.
 - Sal/Wg Amt:** 15 digits
Displays the dollar amount of the gross salary for the selected pay cycle.
 - Salary Bank:** 5 digits
Identifies the bank to be used when processing the selected pay cycle.
 - Obj Code:** 4 digits
Indicates the object code from which the payroll will be paid.
 - Hrs Wrkd:** 4 digits
Signifies the number of hours worked during the selected pay cycle.
 - Voucher Nbr:** 7 digits
Displays the number of the voucher posted during the selected pay cycle.
 - Correction Flag:** 1 character
Indicates the whether or not ('Y' or 'N') the selected pay cycle is a correction cycle.
 - Pct Eft:** 6 digits
Signifies the percent effort (percent of a 40 hour work week) for the employee.

Screen 792 – Maintain Source Record Distribution (cont'd)

Pay Per Beg:	8 digits Displays the <u>date of the first day of the pay period</u> .
Pay Per End:	8 digits Displays the <u>date of the last day of the pay period</u> .
Dept:	Help 5 characters Indicate the <u>department</u> employee is to be paid from.
Acct:	6 digits Identify the <u>SL Account</u> the employee is to be paid from.
SAcct:	5 digits Include the <u>Support Account</u> the employee is to be paid from.
Percent:	7 characters Signify the <u>percent of pay</u> coming from each account.

Additional Functions

PF KEYS	See Appendix for explanations of the standard PF Keys.
PF11	Multiple Distribution Rules
MDist	Used to enter <u>more distribution rules</u> than the 8 spaces available on Screen 792.

Create Correction Source Records

Screen 793 provides the ability to create a payroll record which modifies the distribution from the original record.

This screen is mainly used by TAMUS Part 06, Part 12, and Part 99.

Screen 793 - Create Correction Source Record

```
793 Create Correction Source Record                                01/16/04 11:07
                                                                FY 2004 CC 12
Screen:  ___ Cycle: M Date: 12/31/2003 SSN: 9sssssss9 Seq Nbr: 1__

Corr Ref:  _____ Copy to Cycle:  _ Copy to Date:  _____

-----
Modifiable Information Is Above
-----

PIN: X99999 DARRAH DUMA D
BPP Account: 040100                               Sal/Wg Amt: 3017.40
SL/SA:                               Obj Code: 1510       Hrs Wrked:
Acct Analys: 5012                          Date Paid: 01/02/2002 Hrlly Rate:
Salary Bank: 01834                          Per Beg Date: 12/01/2001 Lng Rate: 20.00
Voucher Nbr: 03398                          Per End Date: 12/31/2001 FTE Mo Sal: 3017.40
Dept: HUA                                   Correction Flag:       Pct Eft: 100.00

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

Basic Steps

- Advance to Screen 793.
- Type the cycle, date, social security, and sequence number on the Action Line.
- Press <ENTER> to display existing correction source record information.
- Type the correction reference number.
- Indicates whether or not you would like to copy this correction source record to another cycle and, if so, the date of the cycle to which you would like to copy the current correction source record.
- Press <ENTER> to record the information.

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

Action Line

- ◆ **Cycle:** 1 character
Indicate the type of cycle whose correction source record information you would like to add/modify.
- ◆ **Date:** 8 digits
Signify the date of the cycle whose source record account information you would like to add/modify.
- ◆ **SSN:** 9 digits
Indicate the Social Security Number of the person for whom information is being added/modified.

Screen 793 – Create Correction Source Record (cont'd)

◆ **Seq Nbr:** 3 digits
Include the number of iterations processed for the selected pay cycle.

Screen Information

Corr Ref: 7 characters
Indicate the correction reference number, which may be used to identify the transaction.

Copy to Cycle: 1 character
Identify whether or not ('Y' or 'N') you would like to copy the current correction source record to another cycle.

Copy to Date: 8 digits
Include the date of the cycle to which you would like to copy the current correction source record.

PIN: 6 characters
Displays the Position Identification Number.

BPP Account: 15 digits
Identifies the BPP account from which the payroll voucher is issued.

Sal/Wg Amt: 15 digits
Displays the dollar amount of the gross salary for the selected pay cycle.

SL/SA: 11 digits
Indicates the SL and support account number employee's check is to be drawn from.

Obj Code: 4 digits
Indicates the object code from which the payroll will be paid.

Hrs Wrked: 4 digits
Signifies the number of hours worked during the selected pay cycle.

Acct Analys: 4 digits
Controls the posting of the payroll expense and benefits to the correct fiscal accounts.

Date Paid: 8 digits
Identifies the date payroll checks were disbursed.

Hrly Rate: 15 digits
Indicates the dollar amount per hour earned by the selected employee.

Salary Bank: 5 digits
Identifies the bank to be used when processing the selected pay cycle.

Per Beg Date: 8 digits
Displays the date of the first day of the pay period.

Screen 793 – Create Correction Source Record (cont'd)

Lng Rate:	5 digits Indicates the <u>dollar amount paid</u> to the employee <u>for longevity</u> , if any.
Voucher Nbr:	7 digits Displays the <u>number of the voucher</u> posted during the selected pay cycle.
Per End Date:	8 digits Displays the <u>date of the last day of the pay period</u> .
FTE Mo Sal:	15 digits Indicates the dollar amount paid to the employee, if he/she is a <u>full time salaried employee</u> .
Dept:	5 characters Indicates the <u>department</u> employee is to be paid from.
Correction Flag:	1 character Indicates whether or not ('Y' or 'N') the selected pay cycle is a <u>correction cycle</u> .
Pct Eft:	6 digits Signifies the <u>percent effort</u> (percent of a 40 hour work week) for the employee.

Additional Functions

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

Section IV

Payroll Distribution Inquiry

View Distribution Rules by UIN

TAMRF ONLY

Screen 760 is used to show which UINs (Universal Identification Numbers) have defined distribution rules.

Screen 760 - Distribution Rules by UIN

760 Distribution Rules By UIN										04/16/07 11:17		
										FY 2007 CC 99		
Screen: ___ UIN: _____												
S	UIN	Employee Name	Pt	No	BPP	Account	Obj	Act	Begin Dt	End Dt		
-	6uuuuuu2	RANDY ROGERS		02	455125	00000	9999	Y	06/25/04			
-	8uuuuuu0	PAUL PRINCE		02	455125	00000	9999	Y	09/01/03			
-	1uuuuuu6	ANDY ANDREWS		02	455125	00000	9999	Y	09/01/03			
-	4uuuuuu3	HARRY H HARRISON		02	455125	00000	9999	Y	09/01/03			
-	6uuuuuu3	ALLEN ALEXANDER		02	455125	00000	9999	Y	09/01/01			
-	7uuuuuu5	HALEY H HAWLEY		02	455125	00000	9999	Y	03/31/02			
-	8uuuuuu1	SYLVIA S SANDERS		06	499999	00000	9999	Y	05/12/05	08/17/05		
-	9uuuuuu2	PETER P PETERSON		02	455125	00000	9999	Y	09/01/03			
-	1uuuuuu7	KIM K KRAUSE		02	455125	00000	9999	Y	11/14/04			
-	1uuuuuu4	RHONDA R RALEY		02	455124	00000	9999	Y	09/01/02			
-	1uuuuuu4	PAMELA P PARSONS		02	455124	00000	9999	Y	10/01/02			
-	8uuuuuu1			02	455124	00000	9999	Y	03/05/03			
-	3uuuuuu4	YOLANDA Y YANTZE		02	455124	00000	9999	Y	12/01/03			
-	8uuuuuu2	DELLA D DARLING		02	455124	00000	9999	Y	06/01/03			
*** Press ENTER To View More Rules ***												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---												
Hmenu Help EHelp												

Basic Steps

- Advance to Screen 760.
- Enter a valid Universal Identification Number (UIN) on the Action Line. Type an asterisk (*) in the UIN: field to view a list of persons to select from, and press <ENTER> to display a list of distribution rules for the person selected.
- Type an 'X' next to a particular line for further display on Screen 761.

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

Action Line

◆ UIN: 9 digits
Key in the Universal Identification Number of the person whose distribution rules are to be displayed.

Screen Information

◆ S: 1 character
Type "X" next to the person you wish to select for further display.

UIN: 9 digits
Shows employee's Universal Identification Number.

Employee Name: 20 characters
Displays the name of employee being paid.

Screen 760 – Distribution Rules by UIN (cont'd)

Pt No:	2 digits Identifies the <u>System Part</u> the employee is assigned to.
BPP Account:	6 digits Identifies the <u>BPP account</u> the employee is to be paid from.
Obj:	4 digits Signifies the <u>object code</u> the employee is to be paid from.
Act:	1 character Indicates whether employee is <u>active ('Y') or inactive ('N')</u> .
Begin Dt:	8 digits Displays the <u>date of the first day of the pay period</u> .
End Dt:	8 digits Displays the <u>date of the last day of the pay period</u> .

Additional Functions

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

Browse Pay Cycle Control Records

General payroll cycle records may be found on Screen 780. From this screen, you may select a particular payroll cycle for further display on Screen 782.

The data displayed on Screen 780 comes directly from and reflects entries into BPP. No employee deduction information is included.

This screen is mainly used by TAMUS Part 06, Part 12, and Part 99.

Screen 780 - Browse Pay Cycle Control Records

780 Browse Pay Cycle Control Records								01/16/04 14:27
								FY 2004 CC 12
Screen: ___		Cycle: B	Date: 01/04/2004					
Pay Sel	Cycle	Cycle Date	Record Count	Error Count	Dist Needed	Corr Rec Cnt	Record Status	Closed Date
-	B	01/04/2002	423				O	
-	B	01/08/2002					O	
-	C	05/31/1994	2			2	C	06/01/1994
-	C	06/30/1994	14			14	C	07/05/1994
-	C	07/31/1994	4			4	C	08/01/1994
-	C	08/31/1994	24			24	C	10/05/1994
-	C	10/31/1994	4			4	C	11/03/1994
-	C	11/30/1994	3			3	C	12/01/1994
-	C	12/31/1994	11			11	C	01/04/1995
-	C	01/31/1995	2			2	C	02/01/1995
-	C	02/28/1995	1			1	C	03/01/1995
-	C	03/31/1995	5			5	C	04/03/1995

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

Basic Steps

- Advance to Screen 780.
- Press <ENTER> to display a list of all payroll cycle control records on file.
- Type a valid cycle type and date on the Action Line and press <ENTER> to position a particular cycle on the first line of the display.
- Place an 'X' next to a particular line and press <ENTER> for further display on Screen 782.

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

Action Line

- Cycle:** 1 character
Key in the type of cycle whose control record information you would like to display.
B = biweekly
M = monthly
C = correction
- Date:** 8 digits
Key in the date of the cycle whose control record information you would like to display.

Screen 780 – Browse Pay Cycle Control Records (cont'd)

Screen Information

◆ Sel:	1 character Type an 'X' here to <u>select</u> a record for further display on Screen 782.
Pay Cycle:	1 character Indicates the <u>type of payroll cycle</u> being processed (Bi-weekly, Monthly, Correction) for the selected date.
Cycle Date:	8 digits Displays <u>date of the pay period</u> you wish to look at.
Record Count:	8 digits Indicates the <u>number of records processed</u> during the selected cycle.
Error Count:	8 digits Identifies the <u>number of records in error</u> for the selected pay cycle.
Dist Needed:	8 digits Signifies the <u>number of records requiring distribution rule</u> for processing.
Corr Rec Cnt:	8 digits Indicates the <u>number of correction records processed</u> during a cycle.
Record Status:	1 character Indicates whether the selected <u>cycle status</u> is Open or Closed .
Closed Date:	8 digits Signifies the <u>date the cycle was closed</u> .

Additional Functions

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

Display Payroll Cycle Control Records

A specific payroll cycle record may be viewed on Screen 781. The data displayed on Screen 781 comes directly from and reflects entries into BPP.

This screen is mainly used by TAMUS Part 06, Part 12, and Part 99.

Screen 781 - Pay Cycle Control Record Inquiry

```
781 Pay Cycle Control Record Inquiry                                01/16/04 14:14
                                                                    FY 2004 CC 99
Screen:  ___ Cycle: M Date: 12/31/2003

-----
                          Control Record Display
-----

Total Record Count: 908          Correction Record Count: 0
Record Error Count: 0            Control Record Status: C
Distribution Needed Count: 0      Control Record Closed Date: 01/03/2002

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

Basic Steps

- Advance to Screen 781.
- Type a valid cycle type and date on the Action Line
- Press <ENTER> to display the control record information for the selected payroll cycle.

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

Action Line

Cycle: 1 character
Key in the type of cycle whose control record information you would like to display.
B = biweekly
M = monthly
C = correction

Date: 8 digits
Key in the date of the cycle whose control record information you would like to display.

Screen Information

Total Record Count: 8 digits
Indicates the number of records processed during the selected cycle.

Screen 781 – Pay Cycle Control Record Inquiry (cont'd)

Correction Record Count:	8 digits Indicates the <u>number of correction records processed</u> during a cycle.
Record Error Count:	8 digits Identifies the <u>number of records in error</u> for the selected pay cycle.
Control Record Status:	1 character Indicates whether the selected <u>cycle status</u> is Open or Closed.
Distribution Needed Count:	8 digits Signifies the <u>number of records requiring distribution rule</u> for processing.
Control Record Closed Date:	8 digits Signifies the <u>date the cycle was closed</u> .

Additional Functions

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

Browse Source Records by SSN

Screen 782 allows you to view all social security numbers that have been processed for a particular payroll cycle

The data displayed on Screen 782 comes directly from and reflects entries into BPP.

This screen is mainly used by TAMUS Part 06, Part 12, and Part 99.

Screen 782 - Browse Source Records by SSN

782 Browse Source Records by SSN										04/05/07 14:27		
										FY 2007 CC 12		
Screen: ___ Cycle: M Date: 01/31/2007 Social Sec Nbr: 4sssssss5												
S	SSN	Seq Nbr	Name	Dept.	PIN	BPP Acct	Vchr	Dist Err	Need	Cor Cpy		
-	4sssssss6	001	SMITH, SANDY S	AMA	C0xxx6	040100	03542					
-	4sssssss7	001	BURTON BILL B	GSA	C0xxx3	040100	03542					
-	4sssssss7	001	STONE SUSAN S	KGE	C0xxx0	040100	03542					
-	4sssssss7	002	STONE SUSAN S	KGE	C0xxx0	051020	03542					
-	4sssssss7	003	STONE SUSAN S	KGE	C0xxx0	051010	03542					
-	4sssssss7	004	STONE SUSAN S	KGE	C0xxx0	027040	03542					
-	4sssssss6	001	MATSON MIKAH M	AEM	C0xxx5	040100	03542					
-	4sssssss1	001	SELZIK SELWYNN S	HUA	C0xxx0	040100	03542					
-	4sssssss2	001	MEES MARGIE M	BMR	E0xxx7	040100	03546					
-	4sssssss4	001	WARREN WALTER W	HSO	C0xxx5	040100	03542					
-	4sssssss1	001	JONES JOHN J	KDV	C0xxx4	027050	03542					
-	4sssssss1	002	JONES JOHN J	KDV	C0xxx4	019000	03542					
** MORE RECORDS - PRESS ENTER TO VIEW **												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---												
Hmenu Help EHelp												

Basic Steps

- Advance to Screen 782.
- Press <ENTER> to display a list of all payroll source records on file, sorted numerically by social security number.
- Type a valid cycle type, cycle date, and social security number on the Action Line and press <ENTER> to position a particular cycle on the first line of the display.
- Type an 'X' next to a particular line and press <ENTER> for further display on Screen 789.

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

Action Line

- Cycle:** 1 character
Key in the type of cycle whose source record information you would like to display.
B = biweekly
M = monthly
C = correction
- Date:** 8 digits
Key in the date of the cycle whose source record information you would like to display.

Screen 782 – Browse Source Records by SSN (cont'd)

Social Sec Nbr: 9 digits
Enter in the Social Security Number of the person whose source record you would like to display.

Screen Information

S: 1 character
Type an 'X' here to select a record for further display on Screen 789.

SSN: 9 digits
Displays the Social Security Number of the selected employee.

Seq Nbr: 3 digits
Signifies the number of iterations processed for the selected pay cycle.

Name: 20 characters
Indicates the name of the employee.

Dept.: 5 characters
Identifies the department the employee is paid by.

PIN: 6 characters
Displays the Position Identification Number.

BPP Acct: 6 digits
Indicates the BPP account from which the employee is paid.

Vchr: 5 digits
Signifies the number of the voucher paying the employee.

Err: 1 character
Indicates whether or not the selected record is in error for the cycle.

Dist Need: 1 character
Identifies whether or not a distribution rule is needed to process the record.

Cor Cpy: 1 character
Signifies whether or not the record is a correction copy.

Additional Functions

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

Browse Source Records by Department

Screen 783 allows you to view payroll source records that have been processed for a particular department. The data displayed on Screen 783 comes directly from and reflects entries into BPP.

This screen is mainly used by TAMUS Part 06, Part 12, and Part 99.

Screen 783 - Browse Source Records by Department

783 Browse Source Records by Department						04/05/07 14:35	
						FY 2007 CC 12	
Screen: ___ Cycle: M Date: 01/31/2007 Dept/Prog: CEF__							
S	Dept.	SSN	Seq Nbr	Name	PIN	BPP Acct	Voucher
-	CEF	4sssssss4	001	KELING KARLY K	C9xxx9	040100	03542
-	CEF	4sssssss3	001	GRANT GRETCHEN G	C0xxx6	027060	03542
-	CEF	4sssssss9	001	MERCER MARCY M	C0xxx3	027060	03542
-	CEF	4sssssss2	001	HOLLIS HALLIE H	C0xxx0	040100	03542
-	CEF	4sssssss9	001	CARLTON CAITLYN C	C0xxx4	027060	03542
-	CEF	4sssssss6	001	BARROW BRITTANY B	C0xxx6	027060	03542
-	CEF	4sssssss1	001	BRYCE BARRY B	C0xxx5	019000	03542
-	CEF	4sssssss1	002	BRYCE BARRY B	C0xxx5	040100	03542
-	CEF	4sssssss1	003	BRYCE BARRY B	C0xxx5	022050	03542
-	CEF	4sssssss0	001	WATSON WREN W	C0xxx7	040100	03542
-	CEF	4sssssss5	001	HAMSO HANK H	C0xxx2	040100	03542
-	CEF	4sssssss5	002	HAMSO HANK	C0xxx2	027060	03542
** MORE RECORDS - PRESS ENTER TO VIEW **							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp							

Basic Steps

- Advance to Screen 783.
- Type the cycle type, cycle date, and department name on the Action Line.
- Press <ENTER> to display a list of all payroll source records for the selected department, sorted numerically by social security number.
- Type an 'X' next to a particular line and press <ENTER> for further display on Screen 789.

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

Action Line

Cycle:	1 character Key in the <u>type of cycle</u> whose source record information you would like to display. B = biweekly M = monthly C = correction
Date:	8 digits Enter in the <u>date of the cycle</u> whose source record information you would like to display.
Dept/Prog:	5 characters Key in the <u>department</u> whose source records you would like to display.

Screen 783 – Browse Source Records by Department (cont'd)

Screen Information

S:	1 character Place an 'X' here to <u>select</u> a record for further display on Screen 789.
Dept.:	5 characters Identifies the <u>department</u> the employee is paid by.
SSN:	9 digits Displays the <u>Social Security Number</u> of the selected employee.
Seq Nbr:	3 digits Signifies the <u>number of iterations</u> processed for the selected pay cycle.
Name:	20 characters Indicates the <u>name of the employee</u> .
PIN:	6 characters Displays the <u>Position Identification Number</u> .
BPP Acct:	6 digits Indicates the <u>BPP account</u> from which the employee is paid.
Voucher:	5 digits Signifies the <u>number of the voucher</u> paying the employee.

Additional Functions

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

Browse Source Records in Error

Screen 784 is used to view errors encountered during the payroll cycle as well as those individuals that are in need of distribution adjustments.

The data displayed on Screen 784 comes directly from and reflects entries into BPP.

Screen 784 - Browse Source Records in Error

784 Browse Source Records In Error										05/24/04 16:25	
										FY 1994 CC 12	
Screen: ___ Cycle: B Date: 10/13/1993 Social Sec Nbr: 4sssssss0											
Include only: BPP Acct: _____ Sys Mbr: ___ Adloc: _____											
Sel	SSN	Seq Nbr	Name	Dept.	Adloc	PIN	BPP Acct	Vchr			
-	0sssssss0	001	DARLY DESTINY D	MISP	02133501	M	455124	03108			
-	1sssssss1	001	WINSTON WENDY W	MISP	02137500	M	455124	03108			
-	2sssssss2	001	FRANLE FARREN F	BIOL	0832366	E	32526	03096			
-	3sssssss3	001	WORTH WHITNEY W	CHEM	02163601	M	455124	03108			
-	4sssssss4	001	CASE CHARLES C	AGEN	0832366	E	32526	03096			
-	5sssssss5	001	MARLEY MELISSA M	CVEN	08132010	E0xxx6	32526	00216			
-	6sssssss6	001	DURON DAVID D	ARCH	02137500	M2xxx3	455125	00714			
-	7sssssss7	001	MORRIS MIRANDA M	CHUD	02137500	M2xxx6	455124	03108			
-	8sssssss8	001	KRYCHIK KYLE K	FISC	02131501	M	455124	03108			
-	9sssssss9	001	WYLEY WANDA W	PURS	02132503	M	455124	03108			
-	9sssssss9	001	ARLON ALISON A	GENE	02132503	M	455124	03108			
-	9sssssss9	001	WEBSTER WALLY W	PHYS	02132503	M	455124	03108			

** MORE RECORDS - PRESS ENTER TO VIEW **

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

Basic Steps

- Advance to Screen 784.
- Type the cycle type and date on the Action Line and press <ENTER> to display source records in error for the specified pay cycle.
- Type a valid social security number on the Action Line to position a particular record on the first line of the display.
- Type an 'X' next to a particular line and press <ENTER> for further display on Screen 789.

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

Action Line

- ◆ **Cycle:** 1 character
Key in the type of cycle whose source records in error you would like to display.
B = biweekly
M = monthly
C = correction
- ◆ **Date:** 8 digits
Signify the date of the cycle whose source records in error you would like to display.
- Social Sec Nbr:** 9 digits
Identify the individual's Social Security Number whose source record to display on the first line.

Screen 784 – Browse Source Records in Error (cont'd)

Include only:

BPP Acct:	6 digits Enter the <u>BPP account number</u> to include only those source records using a particular BPP account.
Sys Mbr:	2 digits Enter the desired <u>System member</u> number to narrow the display to include only those source records from a particular TAMUS Part.
Adloc:	8 digits Indicate the desired <u>administrative location</u> .

Screen Information

S:	1 character Type an 'X' here to <u>select</u> a record for further display on Screen 789.
SSN:	9 digits Displays the <u>Social Security Number</u> of the selected employee.
Seq Nbr:	3 digits Signifies the <u>number of iterations</u> processed for the selected pay cycle.
Name:	20 characters Indicates the <u>name of the employee</u> .
Dept.:	5 characters Shows <u>department</u> the employee is paid by.
Adloc:	8 digits Indicates the <u>administrative location</u> .
PIN:	6 characters Displays the <u>Position Identification Number</u> .
BPP Acct:	6 digits Shows <u>BPP account</u> from which the employee is paid.
Voucher:	5 digits Signifies the <u>number of the voucher</u> paying the employee.

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
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View the Detail Source Record

Screen 789 is used to view general payroll information from the BPP Payroll Detail File. PF keys have also been programmed to provide you with information about distribution rules and benefits for the selected record.

The data displayed on Screen 789 comes directly from and reflects entries into BPP.

This screen is used mainly by TAMUS Part 06, Part 12, and Part 99.

Screen 789 - Detail Source Record Inquiry

```
789 Detail Source Record Inquiry                                01/16/04 14:39
                                                                FY 2004 CC 12
Screen:  ___ Cycle: M Date: 12/31/2003 SSN: 4sssssss9 Seq Nbr: 1__

Name: WRILES, WHITNEY W Title: 7416 ASST RES SPECIALIST
Dept: FTO Source Seq: 1 Part: 12
PIN: X99999 Iter: 01 Adloc: 12401603 FTE Mo Sal: 3380.00
BPP Acct: 040100 Obj Code: 1315 Hrs Wrked:
SL/SA: Sal Bank: 01834 Hrly Rate:
Acct Anl: 5012 Vchr Nbr: 03398 Lng Rate: 120.00
Pay Ind.: A Date Pd: 01/02/2002 Sal/Wg Amt: 3380.00
Bud/Wage: B Per Beg Dt: 12/01/2001 Pct Eft: 100.00
Pay Type: B Per End Dt: 12/31/2001
Pay Kind: L

Correction Flag: Corr Ref:
Dist type: D Error Flag:
Distribution Needed:

>>> Press PF11 Key to View Benefits <<<

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

Basic Steps

- Advance to Screen 789.
- Type the cycle type, cycle date, Social Security Number, and sequence number on the Action Line.
- Press <ENTER> to display the detail source record for the selected individual.
- Use the PF keys to access additional information about the distribution rules and benefits for the selected individual.

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

Action Line

- ◆ **Cycle:** 1 character
Key in the type of cycle whose source records in error you would like to display.
B = biweekly
M = monthly
C = correction
- ◆ **Date:** 8 digits
Enter in the date of the cycle whose source records in error you would like to display.

Screen 789 – Detail Source Record Inquiry (cont'd)

- ◆ **SSN:** 9 digits
Key in the individual's Social Security Number whose source record you would like to display on the first line.
- ◆ **Seq Nbr:** 3 digits
Key in the specific iteration for the pay cycle you would like to display.

Screen Information

- Name:** 20 characters
Displays the name of the person whose payroll record is being viewed.
- Title:** 4 digits
Displays the title code which identifies a particular position.
- Dept:** 5 characters
Indicates the department in which the selected position is located.
- Source Seq:** 3 digits
Signifies the number of iterations processed for the selected pay cycle.
- Part:** 2 digits
Indicates TAMUS Part that is paying the selected individual.
- PIN:** 6 characters
Displays the Position Identification Number.
- Iter:** 3 digits
Signifies the number of iterations processed for the selected payroll record.
- Adloc:** 8 digits
Indicates the administrative location.
- FTE Mo Sal:** 7 digits
Indicates the dollar amount paid to the employee, if he/she is a full time salaried employee.
- BPP Acct:** 15 digits
Identifies the BPP account from which the payroll voucher is issued.
- Obj Code:** 4 digits
Signifies the object code from which the payroll voucher is issued.
- Hrs Wrked:** 5 digits
Displays the number of hours worked during the selected pay cycle.
- SL/SA:** 11 digits
Identifies the SL-SA account from which the payroll voucher is issued.
- Sal Bank:** 5 digits
Identifies the bank from which the payroll voucher is paid.

Screen 789 – Detail Source Record Inquiry (cont'd)

Hrly Rate:	12 digits Indicates the <u>dollar amount per hour</u> the selected person earns.
Acct Anl:	4 digits <u>Controls the posting of the payroll expense and benefits</u> to the correct fiscal accounts.
Vchr Nbr:	7 digits Displays the <u>number of the voucher</u> posted during the selected pay cycle.
Lng Rate:	5 digits Indicates the <u>rate at which employees earn longevity</u> .
Pay Ind:	1 character Identifies the <u>payroll cycle and type of employee being paid</u> (Full time/Part time/Student).
Date Pd:	8 digits Indicates the <u>date the person received their paycheck</u> (or electronic transfer) for the selected pay cycle.
Sal/Wg Amt:	12 digits Displays <u>dollar amount of the gross salary</u> for the selected pay cycle.
Bud/Wage:	1 character Indicates whether the job is a <u>Budgeted (B) or Wage (W)-earning position</u> .
Per Beg Dt:	8 digits Displays the <u>date of the first day of the pay period</u> .
Pct Eft:	5 digits Indicates the <u>percent effort</u> (percent of a 40 hour work week) for the specified person.
Pay Type:	1 character Identifies the <u>type of payroll</u> processing performed during the selected pay cycle. See the Corrections, Cancellations, and Adjustments section for more detail.
Per End Dt:	8 digits Displays the <u>date of the last day of the pay period</u> .
Pay Kind:	1 character Indicates whether <u>State or Local funding</u> is used.
Correction Flag:	1 character Indicates whether or not the selected pay cycle is a <u>correction cycle</u> .
Corr Ref:	7 characters Displays the user-defined <u>reference number</u> entered when processing corrections to the record.

Screen 789 – Detail Source Record Inquiry (cont'd)

Dist type:	1 character Displays the <u>distribution type</u> used for employee.
Error Flag:	1 character Indicates whether or not ('Y' or blank) the selected <u>record is in error</u> .
Distribution Needed:	1 character Indicates whether or not ('Y' or blank) a <u>distribution rule is used</u> to process the selected record.

Additional Functions

PF KEYS	See Appendix for explanations of the standard PF Keys.
PF10 Dist	Distribution Rules Used to view <u>distribution rules</u> defined for the selected record.
PF11 Bnfts	Benefits Used to view a breakdown of <u>benefits processed</u> for the selected individual.

Section V

Payroll Inquiry

Payroll Detail Records by Fiscal Year and UIN

Screen 770 is used to view detail payroll information by Universal Identification Number (UIN) for a fiscal year. You can search by name only if the person is on the FAMIS Person Table (Screen 850). The data displayed on Screen 770 comes directly from and reflects entries into BPP. No employee deduction information is included.

If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

Screen 770 - Payroll Detail Inquiry by UIN (Panel 1)

770 Payroll Detail Inquiry by UIN										01/15/04 16:48	
WALLY WINSTON										FY 2004 CC 02	
Screen: ___		Fiscal Yr: 2001		UIN: 9uuuuuuu7		Pay Prd End Date: _____		Completed: N		Panel: 01 More >>	
Incl: Only S/W Account: _____											
S	Pay Prd	Seq	Post	Voucher	Salary/Wage	S/W	Sal/Wg/Lng	Ben. Chrgd			
	End Date	No	St		Account	Obj	Amount	to S/W Acct			
-	09/30/2000	1	CO	0003092	160956 00000	1315	2379.00				
-	10/31/2000	1	CO	0003200	160956 00000	1315	2379.00				
-	11/30/2000	1	CO	0003308	160956 00000	1315	2379.00				
-	12/31/2000	1	CO	0003416	160956 00000	1315	2379.00				
-	01/31/2001	1	CO	0003524	160956 00000	1315	2379.00				
-	02/28/2001	1	CO	0003632	160956 00000	1315	2379.00				
-	03/31/2001	1	CO	0003776	160956 00000	1315	2379.00				
-	04/30/2001	1	CO	0003884	160956 00000	1315	453.15				
*** End of Record List ***							Total:	17106.15	0.00		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
Hmenu Help EHelp				PrDtl				Left Right			

Screen 770 - Payroll Detail Inquiry by UIN (Panel 2)

770 Payroll Detail Inquiry by UIN										01/15/04 16:49	
WALLY WINSTON										FY 2004 CC 02	
Screen: ___		Fiscal Yr: 2001		UIN: 9uuuuuuu7		Pay Prd End Date: _____		Completed: N		Panel: 02 More >>	
<< More Incl: Only S/W Account: _____											
S	Pay Prd	Seq	Pay Prd	Hrs Wk/	Acct Cyl	Sal/Wg/Lng	Tot Benefit				
	End Date	No	Beg Date	Pct Eff Cyl	Date	Amount	Amount				
-	09/30/2000	1	09/01/2000	100.00	M 09/30/2000	2379.00	442.63				
-	10/31/2000	1	10/01/2000	100.00	M 10/31/2000	2379.00	442.63				
-	11/30/2000	1	11/01/2000	100.00	M 11/30/2000	2379.00	442.63				
-	12/31/2000	1	12/01/2000	100.00	M 12/31/2000	2379.00	442.63				
-	01/31/2001	1	01/01/2001	100.00	M 01/31/2001	2379.00	442.63				
-	02/28/2001	1	02/01/2001	100.00	M 02/28/2001	2379.00	442.63				
-	03/31/2001	1	03/01/2001	100.00	M 03/31/2001	2379.00	442.63				
-	04/30/2001	1	04/01/2001	100.00	M 04/30/2001	453.15	433.00				
*** End of Record List ***							Total:	17106.15	3531.41		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
Hmenu Help EHelp				PrDtl				Left Right			

Screen 770 – Payroll Detail Inquiry by UIN (cont'd)

Screen 770 - Payroll Detail Inquiry by UIN (Panel 3)

770 Payroll Detail Inquiry by UIN						01/15/04 16:50
WALLY WINSTON						FY 2004 CC 02
Screen: ____	Fiscal Yr: 2001	UIN: 9uuuuuuu7	Pay Prd End Date: _____			
<< More Incl: Only S/W Account: _____						Completed: N Panel: 03
Pay Prd	Seq	Title				
S	End Date	No	Code	Title Description	Enc Ref	
_	09/30/2000	1	7360	POSTDOC RES ASSOC		
_	10/31/2000	1	7360	POSTDOC RES ASSOC		
_	11/30/2000	1	7360	POSTDOC RES ASSOC		
_	12/31/2000	1	7360	POSTDOC RES ASSOC		
_	01/31/2001	1	7360	POSTDOC RES ASSOC		
_	02/28/2001	1	7360	POSTDOC RES ASSOC		
_	03/31/2001	1	7360	POSTDOC RES ASSOC		
_	04/30/2001	1	7360	POSTDOC RES ASSOC		

*** End of Record List ***

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

Hmenu Help EHelp PrDtl Left Right

Basic Steps

- Advance to Screen 770.
- Type a valid Universal Identification Number (UIN) on the Action Line. Or you may or enter the person's last name for an alphabetical listing, which will help identify employees with multiple UIN records in error.
- Type additional information on the Action Line to position a particular payroll record on the first line of the display. You may enter a pay period end date to specify a starting search date.
- Enter 'Y' in the Completed: field to indicate whether or not you wish to view only completed payroll records.
- Press <ENTER> to display existing payroll information.
- Press <ENTER> to scroll through the available payroll records.
- Type an 'X' next to a particular line item to select it for further display on Screen 779.

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

Action Line

- ◆ **Fiscal Yr:** 4 digits
Identify the fiscal year for which you would like to view payroll records.
- ◆ **UIN:** 9 digits
Indicate the Universal Identification Number of the person whose payroll records you would like to display.
- Pay Prd End Date:** 8 digits
Identify the pay period end date for the record to display on the first information line.

Screen 770 – Payroll Detail Inquiry by UIN (cont'd)

Incl: 8 digits
Only S/W Account: Indicate whether or not you would like to display only a particular salary/wage account.

◆ **Completed:** 1 character
'Y' indicates whether to display only completed (CO) payroll records; 'N' displays all, regardless of status.

Screen Information

Panel 1

S: 1 character
Indicate whether or not ('X' or blank) you wish to select the record for further display on Screen 779.

Pay Prd End Date: 8 digits
Shows the date of the last day of the pay period.

Seq No: 3 digits
Signifies the number of iterations processed for the selected pay cycle.

Post St: 4 characters
Shows if the status of payroll voucher is (CO) completed for all Parts except TAMRF payroll: Other values are for TAMRF: new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).

Voucher: 7 digits
Displays the original BPP payroll voucher number, or the corrected reference number.

Salary/Wage Account: 11 digits
Shows the SL-SA account in which payroll funds are encumbered.

S/W Obj: 4 digits
Identifies the salary object code from which the payroll voucher is issued.

Sal/Wg/Lng Amount: 12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

Ben Chrgd to S/W Acct: 12 digits
Displays benefits dollar amount charged to the Salary/Wage account.

Panel 2

Pay Prd Beg Date: 8 digits
Displays the date of the first day of the pay period.

Screen 770 – Payroll Detail Inquiry by UIN (cont'd)

- Hrs Wk/Pct Eff:** 5 digits
Indicates number of hours worked per week or the percent effort for the specified person. (For nonexempt employees, indicates hours worked per bi-weekly pay period. For nonexempt staff (salaried) indicates a percent effort for the month.)
- Cyl:** 1 character
Signifies whether the payroll cycle is for **Monthly** employees, **Biweekly** employees, or **Corrections**.
- Acct Cyl Date:** 8 digits
Indicates the exact date on which the payroll cycle was processed. Pay period end date.
- Sal/Wg/Lng Amt:** 12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.
- Tot Benefit Amount:** 12 digits
Displays the dollar amount of all benefits to be processed for the selected pay cycle.

Panel 3

- Title Code:** 4 digits
Displays the title code which identifies a particular position.
- Title Description:** 20 characters
Displays a description of the position for which the pay cycle is being processed.
- Enc Ref:** 7 digits
TAMRF only. Displays the value of the user-defined reference code entered when processing the payroll transaction.

Additional Functions

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

PF6 Payroll Detail
PrDtl Shows the payroll detail of a selected voucher.

Type	Account	Covered Earnings	Amount	Bank
S/W	160956 00000 1315		453.15	11052
GIP-GLR	121054 00000 1910		3.10	11021
GIP-HMO	121054 00000 1910		427.63	11021
WCI	121084 00000 1945	453.15	2.27	11001
** End of Detail List **				

Payroll Detail by Fiscal Year and Account

Screen 771 is used to view all payroll transactions that affect a particular subsidiary ledger (SL) account, including all support accounts associated with the account. The data displayed on Screen 771 comes directly from and reflects entries into BPP. No employee deduction information is included.

If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

Screen 771 - Payroll Detail Inquiry by S/W Account (Panel 1)

771 Payroll Detail Inquiry by S/W Account							04/05/07 15:10	
							FY 2007 CC 12	
Screen: ___		Fiscal Yr: 2007		S/W Account: 119200 00000				
Incl: All SA's: N Only		UIN: _____		Completed: N		Panel: 01 More >>		
S	SAcct	Seq	Name	Post	S/W	Sal/Wg/Lng	Ben Chrgd	
	No			St	Obj	Amount	to S/W Acct	
-	00000	1	TRAIL TIMOTHY T	CO	0003074 1510	5885.85	466.85	
-	00000	1	TRAIL TIMOTHY T	CO	0003182 1510	5885.85	466.85	
-	00000	1	TRAIL TIMOTHY T	CO	0003290 1510	5905.85	466.88	
-	00000	1	TRAIL TIMOTHY T	CO	0003398 1510	5905.85	466.88	
-	00000	1	TRAIL TIMOTHY T	CO	0003542 1510	5905.85	918.20	
-	00000	1	TRAIL TIMOTHY T	CO	0003650 1510	5905.85	918.19	
-	00000	1	TRAIL TIMOTHY T	CO	0003758 1510	5905.85	918.19	
					TOTAL	41300.95	4622.04	
-	00000	1	DAWTON DERRICK D	CO	0003074 1510	7800.00	469.72	
-	00000	1	DAWTON DERRICK D	CO	0003182 1510	7800.00	469.72	
-	00000	1	DAWTON DERRICK D	CO	0003290 1510	7800.00	469.72	
-	00000	1	DAWTON DERRICK D	CO	0003398 1510	7800.00	469.72	
-	00000	1	DAWTON DERRICK D	CO	0003542 1510	7800.00	1051.35	
					Sub Total:	80300.95	7552.27	

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

Screen 771 - Payroll Detail Inquiry by S/W Account (Panel 2)

771 Payroll Detail Inquiry by S/W Account							04/05/07 15:14	
							FY 2007 CC 12	
Screen: ___		Fiscal Yr: 2007		S/W Account: 119200 00000				
<< More Incl: All SA's: N Only		UIN: _____		Completed: N		Panel: 02 More >>		
S	SAcct	Seq	UIN	Pay Prd	Pay Prd	Acct Cyl	Sal/Wg/Lng	Tot Benefit
	No			Beg Date	End Date	Date	Amount	Amount
-	00000	1	1uuuuuuu5	09/01/06	09/30/06	09/30/06 M	5885.85	466.85
-	00000	1	1uuuuuuu5	10/01/06	10/31/06	10/31/06 M	5885.85	466.85
-	00000	1	1uuuuuuu5	11/01/06	11/30/06	11/30/06 M	5905.85	466.88
-	00000	1	1uuuuuuu5	12/01/06	12/31/06	12/31/06 M	5905.85	466.88
-	00000	1	1uuuuuuu5	01/01/07	01/31/07	01/31/07 M	5905.85	1272.56
-	00000	1	1uuuuuuu5	02/01/07	02/28/07	02/28/07 M	5905.85	1272.54
-	00000	1	1uuuuuuu5	03/01/07	03/31/07	03/31/07 M	5905.85	1272.54
							41300.95	5685.10
-	00000	1	2uuuuuuu6	09/01/06	09/30/06	09/30/06 M	7800.00	664.71
-	00000	1	2uuuuuuu6	10/01/06	10/31/06	10/31/06 M	7800.00	664.71
-	00000	1	2uuuuuuu6	11/01/06	11/30/06	11/30/06 M	7800.00	664.71
-	00000	1	2uuuuuuu6	12/01/06	12/31/06	12/31/06 M	7800.00	664.71
-	00000	1	2uuuuuuu6	01/01/07	01/31/07	01/31/07 M	7800.00	1714.35
							Sub Total:	80300.95 10058.29

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

Screen 771 – Payroll Detail Inquiry by S/W Account (cont'd)

Screen 771 - Payroll Detail Inquiry by S/W Account (Panel 3)

771 Payroll Detail Inquiry by S/W Account										04/05/07 15:15		
										FY 2007 CC 12		
Screen: ____ Fiscal Yr: 2007 S/W Account: 119200 00000												
<< More Incl: All SA's: N Only UIN: _____ Completed: N Panel: 03												
S	SAcct	No	No	Pct	Eft	Code	Title	Description	Enc	Ref		
-	00000	1	12	100.00		8877	MGR,	FINANCIAL				
-	00000	1	12	100.00		8877	MGR,	FINANCIAL				
-	00000	1	12	100.00		8877	MGR,	FINANCIAL				
-	00000	1	12	100.00		8877	MGR,	FINANCIAL				
-	00000	1	12	100.00		8877	MGR,	FINANCIAL				
-	00000	1	12	100.00		8877	MGR,	FINANCIAL				
-	00000	1	12	100.00		8877	MGR,	FINANCIAL				
-	00000	1	12	100.00		9151	CONTROL	SPECIALIST				
-	00000	1	12	100.00		9151	CONTROL	SPECIALIST				
-	00000	1	12	100.00		9151	CONTROL	SPECIALIST				
-	00000	1	12	100.00		9151	CONTROL	SPECIALIST				
-	00000	1	12	100.00		9151	CONTROL	SPECIALIST				

** Press Enter to View More Records **

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

Hmenu Help EHelp PrDtl Left Right

Basic Steps

- Advance to Screen 771.
- Type a valid salary/wage account number on the Action Line.
- Indicate whether or not you wish to include all SAs and whether or not you wish to view completed payroll records.
- Type additional information on the Action Line to position a particular payroll record on the first line of the display.
- Press <ENTER> to display existing payroll information.
- Press <ENTER> to scroll through the available payroll records.
- Type an 'X' next to a particular line item to select it for further display on Screen 779.

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

Action Line

- ◆ **Fiscal Yr:** 4 digits
Identify the fiscal year for which you would like to view payroll records.
- ◆ **S/W Account:** 11 digits
Indicate the account number whose payroll transactions you would like to display.
- Incl:** 1 character
All SA's: Enter 'Y' if you want to include all SAs for the specified SL account selected.
- Only UIN:** 9 digits
Identify the Universal Identification Number of the person whose payroll records you would like to display from the selected account.

Screen 771 – Payroll Detail Inquiry by S/W Account (cont'd)

Completed: 1 character
Indicate whether or not ('Y' or 'N') you wish to display completed payroll records.

Screen Information

Panel 1

S: 1 character
Type 'X' to select the record for further display on Screen 779.

SAcct: 5 digits
Support Account (SA) number from which the funds have been encumbered.

Seq No: 3 digits
Signifies the number of iterations processed for the selected pay cycle.

Name: 20 characters
Displays the name of the person whose payroll record is being viewed.

Post St: 4 characters
Indicates whether the status of payroll voucher is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).

Voucher: 7 digits
Displays the original payroll voucher number, or the corrected reference number.

S/W Obj: 4 digits
Identifies the object code from which the payroll voucher is issued.

Sal/Wg/Lng Amount: 12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

Ben Chrgd to S/W Acct: 12 digits
Displays dollar amount benefits charged to the Salary/Wage account.

Panel 2

UIN: 9 digits
Shows the Universal Identification Number of the person whose payroll record is being displayed.

Pay Prd Beg Date: 8 digits
Displays the date of the first day of the pay period.

Pay Prd End Date: 8 digits
Displays the date of the last day of the pay period.

Acct Cyl Date: 8 digits
Indicates the exact date on which the payroll cycle was processed.

Screen 771 – Payroll Detail Inquiry by S/W Account (cont'd)

Cyl: 1 character
Signifies whether the payroll cycle is for **Monthly** employees, **Biweekly** employees, or **Corrections**.

Sal/Wg/Lng Amount: 12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

Tot Benefit Amount: 12 digits
Displays the dollar amount of all benefits to be processed for the selected pay cycle.

Panel 3

Pt No: 2 digits
Indicates TAMUS Part that is paying the selected individual.

Hrs Wk/Pct Eft: 5 digits
Indicates number of hours worked per week or the percent effort for the specified person. (For nonexempt employees, indicates hours worked per bi-weekly pay period; exempt staff (salaried) indicates a percent effort.)

Title Code: 4 digits
Displays the title code which identifies a particular position.

Title Description: 20 characters
Displays a description of the position for which the pay cycle is being processed.

Enc Ref: 7 digits
Displays the value of the user-defined reference code entered when processing the payroll transaction.

Additional Functions

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

PF6 **Payroll Detail**
PrDtl Shows the payroll detail information for the selected voucher.

Type	Account	Covered Earnings	Amount	Bank
S/W	119200 00000 1510		7500.00	17727
LNG	119200 00000 1610		300.00	17727
GIP-GH	119200 00000 1910		455.17	17727
GIP-GLR	119200 00000 1910		2.85	17727
ORP-SSUP	199915 00000 1956	7800.00	102.17	01834
ORP-SUPL	199920 00000 1957	7800.00	92.82	01834
WCI	119200 00000 1945	7800.00	11.70	17727

** End of Detail List **

Payroll Detail by BPP Voucher Number

Screen 772 is used to browse payroll detail information by BPP voucher number. You may position a particular payroll record at the top of the display by specifying a particular cycle date and social security number on the Action Line.

The data displayed on Screen 772 comes directly from and reflects entries into BPP. No employee deduction information is included. If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

Screen 772 - Payroll Detail Inquiry by Voucher (Panel 1)

```

772 Payroll Detail Inquiry by Voucher                                04/05/07 15:22
                                                                    FY 2007 CC 02

Screen:  ___ Fiscal Yr: 2007 Voucher:  _____
Starting from: Cycle Dt:  _____ UIN:  _____ Panel: 01 More >>
-----
S Voucher No      Seq      Name      Post  Acct Cyl  Pt  Salary/Wage  S/W
-----
_ 0000100      1 STAN SELENA S      CO  09/15/2006  B 02  510904 00000 1715
_ 0000100      2 STAN SELENA S      CO  09/15/2006  B 02  510904 00000 1715
_ 0000100      1 WARNER WREN W      CO  09/15/2006  B 02  240912 00000 1720
_ 0000100      1 BLAIR BRITNEY B     CO  09/15/2006  B 02  144006 00000 1740
_ 0000100      ** Total Voucher >>
_ 0000101      1 FROEHL FRANK F      CO  09/15/2006  B 02  246031 10000 1710
_ 0000101      1 SPOCK SUE S        CO  09/15/2006  B 02  246031 10000 1710
_ 0000101      1 ENGLE ELAN E       CO  09/15/2006  B 02  215660 00000 1770
_ 0000101      1 LOREN LORINDA L     CO  09/15/2006  B 02  246031 10000 1710
_ 0000101      1 HOMER HOWIE H      CO  09/15/2006  B 02  130015 00000 1770
_ 0000101      1 ZNZYE ZACH Z       CO  09/15/2006  B 02  130040 11010 1325
_ 0000101      ** Total Voucher >>
_ 0000102      1 DOOLE DARLENE D     CO  09/29/2006  B 02  290254 00000 1715
_ 0000102      ** Press ENTER To View More Records **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                                PrDtl                                Left Right
    
```

Screen 772 - Payroll Detail Inquiry by Voucher (Panel 2)

```

772 Payroll Detail Inquiry by Voucher                                04/05/07 15:22
                                                                    FY 2007 CC 02

Screen:  ___ Fiscal Yr: 2007 Voucher:  _____
<< More Starting from: Cycle Dt:  _____ UIN:  _____ Panel: 02 More >>
-----
S Voucher No      Seq      Date      UIN      Sal/Wg/Lng  Ben. Chrgd  Total Benefit
-----
_ 0000100      1 09/15/2006 1uuuuuuu7      1260.00      101.31      101.31
_ 0000100      2 09/15/2006 1uuuuuuu7      756.00       60.78       60.78
_ 0000100      1 09/15/2006 5uuuuuuu9      137.34       19.28       19.28
_ 0000100      1 09/15/2006 9uuuuuuu4      312.50              .94
_ 0000101      1 09/15/2006 1uuuuuuu8      2465.84      181.37      182.31
_ 0000101      1 09/15/2006 6uuuuuuu4      2000.00      330.80      330.80
_ 0000101      1 09/15/2006 7uuuuuuu8      4000.00      561.60      561.60
_ 0000101      1 09/15/2006 7uuuuuuu8      12519.00     1006.52     1006.52
_ 0000101      1 09/15/2006 9uuuuuuu4      4000.00      661.60      661.60
_ 0000101      1 09/15/2006 9uuuuuuu9      6518.86              428.85
_ 0000101      1 09/15/2006 9uuuuuuu2      150.00              .45
_ 0000101      *Voucher      29187.86     2560.52     2989.82
_ 0000102      1 09/29/2006 3uuuuuuu5      172.48       24.22       24.22
_ 0000102      ** Press ENTER To View More Records **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                                PrDtl                                Left Right
    
```

Screen 772 – Payroll Detail Inquiry by Voucher (cont'd)

Screen 772 - Payroll Detail Inquiry by Voucher (Panel 3)

772 Payroll Detail Inquiry by Voucher										04/05/07 15:26	
										FY 2007 CC 02	
Screen: ____ Fiscal Yr: 2007 Voucher: _____											
<< More Starting from: Cycle Dt: _____										Panel: 03	
Seq Pay Prd Pay Prd Hrs Wk/ Title											
S	Voucher No	Seq	Pay Prd	Pay Prd	Hrs Wk/	Title	Title Description		Enc Ref		
			Begin Date	End Date	Pct Eft	Code					
-	0000100	1	08/10/2006	08/23/2006	40.00	9220	RESEARCH ASSOCIATE				
-	0000100	2	08/24/2006	08/31/2006	24.00	9220	RESEARCH ASSOCIATE				
-	0000100	1	08/24/2006	08/31/2006	14.00	0332	OFFICE SOFTWARE ASST				
-	0000100	1	08/24/2006	08/31/2006	50.00	7561	STUDENT WORKER I				
-	0000101	1	08/01/2006	08/31/2006	1.00	7100	PROFESSOR				
-	0000101	1	08/01/2006	08/31/2006	1.00	7200	ASSOCIATE PROFESSOR				
-	0000101	1	09/01/2006	09/30/2006	1.00	7290	CONT ED ASSOC PROF				
-	0000101	1	08/01/2006	08/31/2006	1.00	7100	PROFESSOR				
-	0000101	1	08/01/2006	08/31/2006	1.00	7100	PROFESSOR				
-	0000101	1	06/01/2006	07/31/2006	1.00	9221	GRAD ASST RESEARCH				
-	0000102	1	08/10/2006	08/23/2006	16.00	9247	RESEARCH ASSISTANT				

** Press ENTER To View More Records **

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

Basic Steps

- Advance to Screen 772.
- Press <ENTER> to display all payroll records for a fiscal year by voucher number.
- Type additional information on the Action Line to position a payroll record on the first line of the display and press <ENTER> to display existing payroll information.
- Press <ENTER> to scroll through the available payroll records.
- Type an 'X' next to a line item to select it for further display on Screen 779.

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

Action Line

- ◆ **Fiscal Yr:** 4 digits
Identify the fiscal year for which you would like to view payroll records.
- Voucher:** 7 digits
Enter the voucher number for the payroll transactions to display on the first line.
- Starting From:**
- Cycle Dt:** 8 digits
Indicate the date after which all payroll records should be displayed.
- UIN:** 9 digits
Identify the Universal Identification Number of the person whose payroll records you would like to display on the first line.

Screen 772 – Payroll Detail Inquiry by Voucher (cont'd)

Screen Information

Panel 1

S:	1 character Indicates whether or not ('X' or blank) you wish to <u>select</u> the record for further display on Screen 779.
Voucher:	7 digits Displays the <u>voucher</u> produced during the selected payroll cycle.
Seq No:	3 digits Signifies the <u>number of iterations</u> processed for the selected pay cycle.
Name:	20 characters Displays the <u>name of the person</u> whose payroll record is being viewed.
Post St:	4 characters Indicates whether the <u>status of payroll voucher</u> is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).
Acct Cyl Date:	8 digits Indicates the exact <u>date</u> on which the <u>payroll cycle was processed</u> .
Cyl:	1 character Signifies whether the <u>payroll cycle</u> is for Monthly employees, Biweekly employees, or Corrections .
Pt No:	2 digits Indicates <u>TAMUS Part</u> that is paying the selected individual.
Salary/Wage Account:	11 digits Identifies the <u>SL-SA account</u> from which the voucher is issued.
S/W Obj:	4 digits Identifies the <u>object code</u> from which the voucher is issued.

Panel 2

Acct Cyl Date:	8 digits Indicates the exact <u>date</u> on which the <u>payroll cycle was processed</u> .
UIN:	9 digits Shows the <u>Universal Identification Number</u> of the person whose payroll record is being displayed.
Sal/Wg/Lng Amt:	12 digits Displays <u>dollar amount of the gross salary, including longevity</u> , for the selected pay cycle.
Ben Chrgd to S/W Acct:	12 digits Displays <u>dollar amount benefits charged to the Salary/Wage</u> account.

Screen 772 – Payroll Detail Inquiry by Voucher (cont'd)

Total Benefit Amount: 12 digits
Displays the dollar amount of all benefits to be processed for the selected pay cycle.

Panel 3

Pay Prd Beg Date: 8 digits
Displays the date of the first day of the pay period.

Pay Prd End Date: 8 digits
Displays the date of the last day of the pay period.

Hrs Wk/Pct Eft: 5 digits
Indicates number of hours worked per week or the percent effort for the specified person. (For nonexempt employees, indicates hours worked per bi-weekly pay period; exempt staff (salaried) indicates a percent effort.)

Title Code: 4 digits
Displays the title code which identifies a particular position.

Title Description: 20 characters
Displays a title description of the position for which the pay cycle is being processed.

Enc Ref: 7 digits
Displays the value of the user-defined reference code entered when processing the payroll transaction.

Additional Functions

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

PF6 PrDtl **Payroll Detail**
Shows payroll detail for a selected voucher number.

Type	Account	Covered Earnings	Amount	Bank
S/W	215660 00000 1770		12519.00	03000
FICA	215660 00000 1920	12519.00	957.69	03000
UCI	215660 00000 1950	12519.00	11.27	03000
WCI	215660 00000 1945	12519.00	37.56	03000

** End of Detail List **

Payroll Detail Records by Pay Cycle/Date

Screen 773 is used to browse payroll detail information by pay cycle, date, and social security number. You may position a particular payroll record at the top of the display by specifying a particular social security number on the Action Line. Likewise, you must know the exact cycle date to retrieve the data.

The data displayed on Screen 773 comes directly from and reflects entries into BPP. No employee deduction information is included. If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

Screen 773 - Payroll Detail Inquiry by Pay Cycle/Date (Panel 1)

```

773 Payroll Detail Inquiry by Pay Cycle/Date                                04/05/07 15:29
                                                                            FY 2007 CC 02
Screen:  ___ Fiscal Yr: 2007 Cycle/Date: M 01/31/2007 UIN:  _____
                                                                            Panel: 01 More >>
S   UIN   Seq   Name           Voucher   Post  Pt  Salary/Wage  S/W
-----  -   -   -           -   -   -   -   -   -
- 1uuuuuu6 1  KRALEY KAITLYN K  0xxxxx0  CO   02  455125 00000  1510
- 1uuuuuuu3 1  LAWYER LESLIE L  0xxxxx0  CO   02  456343 00000  1325
- 1uuuuuuu3 2  LAWYER LESLIE L  0xxxxx1  CO   02  456343 00000  1798
- 1uuuuuuu8 1  PAULS PAULA P    0xxxxx0  CO   02  134311 24059  1410
- 1uuuuuuu9 1  CHANCE CHARLES C 0xxxxx0  CO   02  133504 00000  1410
- 1uuuuuuu0 1  TIPTON THOMAS T  0xxxxx0  CO   02  133506 00000  1410
- 1uuuuuuu0 1  REELY RANDY R    0xxxxx0  CO   02  133506 00000  1410
- 1uuuuuuu2 1  ASHER AMELIA A   0xxxxx0  CO   02  120404 00000  1110
- 1uuuuuuu2 2  ASHER AMELIA A   0xxxxx0  CO   02  470702 07000  1110
- 1uuuuuuu1 1  SIMMS SANDY S    0xxxxx0  CO   02  133504 00000  1410
- 1uuuuuuu7 1  SAMPLE SHEILA S  0xxxxx0  CO   02  135002 00000  1410
- 1uuuuuuu7 2  SAMPLE SHEILA S  0xxxxx0  CO   02  510904 00000  1410
- 1uuuuuuu7 3  SAMPLE SHEILA S  0xxxxx0  CO   02  144018 00000  1410
** Press ENTER To View More Records **
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                PrDtl                Left  Right
    
```

Screen 773 - Payroll Detail Inquiry by Pay Cycle/Date (Panel 2)

```

773 Payroll Detail Inquiry by Pay Cycle/Date                                04/05/07 15:33
                                                                            FY 2007 CC 02
Screen:  ___ Fiscal Yr: 2007 Cycle/Date: M 01/31/2007 UIN:  _____
<< More                                                                 Panel: 02 More >>
S   UIN   Seq   Pay Prd   Pay Prd   Sal/Wg/Lng  Ben. Chrgd  Tot Benefit
-----  -   -   -   -   -   -   -   -   -
- 1uuuuuuu6 1  01/01/2007 01/31/2007  4309.80      296.77      296.77
- 1uuuuuuu3 1  01/01/2007 01/31/2007  1833.33      189.17      189.17
- 1uuuuuuu3 2  01/01/2007 01/31/2007    18.58         0.08         0.08
- 1uuuuuuu8 1  01/01/2007 01/31/2007   749.85         136.21
- 1uuuuuuu9 1  01/01/2007 01/31/2007   2178.00         431.35
- 1uuuuuuu0 1  01/01/2007 01/31/2007   9500.00        1898.59
- 1uuuuuuu0 1  01/01/2007 01/31/2007  11200.00        2335.75
- 1uuuuuuu2 1  01/01/2007 01/31/2007   8265.60        1572.39
- 1uuuuuuu2 2  01/01/2007 01/31/2007   5510.40        1053.23
- 1uuuuuuu1 1  01/01/2007 01/31/2007  12137.00        2488.98
- 1uuuuuuu7 1  01/01/2007 01/31/2007   3333.41         610.90
- 1uuuuuuu7 2  01/01/2007 01/31/2007   1084.36        199.70
- 1uuuuuuu7 3  01/01/2007 01/31/2007   2237.58         410.06
** Press ENTER To View More Sub Total:  62357.91      1738.95      11623.18
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                PrDtl                Left  Right
    
```

Screen 773 – Payroll Detail Inquiry by Pay Cycle/Date (cont'd)

Screen 773 - Payroll Detail Inquiry by Pay Cycle/Date (Panel 3)

773 Payroll Detail Inquiry by Pay Cycle/Date							04/05/07 15:36
							FY 2007 CC 02
Screen: ____	Fiscal Yr: 2007	Cycle/Date: M 01/31/2007	UIN: _____				
<< More							Panel: 03
S	UIN	Seq No	Hrs Pct	Wk/ Eft	Title Code	Title Description	Enc Ref
-	1uuuuuuu6	1	100.00	7971	SR MARINE INSTR SPEC		
-	1uuuuuuu3	1	50.00	9221	GRAD ASST RESEARCH		
-	1uuuuuuu3	2	100.00	9221	GRAD ASST RESEARCH		
-	1uuuuuuu8	1	5.56	7050	PROFESSOR AND HEAD		
-	1uuuuuuu9	1	100.00	7503	SENIOR LECTURER		
-	1uuuuuuu0	1	100.00	7200	ASSOCIATE PROFESSOR		
-	1uuuuuuu0	1	100.00	7100	PROFESSOR		
-	1uuuuuuu2	1	60.00	9281	ASSOC VICE PRESIDENT		
-	1uuuuuuu2	2	40.00	9281	ASSOC VICE PRESIDENT		
-	1uuuuuuu1	1	100.00	7100	PROFESSOR		
-	1uuuuuuu7	1	17.43	7060	DISTINGUISHED PROF		
-	1uuuuuuu7	2	5.67	7060	DISTINGUISHED PROF		
-	1uuuuuuu7	3	11.70	7060	DISTINGUISHED PROF		

** Press ENTER To View More Records **

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

Basic Steps

- Advance to Screen 773.
- Type a valid cycle type and cycle date on the Action Line.
- Press <ENTER> to display all payroll records.
- Type additional information on the Action Line to position a payroll record on the first line of the display and press <ENTER> to display existing payroll information.
- Press <ENTER> to scroll through the available payroll records.
- Type an 'X' next to a line item to select it for further display on Screen 779.

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

Action Line

- ◆ Fiscal Yr: 4 digits
Identify the fiscal year for which you would like to view payroll records.
- Cycle/Date: 1 character, 8 digits
Enter the payroll cycle type and date to display.
- UIN: 9 digits
Include the Universal Identification Number of the persons whose payroll records should appear on the first line of the display.

Screen Information

Panel 1

- S: 1 character
Type 'X' to select the record for further display on Screen 779.

Screen 773 – Payroll Detail Inquiry by Pay Cycle/Date (cont'd)

UIN:	9 digits Displays the <u>Universal Identification Number</u> of the person whose payroll record is being viewed.
Seq No:	3 digits Signifies the <u>sequence number</u> of iterations processed for the selected pay cycle.
Name:	20 characters Displays the <u>name of the person</u> whose payroll record is being viewed.
Voucher:	7 digits Displays the <u>number of the voucher</u> posted during the selected pay cycle.
Post St:	4 characters Indicates whether the <u>status of payroll voucher</u> is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).
Pt No:	2 digits Indicates <u>TAMUS Part number</u> that is paying the selected individual.
Salary/Wage Account:	11 digits Identifies the <u>SL-SA account</u> from which the payroll voucher is issued.
S/W Obj:	4 digits Shows the <u>salary wage object code</u> from which the payroll voucher is issued.

Panel 2

Pay Prd Beg Date:	8 digits Displays the <u>date of the first day of the pay period</u> .
Pay Prd End Date:	8 digits Displays the <u>date of the last day of the pay period</u> .
Sal/Wg/Lng Amt:	12 digits Displays <u>dollar amount of the gross salary, including longevity</u> , for the selected pay cycle.
Ben Chrgd to S/W Acct:	12 digits Displays <u>dollar amount benefits charged to the Salary/Wage account</u> .
Tot Benefit Amount:	12 digits Displays the <u>dollar amount of all benefits to be processed</u> for the selected pay cycle.

Screen 773 – Payroll Detail Inquiry by Pay Cycle/Date (cont'd)

Panel 3

- Hrs Wk/Pct Eft:** 5 digits
Indicates number of hours worked per week or the percent effort for the specified person. (For nonexempt employees, indicates hours worked per bi-weekly pay period; exempt staff (salaried) indicates a percent effort.)
- Title Code:** 4 digits
Displays the title code which identifies a particular position.
- Title Description:** 20 characters
Displays a title description of the position for which the pay cycle is being processed.
- Enc Ref:** 7 digits
Displays the value of the user-defined reference code entered when processing the payroll transaction.

Additional Functions

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

PF6 **Payroll Detail**
PrDtl Shows the payroll detail of a selected voucher.

Type	Account	Covered Earnings	Amount	Bank
S/W	133504 00000 1410		12137.00	17001
FICA	121301 00000 1920	11849.95	906.52	17010
GIP-GH	121051 00000 1910		511.55	17021
GIP-GLR	121051 00000 1910		2.85	17021
ORP-BASE	121301 00000 1955	12137.00	728.24	17011
ORP-SSUP	121101 00000 1956	12137.00	158.98	17001
ORP-SUPL	249901 00000 1957	12137.00	144.43	03000
WCI	121081 00000 1945	12137.00	36.41	17001

** End of Detail List **

Display Payroll Detail Record

Screen 779 is used to view the payroll detail record from the BPP Payroll Detail File. From this screen, an overall picture of the payroll record is displayed.

The data displayed on Screen 779 comes directly from and reflects entries into BPP. No employee deduction information is included.

If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

Screen 779 - Payroll Detail Record Inquiry

```
779 Payroll Detail Record Inquiry                                04/05/07 15:40
                                                                FY 2007 CC 02
Screen:  __ Fiscal YY: 2007 Cycle/Date: M 01/31/2007 UIN: luuuuuu3 Seq No: 2__

Name: MARLEY MARIE M           Part: 02           Source Seq: 2
Dept:                          PIN: A9xxx6         Iter: 01
Title: 9221  GRAD ASST RESEARCH Adloc: 02130005

S/W Acct: 456343 00000   Sal/Wg/Lng Amt: 18.58       FTE Mo Sal: 3666.66
Vchr Ref: 0003541       Benefit Amt: 0.08           Hrs Wrked:
Acct Anl: 5012          Date Pd: 02/01/2007       Hrly Rate:
Pay Ind.: C   Pay Type: B   Per Beg Dt: 01/01/2007   Lng Rate:
Bud/Wage: B   Pay Kind: L   Per End Dt: 01/31/2007     Pct Eft: 100.00

Off Campus:              Med Carrier:           Posting Req:
Correction Flag:         ORP Carrier:           Post Status: CO
Previous FY: N          SORP Carrier:          Post Date:
Sys Mem Acct:          Den Carrier:           Eff Acct Dt:
BPP Account: 456343 00000 1798 Vchr Nbr: 03541   Payroll Enc:
TAMRF Account:         Federal Emp: N         Reject Enc:

>> Press PF11 Key to View Details <<
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                                           PrDtl
```

Basic Steps

- Advance to Screen 779.
- Type a valid fiscal year, cycle type and cycle date, Universal Identification Number (UIN), and sequence number on the Action Line.
- Press <ENTER> to display the payroll detail record.

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

Action Line

- ◆ **Fiscal YY:** 4 digits
Key in the fiscal year for which you would like to view payroll records.
- ◆ **Cycle/Date:** 1 character, 8 digits
Include the last day of the pay period for which you wish to see data.
- ◆ **UIN:** 9 digits
Indicate the Universal Identification Number of the persons whose payroll records to display.

Screen 779 – Payroll Detail Record Inquiry (cont'd)

◆ **Seq Nbr:** 3 digits
Signify the number of iterations processed for the selected pay cycle.

Screen Information

Name: 20 characters
Displays the name of the person whose payroll record is being viewed.

Part: 2 digits
Indicates TAMUS Part that is paying the selected individual.

Source Seq: 3 digits
Signifies the number of iterations processed for the selected pay cycle.

Dept: 5 characters
Indicates the department in which the selected position is located.

PIN: 6 characters
Displays the Position Identification Number. The first digit indicates which System part has budgeted the position: M=TAMU; P=PV; A=AL-RSCH; X=TAEX; E=TEES; D=TEEX; G=TAMUG; I=TTI; C=TAMUCC; L=TAMIU; B=TAMUBD.

Iter: 3 digits
Signifies the number of iterations processed for the selected payroll record.

Title: 4 digits, 20 characters
Displays the title code and description of the selected position.

Adloc: 8 digits
Indicates the administrative location.

S/W Acct: 11 digits
Identifies the SL-SA account from which the payroll voucher is issued.

Sal/Wg/Lng Amt: 12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

FTE Mo Sal: 7 digits
Indicates the dollar amount paid to the employee, if he/she is a full time salaried employee.

Vchr Ref: 7 digits
Displays the number of the voucher posted during the selected pay cycle.

Benefit Amt: 12 digits
Displays the dollar amount of all benefits to be processed for the selected pay cycle.

Hrs Wrked: 5 digits
Displays the number of hours worked during the selected pay cycle.

Screen 779 – Payroll Detail Record Inquiry (cont'd)

Acct Anl:	4 digits <u>Controls the posting of the payroll expense and benefits</u> to the correct fiscal accounts.
Date Pd:	8 digits Indicates the <u>date the person received their paycheck</u> (or electronic transfer) for the selected pay cycle.
Hrly Rate:	12 digits Indicates the <u>dollar amount per hour</u> the selected person earns.
Pay Ind:	1 character Identifies the <u>payroll cycle and type</u> of employee being paid (Full time/Part time/Student).
Pay Type:	1 character Identifies the <u>type of payroll processing</u> performed during the selected pay cycle. See the Corrections, Cancellations, and Adjustments section for more detail.
Per Beg Dt:	8 digits Displays the <u>date of the first day of the pay period</u> .
Lng Rate:	5 digits Indicates the <u>rate at which employees earn longevity</u> . (FTE longevity rate if full-time employee)
Bud/Wage:	1 character Indicates whether the job is a <u>Budgeted or Wage-earning</u> position.
Pay Kind:	1 character Indicates whether <u>State or Local funding</u> is used.
Per End Dt:	8 digits Displays the <u>date of the last day of the pay period</u> .
Pct Eft:	5 digits Indicates the <u>percent effort</u> (percent of a 40 hour work week) on this account for the specified person.
Off Campus:	1 character Indicates whether or not the <u>position is located off of the main TAMU campus</u> .
Med Carrier:	2 digits Displays the code that identifies the <u>type of health insurance</u> for the person.
Posting Req:	1 character Indicates <u>whether or not posting is required</u> for the payroll voucher.
Correction Flag:	1 character Indicates whether or not the selected pay cycle is a <u>correction cycle</u> .

Screen 779 – Payroll Detail Record Inquiry (cont'd)

ORP Carrier:	2 digits Displays the code that identifies the <u>type of ORP vendor</u> for the person.
Post Status:	4 characters Indicates whether the <u>status of payroll voucher</u> is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).
Previous FY:	1 character Shows if <u>previous fiscal year</u> .
SORP Carrier:	2 digits Displays the code that identifies the <u>type of SORP vendor</u> for the person.
Post Date:	8 digits Shows the <u>date the payroll voucher was posted</u> .
Sys Mem Acct:	15 digits Identifies the original <u>SL account from System member</u> before it was converted/distributed to a RF account number.
Den Carrier:	2 digits Identifies the <u>dental carrier</u> .
Eff Acct Dt:	8 digits Displays the <u>batch date</u> the record was posted to the FT file and completed.
BPP Account:	15 digits Identifies the <u>SL-SA account from which the payroll voucher is issued</u> .
Vchr Nbr:	5 digits Displays the <u>last 5 digits of the BPP voucher reference number</u> .
Payroll Enc:	12 digits Indicates the " <u>projected</u> " encumbrance that this record will liquidate.
TAMRF Account:	15 digits <u>Cross references the TAMRF SL/SA account</u> . Note: This field is used by TAMUS members (not TAMRF).
Federal Emp:	1 character Indicates 'Y' or 'N' if person is a <u>Federal employee</u> .
Reject Enc:	12 digits Indicates the encumbrance reference under which the <u>rejected encumbrance</u> is posted.

Screen 779 – Payroll Detail Record Inquiry (cont'd)

Additional Functions

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

PF6 **Payroll Detail**

PrDtl Shows the payroll detail of a selected voucher.

Type	Account	Covered Earnings	Amount	Bank
S/W	456343 00000 1798		18.58	03000
UCI	456343 00000 1950	18.58	0.02	03000
WCI	456343 00000 1945	18.58	0.06	03000

** End of Detail List **

Payroll Encumbrances by Vendor/UIN

Screen 750 is used to search payroll open commitments (encumbrances) by vendor ID or UIN.

Payroll encumbrances may also be viewed on Screens 22, 62, and 69.

Only encumbrances for UINs may be selected.

Screen 750 - Open Commitments by Vendor/UIN

750 Open Commitments By Vendor/UIN								04/05/07 15:44	
								FY 2007 CC 02	
Screen: ___		Vendor/UIN: 1uuuuuuu6__							
S	Vendor/UIN	Description	Acct	SAcct	Obj	Ref No	Enc Typ	Current Amt	
-	7uuuuuuu7	BENEFIT ENCUMBRANCE	289190	00000	1906	BENB001	5	933.36	
-	7uuuuuuu7	SALARY ENCUMBRANCE	289190	00000	1105	SAL0001	5	5920.20	
-	7uuuuuuu2	BENEFIT ENCUMBRANCE	500261	00000	1906	BENW001	5	5.52	
-	7uuuuuuu2	WAGE ENCUMBRANCE	500261	00000	1705	WAGE001	5	201.50	
-	1uuuuuuu9	SALARY ENCUMBRANCE	120404	00000	1105	SAL0001	5	36280.40	
-	7uuuuuuu9	BENEFIT ENCUMBRANCE	512025	00000	1906	BENB001	5	2680.59	
-	7uuuuuuu9	BENEFIT ENCUMBRANCE	512155	00000	1906	BENB001	5		
-	7uuuuuuu9	LONGEVITY ENCUMBRAN	200200	00000	1605	LNGB001	5	40.00	
-	7uuuuuuu9	LONGEVITY ENCUMBRAN	512025	00000	1605	LNGB001	5	200.00	
-	7uuuuuuu9	LONGEVITY ENCUMBRAN	512155	00000	1605	LNGB001	5		
-	7uuuuuuu9	SALARY ENCUMBRANCE	512025	00000	1105	SAL0001	5	10712.00	
-	7uuuuuuu9	SALARY ENCUMBRANCE	512155	00000	1105	SAL0001	5		
-	8uuuuuuu8	SALARY ENCUMBRANCE	144007	00000	1105	SAL0001	5	6981.31	
-	9uuuuuuu4	SALARY ENCUMBRANCE	130001	00000	1105	SAL0001	5		
*** Press Enter to View More Open Commitments									
Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12---									
Hmenu Help EHelp									

Basic Steps

- Advance to Screen 750.
- Type a valid social security number or vendor ID on the Action Line. An asterisk in the vendor line will prompt a search for a vendor by person name or vendor name (P/V).
- Press <ENTER> to display the list of payroll encumbrances, beginning with those for the vendor/person identified on the Action Line.
- Place an 'X' next to a particular line and press <ENTER> to select the line item to advance to Screen 751.

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

Action Line

- ◆ Vendor/UIN: 11 digits
Enter the desired vendor identification number or vendor's Universal Identification Number to place it at the top of the displayed list.

Screen Information

- ◆ S: 1 character
Type an 'X' next to a vendor and SSN to select it and view additional information.

Screen 750 – Open Commitments by Vendor/UIN (cont'd)

Vendor/UIN:	11 characters Displays the vendor identification number or <u>Universal Identification Number</u> .
Description:	19 characters Identifies the <u>person or vendor for whom the payroll funds have been encumbered</u> .
Acct:	6 digits <u>Subsidiary Ledger (SL) account number</u> from which the funds have been encumbered.
SAcct:	5 digits <u>Support Account (SA) number</u> from which the funds have been encumbered.
Obj:	4 digits Indicates the <u>object code</u> for which funds have been encumbered.
Ref No:	7 characters Displays the user-defined <u>sequence reference number</u> identifying the payroll transaction.
Enc Typ:	1 character Identifies from which part of the FAMIS system the encumbrances comes. <u>Encumbrance types</u> are: 1,2,3,4 = Payroll for Research Foundation P,L = Purchasing F = FRS
Current Amount:	14 digits Indicates the <u>current amount</u> of commitment by vendor.

Additional Functions

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

Display Payroll Items to be Posted

This screen is used only by TAMRF (Research Foundation).

Screen 764 is used to display all payroll items that have not yet been posted. You may choose a particular payroll item for further display on Screen 765.

Screen 764 - Payroll Detail to be Posted

764 Payroll Detail To Be Posted										04/05/07 15:46	
										FY 2007 CC 99	
Screen: ____		Starting From: Fiscal YY: ____		UIN: _____							
Include Only: Sys Mbr: ____		Cyl/Dt: ____		Vchr: _____		BPP Ac: _____					
RA: _____				Post St: ____		Acct: _____					
S	FY	UIN	Seq No	Post St	Name	Sys Mbr	Cyl	Acct Date	Cyl	Voucher	BPP Account
-	2006	6uuuuuuu4	5	EN	LAWLEY LISA L	06	B	08/04/2006	0604224	499999	
-	2006	6uuuuuuu4	5	EN	LAWLEY LISA L	06	B	08/18/2006	0604260	499999	
-	2007	1uuuuuuu0	1	EN	TRANT TERRANCE T	12	M	03/31/2007	1203758	040100	
-	2007	1uuuuuuu3	1	EN	BERRY BRENDA B	02	M	02/28/2007	0203668	455124	
-	2007	1uuuuuuu3	1	EN	BERRY BRENDA B	02	M	03/31/2007	0203776	455124	
-	2007	1uuuuuuu0	1	EN	CARLY CHARLENE C	02	B	03/30/2007	0203740	455124	
-	2007	1uuuuuuu0	2	EN	CARLY CHARLENE C	02	B	03/30/2007	0203740	455124	
-	2007	1uuuuuuu0	3	EN	CARLY CHARLENE C	02	B	03/30/2007	0203740	455124	
-	2007	1uuuuuuu3	1	EN	MCDOTT MIKE M	02	B	03/30/2007	0203740	455124	
-	2007	1uuuuuuu8	1	EN	LYMON LORENA L	23	M	02/28/2007	2303660	480103	
-	2007	1uuuuuuu8	1	EN	LYMON LORENA L	23	M	03/31/2007	2303768	480103	
-	2007	1uuuuuuu1	1	EN	RHYLE RHONDA R	02	B	03/30/2007	0203740	455124	

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

Basic Steps

- Advance to Screen 764.
- Press <ENTER> to display the all payroll items that have not yet posted.
- You may position the display at a particular payroll item by specifying its fiscal year or social security number on the Action Line.
- Press <ENTER> to display the selected payroll items that have not yet posted.
- Type an 'X' next to a line item to select it for further display on Screen 765.

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

Action Line

Starting From:

Fiscal YY: 4 digits
 Identify the fiscal year for which you would like to view payroll records.

UIN: 4 digits
 Indicate the Universal Identification Number of the person whose payroll records you would like to display.

Include Only:

Sys Mbr: 2 digits
 Indicate the TAMUS Part whose payroll records you wish to display.

Screen 764 – Payroll Detail to be Posted (cont'd)

Cyl/Dt:	1 character, 8 digits Include the <u>cycle type and date</u> whose payroll records you would like to display.
Vchr:	7 digits Indicate the <u>voucher number</u> of the payroll record you wish to display.
BPP Ac:	6 digits Identify the <u>SL account from which BPP issues the payroll voucher</u> .
RA:	9 digits Enter the <u>UIN of the person responsible</u> for the account.
Post St:	2 characters Indicate the desired <u>post status</u> to be displayed.
Acct:	11 digits Identify the desired <u>account number</u> to be displayed.

Screen Information

S:	1 character Type an 'X' next to a specific fiscal year and SSN to <u>select</u> it and view additional information.
FY:	4 digits Identifies the <u>fiscal year</u> of detail to be posted.
UIN:	11 characters Displays the <u>Universal Identification Number</u> of the person whose payroll record is being viewed.
Seq No:	3 digits Signifies the <u>number of iterations</u> processed for the selected pay cycle.
Post St:	4 characters Indicates whether the <u>status of payroll voucher</u> is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).
Name:	20 characters Displays the <u>name of the person</u> whose payroll record is being viewed.
Sys Mbr:	2 digits Indicates <u>TAMUS Part</u> that is paying the selected individual.
Cyl:	1 character Signifies whether the <u>payroll cycle</u> is for M onthly employees, Bi weekly employees, or C orrections.
Acct Cyl Date:	8 digits Indicates the exact <u>date on which the payroll cycle was processed</u> .

Screen 764 – Payroll Detail to be Posted (cont'd)

Voucher: 7 digits
Displays the number of the voucher posted during the selected pay cycle.

BPP Account: 15 digits
Identifies the account from which BPP issues the payroll voucher.

Additional Functions

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

Section VI

Payroll Control Screens

Payroll Control Accounts and Banks

Payroll Clearing Accounts

Payroll clearing accounts are defined by each TAMUS Part in the Chart of Accounts. They must be maintained as part of the payroll interface on Screen 823.

This screen is maintained and updated by FAMIS Services.
The information is campus specific.

Screen 823 - Payroll Interface Control Record

```

823 Payroll Interface Control Record                                04/05/07 15:52
                                                                FY 2007 CC 02
Screen:  _____

----- GL Clearing Accounts -----          ----- Banks -----
                Central Payroll: 0111242400          Central Payroll: 06003
Accounts Payable State Paid Revolving: 0111011150          Revolving: 06000
                Payroll State Paid Revolving: 0111011150
                                                                Payroll transfer
                                                                to Local bank: 06003
                Monthly State Employee Gross Pay: 0111252400          Primary Local: 06000
                Biweekly State Employee Gross Pay: 0111252400
                Monthly State Employer Payments: 0111262210          Work Station: M
                Biweekly State Employer Payments: 0111262210
                Cancellation Clearing Account: 0111291610
                Negative Payroll Check Clearing Acct: 0016031610
                Due from other Parts GL Account: 011100
                                                                Extended Pay Plan Account: 0111352500
                                                                Cash Voucher Clearing Account: 0010051615
                Change Source Funds Clearing Account: 0010181610
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                Hmenu Help  EHelp
    
```

TAMU'S PAYROLL CLEARING ACCOUNTS *(use as a guide)*

Screen 823	Account	Account Name
Central Payroll:	0-11124-2400	CENTRAL PAYROLL
Accounts Payable State Paid Revolving:	0-11101-1150	REVOLVING FUND RECEIVABLE
Payroll State Paid Revolving:	0-11101-1105	REVOLVING FUND RECEIVABLE
Monthly State Employee Gross Pay:	0-11125-2400	GROSS PAY MONTHLY P/R
Biweekly State Employee Gross Pay:	0-11125-2400	GROSS PAY MONTHLY P/R
Monthly State Employer Payments:	0-11126-2210	MONTHLY EMPLOYER PAYMENTS
Biweekly State Employer Payments:	0-11126-2210	MONTHLY EMPLOYER PAYMENTS
Cancellation Clearing Account:	0-11129-1610	CANCELLATIONS - CLEARING LOCAL
Negative Payroll Check Clearing Acct:	0-01603-1610	NEGATIVE CHECK CLEARING ACCOUNT
Due from other Parts GL Account:	0-11100	PAYROLL DUE FROM OTHER PARTS
Extended Pay Plan Account:	0-11135-2500	9 MONTH OVER 12 DEPOSITS
Cash Voucher Clearing Account:	0-01005-1615	CLEARING ACCT TRANSUITE OVER/SHORT
Change Source Funds Clearing Account:	0-01018-1610	CLEARING-CHANGE SOURCE OF FUNDS
Central Payroll (BANK):	B06003	TAMU - PAYROLL
Revolving (BANK):	B06000	TAMU - ACCOUNTS PAYABLE
Payroll transfer to Local Bank:	B06003	TAMU - PAYROLL
Primary Local (Bank):	B06000	TAMU - ACCOUNTS PAYABLE

Basic Steps

- Advance to Screen 823.
- Type information in the fields, as desired, and press <ENTER> to record the information.

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

Screen Information

The following fields are entered only by the FAMIS Team

GL Clearing Accounts

Central Payroll:	10 digits Enter the <u>GL account number and account control</u> that is used for local funds payroll checks.
Accounts Payable State Paid Revolving:	10 digits Indicate the <u>GL account and account control</u> used for the “due from State Comptroller” revolving vouchers in AP.
Payroll State Paid Revolving:	10 digits Enter the <u>GL clearing account and account control</u> used for gross pay amounts for the monthly payroll .
Monthly State Employee Gross Pay:	10 digits Signify the <u>account used to collect the gross pay amounts for monthly employees paid by state funds</u> .
Biweekly State Employee Gross Pay:	10 digits Enter the <u>GL clearing account and account control</u> used for <u>gross pay amounts for the biweekly payroll</u> .
Monthly State Employer Payments:	10 digits Type the <u>GL clearing account for employer monthly payroll payments</u> (benefits).
Biweekly State Employer Payments:	10 digits Enter the <u>GL clearing account for employer biweekly payroll payments</u> (benefits).
Cancellation Clearing Account:	10 digits Include the <u>account used to post transactions reflecting payroll cancellation activity</u> entered in BPP. These usually result from BPP pay types C & E.
Negative Payroll Check Clearing Account:	10 digits Enter the <u>GL clearing account credited when payroll interface encounters a negative payroll check</u> . This usually results from use of an incorrect pay type in BPP. If activity in BPP causes a ‘negative check’, FAMIS posts activity to this account.

Screen 823 – Payroll Interface Control Record (cont'd)

Due from other Parts GL Account:	6 digits Indicate the <u>GL account</u> used for the “Due From Other Parts”. Account controls used follow the pattern 18xx, where xx is the Part number.
Extended Pay Plan Account:	10 digits Enter <u>account number</u> that accumulates dollars in reserve <u>for payments in the extended pay plan.</u>
Cash Voucher Clearing Account:	10 digits Indicate which <u>account number</u> should be <u>used in processing cash vouchers.</u>
Change Source Funds Clearing Account:	10 digits Enter <u>clearing account number</u> to be <u>used</u> when <u>processing a change source of funds</u> transaction.

Banks

Central Payroll:	5 digits Type the <u>bank number</u> used for <u>processing payroll checks.</u>
Revolving:	5 digits Indicate the <u>revolving bank number</u> for the “due from State Comptroller” transactions. Not used by the payroll programs.
Payroll transfer to Local Bank:	5 digits Enter the <u>local bank number</u> to facilitate payroll transactions involving federal funds.
Primary Local:	5 digits Shows <u>primary disbursement bank</u> , set on Screen 821.
Work Station:	Help 1 character Indicate the <u>payroll work station</u> defined by BPP: M = Texas A&M University (HSC/TVMDL) N = Texas A&M University at Texarkana P = Prairie View A&M University R = Texas A&M University - Commerce S = System Administrative & Gen Office T = Tarleton State University W = West Texas A&M University X = Texas Agri Extension Srvc

Additional Functions

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

Payroll Bank Accounts

Payroll bank accounts are defined by each TAMUS Part on Screen 28. However, they must be maintained as part of the payroll interface on Screen 823.

Screen 28 – Create/Maintain Bank Accounts

```

028 Create/Maintain Bank Accounts                                01/15/04 16:38
                                                                FY 2004 CC 02
Screen:  ___ Account: B03004  ___          BANK OF AMERICA REVOLVING FUND

Account Title: BANK OF NATIONS REVOLVING FUND ___
Long Description: BANK OF NATIONS REVOLVING FUND DEMAND ___

Local Bank Information          State Appropriation Information
-----
Account No: 99900-0111-5          Appropriation Year:  ___
Contact: CARA CARLEY ___          Fund:  ___
Contact Phone: 222 211 3333 Ext:  ___  Appropriation Number:  ___
ABA Number:  ___ LType: BC02          Agency Code:  ___
Check Stock:  ___                  Cost Center:  ___
Bank Name: BANK OF AMERICA, N.A. ___  SType:  ___
Old Account: B00004 ___
Comments: USE OF B00004 WILL TERMINATE ON 07-01-92
THIS IS A CONTROLLED DISBURSEMENT ACCOUNT
_____
_____

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

TAMU'S PAYROLL BANKS
(use as a guide)

B03000	Local Funds - Demand
B03004	Revolving Funds - Demand
B03003	Central Payroll - Demand
B00060	Payroll Transfer to Local Bank

Employer Payment Credit Accounts

Benefits – Local Funds

Screen 830 identifies the accounts that are credited by the payroll interface for the employer paid local funds benefits. These are the liability accounts that accumulate the local funds due to benefit vendors. These accounts will be cleared with the Equity Transfer Process.

This screen is maintained and updated by FAMIS Services.
The information is campus specific.

Screen 830 - Employer Payment Credit Account Table

830 Employer Payment Credit Account Table						04/05/07 15:52	
						FY 2007 CC 02	
Screen: ____							
BPP	Benefit	Credit	BPP	Benefit	Credit		
Type	Type	Account	Type	Type	Account		
1	CSRS	CSRS	000000-0000	16	ORP	ORP-BASE	011108-2210
2	N/A	EOASI	011113-2210	17	ORP	ORP-SSUP	011108-2210
3	OASI	FICA	011111-2210	18	ORP	ORP-SUPL	011108-2210
4	FIM	FIM	000000-0000	19	SORP	SORP-BASE	011108-2210
5	FIR	FIR	000000-0000	20	SORP	SORP-SSUP	011108-2210
6	ADD	GIP-ADD	011103-2210	21	SORP	SORP-SUPL	011108-2210
7	DEN	GIP-DTL	011122-2210	22	TRS	TRS	011110-2210
8	MED	GIP-GH	011149-2210	23	TRS	TRS-CARE	011148-2210
9	OL	GIP-GLO	011106-2210	24	TRS	TRS-SURC	011148-2210
10	BL	GIP-GLR	011106-2210	25	TRS	TRS90	011148-2210
11	MED	GIP-HMO	011149-2210	26	UCI	UCI	270370-0532
12	LTD	GIP-LTD	011104-2210	27	WCI	WCI	011117-2210
13	VIS	GIP-VIS	011145-2210	28			_____
14	N/A	LUMP-SUM	_____	29			_____
15	ORP	ORP	_____	30			_____

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

Multiple benefits may be credited to a single account.

For example, the GIP-GLO, and GID-GLR are both designated to account 011106. However, it is best to assign separate liability accounts (such as ORP - account 011110 and TRS - account 011119) in order to facilitate the reconciliation process.

Screen 830 – Employer Payment Credit Account Table (cont'd)

TAMU'S LIABILITY ACCOUNTS (use as a guide)

BPP Type	Benefit Type	Credit Account	Account Name
CSRS	CSRS	000000-0000	
N/A	EOASI	011113-2210	EOASI - EMPLOYER'S SHARE OF OASI
OASI	FICA	011111-2210	FICA CONTRIBUTIONS
FIM	FIM	000000-0000	
FIR	FIR	000000-0000	
ADD	GIP-ADD	011103-2210	GROUP ADD INSURANCE PREMIUM_
DEN	GIP-DTL	011122-2210	GROUP DENTAL INSURANCE PAYABLE_
MED	GIP-GH	011149-2210	GROUP MEDICAL INSURANCE
OL	GIP-GLO	011106-2210	GROUP LIFE INSURANCE PREMIUM
BL	GIP-GLR	011106-2210	GROUP LIFE INSURANCE PREMIUM
MED	GIP-HMO	011149-2210	GROUP MEDICAL INSURANCE
LTD	GIP-LTD	011104-2210	GROUP DISABILITY INSURANCE
VIS	GIP-VIS	011145-2210	GIP - VISION BENEFIT
N/A	LUMP-SUM		
ORP	ORP		
ORP	ORP-BASE	011108-2210	ORP STATE MATCHING
ORP	ORP-SSUP	011108-2210	ORP STATE MATCHING
ORP	ORP-SUPL	011108-2210	ORP STATE MATCHING
SORP	SORP-BASE	011108-2210	ORP STATE MATCHING
SORP	SORP-SSUPL	011108-2210	ORP STATE MATCHING
SORP	SORP-SUPL	011108-2210	ORP STATE MATCHING
TRS	TRS	011110-2210	TRS/ ORP CLEARING
TRS	TRS-CARE	011148-2210	TRS SURCHARGE CLEARING
TRS	TRS-SURC	011148-2210	TRS SURCHARGE CLEARING
TRS	TRS90	011148-2210	TRS SURCHARGE CLEARING
UCI	UCI	270370-0532	UCI RESERVE
WCI	WCI	011117-2210	WORKER'S COMPENSATION COLLECTION

Basic Steps

- Advance to Screen 830.
- Enter/modify credit accounts and press <ENTER> to record information.

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

Screen Information

- BPP Type:** 4 characters
Displays code used by Budgets and Payroll Processing to identify a benefit type.
- Benefit Type:** 10 characters
Identifies the type of benefit to be credited by the payroll interface.
- Credit Account:** 10 digits FAMIS Team Entry Only
Indicate account to be credited for the employer paid local funds benefits.

Additional Functions

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

Employee Deductions & Insurance/Benefits Liability Accounts

Insurance and Benefits Participants

After the last payroll of each month (generally between the 20th and the 25th of the month), the BPP system provides a file of retirees who have been billed for their insurance by BPP.

The State contribution for retirees does not flow through the BPP system; however, BPP Report 7511 provides the dollar amount of the State contribution. This information is used to pay the carriers.

Screen 837 identifies the accounts that are credited by the payroll interface for the employee deductions, insurance and benefits billing system. TAMUS Parts may then prepare vouchers from these accounts to pay the benefit carriers.

These accounts may be set to the same accounts as the local funds benefit liability accounts (Screen 830), if desired.

This screen is maintained and updated by FAMIS Services.
The information is campus specific.

Screen 837 - Employee Deduction, Insurance/Benefits Liability Accounts

```
837 Employee Deduction, Insurance/Benefits Liability Accounts 04/05/07 15:53
FY 2007 CC 02
Screen: _____

  Ins/Deduct      Account      Ins/Deduct      Account
  Type           Type           Type           Type
1  ADD           011103 2210  16  ORP           011107 2210
2  BL            011106 2210  17  SORP          011107 2210
3  OL            011106 2210  18  DCP           011154 2210
4  DL            011106 2210  19  DCPL          011154 2210
5  MED           011149 2210  20  WCI           011117 2210
6  DEN           011122 2210  21  RTH           011142 2210
7  LTD           011104 2210  22  _____
8  LTCE          011123 2210  23  _____
9  LTCS          011123 2210  24  _____
10 VIS           011145 2210  25  _____
11 FIT           011116 2210  26  _____
12 OAST         011112 2210  27  _____
13 OAH1         011112 2210  28  _____
14 ANU          011115 2210  29  _____
15 TRS         011109 2210  30  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp
```

Multiple benefits may be credited to a single account.

For example, the BL and OL are both designated to account 011106.

Basic Steps

- Advance to Screen 837.
- Enter/modify the account number for Ins/Deduct Type and press <ENTER> to record information.

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

Screen Information

Ins/Deduct Type: 10 characters
Identifies the type of benefit to be credited by the payroll interface.

Account: 10 digits **FAMIS Team Entry Only**
Enter the account number to be credited by the payroll interface for the specified insurance or benefits billings.

Additional Functions

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

InterAgency Payment Account Table

Screen 839 displays the account numbers used for the InterAgency payments.

This screen is maintained and updated by FAMIS Services.

The state reimburses FICA and ORP to each agency. If one agency paid full FICA and ORP, the other agency must send the state reimbursements to the paying agency.

FAMIS posts "Due To/Due From" accounting entries to reflect the change in equity between Parts. **SOBA processes the actual transfer of equity.**

The job to post the equity transfers for FICA, ORP and SORP is PMIAP (Payroll Month-end Inter-Agency Payments). This runs the same night as your PMEND. From this process, you will see a new report, FBPR017, which shows the accounting entries. (Note that this is VERY similar to the FBPR009 currently in use for other such payroll accounting entries.) These accounting entries have either 06x or 04x transaction codes depending on your process. For example, Members who use a GL account for both the debit and credit side of the entry, a 06x (JE) transaction will be posted. For those who use a GL account and a Bank account, a 04x (disbursement) entry will be posted. There are two batch headers: IAP001 for Due From entries and IAP002 for Due To entries.

FAMIS Screen 839 displays the account fields used for this process. If you choose, you may separate the FICA into STATE and LOCAL entries by using two different debit/posting accounts. This separation is reflected in the description on both the transactions and the FBPR017 report. If only one FICA account is used, the STATE and LOCAL portions are combined into one description and transaction.

Screen 839 – InterAgency Payment Account Table

839 InterAgency Payment Account Table						04/09/07 15:17	
						FY 2007 CC 02	
Screen: ____							
	Payment	Posting or	Offset or		Payment	Posting or	Offset or
	Type	Due To/From	Bank		Type	Due To/From	Bank
		Account	Account			Account	Account
1	FICA	2210	1206	16			
2	FICA-LOCAL	011111 2210	034992 1206	17			
3	FICA-STATE	011119 2210	034992 1206	18			
4	ORP	011108 2210	034992 1206	19			
5	PAYROLL	011100	034992 1206	20			
6	SORP	011108 2210	034992 1206	21			
7				22			
8				23			
9				24			
10				25			
11				26			
12				27			
13				28			
14				29			
15				30			

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

Screen 839 – InterAgency Payment Account Table (cont'd)

Basic Steps

- Advance to Screen 839.
- Enter/modify the table information as needed and press <ENTER> to record the information.

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

Screen Information

Payment Type:	10 characters Identifies the <u>type of payment</u> .
Posting or Due To/ From Account:	10 digits FAMIS Team Entry Only Enter the <u>account number for the posting or due to/from account</u> ,
Offset or Bank Account:	10 digits FAMIS Team Entry Only Include the appropriate <u>offset or bank account number</u> .

Additional Functions

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

Person Information

The FAMIS person file is built through two mechanisms:

- Manual entry on Screen 850, as seen below.
- Through an upload (ZBAU610) of a BPP file that contains records of persons paid through the TAMUS payroll system. Budgeted personnel are generally included as well as anyone paid through a restricted account.

FAMIS security cannot be established for a person unless they have a record on the person file. If a person's name does not display in the file, you may enter the record using this screen.

This screen is updated and maintained by each campus.
The information is available to all TAMUS members and is not campus specific.

Screen 850 – FRS Person Information

```

850 Person Information                                01/23/09 15:34
                                                    CC 02
Screen: ___ Person: 4uuuuuu2                Inactive: _ Delete: _ (Y/N)
Person's Name: (Last) CARSON_____ (First) COLLEEN ___ (MI) C (Suffix) _____
                                                    (Prefix) _____
SSN: 4ss-ss-sss4                Title Code: 8185 ANALYST
Phone: 979-458-9999 _____ Date Hired: 07/08/2004      Gender: F
FAX: 979-458-8888                Adloc Part: 01 Acct: 271030 Suffix: _
BPP phone: 979-458-9898

Home CC Dept S-Dept Address: FAMIS SERVICES_____ Mail Cd: C1144
01 INRE_ FAMIS                200 TECHNOLOGY WAY #2180_____
__ _____                City: COLLEGE STATION State: TX
__ _____                Zip: 778453424 Country: _____
                                                    Routing Email Prefs
                                                    *** EPA
PI/Researcher: _ Email from BPP: N                Notify Freq: _ _
E-Mail: ccarson@tamu.edu_____                Type: N N
Printer Default: _____                Voided Apps: N N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp
    
```

Basic Steps

- Advance to Screen 850.
- Enter a valid Universal Identification Number (UIN) or last name to locate the desired person's information. You may also type an asterisk (*) in this field to view a pop-up display of matching names from which to select.
- Press <ENTER> to view or record the information.

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

Action Line

- ◆ Person: Help 9 digits
 Enter the person's Universal Identification Number (UIN). You may also type an asterisk (*) to search for a name.

Screen 850 – Person Information (cont'd)

- Inactive:** 1 character
Type 'Y' to make the selected person inactive.
This field can only be set by security officers.
- Delete (Y/N):** 1 character
Enter 'Y' to delete the person's record from the person file.

Screen Information

Person's Name

- (Last):** 20 characters
Identify the person's last name.
- (First):** 10 characters
Enter the person's first name.
- (MI):** 1 character
Include the person's middle initial, if any.
- (Suffix):** 4 characters
Provide the suffix of the person, if any.
- (Prefix):** 4 characters
Enter the prefix of the person, if any.
- SSN:** 9 digits
Displays the person's Social Security Number.
- Title Code:** Help 4 digits
Include the person's title code as provided by TAMUS.
- Phone:** 10 digits
Enter the phone number of the person.
- Date Hired:** 8 digits
Include the date the person began working for The Texas A&M University System.
- Gender:** 1 digit
Identify the gender of the person.
- FAX:** 10 digits
Provide the person's FAX number, if desired.
- Adloc Part:** Help 2 digits
Enter the adloc (administrative location) for the person.
- Acct:** 6 digits
Identify the account number from which the person is paid.

Screen 850 – Person Information (cont'd)

Suffix:	1 character/digit Enter a code, if needed, to further separate the Adloc.
BPP phone:	10 digits Shows the <u>phone number</u> listed in <u>BPP</u> .
Home CC:	Help 2 digits Include the <u>home campus code</u> of the person.
Dept:	5 digits Identify the <u>department</u> where the person works.
S-Dept:	5 digits Enter the <u>sub-department</u> where the person works.
Address:	3 lines (30 characters/digits each) Include the <u>business address</u> of the department where the person works.
Mail Cd:	Help 4 digits Enter the <u>on campus mail code</u> of the department where the person works.
City:	30 characters Identify the <u>city</u> where the department is located.
State:	Help 2 characters Include the <u>state</u> in which the department is located.
Zip:	9 digits Provide the <u>ZIP Code</u> + 4 digits of the department.
Country:	Help 3 characters Include the <u>country</u> of the person.

Routing Email Prefs (*) or EPA)**

Notify Freq:	1 character Identifies the <u>frequency of the person's inbox notification</u> : D = Daily E = Every Document W = Weekly
Type:	1 character Indicates the <u>email notification type</u> : A = Approvals Only N = None (no email) Y = All (include notifications)

Screen 850 – Person Information (cont'd)

Voided Apps:	1 character Determines if <u>email notification is sent when a document is rejected</u> after you have given your approval. You are notified of that someone further down the path rejected the document. Y = Send email notification N = Don't send email notification
PI/Researcher:	1 character Indicate if the person is a <u>researcher or principal investigator</u> .
E-mail from BPP:	1 character Displays 'Y' if the current <u>email address</u> was obtained <u>from</u> the <u>BPP</u> employees file.
Inbox Notify Frequency:	1 character Identifies the <u>frequency of the person's inbox notification</u> : D = Daily E = Every Document W = Weekly
Type:	1 character Indicates the <u>email notification type</u> : A = Approvals Only N = None (no email) Y = All (include notifications)
E-Mail:	30 characters Include the person's <u>E-mail address</u> .
Printer Default:	30 characters Enter the <u>default printer</u> where the person may receive reports.

Additional Functions

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

UIN Verification

Screen 858 is used to display and verify entries in the UIN (Universal Identification Number) Table maintained by BPP. You should use this screen for name searches before assigning a new UIN.

Screen 858 – UIN Verification

```
858 UIN Verification                                04/12/07 14:33
                                                    CC 02
Screen: ____ UIN: 8uuuuuuu6

      Last Name: MYERS
      First Name: MARTHA           Middle Init: M           Suffix:
Social Security: 4ss-ss-sss4   Verification Date: 20061004   Gender: F
      Birth Date: 01/02/1953           Relation:

Systems Using: EMPL                Added by                Modified
              FAMI                Userid: INITLOAD        Userid: Kxxxxxx1
                                   Date: 03/29/2003        Date: 04/23/2004
                                   Time: 12:00 AM           Time: 11:19 PM
                                   System: EMPL

Comments:

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

Basic Steps

- Advance to Screen 858.
- Enter a valid UIN number on the Action Line, or search for name by typing the last name in the UIN: field and press <ENTER>. This will provide you with a pop-up window from which you may make a selection.

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

Action Line

- ◆ UIN: 9 digits
Enter a valid Universal Identification Number or type a last name for name search.

Screen Information

- Last Name:** 25 characters
Shows person's last name associated with the specified UIN number entered on the Action Line.
- First Name:** 25 characters
Identifies the person's first name.
- Middle Init:** 1 character
Shows the middle initial of the specified person.

Screen 858 – UIN Verification (cont'd)

Suffix:	4 characters If provided, identifies the <u>suffix appended to a person's name</u> . For example: Jr., Sr., III, IV, etc.
Social Security:	9 digits Displays the person's <u>Social Security Number</u> .
Verification Date:	8 digits If displayed, identifies the <u>date the SSN/UIN was assigned and verified</u> .
Gender:	1 character Shows if the person is <u>Male (M)</u> or <u>Female (F)</u> .
Birth Date:	8 digits Displays the person's <u>date of birth</u> .
Relation:	2 characters Identifies the person's <u>relation</u> . For example: DA = Daughter SO = Son SP = Spouse
Systems Using:	4 characters, (2 lines available) Identifies the <u>groups using the UIN system code</u> . For example: FAMI (FAMIS), CISD (CIS group), WARE (warehouse), DEPN (System personnel), EMPL (BPP).
Added by	
Userid:	8 characters/digits Identifies the <u>FAMIS Userid</u> of the person adding the UIN information.
Date:	8 digits Identifies the <u>date the UIN was added to FAMIS</u> .
Time:	4 digits Displays the <u>time the UIN information was added to FAMIS</u> .
System:	4 characters (4 rows available) Shows the <u>system that added the UIN information</u> .
Modified	
Userid:	8 characters/digits Identifies the <u>FAMIS Userid</u> of the person modifying the UIN information.
Date:	8 digits Shows the <u>date modifications were made</u> .
Time:	4 digits Indicates the <u>time a modification was made</u> .

Screen 858 – UIN Verification (cont'd)

Comments: 30 characters
Displays any comments entered.

Additional Functions

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

BPP Verification

Screen 859 is used to display employee information from the BPP Employees File. Because of the nature of the information, few persons should be able to view this screen.

Security officers can use this screen as part of the verification process for establishing or reviewing a UIN.

Screen 859 – BPP Verification

```
859 BPP Verification                                04/12/07 14:39
                                                    CC 02
Screen: ____ UIN: 8uuuuuuu6
                                                    Privacy Flag: Y
      Last Name: HARLEY
      First Name: HELEN                Middle Init: H        Suffix:
Social Security: 4ss-ss-sss3      Title Code: 8186 ANALYST
      Phone Number: 979-458-5555    Date Hired: 08/08/1998  Gender: F
                                                    Orig. Date Hired: 08/08/1998
                                                    Adloc Part: 01        Account: 271030
                                                    Paid Thru Date: 03/31/2007 on: 04/02/2007
      Dept: INRE Sub-Dept: FAMIS
      Address: FAMIS SERVICES                Last Modified: 09/18/2003
              200 TECHNOLOGY WAY, AMSB 2147
      City: COLLEGE STATION                State: TX
      Zip: 77845 3424                    Mail Stop: 1144        Country:
      E-mail Address: hharrison@tamu.edu
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 859.
- Enter a valid UIN number on the Action Line, or search for name by typing the last name in the UIN: field and press <ENTER>. You may also type an asterisk (*) in this field. This will provide you with a pop-up window from which you may make a selection.

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

Action Line

- ◆ UIN: 9 digits
Enter a valid Universal Identification Number (UIN), or type a last name for name search.

Screen Information

- Privacy Flag:** 1 character
'Y' indicates the employee has requested that personal information is private and not to be released to the public.
- Last Name:** 25 characters
Displays the person's last name.

Screen 859 – BPP Verification (cont'd)

First Name:	25 characters Identifies the person's <u>first name</u> .
Middle Init:	1 character Shows the <u>middle initial</u> of the specified person.
Suffix:	4 characters Identifies the <u>suffix appended to a person's name</u> . For example: Jr., Sr., III, IV, etc.
Social Security:	9 digits Displays the person's <u>Social Security Number</u> .
Title Code:	4 digits / 15 characters Shows the <u>title code</u> and position title.
Phone Number:	10 digits Identifies the employee's office <u>phone number</u> .
Date Hired:	8 digits Displays the <u>date the employee was hired</u> .
Gender:	1 character Shows the <u>person's gender</u> : <u>male</u> (M) or <u>female</u> (F).
Orig. Date Hired:	8 digits If this employee has previous employment within TAMUS, the <u>original hire date</u> will be displayed.
Adloc Part:	2 digits Shows the address location (<u>campus code</u>) for the employee.
Account:	6 digits Displays the <u>account number</u> used for paying the salary.
Paid Thru Date:	8 digits Identifies the <u>pay cycle end date</u> for the most recent paycheck.
On:	8 digits Shows the <u>date the paycheck was issued</u> .
Dept:	5 digits Shows the <u>department</u> where the person works.
Sub-Dept:	5 digits Indicates the <u>sub-department</u> where the person works.
Address:	30 characters / digits Provides the <u>business mailing address</u> for the employee.

Screen 859 – BPP Verification (cont'd)

Last Modified:	8 digits Displays the <u>date</u> information for the employee was <u>last modified</u> .
City:	30 characters Identifies the <u>city</u> where the department is located.
State:	2 characters Provides the <u>state</u> in which the department is located.
Zip:	9 digits Provides the <u>ZIP Code + 4 digits</u> of the department.
Mail Stop:	4 digits Identifies the <u>on-campus mail code</u> for the person's department.
Country:	2 characters Includes the <u>country</u> where the department is located.
E-Mail Address:	30 characters Identifies the person's <u>E-mail address</u> .

Additional Functions

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

Department Table Maintenance

FAMIS provides a table of valid departments for each campus. These department codes are used extensively throughout FAMIS. Both FRS and FFX modules utilize this table.

This table is not fiscal year dependent--any changes you make will affect any open year.

Screen 860 is used to add a new department to FAMIS by authorized personnel. You can also modify information on existing departments and expire a department to make it inactive. Departments cannot be deleted. Also note that:

- **School/College** – This is the only screen where you can update this field. It will not be a protected field for anyone who has update access to the screen. The School/College: field is also protected if you are trying to modify it on a sub-department. Remove it from the department and all its sub-departments by taking the college off of the department (FISA or FISC). The change will ripple to all of the sub-departments.
- **EPA Allow Flag** – controls the creation on EPA documents and was added for Form 500 processing. Entering ‘Y’ allows the department to create EPA documents, which will be routed through the department. If the flag is off (‘N’ or blank), you will still be able to view payroll data in CANOPY, provided you have the appropriate security clearance to do so.
- **Purchasing Trn Flag** – if not set to ‘Y’ on this screen, FAMIS does not recognize that routing of purchasing documents exists for the department.
- **Exec Level** – a code that can be used as a sort field by many of our reports to group all accounts that report to a specific level (such as a report of all accounts for a Vice President). The values are campus specific so each campus assigns their own values.

This screen is maintained and updated by each campus.
The information is campus specific.

Screen 860 – Department Table Maintenance

```

860 Department Table Maintenance                                07/09/09 10:25
                                                                CC 02
Screen:  ___  Department: CHEM_ Sub Dept:  ___
Dept Name: CHEMISTRY
Head/Director ID: 4uuuuuuu8      Alt APO ID: 6uuuuuuu4
                    REYNOLDS, RENE      CASH, CONNIE
Head/Director Phone: 979-845-3333  Alt APO Phone: 979-845-2222
Mail Code: C3255                Building Number: 00484
Exec Level: AA                  Building Campus: 02
Division: CD                    Room:  ___
School/College: SC              Group Cd:  ___
Off Campus Flag: N              Other Loc:  ___
Budget Sort Dept Nbr:  ___      Approx. Inv. Count:  ___
Allow Flags:  FRS: Y  EPA: Y  DBR: Y  DCR: Y  SciQuest:  _  FFX: Y  TDP:  _
Purch Trn Flag: Y              FFX Cert. Month: 2_  Surplus:  _
Maestro: Org Unit: 8464        Parent Dept:  ___  Center/Institute:  ___
Chemistry                     Mail to Dept Head:  _
Other Part Nbr:  ___           Dept Office: CHEMISTRY      General Comments: Y
Other Part Dept:  ___          Dept View: CHEMISTRY        Hit <PF10>
Other Part Sub Dept:  ___      Exec Office:                FFX Comments: Y
Dept Expiration Date:  ___     Exec View:                Hit <PF11>
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp              Audit      Dload GenCm FFXCm
    
```

A department can't be deleted, it can only be "expired" by entering the expiration.

Basic Steps

- Advance to Screen 860.
- Enter a department code on the Action Line, and Sub Department if needed. You may also type an asterisk (*) in the Department: field to see a list of departments and subdepartments.
- If the department is not listed in the pop-up box, type an “i” in the TYPE: field to search by Department ID. This will allow you to find what you are searching for if it is an active department - subdepartment.
- Press <ENTER> to view the information.

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

Action Line

- ◆ **Department:** Help 5 characters
Enter a valid department code.
- Sub Dept:** 5 characters
Enter the sub-department, if needed.

Screen Information

- Dept Name:** 50 characters
Enter the full name of the department.
- ◆ **Head/Director ID:** 9 digits
Provide the Universal Identification Number (UIN) of the department head or director. The name will be displayed when you press <Enter>.
- Alt APO ID:** 9 digits
Enter the UIN of the alternate APO (accountable property officer). The name will be displayed when you press <Enter>.
- Head/Director Phone:** 10 digits
Indicate the phone number of the head/director of the department.
- Alt APO Phone:** 10 digits
Provide the phone number of the alternate APO.
- Mail Code:** Help 5 characters/digits
Enter the mail code for the department.
- Building Number:** 5 digits
Identify the department's building number.
- Exec Level:** Help 2 characters
Include the executive level of the department.
- Building Campus:** 2 digits
Identify the campus code for the building.

Screen 860 – Department Table Maintenance (cont'd)

Division:	2 characters Provide <u>division code</u> reflecting the structure of the campus.
Room:	6 digits Include the <u>room number or the floor number</u> of the department.
School/College:	Help 2 characters Provide the <u>level of organizational structure</u> . This is the only screen where you can update this field.
Group Cd:	5 characters Include the <u>group code</u> for the department. Used for grouping departments together for special purposes, perhaps security or reporting.
Off Campus Flag:	1 character Enter 'Y' if the department is <u>located off campus</u> .
Other Loc:	20 characters Type 'Y' if the department is <u>located in more than one location</u> .
Budget Sort Dept Nbr:	4 characters Used for <u>AL-RSCH budget sort number</u> .
Approx. Inv. Count:	6 characters Enter the <u>approximate inventory numbers</u> .
Allow Flags	
FRS:	1 character Enter 'Y' to indicate this <u>department is valid for accounting in FRS</u> .
EPA:	1 character Enter 'Y' if the <u>department is allowed to create EPA documents</u> .
DBR:	1 character Type 'Y' if the department is <u>allowed to create Departmental Budget Requests</u> .
DCR:	1 character Enter 'Y' to identify that the department is <u>allowed to create Departmental Correction Requests</u> .
SciQuest:	1 character Type 'Y' to identify this department is using the <u>SciQuest application</u> .
FFX:	1 character Enter 'Y' to indicate this department is valid for <u>asset control in FFX</u> .
TDP:	2 digits Enter 'Y' if the <u>department is allowed to create TDP (asset transfer) documents</u> .

Screen 860 – Department Table Maintenance (cont'd)

Purch Trn Flag: 1 character
Type 'Y' to identify this department has been fully trained and is ready to use the Purchasing system.

FFX Cert Month: 2 digits
Indicate the month for inventory certification for this department.

Surplus: 1 character
Enter 'Y' if this is an inventory surplus department for TDP routing.

Maestro

Org Unit: 10 digits
Identify the number of the organization unit (as determined by TEES). **This is used to group departments together for reporting.**

Parent Dept: **Help** 4 characters
Enter a valid FAMIS department. This allows FAMIS to identify the departmental hierarchy along with the current standard hierarchy levels (executive, department, division, college, etc.) By default the department is the parent department for a department with a subdepartment and is not modifiable.

Center/Institute: **Help** 2 characters
Used to determine if a department is a Center or Institute and to group departments together for reporting. Valid values are:
Blank = Regular department
CA = Center – Board Approved
CG = Center – Grandfathered
CN = Center – Not Board Approved
IA = Institute – Board Approved
IG = Institute – Grandfathered
IN = Institute – Not Board Approved

Mail to Dept Head: 1 character
Type 'Y' if the department head or director wants to receive a statement.

Other Part Nbr: 2 digits
Include another campus code that owns part of the department inventory.

Other Part Dept: 5 characters
Enter the department on another campus code that owns part of the department inventory.

Other Part Sub Dept: 5 characters
Enter the other FAMIS member's sub-department, if needed.

Dept Expiration Date: 8 characters
Provide the date the department expires.

Screen 860 – Department Table Maintenance (cont'd)

Dept Office:	10 characters Shows the <u>office for Routing & Approvals</u> that governs this department.
Dept View:	10 characters Indicates the <u>electronic view</u> within the electronic office <u>for Routing & Approvals</u> that governs this <u>department</u> .
Exec Office:	10 characters Shows the <u>executive office for Routing & Approvals</u> that governs this <u>department</u> .
Exec View:	10 characters Shows the <u>electronic view within the executive office for Routing & Approvals</u> that governs this <u>department</u> .
General Comments:	1 character 'Y' indicates <u>general comments</u> have been entered.
FFX Comments:	1 character Displays 'Y' if <u>comments</u> have been entered <u>for Fixed Assets</u> .

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
PF7 Audit	Audit Information Displays the <u>departmental table audit information</u> .
PF9 Dload	Download <u>Download</u> information from this screen <u>using Entire Connection</u> .
PF10 GenCm	General Comments View any <u>general comments</u> .
PF11 FFXCm	Fixed Assets Comments Shows any <u>fixed assets comments</u> .

Section VII

Appendix

Payroll Batches

Payroll information is fed to FAMIS from files prepared in BPP. This information is loaded in various FAMIS batches that can be seen on Screens 24 and 27. This provides you the ability to view payroll data as it is posted into accounting.

Payroll batches have standard batch headers assigned that allow easy recognition for payroll data. Many batch references begin with "PAY" as the first three characters. The ACH batches begin with "ACH" and the State Benefit Vouchers are posted with a batch header beginning with "BEN".

For example:

On Screen 24, entering "**PAY**" on the *Action Line* and pressing <ENTER> will access a listing of all payroll batches. Typing an "**X**" in the Select field, next to the desired batch, and pressing <ENTER> will take the user to Screen 27 where detailed batch information is provided.

Payroll Batch Reference Coding

- All payroll batch references begin with "PAY".
- Next is a "B" for biweekly payrolls
OR
an "M" for monthly payrolls
OR
an "S" for specials.

Because the fourth character can change, we use a small 'x' to denote the position in the batch listings.

- The last two digits are sequentially assigned.

Example: PAYB01
 PAYM01
 PAYS01

Appendix – Payroll Batches (cont'd)

These batches and transactions are currently used only by Workstation M.

- PAYx20** Interpart 01 – 02
 debit - Central Payroll GL 01 (bank 00001)
 credit - Central Payroll GL 02 (bank 00001)
- PAYx21** Interpart 01 - 20
 debit - Central Payroll GL 20 (bank 00001)
 credit - Central Payroll GL 02 (bank 00001)
- PAYx22** Interpart 01 - 02 Revolving
 debit - Revolving Receivable GL 01 (bank 00001)
 credit - Central Payroll GL 02 (bank 00003)
- PAYx23** Interpart 20 -02 Revolving
 debit - Revolving Receivable GL 20 (bank 00003)
 credit - Central Payroll GL 02 (bank 00003)

Bank number is really not significant in any of the above Interpart transactions, but must be the same on both parts of the accounting transaction.

- PAYx30** Interpart 01 - 02 Local Benefit Liability account
- PAYx31** Interpart 20 - 02 Local Benefit Liability account
- PAYx32** Interpart 20 - 01 Local Benefit Liability account -- UCI
- PAYx33** Interpart 02 - 01 Local Benefit Liability account -- UCI

Batches Created with Each ACH Payroll

- 1) **PAYx01** **Central Payroll Disbursement**
Contains disbursement (04x) entries for the total amount paid by the workstation in checks and ACH (not necessarily the total amount funded from local funds).

debit Central Payroll Clearing
credit Payroll Bank Account

Created by program FBPR005 and run with every payroll.

- 2) **PAYx02** **Extended Pay Plan Entries - EPP**
Contains journal entries (06x) for the total amount contributed or withdrawn from the Extended Pay Plan account.

Deposit and adjustment processing (for academic appointments, generally during the fall and spring when funds are being reserved for future pay out):

debit Central Payroll Clearing
credit Extended Pay Plan Liability/Clearing

Withdrawal processing (for academic appointments, generally during the summer when previously reserved funds are being paid out):

debit Extended Pay Plan Liability/Clearing
credit Central Payroll Clearing

Created by program FBPR006 and run each payroll.

- 3) **PAYx03** **Employee Deductions**
Contains journal entries (06x) for the payroll deductions to post to the Employee Deduction, Insurance/Benefit Liability accounts on Screen 837.

debit Central Payroll Clearing
credit Benefit Liability Accounts

Created by program FBPR014 and run each payroll.

Appendix – Payroll Batches (cont'd)

- 4) **PAYx04** **Local Funds Payroll Expense**
Contains journal entries (06x) charging (debiting) the SL accounts for the Gross pay and Longevity expenses. The credit side is to the Central Payroll Clearing account.

debit Individual SL accounts (expense object codes)
credit Central Payroll Clearing

Created by program FBPR010 and run each payroll.

- 5) **PAYx05** **Local Funds Bank Transfers – Benefits**
Contains bank transfer entries (090) reimbursing the central payroll bank for the employer paid benefits.

If some of the local funds benefits are funded by a bank account other than the primary local bank account (need to verify), these entries reflect those transfers of funds. Action with the bank must be manually initiated.

debit Primary Local Bank Account
credit Other Local Funds Bank accounts.

These funds have NOT been disbursed from the primary local bank account, but are held there until the benefit vendors are paid.

Created by program FBPR021 and run with each payroll.

- 6) **PAYx06** **Local Funds Bank Transfers – Gross Pay / Longevity**
Contains bank transfer entries (090) reimbursing the central payroll bank for Gross Pay and Longevity.

If some of the local funds benefits are funded by a bank account other than the central payroll bank account, these entries reflect those transfers of funds. Action with the bank must be manually initiated.

debit Central Payroll Bank account
credit Other Local Funds Bank accounts.

These funds are reimbursing the central payroll bank account for funds already disbursed to employees (or for employee deductions) by the payroll interface process.

Created by program FBPR011 and run with each payroll.

Appendix – Payroll Batches (cont'd)

7) PAYx07 **State Funds Payroll Disbursements**

Contains a disbursement entry (04x) for every state bank funding this payroll. This is similar to batch PAYx01, but for state funds (held in the state treasury).

debit State Gross Pay Clearing account
credit State Funds Bank accounts

The USAS vouchers with the payroll detail are sent to the Comptroller by BPP.

Created by program FBPR015 and run with each payroll.

8) PAYx08 **State Funds Payroll Expense**

Contains journal entries (06x) charging (debiting) SL accounts for the Gross Pay and Longevity expenses. The credit side is to the State Gross Pay clearing.

debit Individual SL Accounts (expense object codes)
credit Central Payroll Clearing

Created by program FBPR015 and run with each payroll.

9) PAYx09 **State Paid Revolving**

Contains a single journal entry (06X) setting up the receivable “Due From the State Comptroller.”

Since all Gross Pay and Longevity is paid from the central payroll bank and run through the Central Payroll Clearing account, this entry reimburses the Central Payroll Clearing account and sets up the receivable.

debit Due From State Comptroller GL account
credit Central Payroll GL account

Created by program FBPR015 and run with each payroll.

10) PAYx10 & PAYx11 **Local Funds Benefits Disbursements and Credits**

Two companion batches - each contains one side of the accounting for the local funds benefits disbursements and credits.

PAYx10 and PAYx11 were originally combined as a single batch, using journal entries (06x) to credit the Benefit Liability accounts and charge/debit the SLs that were paying for benefits.

However, due to the volume of entries these created in the liability accounts and since there was no large volume batch compound journal entry capability, offsetting disbursement entries were created.

Appendix – Payroll Batches (cont'd)

The effects of these two batches are:

debit Local Funds SLs charge for Benefits (PAYx10)
credit Benefits Liability Accounts (PAYx11)

Created by program FBPR020 and run with each payroll.

11) PAYx12

State Funds Benefits Disbursements – FICA Only

Contains a disbursement entry (04x) for every State bank funding the FICA portion of the payroll.

The USAS vouchers with the payroll detail are sent to the comptroller by BPP.

Only FICA is included in this batch because only the FICA vouchers are sent to USAS by BPP. The rest of the benefit disbursements are processed in FBPR096 end-of-month process.

Created by program FBPR025 and run with each payroll.

12) PAYx13

State Funds Benefits Expense

Contains journal entries (06x) to charge/debit the SLs and credit the State Benefits Clearing account.

Created by program FBPR025 and run each payroll.

13) PAYx14

Payroll Cancellation – Re-encumber Payroll for a Cancellation

Contains encumbrance entries (05x) for local funded payroll cancellations to re-establish the original encumbrances.

Created by program FBPR010 and run with each payroll.

14) PAYx15

Payroll Cancellation – Re-encumber Payroll for Cancellations

Contains encumbrance entries (05x) for state funded payroll cancellations to re-establish the original encumbrances.

Created by program FBPR015 and run with each payroll.

Appendix – Payroll Batches (cont'd)

- 15) **PAYx17** **Payroll Inter-Agency Due-From**
Contains journal entries (064) for posting the “Due From” transactions when A&M System members have split funding on a payroll.

Created by program FBPR008 and run with each payroll.

- 16) **PAYx18** **Payroll Inter-Agency Due-To**
Contains journal entries (064) for posting the “Due To” transactions when A&M System members have split funding on a payroll.

Created by program FBPR008 and run with each payroll.

Interpart Batches Posted at End-of-Month

- 1) **PAYS03** **System Concentration Pool - Resolution of “Due-From”**
Contains journal entries (064) or disbursement entries (049) (at the choice of the A&M System member) to record equity transfers reflecting the InterPart “Due From” transactions in System Concentration Pool.

Created by program FBPR009 and run with each payroll.

- 2) **PAYS04** **System Concentration Pool - Resolution of “Due-To”**
Contains journal entries (064) or disbursement entries (049) (at the choice of the A&M System member) to record equity transfers reflecting the InterPart “Due From” transactions in System Concentration Pool.

Created by program FBPR009 and run with each payroll.

Batches Run for New Wage & Benefit Encumbrance Process Run

FOR TAMU ONLY

1. **PAYx25** **Local Wage Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account's wage expenditures in the in the FBPR010 (local wage) payroll run.

Created by program FBPR030.

2. **PAYx26** **State Wage Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account's wage expenditures in the FBPR015 (state wage) payroll run.

Created by program FBPR030.

3. **PAYx27** **Local Benefits Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL benefit expenditure account that has a benefit encumbrance. The encumbrance reduction (credit) is for the net amount of the account's benefit expenditures in the FBPR020 (local benefit) payroll run.

Created by program FBPR030.

4. **PAYx28** **State Benefits Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL benefit expenditure account that has a benefit encumbrance. The encumbrance reduction (credit) is for the net amount of the account's benefit expenditures in the FBPR025 (state benefit) payroll run.

Created by program FBPR030.

5. **PAYx32** **Local Wage Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account's wage expenditures in the in the FBPR010 (local wage) payroll run. This batch is only used if the wage subcodes are not consecutive. This batch creates the second set of local wage encumbrance adjustments.

Created by program FBPR030.

6. PAYx33 State Wage Encumbrance Reversal

Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account's wage expenditures in the FBPR015 (state wage) payroll run. This batch is only used if the wage subcodes are not consecutive. This batch creates the second set of state wage encumbrance adjustments.

Created by program FBPR030.

Batches Run When One Workstation Processes Payroll for Two System Members with a Single Set of Bank Accounts

TAMU & TVMDL

1. **PAYx21** **Equity Transfers – One Business Office Posting 2 A&M System Members**
Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts.

Processes twice – one for each campus code.

Example: Interpart 02 TAMU & 20 TVMDL
First batch:
debit Central Payroll GL 20 (bank 00001)
Separate batch:
credit Central Payroll GL 02 (bank 00001)

Created by program FBPR012.

2. **PAYx23** **Equity Transfers – One Business Office Running 2 System Members**
Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts.

Example: InterPart 20 -02 Revolving
debit Revolving Receivable GL 20 (bank 00003)
credit Central Payroll GL 02 (bank 00003)

Created by program FBPR016.

3. **PAYx31** **Corresponds to PAYX21 – Inter Campus Code**
Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts. These transfers are for resolve the Local Benefit Liability accounts.

Example: Interpart 20 - 02 Local Benefit Liability account

EPP Batches Run at End-of-Month

EPP entries can be included with regular monthly and biweekly payrolls. However, there is a special end-of-month run for EPP processing.

1. **PAYS01** **EPP Disbursements**
Contains disbursement entries (049) reflecting the checks and ACHs written by BPP .process. These entries are debits from the Central Payroll Clearing account and are in 'lump sum'.

Created by program FBPR005.

2. **PAYS02** – **EPP Transfers**
Contains journal entries (064) entries reflecting the transfers in and out of the EPP account to/from the Central Payroll Clearing account.

Created by program FBPR006.

Batches Run at End of Month for State Benefit Voucher Processing

1. **BENV01** **State Benefit Vouchers**
Contains disbursement entries to pay the state benefit vendors.

Created by program FBPR096

2. **PAYS02** **EPP Transfers**

Created by program FBPR006

Batches Run at End-of-Month for ACH Process (First Day of Next Month)

- 1. ACH001 ORP Prepaid Vouchers**
Contains disbursement entries (04x) reflecting ORP payments to vendors.

Created by program FBPR097

- 2. ACH002 ACH Prepaid Vouchers**
Contains disbursement entries (04x) reflecting other ACH payments to vendors.

Created by program FBPR097

Payroll Batches by Batch Number

1. **ACH001** **ORP Prepaid Vouchers**
Contains disbursement entries (04x) reflecting ORP payments to vendors.

Created by program FBPR097
2. **ACH002** **ACH Prepaid Vouchers**
Contains disbursement entries (04x) reflecting other ACH payments to vendors.

Created by program FBPR097
3. **BENV01** **State Benefit Vouchers**
Contains disbursement entries to pay the state benefit vendors.

Created by program FBPR096
4. **PAYx25** **Local Wage Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account's wage expenditures in the in the FBPR010 (local wage) payroll run.

Created by program FBPR030
5. **PAYx26** **State Wage Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account's wage expenditures in the FBPR015 (state wage) payroll run.

Created by program FBPR030
6. **PAYx27** **Local Benefits Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL benefit expenditure account that has a benefit encumbrance. The encumbrance reduction (credit) is for the net amount of the account's benefit expenditures in the FBPR020 (local benefit) payroll run.

Created by program FBPR030

Appendix – Payroll Batches (cont'd)

- 7. PAYx28 State Benefits Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL benefit expenditure account that has a benefit encumbrance. The encumbrance reduction (credit) is for the net amount of the account's benefit expenditures in the FBPR025 (state benefit) payroll run.

Created by program FBPR030
- 8. PAYx32 Local Wage Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account's wage expenditures in the in the FBPR010 (local wage) payroll run.

Created by program FBPR030 – this is used for the second wage subcode range
- 9. PAYx33 State Wage Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account's wage expenditures in the FBPR015 (state wage) payroll run.

Created by program FBPR030 – this is used for the second wage subcode range
- 10. PAYS01 Disbursements**
Contains disbursement entries (049) reflecting the checks and ACHs written by BPP .process. These entries are debits from the Central Payroll Clearing account and are in 'lump sum'.

Created by program FBPR005
- 11. PAYS02 – EPP Transfers**
Contains transfers in and out of the EPP account

Created by program FBPR006
- 12. PAYS03 End of Month Resolution of Due-From**
Contains journal entries (064) or disbursement entries (049) (at the choice of the A&M System member) to record equity transfers reflecting the InterPart "Due From" transactions in System Concentration Pool.

Created by program FBPR009 and run with each payroll.

Appendix – Payroll Batches (cont'd)

13. PAYS04 **End of Month Resolution of Due-To**

Contains journal entries (064) or disbursement entries (049) (at the choice of the A&M System member) to record equity transfers reflecting the InterPart “Due From” transactions in System Concentration Pool.

Created by program FBPR009 and run with each payroll.

14. PAYx01 **Central Payroll Disbursement**

Contains disbursement (04X) entries for the total amount paid by the workstation in checks and ACH (not necessarily the total amount funded from local funds).

debit Central Payroll Clearing
credit Payroll Bank Account

Created by program FBPR005 and run with every payroll.

15. PAYx02 **Extended Pay Plan Entries - EPP**

Contains Journal (06X) entries for the total amount contributed or withdrawn from the Extended Pay Plan account.

Deposit and Adjustment Processing (generally during the fall and spring when funds are being reserved for future pay out):

debit Central Payroll Clearing
credit Extended Pay Plan Liability/Clearing

Withdrawal Processing (generally during the summer when previously reserved funds are being paid out):

debit Extended Pay Plan Liability/Clearing
credit Central Payroll Clearing

Created by program FBPR006 and run each payroll.

16. PAYx03 **Employee Deductions**

Contains journal entries (06x) for the payroll deductions to post to the Benefit Liability accounts on Screen 837.

debit Central Payroll Clearing
credit Benefit Liability Accounts

Created by program FBPR014 and run each payroll.

Appendix – Payroll Batches (cont'd)

17. PAYx04 **Local Funds Payroll Expense**

Contains journal entries (06X) that charge/debit the SL accounts for the Gross Pay and Longevity expenses. The credit side is to the Central Payroll Clearing account.

debit Individual SL accounts (expense object codes)
credit Central Payroll Clearing

Created by program FBPR010 and run each payroll.

18. PAYx05 **Local Funds Bank Transfers – Benefits**

Contains Bank transfer entries (090) reimbursing the central payroll bank for the employer paid benefits.

If some of the local funds benefits are funded by a bank account other than the primary local bank account (need to verify), these entries reflect those transfers of funds. Action with the bank must be manually initiated.

debit Primary Local Bank Account
credit Other Local Funds Bank accounts.

These funds have NOT already been disbursed from the primary local bank account, but are held there until the benefit vendors are paid.

Created by program FBPR021 and run with each payroll.

19. PAYx06 **Local Funds Bank Transfers – Gross Pay / Longevity**

Contains Bank transfer entries (090) reimbursing the central payroll bank for gross pay and longevity.

If some of the local funds benefits are funded by a bank account other than the central payroll bank account, these entries reflect those transfers of funds. Action with the bank must be manually initiated.

debit Central Payroll Bank Account
credit Other Local Funds Bank accounts.

These funds are reimbursing the central payroll bank account for funds already disbursed to employees (or for employee deductions) by the payroll interface process.

Created by program FBPR011 and run with each payroll.

Appendix – Payroll Batches (cont'd)

20. PAYx07 State Funds Payroll Disbursements

Contains a disbursement entry (04X) for every state bank funding this payroll.

Similar to batch PAYX01, but for state funds (held in the state treasury).

debit State Gross Pay Clearing account
credit State Funds Bank accounts

The USAS vouchers with the payroll detail are sent to the comptroller by BPP.

Created by program FBPR015 and run with each payroll.

21. PAYx08 State Funds Payroll Expense

Contains journal entries (06X) that charge/debit SL accounts for the Gross Pay and Longevity expenses. The credit side is to the State Gross Pay Clearing.

debit Individual SL Accounts (expense object codes)
credit Central Payroll Clearing

Created by program FBPR015 and run with each payroll.

22. PAYx09 – State Paid Revolving

Contains a single journal entry (06X) setting up the “Due from the State Comptroller” receivable.

Since all Gross Pay and Longevity is paid from the Central Payroll bank and run through the Central Payroll Clearing account, this entry reimburses the Central Payroll Clearing account and sets up the receivable.

debit Due from State Comptroller GL account
credit Central Payroll GL account

Created by program FBPR015 and run with each payroll.

Appendix – Payroll Batches (cont'd)

23. PAYx10 &

PAYx11

Local Funds Benefits Disbursements and Credits

Two companion batches - each contains one side of the accounting for the local funds benefits disbursements and credits.

PAYX10 and PAYX11 were originally combined as a single batch, using journal entries (06X) to credit the Benefit Liability accounts and charge/debit the SLs that were paying for benefits.

However, due to the volume of entries these created in the liability accounts, and since there was no batch large volume compound journal entry capability, offsetting disbursement entries were created.

The effects of these two batches are:

debit Local Funds SLs for Benefits (PAYX10)
credit Benefits Liability Accounts (PAYX11)

Created by program FBPR020 and run with each payroll.

24. PAYx12

State Funds Benefits Disbursements – FICA Only

Contains a disbursement entry (04X) for every State Bank funding the FICA portion of the payroll.

The USAS vouchers with the payroll detail are sent to the Comptroller by BPP.

Only FICA is included in this batch because only the FICA vouchers are sent to USAS by BPP. The rest of the benefit disbursements are processed in the FBPR096 end-of-month process.

Created by program FBPR025 and run with each payroll.

25. PAYx13

State Funds Benefits Expense

Contains journal entries (06x) that charge/debit the SLs and credit the State Benefits Clearing account.

Created by program FBPR025 and run with each payroll.

Appendix – Payroll Batches (cont'd)

- 26. PAYx14 Payroll Cancellation – Re-encumber Payroll for a Cancellation**
Contains encumbrance entries (05x) for local funded payroll cancellations to re-establish the original encumbrances.

Created by program FBPR010 and run with each payroll.

- 27. PAYx15 – Payroll Cancellation – Re-encumber Payroll for Cancellations**
Contains encumbrance entries (05x) for state funded payroll cancellations to re-establish the original encumbrances.

Created by program FBPR015 and run with each payroll.

- 28. PAYx17 Payroll Inter-Agency Due-From**
Contains journal entries (06x) that create the Due From transactions for shared payroll responsibility between two A&M System members.

Created by program FBPR008 and run with each payroll.

- 29. PAYx18 Payroll Inter-Agency Due-To**
Contains journal entries (06x) that create the Due To transactions for shared payroll responsibility between two A&M System members.

Created by program FBPR008 and run with each payroll.

- 30. PAYx21 Equity Transfers – One Business Office Running to System Members**
Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts.

Processes twice – one for each campus code.

Example: Interpart 02 TAMU & 20 TVMDL

First batch:

debit Central Payroll GL 20 (bank 00001)

Separate batch:

credit Central Payroll GL 02 (bank 00001)

Created by program FBPR012

Appendix – Payroll Batches (cont'd)

- 31. PAYx23 **Equity Transfers – One Business Office Running two System Members****
- Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts.

Example: InterPart 20 -02 Revolving
 debit Revolving Receivable GL 20 (bank 00003)
 credit Central Payroll GL 02 (bank 00003)

Created by program FBPR016

- 32. PAYx31 **Corresponds to PAYX21 – Inter Campus Code****
- Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts. These transfers are for resolve the Local Benefit Liability accounts.

Example: Interpart 20 - 02 Local Benefit Liability account

T:\Fa\DOC\WRKNPRCS\PAYROLL\payrollcurr.doc

Work Station Code Assignments

From BPP program BPP9999

Code	Work Station Assigned	Part	Splitter Assigned
A	AL-RSCH	06, 02	AL-RSCH
B		19	BCOD
C	TTI	12	TTI
D	TEEX	09	TEEX
E	TEES	08, 02	TEES
F	TFS	11	TFS
G	TAMUG	10	TAMUG
H	HSC	23	Health Science Center
I	TAMU-CC	15	TAMU-CC
J	TAMU-K	17	TAMU-K
K			
L	TAMIU	16	TAMIU
M	TAMU	02, 20	TAMU
N	TAMU - Texarkana	22	TAMU-T
O			
P	PVAMU	05	PVAMU
Q	-----		TAMU Human Resources
R	TAMU - Commerce	21	TAMUC
S	SAGO	01	SAGO
T	TARL	04	TSU
U	-----		System Comptroller
V			
W	WTAM	18	WTAM
X	TAEX	07, 14	TAEX
Y			
Z	-----		Misc Other Users
1	-----		B/P/P Operations Center
2	-----		
3			
4			
5			
6			
7			
8			

Standard PF Keys

PF Keys are used in the payroll reference module of FAMIS to access additional information. Wherever possible the same assignment has been given to the same PF key. 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 standard PF keys that you will see on the many screens in this module.

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.

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

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

Extended Function Keys

Bkwd	Backwards Returns to the previous screen or scrolls one page back for a particular item.
Frwd	Forward Advances to the next screen or scrolls one page forward for a particular item.
Next	Next Screen Advances to the next screen.
Left	Scroll Left Some windows include several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the left.
Right	Scroll Right Some windows include several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the right.

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.

Appendix – Instructions (cont'd)

ERASE END OF FIELD Key

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

HOME Key

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

Protected Area

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

Action Line/Context

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

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

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

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.



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 F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

Screen 002 - GL 6 Digit

```

002 GL 6 Digit                                     11/24/97 12:05
                                                FY 1997 CC AA

Screen: ___ Account: 032365 ___          NAVSO, INC.

Account Title: NAVSO, INC.
Resp Person: 4uuuuuu9 SOSA, SARAH S      Old Acct: _____
Year-end Process: F  Reclassify: _  Reporting Group: ___  Aux Code: ___
Fund Group: FG  Sub Fund Group: DF      Sub-Sub: GP  Function: ___

Default Bank: 00001  Override: Y          SL Mapped Count: 1
Alternate Banks: 00002  _____  _____  _____  Security: _____
    
```

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

```

+-----+
3                                             3
3               *** D I C T I O N A R Y - H E L P ***           3
3                                             3
3  VALUES                               MEANING              3
3  -----                               -----              3
3  ACCN                                ACADEMIC COMPUTING CENTER  3
3  ACCS                                ACADEMIC COMPUTING SERVICES  3
3  ACCT                                ACCOUNTING                  3
3  ADEX                                ADULT & EXTENSION EDUCATION  3
3  ADLL                                ADULT LITERACY & LEARNING CEN  3
3                                             3
3  Lookup Value / . Menu _____              3
3  Rule : IASYS-DEPT                    Default value is:          3
3  View : IAFRS-GENERAL-SUBSIDIARY      3
3  Field: FG-FS-DEPT                    3
    
```

Question Mark (?) and Asterisk (*) 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.

In some instances, typing an asterisk (*) will provide additional information for a field.

A pop-up window is displayed with the valid values for the field. By placing 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                                     11/24/97 13:09
                                                FY 1997 CC AA
Screen: ___ Account: 032365 ___          NAVSO, INC.

Account Title: NAVSO, INC.
Resp Person: 4uuuuuu9  SOSA, SARAH S          Old Acct: _____
Year-end Process: F  Reclassify: _ Reporting Group: _ Aux Code: ___
Fund Group: FG  Sub Fund Group: DF          Sub-Sub: GP Function: ___

Default Bank: 00001  Override: Y          SL Mapped Count: 1
Alternate Banks: 00002  _____          Security: _____

          Dept      S-Dept Exec Div Coll Mail Cd Stmt
Primary: ELEN_     EPI__ AA  CD  EN  C3128  Y
Secondary: _____          _____          _____

Long Title: NAVSO, INC. ENDOWMENT _____

Account Letter: Y  Setup Date: 02/28/1994

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

Screen 002 – Sub 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   |
|-----|
| PF1=Menu PF4=Exit                          |
+-----+
    
```

Payroll Distribution Screens List

	<u>PAGE</u>
750 Open Commitments by Vendor/SSN	V-24
Used to display encumbrances by SSN (mainly for purchasing & RF payroll encumbrances).	
751 Payroll Encumbrance Maintenance	III-5
Used to post salary and benefit payroll encumbrances (RF only).	
760 Distribution Rules by UIN	IV-3
Used to display and select the available payroll distribution rules for a UIN. Once a rule is selected, control will be passed to Screen 761.	
761 Payroll Distribution Rules	III-8
Used to create and maintain payroll distribution rules for a SSN for a Part, BPP account, and Object Code.	
764 Payroll Detail to be Posted	V-26
Used to display and select payrolls that have not been posted. Filters are available to select by SSN, FY, System Member, Cycle, Voucher, BPP account, and RF. Once selected, control will be passed to Screen 765.	
765 Payroll Detail Record Maintenance	III-11
Used to display, enter, and post payroll information on a person for a particular payroll cycle and sequence number.	
770 Payroll Detail Inquiry by UIN	V-3
Used to display and select payroll activity for a UIN by payroll end date. If a selection is made, control is passed to Screen 779.	
771 Payroll Detail Inquiry by S/W Account	V-7
Used to display and select payroll activity for a particular account. If a selection is made, control is passed to Screen 779.	
772 Payroll Detail Inquiry by Voucher	V-11
Used to display and select payroll activity for a particular voucher. If a selection is made, control is passed to Screen 779.	
773 Payroll Detail Inquiry by Pay Cycle, Date	V-15
Used to display and select payroll activity for a particular pay cycle/ date combination. If a selection is made, control is passed to Screen 779.	
779 Payroll Detail Record Inquiry	V-19
Used to display detailed payroll activity for a particular FY, pay cycle / date, SSN, sequence.	
780 Browse Pay Cycle Control Records	IV-5
Displays the payroll source records from BPP payroll history.	
781 Pay Cycle Control Record Inquiry	IV-7
View the status of the payroll distribution system process.	
782 Browse Source Records by SSN	IV-9
Shows individual payroll source record by SSN.	
783 Browse Source Records by Department	IV-11
This screen is used to view payroll information by department.	

Appendix – Payroll Distribution Screens List (cont’d)

	<u>PAGE</u>
784 Browse Source Records in Error	IV-13
Displays payroll source records that are in need of error corrections.	
789 Detail Source Record Inquiry	IV-15
Browse information about an employee’s payroll record.	
791 Maintain Source Record Account	III-17
Used to change a payroll source record before payroll is posted to FAMIS.	
792 Maintain Source Record Distribution	III-20
Provides for additional distribution of a source payroll record.	
793 Create Correction Source Record	III-23
Used to copy a payroll source record from a closed pay cycle to a current pay cycle.	
830 Employer Payment Credit Account Table	VI-7
Identifies the accounts credited by the payroll interface for the employer paid local funds benefits.	
837 Employee Deduction Insurance/Benefits Liability Accounts Table	VI-9
Indicates the accounts credited by the payroll interface for the insurance and benefits billing system.	
839 InterAgency Payment Account Table	VI-11
Displays the account numbers used for the InterAgency payments.	
850 FRS Person Information	VI-13
Add or maintain information for budgeted personnel.	
858 UIN Verification	VI-17
Used to display entries in the UIN Table.	
859 BPP Verification	VI-20
Used to display employee information from the BPP Employees File.	
860 Department Table Maintenance	VI-23
Used in FRS and FFX to maintain a table of valid departments for each TAMUS campus.	
M70 Payroll System Menu	I-6
Shows payroll detail screens.	
M75 Payroll Encumbrance Module Menu	I-6
Contains a list of payroll encumbrance entry and inquiry screens related to the EPA system.	
M77 Payroll Detail Module Menu	I-7
Contains a list of payroll detail screens.	
M78 Payroll Distribution Module Menu	I-7
Lists the screens used with the Payroll Distribution System.	

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.

Appendix – Glossary (cont'd)

Batch/Session

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

Batch Interface

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

BBA

See [Budget Balance Available](#).

Budget

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

Budget Balance Available (BBA)

That portion of budget funds that is unspent and unencumbered.

Budget Pool

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

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.

Appendix – Glossary (cont'd)

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.

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.

Appendix – Glossary (cont'd)

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 of data.

Financial Accounting (FA)

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

Financial Records System (FRS)

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

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.

Appendix – Glossary (cont'd)

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.

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.

Appendix – Glossary (cont'd)

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.

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

Appendix – Glossary (cont'd)

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.

10-Digit Account

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

Tax Code

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

Tax ID

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

Taxes

An additional charge on the acquisition of goods that is imposed by the taxing authority and should be paid with the invoice.

Appendix – Glossary (cont'd)

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.

Vendor

A provider of goods and/or services.

Vendor Addresses

See Order-From Addresses and Remit-To Addresses.

Vendor File

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

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