Routing & Approvals User Manual

FAMIS Services
The Texas A&M University System

Introduction

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

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

By utilizing the information and guidelines contained in this manual, a user should be able to access Electronic Office information, create and modify desks and views, and create routing paths for documents to be approved and signed electronically.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6464, or copy the page with the error, note the correction or suggestion, and send it to one of the following addresses:

College Station based:	FAMIS Services
	The Texas A&M University System
	1144 TAMU
	College Station, TX 77843-1144
Non-College Station based:	FAMIS Services
	The Texas A&M University System
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	College Station, TX 77840-7896

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Routing & Approvals Introduction

Routing and Approvals Introduction

Routing & Approvals facilitates the electronic routing and approval for several types of documents. This module accommodates documents from different modules – Purchasing documents, DBR (Departmental Budget Request) documents, DCR (Departmental Correction request), PCT (Payroll Cost Transfer)and TDP (transfer Departmental Property documents. Additionally, routing paths in FAMIS determine routing for Concur and Workday. Documents in Routing & Approvals can be viewed in CANOPY or on the FAMIS screens.

Routing & Approvals has become more complex with the continuing addition of new document types. Each document type has its own set of rules for routing, and the structures often differ in order to accommodate these different rules.

Document Routing Process

Generally, when a document is closed, it is submitted to Routing & Approvals, where it follows a pre-determined path for documents and levels of approvals. Most documents go through a **Department** path first. Once all department approvals have been given, the documents may pass through an **Executive Level** for higher authority approvals. Finally, most document types, pass to a **Processing Office** where they follow yet another path.

Note that certain documents can be initiated in a Processing Office, but do not go through the Department and Executive Levels.

The chart on the following page shows the process and some of the decision points for documents that are related to Purchasing, Financial Accounting, Accounts Payable, and Budget Payroll.

The Documents as they relate to the circles on the chart below are as follows:

PUR   **Purchasing related documents:**
- Limited Purchase
- Exempt and Delegated Purchases
- Requisitions
- Purchase Orders

AP   **Accounts Payable related documents:**
- Purchasing Invoice Problem

FA   **Financial Accounting related documents:**
- DBR – Departmental Budget Request

PAY   **Payroll/Budget related documents:**
- EPA – Employee Payroll Action

Financial Accounting Management Information System (FAMIS)
Routing & Approvals (R&A) Flow

K:\FA\VISIO\Process Flows\FAMIS\Melissa Routing & Approvals Flow.vsd
Last updated: 2/15/2023

Financial Accounting Management Information System (FAMIS)
Routing & Approvals (R&A) Flow

K:\FA\VISIO\Process Flows\FAMIS\Melissa Routing & Approvals Flow.vsd

Last updated: 2/15/2023
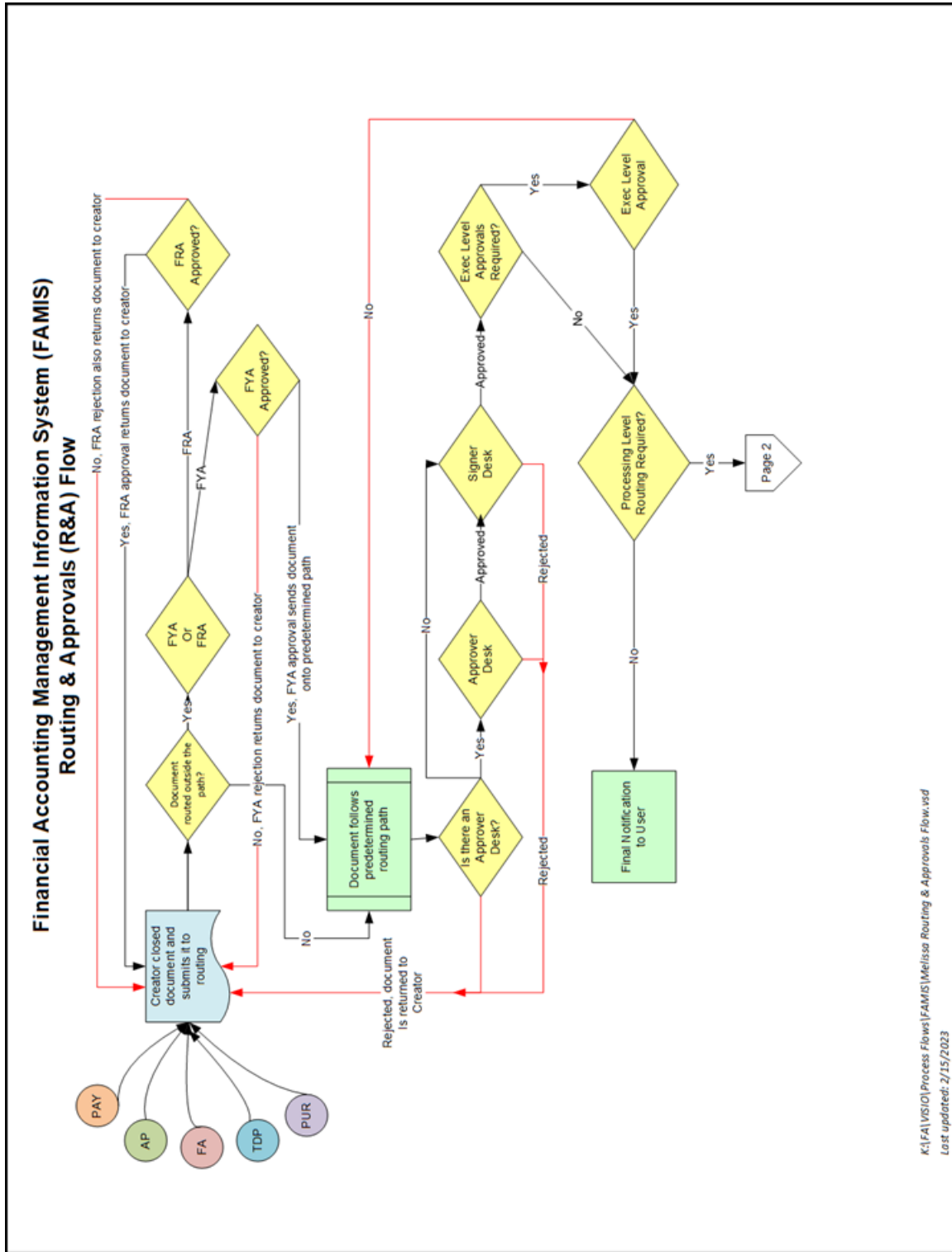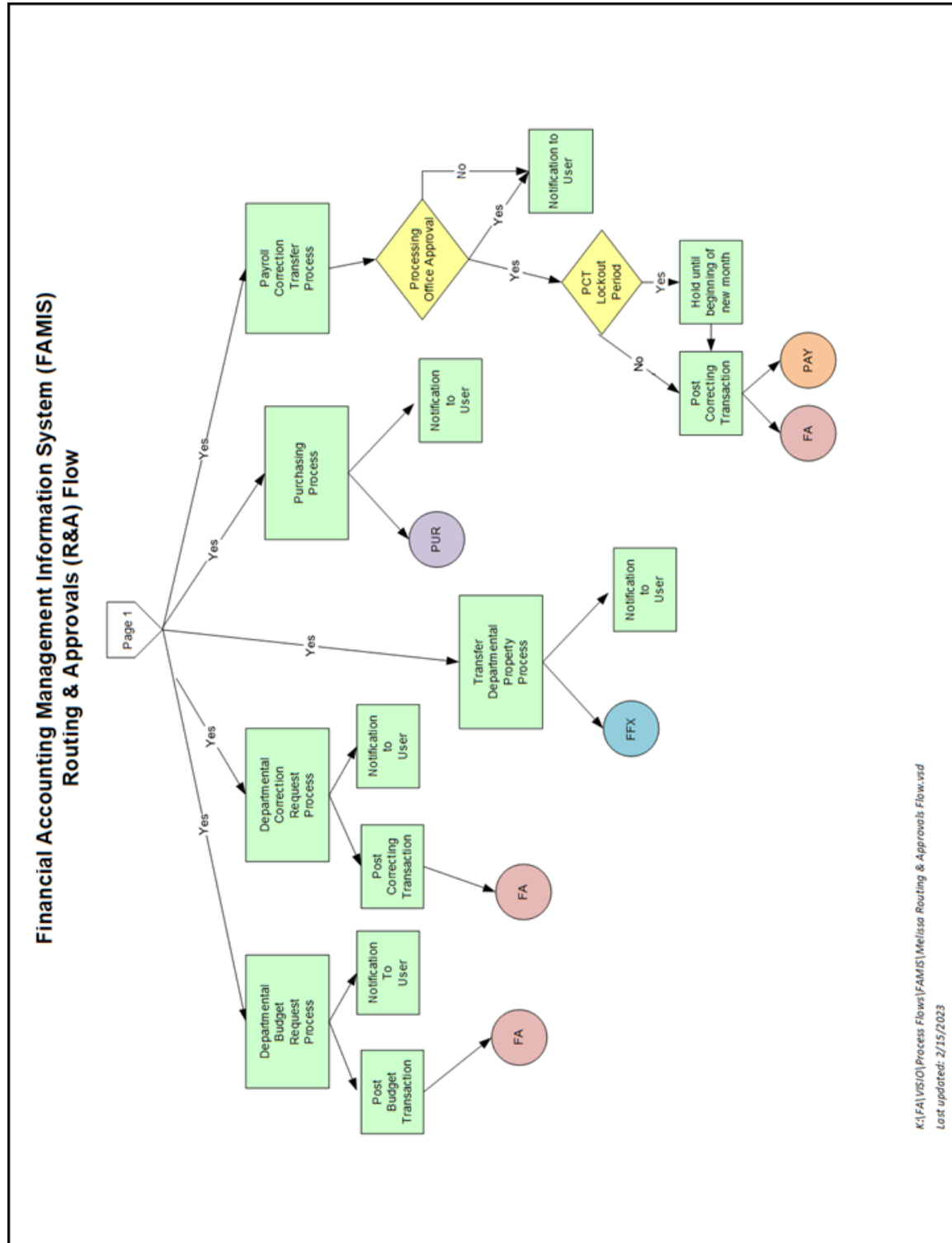
Section II
Basic Concepts for
Routing & Approvals

Basic Concepts for Routing & Approvals

Routing & Approvals has two different perspectives - the User Perspective and the Electronic Office Manager and Delegates Perspective.

User Perspective Summary

The first concept focuses on those **USERS** who approve or sign documents that come to them through Routing & Approvals. Also included as users are the document creators, as they have interest in the authorization of the document.

Users access their inbox/outbox and approve or sign documents using either CANOPY (under the Routing TAB) or the FAMIS screens.

Office Manager and Delegates Perspective Summary

The second concept focuses on the **ELECTRONIC OFFICE MANAGERS and DELEGATES** and their responsibility for the set-up and maintenance of the Routing & Approvals structure.

> This functionality is ONLY available through the FAMIS screens; there is no equivalent in CANOPY.

Security Access

User Perspective
To get to the Inbox, Outbox, and other user features, users need to have screen security for the 910 series of FAMIS screens as seen on Menu 90. Member security administrators can assist with this task.

To access particular documents, the user may need to have entity security for that department of the accounts on the document.

Office Manager and Delegates Perspective
To maintain the structure of the Electronic Office, the user needs to have screen access to most of the screens on Menu M91. Member security administrators can assist with this task.

Essentials of Document Routing

Each document, when created, is given a unique identifier. When a document is submitted to Routing & Approvals, it follows a pre-determined **path** for approvals. The following are concepts and terms to help users understand the Routing & Approvals process.

Routing Document Identification Numbers

Each routing document is uniquely identified by a three part configuration which includes the System Member code as well as the document number. In addition, on the front is tagged the type or form of the document. Examples are **PRQ07L433242, ECT02CTAFWFM** or **DBR04U569448**.

The routing document identification number consists of the following three parts:

Document = PLP01L010014

PLP	01	L010014

Document Type (Form) (PLP=Purchasing Limited Purchase)

A&M System Member Number

Document Number
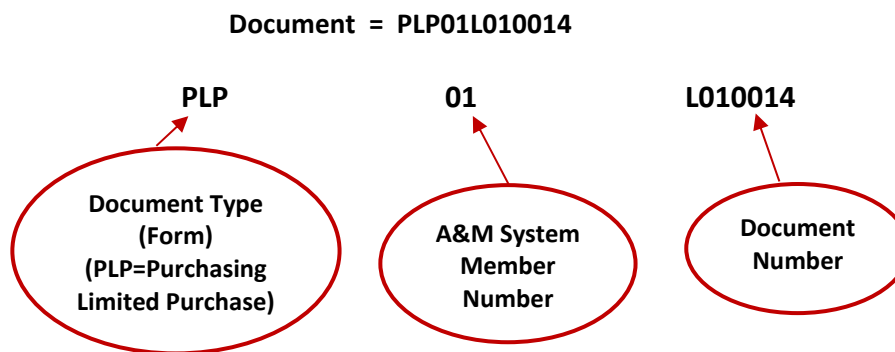
Multiple Departments on a Document

When a document requires authorization from multiple departments, documents route through the appropriate routing structure for the first department, then continue on through the routing structure for the second department and all other departments until all Department routing has been satisfied.

Different types of documents may have different rules – for PCTs, the department routing list is built from the adloc of the employee, the account(s) being corrected and the new account(s) to be charged. For DBRs, routing for approval is only through the Source department with a notification copy sent to the Destination department.

If a department is on the document but is not set up in Routing & Approvals (can be viewed on the Department Table, Screen 860), there will be a message in the routing history to that effect and manual routing may be necessary.

Electronic Offices

The Electronic Office provides the mechanism to efficiently manage the approval process. The purpose of the Electronic Office is to define the path(s) that documents will follow. There are three levels of Electronic Offices: Department, Executive and Processing Office. Generally, at the Department Level, each Electronic Office represents one department, although other aggregates may be created.

Electronic Desks

Desks are electronic "approval" or "review" stations. A routing path is constructed by linking desks together in a linear fashion within an Electronic Office. People are "put on" or assigned to a desk. There can be many persons on one desk and one person can be on many desks. There are three basic types of desks - **Creator** desk, **Approver** (review/approval) desk, and **Signer** Desk.

Creator Desk

This is a special desk that serves one main purpose: the people who are on this desk receive notification copies of document rejections. A creator of a document does NOT have to be on the Creator Desk to create and submit a document to Routing & Approvals.

Document "Creator" – What does this mean?

The creator "submits" the document for routing, and the system considers this the first approval of the document. The person who submits the document for routing is the official creator, regardless of who else may have entered document details.

Approver Desk

This is a general desk that can be created to insert multiple approvers into a Routing Path. These approver desks are also used at the Executive Level and Processing Level.

Approvers vs. Signers

Essentially, approvers and signers are equivalent. At the Department Level, all documents must have approval from someone on the Signer Desk.

Signer Desk

This is always the last desk in the Department path and is considered the official signoff on the accounts for the document.

Required Number of Approvals and Signatures

At the Department Level, the rule is that two unique users must "approve" or "touch" the document and the creator is considered the first approval. Therefore, only a **Creator** and a **Signer** are required for the document to pass this level.

Substitute Approver or Signer

An electronic desk can have multiple primaries and substitutes assigned. It is recommended that **ALL desks have at least two people** to avoid delays in advancing documents within Routing and Approvals.

Approvers and signers all receive the document in their respective Inboxes. When the first person takes action on the document, the document is removed from of all Inboxes.

Substitute assignees do not receive the documents in their respective Inboxes but must access the Inbox of the person for whom they are substituting in order to take action on the document.

Routing Paths

Documents follow routing paths range from **very simple to quite complex.**

Routing Paths are defined for each of the Routing Levels - Department, Executive, and Processing Office. Different paths are defined based on document type or form (EPA, PLP, DBR, etc.). There are many variables in designing the routing paths.

For example, a **simple** Department Level path consists of a **Creator** Desk and a **Signer** Desk. This satisfies the rule that two users must "touch" the document.

CREATOR DESK		SIGNER DESK
Mary	→	Tom
Jim		Craig
		(s) Janice
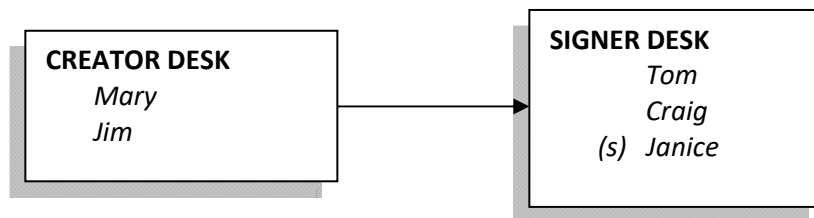
A **more complex** path consists of a Creator Desk, an Approver Desk, and a Signer Desk. The addition of a third desk gives Sandy or Terry the opportunity to review or approve the documents.
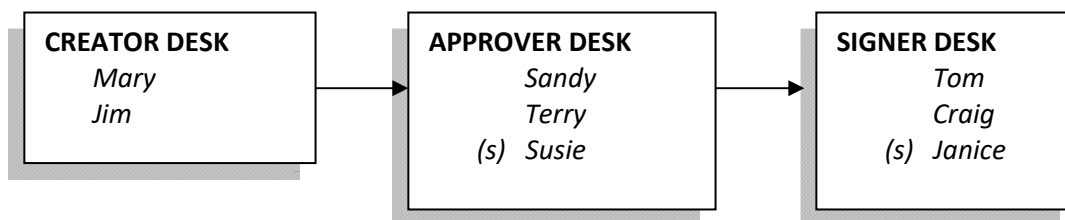
CREATOR DESK		APPROVER DESK		SIGNER DESK
Mary	→	Sandy	→	Tom
Jim		Terry		Craig
		(s) Susie		(s) Janice

Routing Through Levels

Complex paths are often constructed to take advantage of the flexibility available. The path that an individual document takes may actually consist of multiple desks on multiple paths and across different levels depending on its requirements for approval.

There are three Routing levels:

1. *__Department__*:   Routing through the **Department Level** includes the department(s) defined for the document type. If there are two departments required, the document routes through one department and then the second department and all subsequent departments until all departments/accounts are covered.

2. *__Executive__*:   Routing through the **Executive Level** allows for approval and review by a higher level of the organization. Departments are assigned to an executive level and then documents for that department will route through the executive structure.

3. *__Processing__*:   Routing through the **Processing Office Level** allows for special processing for certain types of documents. For example, Requisitions all go to a Processing Office where they are processed into a Bid or Purchase Order.

Section III
Inbox, Outbox, and Other Functions
User Perspective

CANOPY Inbox, Outbox and Other Functions

The User Perspective focuses on the approvers and signers and how they access their routing documents for approval. Functionality includes the Inbox, the Outbox, and the Substitute Inbox and Outbox where a person can approve or reject the documents that have been sent for approval.

The basic process of approving (or rejecting) documents is fairly simple. Given proper security, each user has a Document Inbox which collects all the documents that are routed to the user for assorted reasons. In addition to "approve" and "sign", notification copies are sent to the creators.

CANOPY presents an user friendly website for users to access and review their documents and approve or reject them as needed. All of this functionality is also available on the FAMIS screens. The FAMIS screens are included both at the end of this section and in full detail later in this manual.

CANOPY Tabs

Users can access Routing & Approvals from the main CANOPY page in the following two ways:

- the ROUTING TAB at the top of the page
- the *Routing – Document Routing Module* link under Available Modules.

Notice the **INFO** message indicating that there is 1 item in the Inbox!!

Four TABS provide access to the user's **Inbox**, **Outbox**, **Document** and **Profile** Information.   An additional two tabs, **Enroute** and **Global Queue** provide access to additional routing information.

Inbox Tab (includes the Substitute Inbox)

The Inbox displays the routing documents that have been routed or recalled to a user for approval, notification, or to address a problem. For example, when a document such as a Limited Purchase (LP) or an Exempt Purchase (EP) is closed and routed, a routing document is created – this is the document that is routed and displayed in the Document Inbox.

As an authorized substitute, users can access the Inbox of the person for whom they are substituting. While the user can see all documents in the person's Inbox, they can only access those that are applicable to them as the substitute. The person may be on multiple desks and the user may not be the substitute on all of them.

ICONS

	Column Sort	All columns can be sorted by clicking on column header
	PDF Print	Creates a PDF version of the document
	Notes	Displays any notes associated with the document
	Time	Changes display to include time of arrival
	Default View	Changes view based on document type

- Default
- PCT
- Desk
- Purchasing
- Assets

	Column Filters	Opens column filters
	Light bulb	Displays ten most recently used documents

Filters

Filters help users to look at only certain types of documents. Filters may be placed on the displayed items to show a specific document by doing one of the following:

- type the document number in the *Doc* field
- choose the "Yes" option next to "Approval Only" box to show only the documents that need to be approved

Click on the "Submit" button to apply the desired filters and display the documents.

Substitutes

While acting as a substitute for another person, users have the ability to view their Inbox and take action on those documents for which they are authorized.

In the box next to "Search for Substitute:", enter all or part of the last name to begin the search. Use the drop-down list to choose the correct person.

In the box to the right of "Substitute:" select either "My Inbox" or "My Creator Desks" to alter the items displayed on the page.

Click on the document identifier to access the approval page. Users can only access those documents for which they are authorized.

Quick Actions

Approvers or signers (not substitutes) can click on the word Approve or Discard or Discard All FYIs to register a quick action.

Full Document Detail

Click on the document identifier to access the full document detail; this action will transfer the user to the "Document" tab. While viewing the document, the user may print a routing Document Report for this document by clicking the PDF icon to the right of the Routing Document number.

Outbox Tab (includes the Substitute Outbox)
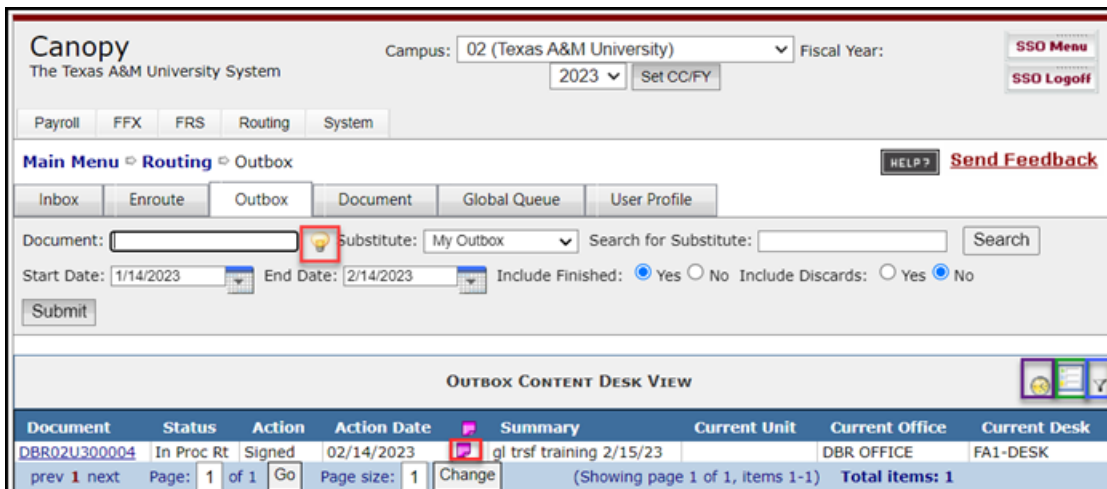
The Outbox displays all routing documents that a user has taken action on.

The default setting for "Include Finished" is "Y", this setting will show all documents . Changing this setting to "N' will remove any documents that have a status of "Final".

As an authorized substitute, users can access the Inbox of the person for whom they are substituting. While the user can see all documents in the person's Inbox, they can only access those that are applicable to them as the substitute. The person may be on multiple desks and the user may not be the substitute on all of them.

ICONS

	Column Sort	All columns can be sorted by clicking on column header
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- PCT
- Desk
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- Assets

	Column Filters	Opens column filters
	Light bulb	Displays ten most recently used documents

Filters

Filters help users to look at only certain types of documents. Filters may be placed on the displayed items to show a specific document by doing one of the following:

- type the document number in box or use the light bulb to choose a document
- enter Start Date and End Date to change the default time frame
- choose the "No" option next to "Include Finished" box
- choose the "Yes" option next to "Include Discards" box

Click on the "Submit" button to apply the desired filters and display the document.

Substitutes

When a user is a substitute for another person, they have the ability to view the documents in the default approver or signer's Outbox.

In the box next to "Search for Substitute:", enter the last name (can be only part of the name) to begin the search. Use the drop-down list to choose the correct person.

In the box to the right of "Substitute:", users may select "My Outbox" or "My Creator Desks" to alter the items displayed on their page.

Full Document Detail

Click on the document identifier to access the full document detail; this action will transfer the user to the "Document" tab. While viewing the document, the user may print a routing Document Report for this document by clicking the PDF icon to the right of the Routing Document number.

Document Tab

The document tab displays the full detail of the document. If "Paging On" set to blank (see Profile Tab), users may scroll up and down through all the details of the document.

While viewing the document, the user may print a routing Document Report for this document by clicking the PDF icon to the right of the Routing Document number.

Document Details

Be aware that the types of data or sections that are displayed are dependent on the type of document. Therefore, users will see different sections for an PCT document than for a Purchasing document.

Purchasing document:

- Document Information
- Vendor Information
- Document Line Items
- Account Summary
- Purchase Document Notes
- Routing Notes
- Document History
- Current Location
- Document Path (Pending)
- Department Routing
- Document Held By
- FYI Copy

PCT document:

- PCT Request Information
- Original Payroll Record
- Payroll Worksheet Recap Overview
- Payroll Summary
- Payroll Change Details
- Completed FYI Recipient
- Document Notes
- Routing Notes
- Document History
- Current Location
- Document Path (Pending)
- Department Routing
- Document Held By
- FYI Copy

Document Information And Vendor Information - Purchasing

Document Line Items, Account Summaries and Notes - Purchasing

Document History, Current Location and Document Path (Pending)

Desk	**Fwd Name**	**Office**	**Date**	**Name**	**Phone**	**Action**
			DOCUMENT HISTORY			
CREATE DSK			8/23/2022 9:41:12 AM		**Voided**	Submitted
SIGNER PLP		07-DS10	8/23/2022 12:06:01 PM			Recalled
CREATE DSK			2/14/2023 2:37:15 PM			Submitted

Desk	**Fwd Name**	**Office**	**Date**	**Name**	**Phone**	**Action**
			CURRENT LOCATION			
SIGNER PLP		07-DS10	2/14/2023 2:37:16 PM	(Sub)		Approval Pending
				(Sub) A		

DOCUMENT PATH (PENDING)

No records found to display.

Dept Routing, Document Held By and FYI Copy

Desk	**Fwd Name**	**Office**	**Date**	**Name**	**Dept**	**Action**
			DEPT ROUTING			
		DS10		District 10 - Uvalde	07-DS10	Currently Routing

DOCUMENT HELD BY

No records found to display.

FYI COPY

No records found to display.

Actions

To take action on a document, click on the drop-down box and select the desired routing action, then press the Submit button. The choice of Actions displayed depends on the document and its routing.

APPROVE (APP)

After review of the document detail, the document may be approved by selecting the "APP" option and clicking on the Submit button. A message will be displayed indicating that the user is approving the purchase, transfer, or correction. The "OK' button will need to be clicked to complete the approval. Different document types will display different messages. Examples are as follows:

REJECT – (REJ)

If after review of the document detail, it must be returned for changes or additional documentation, by selecting the "REJ" option and clicking on the Submit button. Rejecting a document requires that notes must be added, therefore a the "Action Remark" box will be displayed. Any notes concerning the rejection should be entered in this box to explain why the document is being rejected. The document will now go back to the Inboxes of the document creator and any users on the Creator Desk.

APPROVE AND FORWARD – (FYA)

This action records the user's approval and then forwards the document to a person or desk that is outside of the pre-determined path. An example of this type of action is sending a document that purchases computers to the computer expert in the department. This option requires either a **person or a desk** be entered for further routing.

Once the additional approval is completed, the document will be returned to the pre-determined path.

FORWARD AND RETURN APPROVAL – (FRA)

This action forwards the document to a person or desk that is outside of the pre-determined path, but does not register the original approver's approval. This option requires either a **person or a desk** be entered for further routing.

Once the additional approval is completed, the document will be returned to the original approver's Inbox. Then, based on the actions of that approver, the original approver can either approve or reject the document. If the document is approved, it will continue on the pre-determined path. If the document is rejected, it goes back to the Inboxes of the document creator and any users on the Creator Desk.

PUT DOCUMENT ON HOLD – (HLD)

A document may be placed on hold by selecting the "HLD" option and clicking on the Submit button. This is a courtesy hold and does not prevent others from accessing or advancing the document. Placing a document on hold requires that notes must be added, therefore a the "Action Remark" box will be displayed. Any notes concerning the hold should be entered in this box.

SEND INFORMATION COPY – (FYI)

This action sends an information copy to the persons or desk requested and does not stop the document from continuing through the routing path. This option requires either a **person or a desk** be entered for further routing.

RECALL THE DOCUMENT – (REC)

A document may be recalled from routing by selecting the "REC" option and clicking on the Submit button. Recalling a document requires that notes must be added, therefore a the "Action Remark" box will be displayed. Any notes regarding the reason for the recall should be entered in this box.

Please note:	Recalling a document only removes the document from routing. The user must still return to the original source and either make corrections and resubmit into routing or cancel the document

Profile Tab

The Profile tab allows the user to customize their CANOPY experience. The information on this tab equates to that on <u>Screen</u> 850.

<u>**User Profile**</u>
In the User Profile section, users are able to edit their personal information. This includes updating work address, mail code, phone number and email. The email address initially comes from Workday, so if this is incorrect it should be corrected there as well.

The email address is especially important as it is used to deliver email notifications indicating that there are documents in the Inbox but only if the user has elected to receive these notifications by choosing that option in the Routing Notification Profile section.

Routing Notification Profile
The second section allows users to choose how and when to receive email notifications that documents are awaiting action in their Inbox. These setting may be changed as often as needed.

Users may have two different notification settings, Payroll documents (currently only PCTs) and all other document types (DBRs, DCRs, TDPs and Purchasing documents.

- Notification Types:
  Provide the choice of receiving notices only for those documents that require approvals, all documents, or no notifications.

- Notification Frequency:
  Determines how often users will receive the notification email that documents are waiting. The documents are in the Inbox immediately upon document close, but by choosing Daily or Weekly, emails will only be sent once daily or once weekly.

- Voided Approvals
  Indicates whether the user wishes to receive email notification when a document has been voided or rejected by someone further down on the approval path .This indicates that the document was returned to the Creator and must go through all routing again.

CANOPY System Profile

This section allows users to customize the way pages are displayed in CANOPY. When Paging On is checked, the display will be a page of data based on the Page Size the user has set. When Paging On is not checked, the display will allow scrolling through all the data that is returned by a search without going from page to page.

FAMIS Screens Summary

This section provides a quick reference for approving documents using the FAMIS screens. The Routing and Approval Menu M90 helps identify which screens need to be seen when working with documents that are being routed.

Note that detail of the FAMIS screens can be found in a later section of this manual.

Menu M90 – Routing and Approval Menu

```
   M90 Routing and Approval Menu                               02/16/23 17:12
                                                               FY 2023 CC 02
    Screen: ___

    910 Document In-Box                      862 - Travel Authorization Inquiry
    911 Document In-Box by Name
    912 Document Out-Box
    913 Document Out-Box by Name
    914 Document Routing History
    915 Approval Profile by Name
    916 Document En Route-Box

    918 Documents by Department
    919 Concur Expense Approvers

    * ---------- Other Menus ---------- *
    M91 Electronic Office Management Menu



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

The first screen displayed upon logging on to FAMIS will be the FAMIS Bulletin Board. If there are documents to be approved or signed, a pop-up window will display across the Bulletin Board. The user may then proceed to <u>Screen 910</u>, Document Inbox, to view the documents that await approval.

FAMIS Bulletin Board

```
 02/16/23                       FAMIS Bulletin Board                  17:19:57
                                  PAGE: 1  OF  1
   * ******************************************************************************* *
   * 1     a                   Welcome to FAMIS                                     *
   * ******************************************************************************* *


          +-------------------------------------------------------+
          |                                                       |
          |   *** DOCUMENTS IN YOUR IN-BOX - SEE SCREEN 910 ***   |
          |                                                       |
   Normal +-------------------------------------------------------+
   TAMU IT performs machine maintenance on Sunday mornings, so FAMIS may be
   unavailable until noon.  Call the TAMU IT Help Desk Central at 979.845.8300
   if you encounter any issues.


   FAMIS Website: https://it.tamus.edu/famis/            Message Last Changed:
   FAMIS Hotline: (979) 458-6464    Email: famishelp@tamus.edu      09/20/22

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      FAMIS                                Prev  Next                    Exit
           Press <PF1> or <ENTER> to access the FAMIS main menu
```

Steps for Using the FAMIS Screens

1. **Look at routing documents** awaiting approval – Screen 910.

Screen 910 – Document Inbox (Panel 1)

```
    910 Document Inbox                                    02/16/23 17:23
                                                              CC 22

    Screen: ___  Document: _____  Office: _____  Desk: _____
                                Approvals Only: N      Panel: 01 More>>
                                                     Requested
    Sel Document ID  N         Doc Summary            Action       Status
    --- ----------- - ---------------------------------- ---------- ----------
    _   PEP22E300104    CENGAGE LEARNING-REDO OF E200189  Sign      In Dept Rt
    _   PRQ22R300217    COPY MACHINE LEASE - XEROX YR 2 OF Sign
    _   PEP22E200092    CCI INVOICE #15817-MYCAA ENROLLMENT Ntfy


            *** End of List 3 Document(S) Found ***
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp               Discd RHist Sel   All    Left  Right
```

PF Key to display Panel 2 and view more information

Press PF11 to Scroll right and view more information on Panel 2 and Panel 3.

Screen 910 – Document Inbox (Panel 2)

```
    910 Document Inbox                                    02/16/23 17:23
                                                              CC 22
    Screen: ___  Document: _____  Office: _____  Desk: _____
       <<More                   Approvals Only: N      Panel: 02 More>>
                                                          ---Current---
    Sel Document ID   FY     Submitted by    Submitted   Arrived   CC    Unit
    --- ----------- ---- -------------------- ---------- ---------- -- ----------
    _   PEP22E300104 2022 USER, BETTER        11/18/2022 11/1
    _   PRQ22R300217 2022 USER, BETTER        11/18/2022 11/1
    _   PEP22E200092 2022 USER, BETTER        11/10/2021 11/1


            *** End of List 3 Document(S) Found ***
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp               Discd RHist Sel   All    Left  Right
```

PF Key to display Panel 3 and view more information

Screen 910 – Document Inbox (Panel 3)

```
    910 Document Inbox                                    02/16/23 17:23
                                                              CC 22
    Screen: ___  Document: _____  Office: _____  Desk: _____
       <<More                   Approvals Only: N      Panel: 03
                       --------- Current ----------
    Sel Document ID    Office     Desk       View
    --- ----------- ----------- ---------- ----------
    _   PEP22E300104  LIBRARY    SIGNER DSK LIBRVW
    _   PRQ22R300217  LIBRARY    SIGNER DSK LIBRVW
    _   PEP22E200092


            *** End of List 3 Document(S) Found ***
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp               Discd RHist Sel   All    Left  Right
```

2. **Select the document** to be reviewed by typing an "X" in the *Sel* (Select) field. Changing the *Approvals Only* flag to "Y" will display only those documents require action to be taken.

Multiple documents may be selected by typing an "X" next to each of the documents to be reviewed. When done, press **PF8** or **<Enter>** to begin working with the Cover Sheets of the chosen documents.

Screen 910 – Document Inbox (Panel 1)

```
   910 Document Inbox                                    02/17/23 13:28
                                                              CC 22
   Screen: ___   Document: _____    Office: _____  Desk: _____
                               Approvals Only: Y          Panel: 01 More>>
                                                    Requested
   Sel Document ID  N         Doc Summary             Action        Status
   --- -----------  -  --------------------------------  ----------  -----------
    X  PEP22E300104    CENGAGE LEARNING-REDO OF E200189   Sign        In Dept Rt
    _  RQ22R300217     COPY MACHINE LEASE - XEROX YR 2 OF  Sign       In Dept Rt


              Type "X" to select
              document


              *** End of List 8 Document(S) Found ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp             Discd RHist Sel   All   Left  Right
```

Review the Cover Sheet for the document (in the pop-up window).

Screen 910 – Purchasing Document Cover Sheet

```
+-------------------------------------------------------------------+
|                                                                   |
|   Screen: ___                                  02/17/23 13:31     |
|           *** Purchasing Document Cover Sheet ***       CC 22     |
|                                                                   |
|      Action: ___                                                  |
|                                                                   |
|      Doc ID: PEP22E300104            Status: In Dept Rt           |
|                          Requested Action: Sign                   |
|   Doc Summary: CENGAGE LEARNING-REDO OF E200189                   |
|      Released: 11/18/2022  by: HALEY, LINDA D                     |
|                                                                   |
|                                                                   |
|   Attachments:                                                    |
|                                                                   |
|   Exempt Purch  : E300104                                         |
|   Contact Person:                   Press PF6 to view             |
|       Dept Name: LIBRARY            document summary               |
|       Doc Total:       600.40   Untransf                   40     |
|                                                                   |
|                                                                   |
|                                                                   |
|           --PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-- |
|             Exit  NDoc  Summ  RHist Audit Notes Headr Items Track |
+-------------------------------------------------------------------+
```

3. Press **PF6** to view the document summary.

Screen 910 – Cover Sheet Document Summary, PF6 Summary

```
                ****************** Document Summary ******************

    E300104                        Number of Desc Lines: 5_   Page: 1_ Of 3

     VENDOR:                                +--------------------------+
    1592124491C                             ¦ DOC: E300104             ¦
    CENGAGE LEARNING, INC DBA GALE          |
    PO BOX 936754                           | USER REF: 18601
    ATLANTA, GA  31193-6754                 +----------------


     INVOICE TO:                            SHIP TO:
    TEXAS A&M UNIVERSITY-TEXARKANA          TEXAS A&M UNIVERSITY-TEXARKANA
    UNIVERSITY CENTER                       JOHN F MOSS LIBRARY
    7101 UNIVERSITY AVE                     7101 UNIVERSITY AVE, 3RD FLOOR
    TEXARKANA TX 75503                      SOUTH
                                            TEXARKANA TX 75503

                                        PF4=Exit   PF7=Bck   PF8=Fwrd
```

Shows number of pages to view

Screen 910 – Cover Sheet Window, PF6 Summary (cont'd)

```
                ****************** Document Summary ******************

    E300104                        Number of Desc Lines: 5_   Page: 2__ Of 3

    ITEM        DESCRIPTION        QUANTITY  UOM     UNIT PRICE   XTENSION PRICE
    -----  -------------------- --------- ---- -------------- --------------
     1                          600.40 USD          1.00          600.40
          Redo E-doc 200189-not enough funds
                                            Items Total           600.40
                  >> Account Distribution <<
    22 2023 186010-00000-5630   HEF LIBRARY                       600.40
                                  Accounts Total                  600.40
                                        PF4=Exit   PF7=Bck   PF8=Fwrd
```

Screen 910 – Cover Sheet Window, PF6 Summary (cont'd)

```
                ****************** Document Summary ******************

    E300104                        Number of Desc Lines: 5_   Page: 3__ Of 3

       User Ref.: 186010D3025



                                        PF4=Exit   PF7=Bck   PF8=Fwrd
```

Press PF4 to exit pop-up window

4. **Key in the desired action – APP, REJ**

    Screen 910 – Pop-Up Window

```
+------------------------------------------------------------------+
|                                                                  |
|  Screen: ___                                    02/17/23 13:31   |
|             *** Purchasing Document Cover Sheet ***       CC 22  |
|                                                                  |
|     Action: APP                                                  |
|                                                                  |
|      Doc ID: PEP22E300104            Status: In Dept Rt          |
|                          Requested Action: Sign                  |
|  Doc Summary: CENGAGE LEARNING-REDO OF E200189                   |
|     Released: 11/18/2022  by: HALEY, LINDA D                     |
|                                                                  |
|                                                                  |
|  Attachments:                                                    |
|                                                                  |
|  Exempt Purch  : E300104                                         |
|  Contact Person:                                                 |
|       Dept Name: LIBRARY                                         |
|       Doc Total:          600.40                        600.40   |
|                                            Press PF4 to exit     |
|                                                                  |
|                                                                  |
|          --PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-- |
|            Exit  NDoc  Summ  RHist Audit Notes Headr Items Track |
+------------------------------------------------------------------+
```

5. **Repeat steps 1 - 4** for additional documents or **press PF4 to exit** and return to Screen 910.

DETAILS FOR THE FAMIS SCREENS AND FIELD VALUES CAN BE FOUND IN A LATER SECTION OF THIS MANUAL

Section IV
Electronic Office Basics
Office Manager and
Delegates Perspective

Electronic Office Basics

Electronic Office Managers and Delegates

Electronic Office Managers and Delegates are responsible for the set up and maintenance of the Routing & Approvals structure.

> This functionality is ONLY available through the FAMIS screens; there is no equivalent in CANOPY.

Menu M91 – Electronic Office Management Menu

```
M91 Electronic Office Mgmt Menu                          02/17/23 13:56
                                                         FY 2023 CC 02
 Screen: ___

    * --- Departmental Functions ----- *   * ------ Inquiry Functions ------ *
     920 Dept View Create/Modify            945 Office Browse
     924 Creator Desk Modify                935 Dept/SDept by Office
     922 Approver Desk Create/Modify        936 Views by Office
     923 Signer Desk Modify                 937 Desks by Office
     921 Dept Paths Create/Modify           938 Office/Desk Workload

     928 Dept View Delete                  * -- Administrative Functions --- *
     930 Desk Copy                          932 Transfer Property Auto-Approval
                                            933 DCR Settings Maintenance
                                            940 Office Create/Modify
                                            941 Unit to Office Assignment
    * ------ Special Functions ------- *
     925 Exec Paths Create/Modify           943 Security Signer Desk
     926 Proc Paths Create/Modify           944 Office Delete
                                            950 Electronic Documents Profiles

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

> **One office manager and two delegates are assigned to each Electronic Office.**

Responsibilities
- Creating Electronic Offices and adding/deleting valid departments
- Creating office views and adding/deleting valid departments
- Controlling the electronic signature authority by adding or deleting persons on the Signer Desk (office manager and security administrators only)
- Creating, modifying, and deleting approval-type desks
- Creating, modifying, and deleting office paths

> Members may choose to divide the above responsibilities with the security administrators doing the first two steps.

Electronic Offices

The Electronic Office provides the mechanism to efficiently manage the approval process. There are three levels of Electronic Offices: Department, Executive, and Processing Office.

The first step in creating the Routing & Approvals structure is the setup of the Electronic Offices. The process involves giving the Electronic Office a title and description, identifying the Electronic Office Manager, Delegates, and Default Signer, and attaching units (combinations of departments/subdepartments) to the office. Once the office is created and the departments are "put into" or assigned to the office, the documents from those departments follow the structure and "paths" of that Electronic Office. Department codes and the department table are integral components of Routing & Approvals.

Electronic Routing Views

A routing view is comprised of a unit or group of units that routes documents using a common set of creators and signers. With the ability to assign different signers based on document form, the need for different views has been diminished. However, this step is still required to set up the electronic structure properly.

At a minimum, one routing view is required for each Electronic Office. Units (departments/ subdepts) are attached to the view, which indicates that these departments are valid within the view. If the office only has one unit assigned, then only one view is required.

Electronic Desks

Desks are electronic "approval" or "review" stations. A routing path is constructed by linking desks together in a linear fashion within an Electronic Office. People are "put on" or assigned to a desk. There can be multiple people on one desk and one person can be on many desks. There are three basic types of desks: Creator Desk, "Approver" (review/approval) Desk, and Signer Desk.

1. **Creator Desk**
   The **Creator Desk** is a special desk that serves one main purpose: the people who are on this desk receive notification copies of document rejections. When a document is rejected, the reason becomes part of the document routing notes and the document is returned to the Inbox of the Creator. If the original creator is unavailable, all others listed on the Creator Desk can access the document information. This alleviates problems when the creator is not available and someone else must look at the document, review the rejection action required, and take the appropriate action.

   Creator desks are <u>not</u> added to routing paths.

   There are **no substitutes** on this desk.

2. **Approver Desk**
   The second type of desk is an **Approver Desk** that can be added to a path for one of a variety of purposes. The desk can be used for a supervisor to review the work of the subordinate before passing the document on to the next desk in the path.

   The Executive and Processing Levels do not use Creator Desks or Signer Desks – ONLY Approver Desks are put in the respective paths.

3. **Signer Desk**
   The **Signer Desk** is always the last desk in the Department path and is considered the official signoff on the accounts for the document. Because of the link to fiscal responsibility the security on creating/updating the Signer Desk is more restrictive. Only the Electronic Office Manager (from Screen 940) has access to Screen 923, Signer Desk Modify; Electronic Office Delegates will be denied access.

   As a backup measure, member security administrators have the ability to make changes to the Signer Desk through the use of Screen 943, Security Signer Desk Modify.

Signer/Approver vs. Substitute on a Desk

A desk can have multiple signers/approvers and substitutes assigned.

> It is recommended that **ALL** desks have *at least* two people to avoid delays in advancing documents within Routing and Approvals.

Signers and approvers receive all documents in their respective Inboxes. When the first person takes action on the document, no further action on that desk is required and it no longer appears in any Inbox related to that desk.

Substitute assignees do not receive the documents in their respective Inboxes but must access the Inbox of one of the signers/approvers for that desk to take action on the document.

Routing Paths

Each document follows a routing path. These paths are created by the Office Manager and Delegates based on the needs defined for the Electronic Office. These paths range from **very simple to quite complex**.

Different routing paths can be defined for each of the Routing Levels (Department, Executive, Processing), and different paths can be defined based on document form (ECT, PLP, DBR, etc.). There are many variables in designing the routing paths.

The simplest path, a Limited Purchasing document, for example, consists of a Creator Desk and a Signer Desk. This satisfies the rule that two unique users must "touch" the document.

CREATOR DESK	SIGNER DESK
Mary	*Tom*
Jim	*Craig*
	(s) Janice
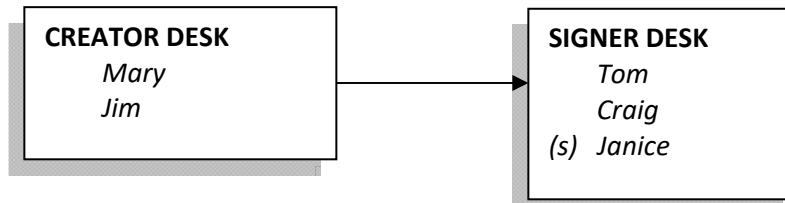
In this example, Mary and Jim are on the creator desk and have rights and privileges to view documents that are rejected. Tom and Craig are signers and Janice is a substitute for them.

Next, an approval desk is added to the path still within the Department level.

CREATOR DESK	APPROVAL DESK	SIGNER DESK
Mary	*Sandy*	*Tom*
Jim	*Terry*	*Craig*
	(s) Susie	*(s) Janice*
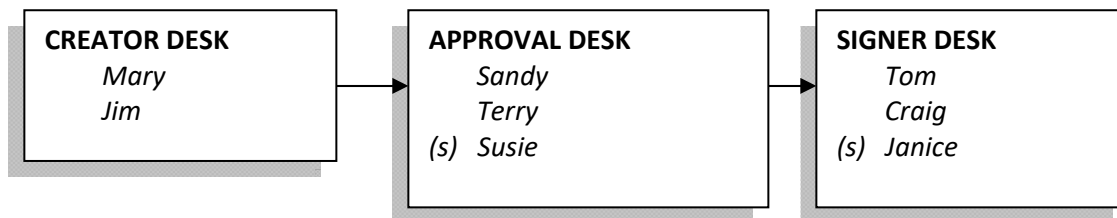
The addition of the interim desk that gives Sandy or Terry the opportunity to review/approve the documents along this path. Susie can substitute for Sandy or Terry to approve or reject documents on this path. Note that Sandy and Terry may have other documents in their Inboxes that are on a different path and/or desk where Susie is not the substitute.

Routing Through Levels

Complex paths are often constructed to take advantage of the flexibility available. The path that an individual document takes may actually consist of multiple desks on multiple paths and across different levels depending on the particular document and its requirements for approval.

There are three possible levels to the routing structure - **Department Level**, **Executive Level,** and **Processing Office**. The Electronic Documents Profile Screen 950 is the place where these levels are set by FAMIS Services. While there may be exceptions, the following are common configurations:

<u>Department:</u>   Defines the lowest level of office; may be a single department, several departments, or any grouping of departments and sub-departments (units). By default, all offices have Department responsibilities.

Routing through the **Department Level** always includes the department(s) of all the accounts that are on the document. If there are two accounts (belonging to two different departments), the document routes through one department and then the second department all subsequent departments until all departments/accounts are covered.

Executive: Defines a higher level of organization such as Vice President of Student Affairs, to which several Department offices may be reporting.

Routing through the **Executive Level** allows for approval and review by a higher level of the organization. Departments are assigned to an executive level and then documents for that department will route through the executive structure.

Processing: Defines an office that allows for handling special processing for certain kinds of documents and is the final stage for these documents.

Routing through the **Processing Office Level** allows documents such as EPA, DBR and Purchase Requisitions to receive additional processing. For example, for Purchasing, requisitions are "processed" into Purchase Orders.

Document Forms and Routing Paths

Most types of documents begin in Department level routing. Purchasing documents - LP, EP, and PRQ - begin in the department. The one document that only begins in the Processing Level is the Purchase Order (PO). Other documents use Department routing, including EPA and DBR documents, but both of these documents CAN be initiated in the Processing Office as well.

Limited and Exempt Purchase Documents

A Purchasing document such as a **Limited or Exempt** will flow through Department paths and possibly on to an Executive Level path. Generally, these documents do not route through a Processing Office, although they can be set up to do so. After the Executive Level, routing is considered final for this type of document. The next step for these documents is Receiving and Payment.

<u>**DEPARTMENT LEVEL**</u>

CREATOR DESK		SIGNER DESK
Mary	→	*Tom*
Jim		*Craig*
		(s) Janice
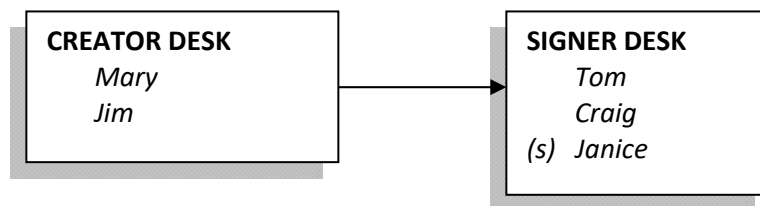
Purchase Order Documents

Purchase Orders always initiate in the Processing Office and do not require a Signer, although they do require an approval from the last desk in the Processing Office Path.

PROCESSING LEVEL

'CREATOR'	APPROVER DESK
Mary	*Tom*
Jim	*Craig*
	(s) Janice
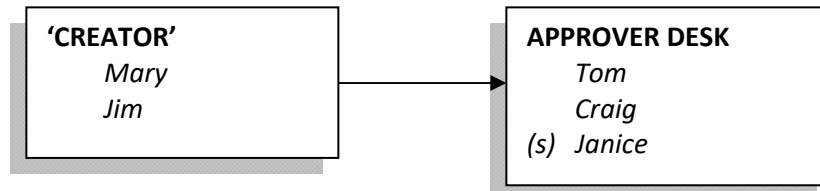
DCR, DBR, TDP and PCT Documents

These document forms flow through one or more Department paths, may route through an Executive Level path, but always finish on a path in a Processing Office which "value adds" and gives final approval for posting.

However, these documents may also be initiated in the Processing Office and not flow through the Department or Executive Levels.

DEPARTMENT LEVEL   **EXECUTIVE LEVEL**

CREATOR DESK	SIGNER DESK	APPROVER DESK
Mary	*Tom*	*Larry*
Jim	*Craig*	*(s) Gary*
	(s) Janice	

PROCESSING LEVEL

PATH 1; DESK 1	PATH 1; DESK 2
Susie	*Sally*
(s) Trey	*(s) Harry*
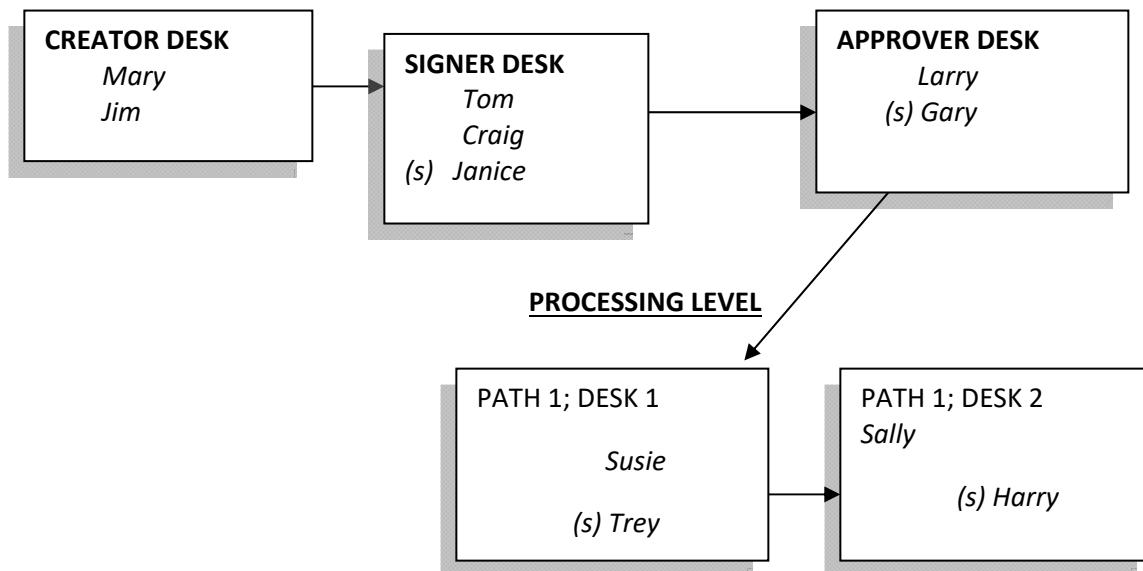
Choices of Paths

Once a document is submitted to Routing and Approvals, questions arise as to where the document goes and how it knows which path to take.

The document will find the path that is the best fit among the paths available. There is no simple answer here.

The accounts, adlocs, and departments entered on the **document** are the first point in determining the routing path that will be followed. The FAMIS department table is key in the Routing structure. Therefore, all accounts and adlocs are required to have department codes attached.

Which Department(s)?
FAMIS validates the department/subdepartment by using the values on <u>Screen 6</u>, SL 6 Digit Account, <u>Screen 51</u>, Support Account Attributes or <u>Screen 722</u>, Adloc Maintenance. The document routes through each department that matches one of these three values.

Which Office and View?
Using each department/ subdepartment combination, FAMIS then determines the appropriate Electronic Office and View that is valid using the values on <u>Screen 941</u>, Unit to Office Assignment and <u>Screen 920</u>, Dept View Create/Modify.

Which Path?
Once the Electronic Office and View has been determined, FAMIS then finds the appropriate path for the document by reviewing the paths established for that Electronic Office.   All of the paths are reviewed and using a "best fit concept", the path is selected.

Is There An Executive Level For This Department?
Some documents may require routing through an Executive Level after routing is completed for all department/subdepartment combinations.

Electronic Office/View and Executive Office/View are displayed on <u>Screen 860</u>, Department Table Maintenance.

Is There A Processing Office Required For This Document?
Certain documents are required to route through a Processing Office after routing is completed for all department/subdepartment combinations and, if required, routing is completed at the Executive Level.

Basic Guidelines for Establishing Paths

Form or Document Type (like PLP, PRQ, PCT, DBR, etc.)
Depending on the **form** on the document, the document finds the appropriate path and follows it for approvals. The form is designated by three letters. For example, for PLP, the initial letter (P) indicates that this is a Purchasing document, and the next two identify "Limited" type. Each **different form** can be set to go to a different path. An asterisk (*) in the form field means all forms. Therefore, D** means all forms of departmental documents: DCR and DBR.

> ***This applies to all document types and all levels (Department, Executive and Processing Levels).***

Department/Subdepartment (like INRE/FAMIS)
Depending on the codes for **department/subdept** on the document, the document finds the appropriate path and follows it for approvals. The department/subdepartment combination used on the document can determine the path. For example, the documents for the department INRE with a blank (nonexistent) subdepartment can be routed differently than INRE FAMIS combination.

> ***This applies to all document types and at both the Department and Executive Levels.***

Category (ex. over $ 10,000)
Different paths can be created for documents under/over a **dollar amount**. When documents require different routing based on a dollar amount, paths can be defined with an entry in the *Category* field.

Documents over the dollar amount stated in the *Category* field follow that path for approval. For example, if "1000" is entered in the *Category* field, the path is valid for documents whose total is greater than or equal to $1000. This feature requires the entry of **whole dollar amounts** to work properly. Any other entry, while it may be accepted on the screen, will NOT produce the desired results.

The *Category* field is not available for:
- **Entry in a path that contains an asterisk (*) in the *Form* field on <u>Screen 921</u>.**
- **PCT Documents**

Purchasing Document Flow – PRQ, PLP, PEP, PPO

Purchasing Document Flow

Default Path
*

Path
*
Form

Path
*
Category

Custom Path
*
By Name

Manually Choose Path Scr 926

PPO Purchasing Processing Office

Exec Approver

Dept 2 Signer

Dept 1 Signer

Dept 1 Signer

Dept 2 Signer

Exec Approver

Dept PLP

Dept PEP

Dept PRQ
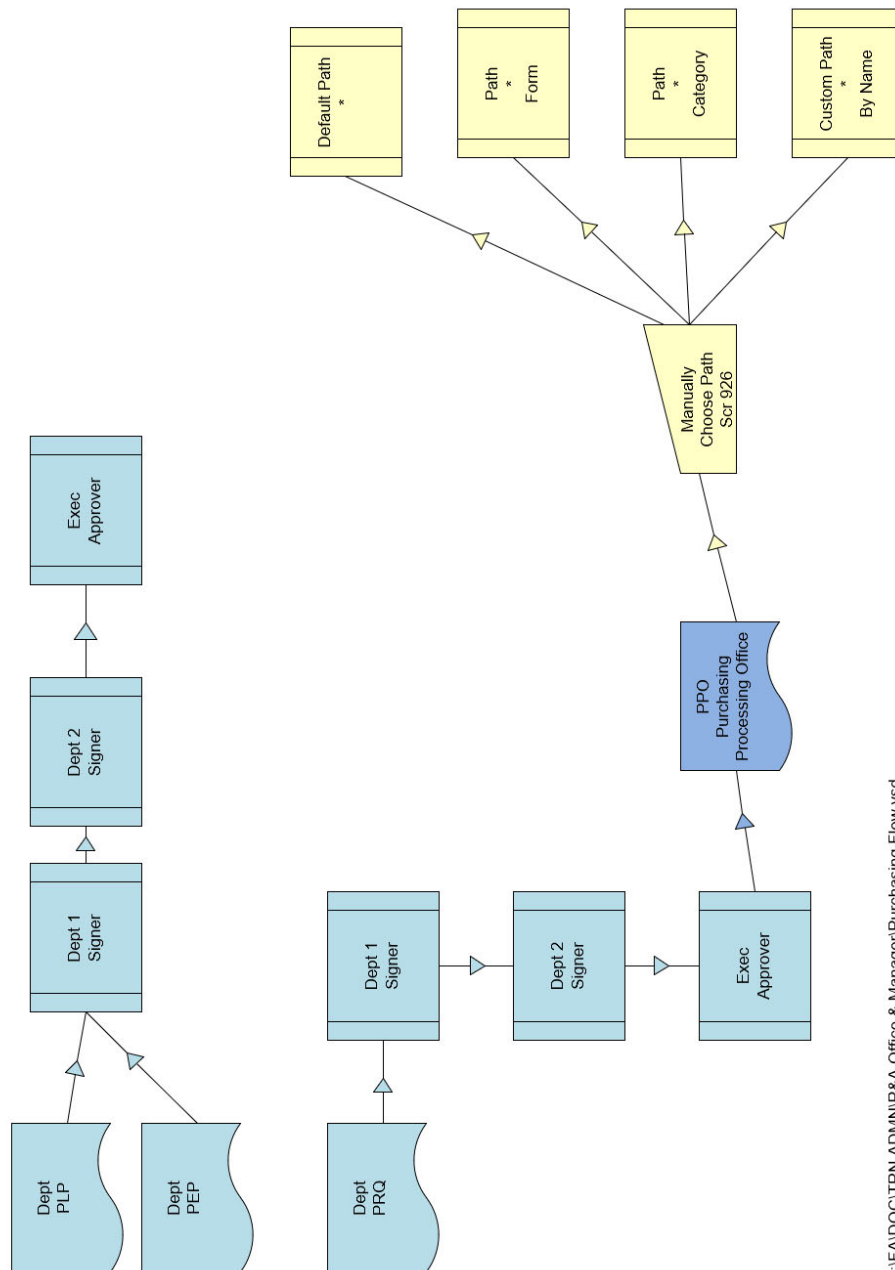
K:\FA\DOC\TRN ADMN\R&A Office & Manager\Purchasing Flow.vsd
2/21/2023 4:11 PM

Department Routing (PRQ, PLP, PEP)

Purchasing documents route through the department for each of the accounts on the purchase document

Executive Level Routing

Purchasing documents route through any Executive Level routing required by the department. Screen 941 shows whether a Department/Subdepartment is linked to Executive Level Routing.

Processing Level Routing

Once Department routing (and Executive, if appropriate) has been satisfied, the purchase requisitions (PRQ) route to the Purchasing Processing Office where they typically go to a Central Processing Desk. From here, a user on that desk determines which processing path is most appropriate for that document and routes it (using FYP) to the path using the name of the path.

PCT Document Flow

PCT Document Flow

- ECT
- Original Account(s) Dept Signer(s)
- New Account(s) Dept Signer(s)
- SRS Flagged? — Yes → SRS Approval 02-TAMRF
- No → Exec Approver
- ECT Processing Office
- Multi-part funding? — No → ECT Office for both Account(s) (Default Path)
- Yes → ECT Office for Original Account(s) (Interim Path)
- ECT Office for New Account(s) (Final Path)
- Optional Step
- While in Process, Approvers may make changes *
- PCT Lockout — Yes → FBMU103 (runs 1st working day of next month)
- No
- Changes Post to Financial Accounting

* **Allowed Changes:**
- Workday Processed Payrolls
  - o Accounting Analysis
  - o College Work Study object codes
  - o Add additional attachments

K:\FA\DOC\TRN ADMIN\R&A Office & Manager\PCT Flow.vsd
2/21/2023 4:14 PM

Department Routing

PCTs route through the following:

- The department of the Adloc of the current position as displayed on the Adloc Table or FAMIS Screen 722.
- The department for each of the Original Funding Accounts
- The department for each of new Source Accounts

Executive Level Routing

PCTs document routes through any Executive Level routing required by the department. Screen 941 shows whether a Department/Subdepartment is linked to Executive Level Routing.

Processing Level Routing

Because PCTs can cross members, there are three possible paths

- Default Path - If all funding belongs to the same member, the PCT will route through the default path.
- INTER Path - If the funding crosses members, then the PCT will route through the INTER path on the Processing Level for each member, until there is only one left
- FINAL Path - If the funding crosses members, this will be the Final Processing Level. Once this approval is obtained, the PCT is completed, and the temporary encumbrances will be released, and the correcting entries will post in Financial Accounting.

Special PCT Desk

Both the Default Path and the FINAL Path must contain a "Posting" desk (status "P") in the path. This desk is established to capture any errors found in posting. The approvers on this desk can see the errors and decide how to manage the items that route there. Routing notes will be added to indicate what the issue was that prevented posting.

Normally documents pass "briefly" through this desk on their way to final approval. If a post fails, the document stays on the desk. Workers on this desk are able to do the following:

(1) Reject the document back to the department (posting failure cannot be/will not be corrected)
    OR
(2) Approve it. If approved from this desk, the PCT will attempt to post again.

Posting errors occur for multiple reasons, such as when budgets are no longer available, accounts or pools have been frozen, or default banks are invalid. Once the document has posted, the approval is accepted, and the document reaches Final status.

Special Revision Access

Special limited access to edit the original PCT document has been granted to approvers in the PCT Processing Office.   Allowed changes are:

- Change the Accounting Analysis Code
- Change the object code on College Work Study payments
- Add/delete attachments

DBR Documents Flow

DBR Document Flow

Dept DBR

Dept 1 Signer * Funding Sources

Dept 2 Signer * Funding Sources

Exec Approver

DBR Processing Office

Which Path?

Path * Acct Routing Path Table Scr 529

Path * Justification Code Scr 529

Default Path * Scr 926

Path * Category Scr 926

Custom Path * By Name Scr 926

Changes Post to Financial Accounting

K:\FA\DOC\TRN ADMN\R&A Office & Manager\DBR Flow.vsd
4/17/2019 3:07 PM
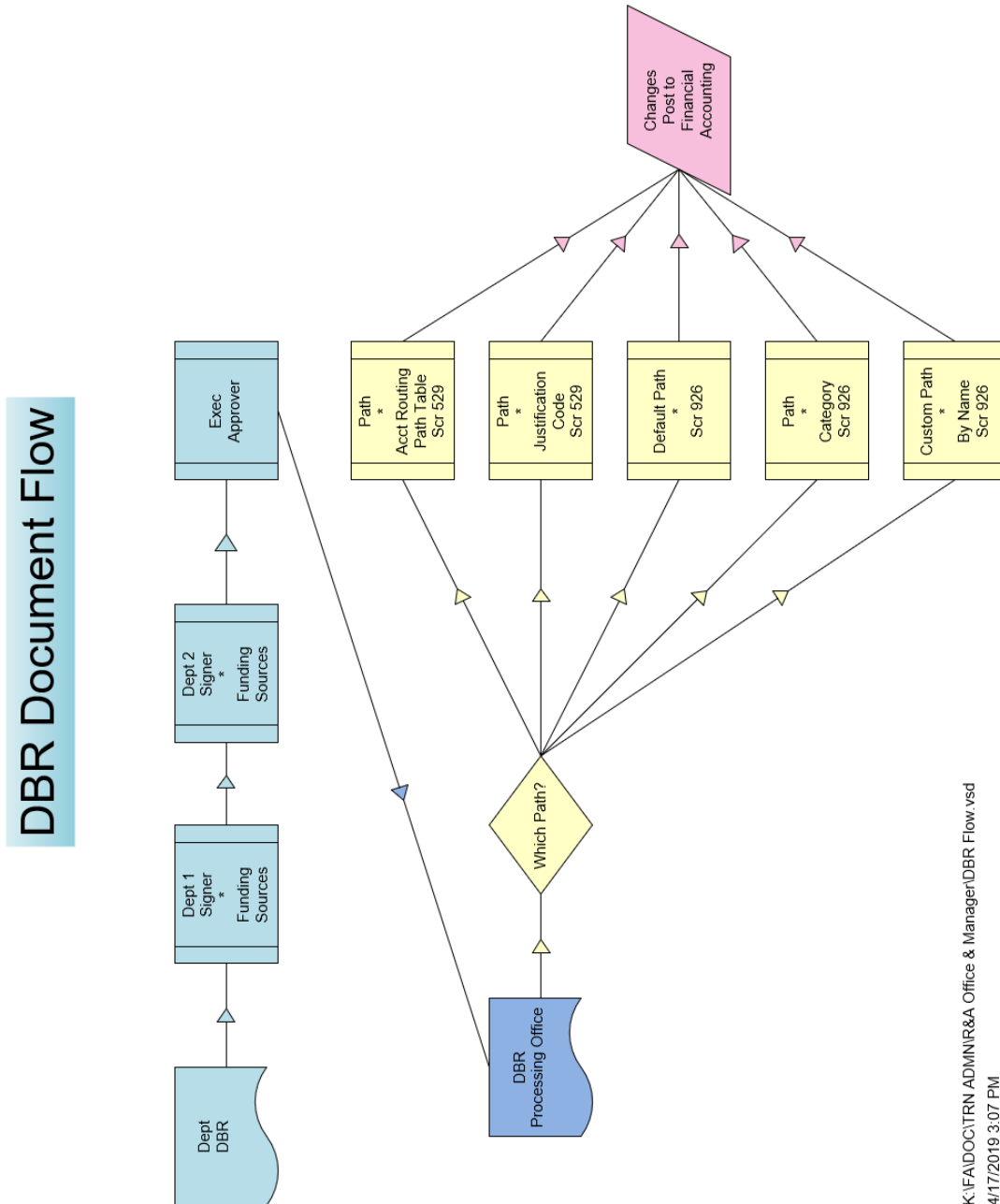
Department Routing

The DBR document routes through the department for each of the Funding Source Accounts.

Executive Level Routing

The DBR document routes through any Executive Level routing required by the department. Screen 941 shows whether a Department/Subdepartment is linked to Executive Level Routing.

Processing Level Routing

Once Department routing (and Executive, if appropriate) has been satisfied, the DBR Processing Office path is automatically selected based on:

- If used, the DBR Processing Office Routing Path Table (Screen 529) provides a way to establish a link between the source accounts and the appropriate approval path in the DBR Processing Office. This screen is used to specify paths based on account ranges. Account ranges can be designated expense or revenue.

- Justification codes may also be used to define the path using Screen 529. Some components define paths tied closely to the source account; while others may choose to define paths based on the justification code.

- If Screen 529 is used, "name" the DBR path, and then create the appropriate entry on this screen. To complete the work, these DBR path names must be named in the appropriate *Path* field on the Processing Office Path Screen 926. Multiple entries can point to the same path.

- If no entries are made on the DBR Processing Office Routing Path Table (Screen 529) or a specific source account is not found, the default path on Routing and Approvals Processing Paths Screen 926 will be selected.

Special DBR Desk

A **special DBR Desk** is required in each Processing Office path, "Pass-Thru Desk" (status "P") and is established to capture any errors found in posting. The approvers on this desk can see the errors and decide how to manage the items that route there. Routing notes will be added to indicate what the issue was that prevented posting.

Normally documents pass "briefly" through this desk on their way to final approval. If a post fails, the document stays on the desk. Workers on this desk are able to do the following:

(1) Reject the document back to the department (posting failure cannot be/will not be corrected)

OR

(2) Approve it. If approved from this desk, the PCT will attempt to post again.

Posting errors occur for multiple reasons, such as when budgets are no longer available, accounts or pools have been frozen, or default banks are invalid. Once the document has posted, the approval is accepted, and the document reaches Final status.

Special Revision Access

Special limited access to edit the original DBR document has been granted to approvers in the DBR Processing Office. As an approver (or substitute) on a Processing Office desk, users are able to modify the DBR document from the Inbox Document Coversheet. The Corrections PFKEY (PF12) allows the dollar amount, pool, or mandatory/non-mandatory flag on the DBR document to be modified.

DCR Documents Flow

DCR Document Flow

Changes Post to Financial Accounting

While in Process, Approvers may make changes *

* Allowed Changes:
- New Account
- New Bank
- New Subcode
- Amount
- Add/Delete Attachments

Optional Step

Default Path * — Scr 926
Auto-App Path — Scr 926
C&G — Scr 933
FFX — Scr 933
Both — Scr 933

Which Path?

Exec Approver

Dept 2 Signer * — Corrected Account

Dept 1 Signer * — Original Account

DCR

DCR Processing Office

K:\FA\DOC\TRN ADMN\R&A Office & Manager\DCR Flow.vsd
4/17/2019 10:49 AM

Department Routing

The DCR document routes through the department for each of the accounts being corrected and each of the new accounts.

Executive Level Routing

The DBR document routes through any Executive Level routing required by the department. Screen 941 shows whether a Department/Subdepartment is linked to Executive Level Routing.

Processing Level Routing

Once Department routing (and Executive, if appropriate) has been satisfied, the DCR Processing Office path is automatically selected based on:

- FFX – DCRs involving object codes that are related to Fixed Assets. These codes are defined on Screen 933, DCR Settings Maintenance. Each member's Capitalization rules are pulled in automatically, but additional codes may be added.

- C&G – DCRs involving grant related accounts. The account range(s) are defined on Screen 933, DCR Settings Maintenance.

- Both – DCRs that would trigger both the FFX, and C&G desks as defined above

- Auto Approve – Optional desk for DCRs that meet specific requirements as defined in the DCR manual

- Default Path– DCRs that would not trigger any of the paths above

Special DCR Desk

A **special DCR Desk** is required in each Processing Office path, "Pass-Thru Desk" (status "P") and is established to capture any errors found in posting. The approvers on this desk can see the errors and decide how to manage the items that route there. Routing notes will be added to indicate what the issue was that prevented posting.

Normally documents pass "briefly" through this desk on their way to final approval. If a post fails, the document stays on the desk. Workers on this desk are able to do the following:

(1) Reject the document back to the department (posting failure cannot be/will not be corrected)

   OR

(2) Approve it. If approved from this desk, the PCT will attempt to post again.

Posting errors occur for multiple reasons, such as when budgets are no longer available, accounts or pools have been frozen, or default banks are invalid. Once the document has posted, the approval is accepted, and the document reaches Final status.

Special Revision Access

Special limited access to edit the original DCR document has been granted to approvers in the DCR Processing Office. As an approver (or substitute) on a Processing Office desk, users are able to modify the DCR document from the InBox. Allowed changes are:
- New account
- New Bank
- New Subcode
- Amount
- Add/delete attachments

TDP Documents Flow
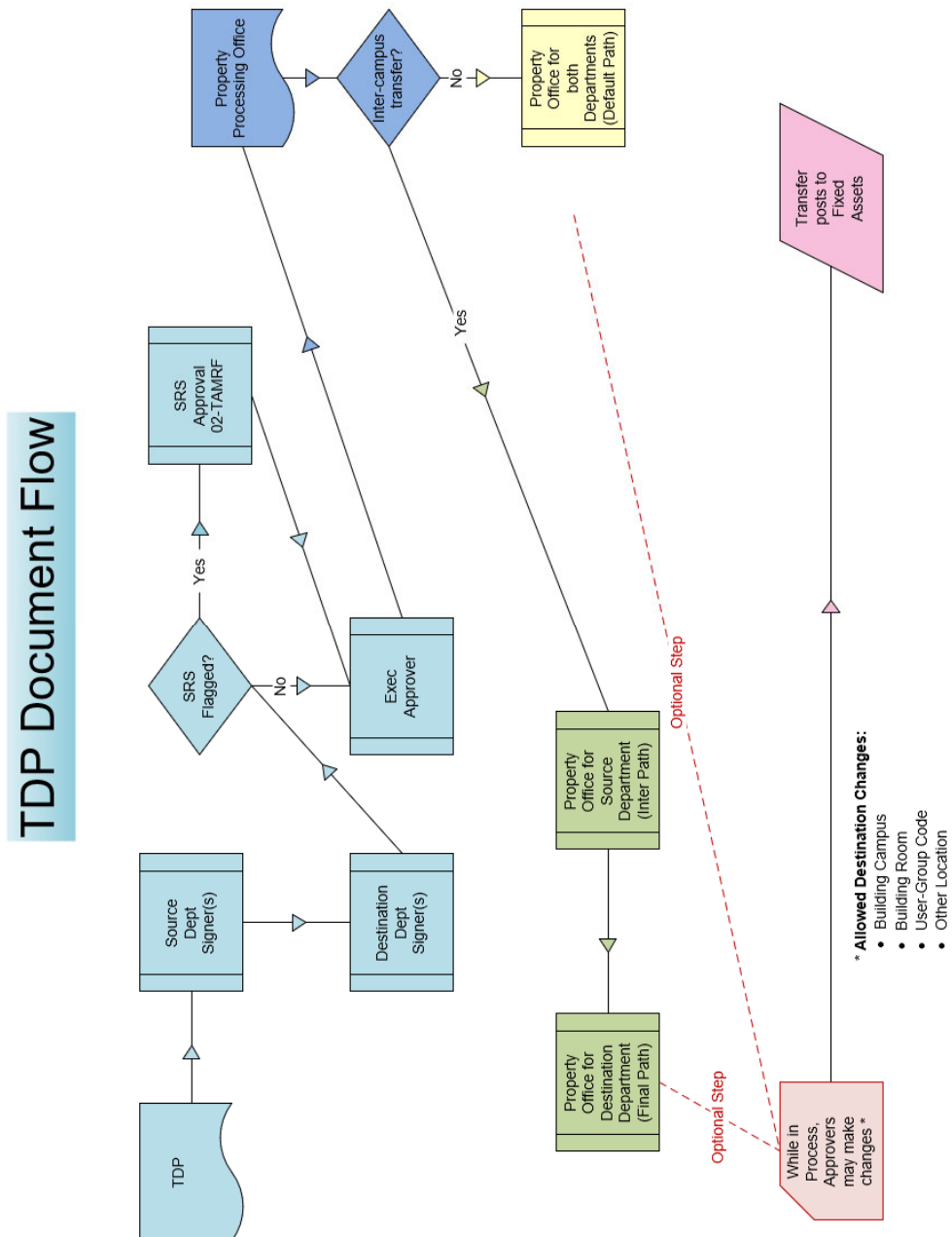
TDP Document Flow

Department Routing

The TDP document routes through the department for each of the Funding Source Accounts.

Executive Level Routing

The TDP document routes through any Executive Level routing required by the department. Screen 941 shows whether a Department/Subdepartment is linked to Executive Level Routing.

Processing Level Routing

Because TDPs can cross members, there are three possible paths

- Default Path – If the transfer is within the same member, the TDP will route through the default path.
- INTER Path — If the transfer is between members, the TDP will route through the INTER path on the Processing Level for the source department.
- FINAL Path — If the transfer is between members, the TDP will route through the FINAL path on the Processing Level for the destination department
  Once this approval is obtained, the TDP is completed, and transfer will post into Fixed Assets

Special TDP Desk

A **special TDP Desk** is required in the Default and FINAL Processing Office paths. The "Pass-Thru Desk" (status "P") and is established to capture any errors found in posting. The approvers on this desk can see the errors and decide how to manage the items that route there. Routing notes will be added to indicate what the issue was that prevented posting.

Normally documents pass "briefly" through this desk on their way to final approval. If a post fails, the document stays on the desk. Workers on this desk are able to do the following:

(1) Reject the document back to the department (posting failure cannot be/will not be corrected)

OR

(2) Approve it. If approved from this desk, the PCT will attempt to post again.

Posting errors occur for multiple reasons, such as when budgets are no longer available, accounts or pools have been frozen, or default banks are invalid. Once the document has posted, the approval is accepted, and the document reaches Final status.

Special Revision Access

Special limited access to edit the original TDP document has been granted to approvers in the TDP Processing Office. As an approver (or substitute) on a Processing Office desk, users are able to modify the TDP document from the Inbox Document Coversheet. Allowed changes are:

- Building Campus
- Building Room
- User-Group Code
- Other Location

Section V
Electronic Office
Screens — Inquiry

Screens to Assist Management of the Routing Structures

List Approval Profile *Screen 915*	Lists a **user** approval profile that is all the desks a user is on – especially helpful for changes/deletes to access
Lists Offices *Screen 945*	Lists all the Electronic **Offices**; indicates when office is an Executive or Processing Office
Lists Units in Office *Screen 935*	*Lists Units (depts./subdepts) valid for an Office*
List Desks in Office *Screen 937*	Lists all the **desks** that are valid for an Office; a desk may or may not be active in a path
List Views by Office *Screen 936*	Lists all the valid **views** for an Office
Office/Desk Workload *Screen 938*	Lists **documents in routing** for an Electronic Office
Documents by Dept *Screen 918*	Lists **documents** in routing for a department
Person Table *Screen 850*	Lists **people**, their UIN, and their location information
Dept Table *Screen 860*	Lists all the **department/subdepartments** and the Electronic Office and Executive Level

Screen 915 – Approval Profile by Name

Screen 915, Approval Profile by Name, displays all of the approval structures that a person is attached to within each campus code. Each office, desk, and view is displayed along with the status of the person for that approval structure. Pressing **<ENTER>** will advance the screen to the next page of profiles.

Screen 915 – Approval Profile by Name

```
 915 Approval Profile by Name                           02/22/23 13:24
                     USER, BETTER                              CC 02
  Screen: ___   Name: _____

  Campus Cd       Office       Desk        Status       View
  ---------     ----------   ----------   ------      ----------
       22       LIBRARY      LIBRARY
       22       LIBRARY      SIGNER DSK                LIBRVW
       09       PAYROLLWS    PAYROLLWS
       09       TEEX-EPA     TEEX-EPA
       07       WDMS         WDMS
       07       WDMS         SIGNER E**                WDMS-VW
       08       ANATOMY      ANATOMY
       07       ACTG         ACTG
       18       ALLDEPTS     ALLDEPTS
       18       ALLDEPTS     CREATE DSK                ALLDEPTS
       18       PAYROLLWS    PAYROLLWS
       09       ECT OFFICE   ECT OFFICE
       18       ECT OFFICE   ECT OFFICE

            ** END OF RECORD LIST — 13 Record(s) Found
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10—PF11—PF12---
        Hmenu Help  Ehelp
```

The *View* field is only applicable to signer/creator desks.

Basic Steps

- Type the name of the person whose approval structure to be displayed in the *Name* field and press <ENTER> to view all of the approval structures that the person is attached to across all members.
- Press <ENTER> to scroll through the listing.

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

Action Line

◆ **Name:**   20 characters   * Help

Identify the name of the person whose approval profile is to be displayed.. A name search can be started by typing part of the person's name in the **_Name_** field and pressing <ENTER>.

Screen Information

Campus Cd: 2 digits

Displays the campus code for the TAMUS Member to which the profile belongs. **This is especially useful when a person has approval authority with more than one TAMUS member.**

Office: 10 characters

Displays the title of the office in which the person has approval authority.

Desk: 10 characters

Displays the name of the desk where the person has approval authority.

Status: 1 character

Displays the approval status.
Blank =   Signer/Approver
S   =   Substitute Signer/Approver

View: 10 characters

Displays the name of the view where a person has approval authority on a signer or creator desk. This is only applicable to signer/creator desks.

Additional Information

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

Screen 945 – Office Browse

Screen 945, Office Browse, displays a complete listing of all of the Electronic Offices that have been established for a member. Pressing **<ENTER>** will advance the screen to the next page of Electronic Offices.

Screen 945 – Office Browse

```
   945 Office Browse                                        02/22/23 14:56
                                                                  CC 02
   Screen: ___   Office: _____
                                         Processing Exec
  S  Office        Description             View    View   Office Manager
  - ---------- ----------------------------- ---------- ----- ------------------
  _   STATISTIC STATISTIC                                     DERRICK, MARYJO
  _ A&M POLICE TEXAS A&M UNIVERSITY POLICE D                  STILLEY, ALAN A
  _ AABS       ACADEMIC AFFAIRS BUSINESS SER                  SMITH, KIMBERLY S
  _ ACADEMY    ACADEMY FOR ADVANCED TELECOM                   RICHARDS, ROBYN J
  _ ACCTNG     ACCOUNTING                                     BAYER, BARBARA A
  _ ADVANCED   RESEARCH & ADVANCED EDUCATION                  LOUBET, BETH E
  _ AECNCTR    CENTER FOR ACADEMIC ENHANCEME                  LOUBET, BETH E
  _ AEROSPACE  AEROSPACE ENGINEERING DEPT                     STILLEY, ALAN A
  _ AG ECON    AGRICULTURAL ECONOMICS                         STILLEY, ALAN A
  _ AGIS       ADMINISTRATIVE GEOGRAPHIC INF                  LOUBET, BETH E
  _ AGRENGR    AGRICULTURAL ENGINEERING                       STILLEY, ALAN A
  _ AGRIED     AG EDUCATION                                   STILLEY, ALAN A
  _ AHSO       AGGIE HONOR SYSTEM OFFICE                      TAWNEY, CARI L
  _ ANSCDEPT   ANIMAL SCIENCE                                 STILLEY, ALAN A
                    More Entries - Press <ENTER> to continue
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps

- Press <ENTER> to scroll through the list of offices for a particular campus code.
- To position an office at the top of displayed list of Electronic Offices, enter the office name in the *Office* field and press <ENTER>.

Explanation of Browsing Process

Selecting an Office

If the Office name is not known, press **<ENTER>** to display an alphabetical list of all available offices. Continue pressing **<ENTER>** to scroll through the list. If the Office name is known, type all or part of the name in the *Office* field and press **<ENTER>** to position it at the top of the list.

- To select an office, tab to the to the desired line and press **<ENTER>.** The office name will then be placed in the *Office* field and may be used in context with other screens.
- Typing an "X" in the selection field to the left of the Office name will advance the user to Screen 935, Dept/SDept by Office

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

Action Line

Office: 10 characters **? Help**

Identify the office to be positioned at the top of the screen.

Screen Information

S   1-character

Type an "X" to select the Office and advance to <u>Screen 935</u>, Dept/SDept by Office.

Office: 10 characters

Displays the short name for the Electronic Office displayed.

Description: 36 characters

Displays the description for the office listed.

Processing View: 10 characters

Displays the name of the processing view desk.

Exec View: 4 characters

Displays the word "EXEC" if the department/subdepartment is assigned to an executive office.

Office Manager: 30 characters

Displays the name of the Electronic Office manager for the office.

Additional Functions

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

Screen 935 – Department/Subdepartment by Office

Screen 935, Dept/SDept by Office, displays a complete listing of all departments and subdepartments (collectively called "units") assigned to a specific Electronic Office. Pressing **<ENTER>** will advance the screen to the next page of departments and subdepartments.

Screen 935 – Dept/SDept by Office

```
 935 Dept/SDept by Office                                 02/22/23 15:23
                                                               CC 02
  Screen: ___   Office: AABS_____
                                                      Link
  S   Dept    Sub-Dept        Description             Type    View
  -   -----   -----   ---------------------------------- ----  ----------
  _   AABS            ACADEMIC ACCOUNTING & BUSINESS SERVICES  D   AABSVIEW
  _   AARO            ACADEMIC AFFAIRS RECRUITING OFFICE       D   AABSVIEW
  _   AAVC            APPELT AGGIELAND VISITOR CENTER          D   AAVCVIEW
  _   AAVC    SCHOL   APPELT AGGIELAND VISITOR CENTER-SCHOLARS D   AAVCVIEW
  _   ADMI            OFFICE OF ADMISSIONS                     D   ADMIVIEW
  _   ADMI    AGPSC   AGGIELAND PSC - RECRUITMENT              D   ADMIVIEW
  _   ADMI    APPS    ADMISSIONS PROCESSING                    D   ADMIVIEW
  _   ADMI    BV      BRAZOS VALLEY - RECRUITMENT              D   ADMIVIEW
  _   ADMI    CC      CORPUS CHRISTI PSC - RECRUITMENT         D   ADMIVIEW
  _   ADMI    CENTX   CENTRAL TEXAS - RECRUITMENT              D   ADMIVIEW
  _   ADMI    CONTR   SPONSORED CONTRACTS                      D   ADMIVIEW
  _   ADMI    DAL     DALLAS PSC - RECRUITMENT                 D   ADMIVIEW
  _   ADMI    DCOAL   DALLAS PSC - COALS MOU                   D   ADMIVIEW
  _   ADMI    DIV     OFFICE OF ADMISSIONS - DIVERSITY         D   ADMIVIEW
              More Entries - Press <ENTER> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp
```

Basic Steps

- Type the name of the Electronic Office in the ***Office*** field.

- Press **<ENTER>** to display all of the units within that office.

- Typing an "X" in the selection field to the left of the Office name will advance the user to Screen 921, Dept Paths Create/Modify

---

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

Action Line

◆ **Office:** 10 characters **? Help**

Identify the name of the office whose departments/subdepartments are to be displayed.

Screen Information

S 1-character

Type an "X" to select the Department/Sub-Department and advance to <u>Screen 921</u>, Dept Paths Create/Modify.

Dept: 5 characters

Displays the codes of the departments within the Office.

Sub-Dept: 5 characters

Displays the codes of the subdepartment within the Office.

Description: 40 characters

Displays the description given to the unit (department/subdepartment combination).

Link Type: 1 character

Displays the type of view displayed: <u>**D**</u> (Departmental) <u>**E**</u> (Executive) or <u>**P**</u> (Processing) view.

View: 10 characters/digits

Displays the name of the view in which the dept/sub-dept falls.

Additional Functions

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

Screen 936 – Views by Office

Screen 936, Views by Office, displays a complete listing of all the views associated with a specific Electronic Office. A "Department" view consists of a set of units whose documents route to the same Signer Desk. Documents for this office may pass through different approver desks, but always end Department routing at the same Signer Desk. Pressing **<ENTER>** will advance the screen to the next page of departments and subdepartments.

At least one **Department** view is required for all Electronic Offices.

Screen 936 – Views by Office

```
    936 Views by Office                                    02/22/23 15:24
                                                               CC 02
     Screen: ___   Office: AABS_____   View: _____

    S View Name            View Description              Nbr Units   Type
    - ----------   --------------------------------------  ---------   ----
    _ AABSCONTR     CONTRACTS/GRANTS                                    D
    _ AABSINTL      INTERNATIONAL CENTERS                               D
    _ AABSPTHRU     PASS THROUGH ACCOUNTS                 1             D
    _ AABSVIEW      ACADEMIC AFFAIRS BUSINESS SERVICES    3             D
    _ AAVCVIEW      APPELT AGGIELAND VISITOR CENTER       2             D
    _ ACADVIEW      TRANSITION ACADEMIC PROGRAMS                        D
    _ ADMIVIEW      ADMISSIONS                            21            D
    _ ADVAVIEW      ADVA                                  2             D
    _ AEPVIEW       ACADEMIC EFFECTIVENESS & PLANNING     1             D
    _ AHSOVIEW      AHSO                                                D
    _ AIOLVIEW      ACADEMIC INNOVATION & ON-LINE LEARNING  1           D
    _ APAAVIEW      APAA                                                D
    _ APDFVIEW      DEAN OF FACULTIES                     3             D
    _ APHUVIEW      UNDERGRADUATE STUDIES                 1             D
                   More Entries - Press <ENTER> to continue
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Hmenu Help  EHelp
```

Basic Steps

- Type the name of the Electronic Office in the ***Office*** field.

- Press **<ENTER>** to display all of the units within that office.

- Typing an "X" in the selection field to the left of the View name will advance the user to Screen 921, Dept Paths Create/Modify

Explanation Of Browsing Process

Selecting a View

To select a view, move the cursor to the desired line and press <ENTER>. The view name will be placed in the ***View*** field and may be moved in context to other screens.

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

Action Line

◆ **Office:** 10 characters ? Help
Identify the name of the office whose views are to be displayed

View: 10 characters
Identify the view to position at the top of the screen.

Screen Information

S: 1 character
Type "X" to select a view name and advance to Screen 921, Dept Paths Create/Modify.

View Name: 10 characters
Displays the name(s) of the views within the Electronic Office listed in alphabetical order.

View Description: 10 characters
Displays text description for each of the views.

Nbr Units: 9 digits
Displays of the number of units assigned to the view.

Type: 1 character
Displays the type of view displayed. D (Departmental) , E (Executive), and P (Processing).

Additional Functions

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

Screen 937 – Desks by Office

As documents pass through routing and approval, they are sent to desks, either Approver or Signer Desks. Persons designated in the departments as "approvers" and "signers" are attached to these desks and can see or take action on the documents that come to their desks.

Screen 937, Desks by Office, displays a complete listing of all the Desks associated with a specific Electronic Office. Pressing **<ENTER>** will advance the screen to the next page of departments and subdepartments.

Screen 937 – Desks by Office

```
 937 Desks by Office                                    02/22/23 15:33
                                                              CC 02
  Screen: ___   Office: ACADEMY___   Desk: _____

 S    Desk          View           Description
 -  ----------    ----------    --------------------------------------------
 _   ACADEMY                     DEFAULT DESK OF OFFICE MANAGER
 _   ATLT DBR                    ATLT DBR ROUTING
 _   CTE APPRVR
 _   CTE APPR02
 _   CREATE DSK   SCHOLAR
 _   CREATE DSK   ACADEMY
 _   CREATE TDP   ACADEMY       TRANSFER DEPARTMENTAL PROPERTY
 _   SIGNER DSK   SCHOLAR
 _   SIGNER DSK   ACADEMY
 _   SIGNER TDP   ACADEMY       TRANSFER DEPARTMENTAL PROPERTY




              ** End of Record List - 10 Record(s) Found
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp              Names
```

Basic Steps

- Type the office name in the **Office** field and press **<ENTER>** to display a list of all of the desks within an office.

- Include the name of the office desk in the **Desk** field or select an office desk from the list displayed by typing an "X" in the **S** (Select) field and pressing **<ENTER>**. Selecting a Desk will advance the user to the appropriate screen for modification:
    - Screen 922, Approver Desk Create/Modify
    - Screen 923, Signer. Desk Modify

- Place the cursor on a desk name and press PF7 to display a list of assignees for the desk.

Explanation of Browsing Process

Listing Names

The names of the desk assignees may be displayed by placing the cursor on a desk name and pressing PF7. This will provide a pop-up window with the names and statuses of the assignees for that desk. Press PF4 to exit the pop-up window. See the Appendix for more details.

PF7 Names Pop-up Screen

```
+-----------------------------------------------------------+
|                                                           |
|   DESK: SIGNER DSK                                        |
|                                                           |
|      PID         STATUS       NAME                        |
|                                                           |
|    123006789               USER, BETTER                   |
|    987004321       S       MOUSE, MICKEY                  |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
|    *** END OF LIST - 1 WORKERS FOUND                      |
|                                          PF4 to Quit      |
|                                                           |
+-----------------------------------------------------------+
```

Selecting a Desk

To select a desk, type an "X" in the **S** (Select) field next to the desired desk name and press **<ENTER>**. The desk name will then be added to the **Desk** field and FAMIS will advance to either Screen 922, Approver Desk Create/Modify or Screen 923, Signer Desk Modify as appropriate.

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

Action Line

◆ **Office:**   10 characters ? Help
Indicate the title of the Electronic Office whose desks are to be displayed.

Desk: 10 characters
Identify the name of the desk to position at the top of the screen.

Screen Information

S: 1 character
Type "X" to select a view name and advance to Screen 922, Approver Desk Create/Modify or Screen 923, Signer Desk Modify.

Desk: 10 characters
Displays the name(s) of the desks created under the office; listed in alphabetical order.

View: 10 characters
Displays the name of the desk view.

Description: 60 characters
Displays text describing the desks within the office.

Additional Functions

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

PF7   **Names of Desk Assignees**
Names   Displays the names of the desk assignees in a pop-up window when the cursor is anywhere on a desk line.

Screen 938 – Office/Desk Workload

Screen 938, Office/Desk Workload displays all the documents currently routed to desks in the Electronic Office.

The screen can list the documents on all desks or filter the list for a specific desk. The **Desk** and **Form** fields can be used to filter the display of documents shown on the screen. For example, if "PRQ" is typed in the **Form** field the screen will display all the requisition documents in the Inboxes.

Screen 938 – Office/Desk Workload (Panel 1)

```
   938 Office/Desk Workload                          02/22/23 16:25
                                                             CC 02
   Screen: ___  Office: TAMRF_____  Desk: _____  Form: _____
                                                     PANEL: 01MORE>>
                                                     Requested
   Document ID   N      Doc Summary                  Action     Status
   ------------  - ------------------------------------  ----------  ----------
   ECT02CTAFL33     M040498-PETERS                    Approve    In Dept Rt
   ECT02CTAFOEK     E01372-MOUNT                      Approve    In Dept Rt
   ECT02CTAFNL2   * M046461-KNOCK                     Approve    In Dept Rt
   DCR02J300335   * Account Correction                Sign       In Dept Rt
   ECT28CTAFKXH   * E063453-KRANK                     Sign       In Dept Rt
   ECT28CTAFKXO   * E10000073-LONG                    Sign       In Dept Rt
   ECT28CTAFKY0   * E100339-PRICE                     Sign       In Dept Rt
   ECT28CTAFKYH   * E133368-NANCE                     Sign       In Dept Rt
   ECT28CTAFKYY   * E100339-PRICE                     Sign       In Dept Rt
   ECT28CTAFM9M     E120051-DRAKE                     Sign       In Dept Rt
   ECT02CTAFM6F     E06238-SMITH                      Sign       In Dept Rt
   ECT02CTAFLJW     E100669-FLAME                     Sign       In Dept Rt

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

Screen 938 – Office/Desk Workload (Panel 2)

```
   938 Office/Desk Workload                          02/22/23 16:27
                                                             CC 02
   Screen: ___  Office: TAMRF_____  Desk: _____  Form: _____
                <<MORE                                PANEL: 02MORE>>

   Document ID   FY     Creator        Created     Arrived    Days  User's Level
   ------------  ----  ----------------  ----------  ----------  -----  ------------
   ECT02CTAFL33  2023  DOE, , MARY       11/02/2022  11/14/2022  100  Approver
   ECT02CTAFOEK  2023  SMITH, ANDY       11/18/2022  11/18/2022   96  Approver
   ECT02CTAFNL2  2023  YOUNG, JOAN       11/18/2022  11/18/2022   96  Approver
   DCR02J300335  2023  PARKER, JANE      11/17/2022  11/18/2022   96  Signer
   ECT28CTAFKXH  2023  PHILLIPS, JOHN    10/25/2022  11/18/2022   96  Signer
   ECT28CTAFKXO  2023  PHILLIPS, JOHN    10/25/2022  11/18/2022   96  Signer
   ECT28CTAFKY0  2023  PHILLIPS, JOHN    10/25/2022  11/18/2022   96  Signer
   ECT28CTAFKYH  2023  PHILLIPS, JOHN    10/25/2022  11/18/2022   96  Signer
   ECT28CTAFKYY  2023  PHILLIPS, JOHN    10/25/2022  11/18/2022   96  Signer
   ECT28CTAFM9M  2023  PARKER, JANE      11/09/2022  11/18/2022   96  Signer
   ECT02CTAFM6F  2023  WALL, WALLY       11/10/2022  11/18/2022   96  Signer
   ECT02CTAFLJW  2023  ALLEN, JACK       11/09/2022  11/18/2022   96  Signer

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

Screen 938 – Office/Desk Workload (Panel 3)

```
 938 Office/Desk Workload                              02/22/23 16:29
                                                          CC 02
    Screen: ___  Office: TAMRF_____  Desk: _____  Form: __
                 <<MORE                             PANEL: 03
                 ----------------- Current ----------------
    Document ID   CC   Unit       Office    Desk       View
    -----------   --   ---------- ---------- ---------- ----------
    ECT02CTAFL33  02 RSFN         TAMRF      EPA APPRVR  PAYROLL
    ECT02CTAFOEK  02 RSFN         TAMRF      EPA APPRVR  PAYROLL
    ECT02CTAFNL2  02 RSFN         TAMRF      EPA APPRVR  PAYROLL
    DCR02J300335  02 RSFN         TAMRF      SIGNER DCR  PAYROLL
    ECT28CTAFKXH  02 RSFN         TAMRF      SIGNER E**  PAYROLL
    ECT28CTAFKXO  02 RSFN         TAMRF      SIGNER E**  PAYROLL
    ECT28CTAFKY0  02 RSFN         TAMRF      SIGNER E**  PAYROLL
    ECT28CTAFKYH  02 RSFN         TAMRF      SIGNER E**  PAYROLL
    ECT28CTAFKYY  02 RSFN         TAMRF      SIGNER E**  PAYROLL
    ECT28CTAFM9M  02 RSFN         TAMRF      SIGNER E**  PAYROLL
    ECT02CTAFM6F  02 RSFN         TAMRF      SIGNER E**  PAYROLL
    ECT02CTAFLJW  02 RSFN         TAMRF      SIGNER E**  PAYROLL

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

Basic Steps

- Type the name of an Electronic Office and desk name in the fields provides and press **<ENTER>** to display all of the documents currently routed to the selected office/desk.
- Use PF10 and PF11 to scroll between Panel 1, Panel 2 and Panel 3 in order to view additional information.
- On Panel 1, place the cursor on a *Document* number and press PF7 to view the Routing History for that document.
- On Panel 3, place the cursor on a *Desk* name and press PF7 to view the users on that desk.

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

Action Line

◆ **Office:** 10 characters
Indicate the title of the office governing the documents awaiting action.

Desk: 10 characters
Identify the name of the desk housing the documents awaiting action.

Form: 3 characters **? Help**
Indicate the type of document to be displayed.

Screen Information

→ **Panel 1**

Document ID: 12 characters/digits **PF2 Help**
Displays the document identification number used in routing and approval; consists of Form (3 characters), Campus Code (2 characters), and the Document Number (7 characters). Displays on all three panels.

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

Doc Summary: 40 characters **PF2 Help**
Displays a brief description of the document.

Requested Action: 10 characters
Displays the action that needs to be taken on the document.

Status: 10 characters
Displays a document's progress through the routing and approval system.

→ **Panel 2**

FY: 4 digits
Displays the fiscal year in which the document was created.

Creator: 18 characters
Displays the person who created and sent the document into the routing and approval system.

Created: 10 digits
Displays the date the document was created.

Arrived: 10 digits
Displays the date the document arrived at its current office/desk.

Days: 5 digits
Displays the number of days that the document has been located at its current office/desk.

User's Level: 12 characters
Displays the type of user (i.e., his/her level) in whose Inbox the document is located.

→ Panel 3

Current

CC:	2 characters/digits
	Displays the campus code to which the document has currently been routed.
Unit:	10 characters
	Displays the unit to which the document has currently been routed.
Office:	10 characters
	Displays the office at which the document is currently located.
Desk:	10 characters/digits
	Displays the desk at which the document is currently located.
View:	10 characters
	Displays the name of the desk view.

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
PF7	**Routing History (on Panel 1)**
RHist	Displays the routing information for the document.
PF7	**Names of Desk Assignees (on Panel 3)**
Names	Displays the names of the desk assignees in a pop-up window when the cursor is anywhere on a desk line.

Screen 918 – Documents by Department

Screen 918, Documents by Department displays all documents currently routed to desks in the specified Electronic Office. To include finished documents in the list displayed, type "Y" in the **Finished** field.

There are two panels to this screen. Press PF11 to scroll right and view additional information. Use the additional PF keys at the bottom of the screen to view the routing history, cover sheet information, and notes.

Screen 918 – Documents by Department (Panel 1)

```
 918 Documents by Department                           02/22/23 17:14
                                                             CC 02
   Screen: ___    Dept: ANTH_    SubDept: _____    Form: ___    Finished: N

                                                     PANEL: 01MORE>>
   Sel Document ID  N   Creator                  Doc Summary
   --- ------------ - ---------------------- ------------------------------
    _  DBR02U302693   LOST, BECKY              release UFO- project support
    _  TDP02N300468   ROCKY, NANCY             ANTH SURPLUS F22






          *** END OF LIST 2 DOCUMENT(S) FOUND ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                    RHist Cover Notes Left  Right
```

Screen 918 – Documents by Department (Panel 2)

```
 918 Documents by Department                           02/22/23 17:18
                                                             CC 02
   Screen: ___    Dept: ANTH_    SubDept: _____    Form: ___    Finished: N

              <<MORE                          PANEL: 02
   Sel Document ID    Form Name      FY    Status      Created    SubDept
   --- ------------   -----------   ----  ------------  ----------  -------
    _  DBR02U302693   DEPT BUD REQ   2023  In Dept Rt   11/18/2022
    _  TDP02N300468   ASSET TRNSFR   2023  In Dept Rt   10/28/2022






          *** END OF LIST 2 DOCUMENT(S) FOUND ***
          *** END OF LIST 5 DOCUMENT(S) FOUND ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                    RHist Cover Notes Left  Right
```

Basic Steps

- Type a department code in the *Dept* field.

- Include the subdepartment and form type in the fields provided, if needed, to narrow the search and display list.

- Enter "Y" in the *Finished* field to include finished documents in the display.

- Press **<ENTER>** to view a list of documents for the department.

- To select a document, type an "X" in the *Sel* (Selected) field next to a document and use the PF keys at the bottom of the screen to view the routing history, cover sheet and notes for a document.

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

Action Line

◆ **Dept:** 5 characters
Indicate the department code to view deleted documents.

SubDept: 5 characters
Identify a sub-department code if needed.

Form: 3 characters **? Help**
Specify the type of document to be displayed as desired.

Finished: 1 character
Type "Y" to include documents that have successfully completed the routing process.

Screen Information
→ **Panel 1**

Sel: 1 character
Type an "X" to select a document.

Document ID: 12 characters/digits **PF2 Help**
Displays the document identification number used in Routing and Approval, which consists of the form (3 characters) + campus code (2 digits) + document number (7 character/digits).

N: 1 character
Displays an asterisk (*) to indicate that routing notes are attached to the document.

Creator: 14 characters
Displays the name of the person who submitted the document for Routing and Approval.

Doc Summary: 30 characters
Displays a summary description taken from the original document.

→ **Panel 2**

Form Name:	12 characters
	Displays the type of document displayed.
FY:	4 digits
	Indicates the fiscal year in which the document was processed.
Status:	15 characters
	Displays the status of the document.
Created:	10 digits
	Displays the date the document was created and submitted to Routing and Approval.
Sub Dept:	5 characters
	Displays the sub-department code of the unit on the document.

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
PF7	**Routing History**
RHist	Displays routing history of the document. Same as <u>Screen 914,</u> Document Routing History.
PF8	**Cover Sheet**
Cover	Displays cover sheet information and gives access to document browse pop-ups.
PF9	**Notes**
Notes	Displays routing notes for the selected document.

Screen 850 – Person File

The FAMIS person file is built through the following two mechanisms:

- Manual entry on Screen 850, as seen below.

- Through an upload (ZBAU620) of a Workday file that contains records of persons paid through the TAMUS payroll system. Budgeted personnel are typically 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, the record must be created 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                                01/18/23 09:54
                                                               CC 02
   Screen: ___   Person: 123006789          Inactive: _  Delete: _ (Y/N)
                                         SRS:
 Person's Name: (Last) BETTER_____ (First) USER_____ (MI)  (Suffix) _____
                                                         (Prefix) _____
         SSN: ***-***789        Title Code: 9490 IT BUSINESS ANALYST II
       Phone: 979-458-6464 ____  Date Hired: 06/01/2017      Gender: F
         FAX: _____         Adloc Part: 01 Acct: 271030 Suffix: _
   HCM Phone: 979-458-6464

 Home  CC  Dept  S-Dept  Address: _____  Mail Cd: _____
       01  INRE_  FAMIS          _____
       __ _____ _____           _____
       __ _____ _____    City: _____  State: __
                          Zip: _____       Country: __
                                                    Routing Email Prefs
                                                         *** PAY
   PI/Researcher: _    Email from HCM:            Notify Freq: _   _
 E-Mail: buser@tamus.edu   _____    Type: _   _
 Printer Default: _____    Voided Apps: _   _
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                        SSN
```

Basic Steps

- Enter a Universal Identification Number (UIN) in the **Person** field and press **<ENTER>**.
  - An alternate method is to enter the person's last name, partial last name, or an asterisk (*) to view a pop-up window displaying names from which to select.

- Type data in the fields provided or make changes and press **<ENTER>** record the information.

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

Action Line

◆ **Person:** 9 digits *** Help**
Enter the person's Universal Identification Number. All or part of a name may also be typed to initiate a search

Inactive: 1 character
Type "Y" to make the selected person inactive.

This field can only be set by security administrators.

Delete (Y/N): 1 character
Type "Y" to delete the person's record from the person file.

Screen Information

SRS: 1 character
"Y" indicates this person is an SRS employee.

Person's Name

(Last): 20 characters
Enter/Displays the person's last name.

(First): 10 characters
Enter/Displays the person's first name.

(MI): 1 character
Enter/Displays the person's middle initial, if any.

(Suffix): 4 characters
Enter/Displays the suffix of the person, if any.

(Prefix): 4 characters
Enter/Displays the prefix of the person, if any.

SSN: 9 digits
Displays the masked Social Security number associated with the UIN.

Title Code: 4 digits **? Help**
Displays the person's title code as provided by TAMUS.

Phone: 10 digits
Enter/Displays the phone number of the person.

Date Hired: 8 digits
Displays the date the person began working for The Texas A&M University System.

Gender: 1 digit **? Help**
Displays the gender of the person.

FAX: 10 digits
                  Displays the person's FAX number if desired.

Adloc Part: 2 digits **? Help**
                  Displays the member portion of the adloc (administrative location) for the
                  person.

Adloc Acct: 6 digits
                  Displays the account portion of the adloc (administrative location) for the
                  person.

Suffix: 1 character/digit
                  Displays suffix added to the adloc (administrative location) for the person.

HCM phone: 10 digits
                  Displays the phone number listed from Workday.

Home
  CC: 2 digits **? Help**
                  Enter/Displays the home campus code of the person.

Dept: 5 digits **? Help**
                  Enter/Displays the department in which the person works.

S-Dept: 5 digits **? Help**
                  Enter/Displays the sub-department in which the person works.

Address: 3 lines (30 characters/digits each)
                  Enter/Displays the business address of the person.

Mail Cd: 4 digits **? Help**
                  Enter/Displays the on-campus mail code of the person.

City: 30 characters
                  Enter/Displays the city associated with the person's address.

State: 2 characters **? Help**
                  Displays state associated with the person's address.

Zip: 9 digits
                  Displays the zip code + 4 digits associated with the person's address.

Country: 3 characters **? Help**
                  Displays the country of the person.

PI/Researcher: 1 digit
                  Enter/Displays if person is a researcher or principal investigator.

E-mail from HCM: 1 character
                  Displays ("Y" or "N") as to whether email address was obtained from the
                  Workday employee file.

E-Mail: 30 characters
                  Displays the email address of the person.

Printer Default:		30 characters
		Enter/Displays the default printer to receive reports.

*Routing Email Prefs (*** and PAY)*

Notify Freq:		1 character **PF2 Help**
		Shows notification frequency of the person's inbox.
	D =	Daily
	E =	Every Document
	W =	Weekly

Type:		1 character **PF2 Help**
		Indicates email notification type.
	A =	Approvals Only
	N =	None (no email)
	Y =	All (include notifications)

Voided Apps:		1 character
		"Y" Identifies that email notification is to be sent for voided approvals.

Additional Functions

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

Screen 860 – Department Table

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 made will affect any open year.**

Screen 860, Department Table is used to add a new department to FAMIS by authorized personnel. Information for existing departments may also be modified , or a department can be expired to make it inactive. **Departments cannot be deleted.** Also note the following:

Hierarchy Fields
- These three codes can be used as a sort field by many FAMIS reports to group all accounts that report to a specific level (such as a report of all accounts for a Vice President).
  - **Exec Level**
  - **Division**
  - **School/College**
- Screen 860 is the only screen that updates these fields
- Sub-departments cannot have a different hierarchy than the department, therefore at the sub-department level, these field are all protected.
- The values are campus specific, so each campus assigns their own values.

Allow Flags
- **FRS and FFX** – Sets the department/subdepartment to be allowed on FRS or FFX transactions
- **All others –** If not set to "Y" on this screen, FAMIS does not recognize that routing of these documents is allowed for the department/subdepartment.

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

Screen 860 – Department Table Maintenance

```
 860 Department Table Maintenance                       02/23/23 08:59
                                                            CC 02
   Screen: ___    Department: CLGE_  Sub Dept: ODP__
              Dept Name: OCEAN DRILLING PROGRAM_____
     Head/Director ID: 120007036 MILLER, KATE       PH: 979-845-3651
           Alt APO ID: 221002086 CORBETT, KIMBERLY  PH: 979-845-4234
         Reporting ID: _____ ,                  PH: 979-458-6463
   IPay IDT Email/ID: _____
            Mail Code: C3469    College Dept:        Off Campus Flag: N
            Exec Level: AA          Division: CD        School/College: AT
     Building Campus: 02           Room: _____        Group Cd: _____
     Building Number: 00001     Other Loc: _____
 Budget Sort Dept Nbr: _____    Approx. Inv. Count: _____ FFX Cert. Month: 4_
        Allow Flags:  FRS: Y EPA: Y DBR: _ DCR: Y FFX: N      TDP: _ Purch: Y
           eProc: 2 eBill: ___ eShip: ___ eSufx: B5 eDaPriv: _    Surplus: _
       Maestro: Org Unit: _____    Parent Dept: CLGE_  Center/Institute: __
                                      Mail to Dept Head: _    USAS Cd: __
        Other Part Nbr: __     Dept Office: ODP         General Comments: Y
        Other Part Dept: _____   Dept View: ODP-EPA         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              GenCm FFXCm
```

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

Basic Steps

- Enter a department code in the **Department** field, and include a sub department in the **Sub Dept** field, if needed. Typing an asterisk (*) in the **Department** field will display a list of departments and subdepartments, a selection can then be made from the list.

- To search by department code in the pop-up box, type an "I" in the **Type** field and press **<ENTER>.** Departments are now order by department code.

- Press <ENTER> to view the information.

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

Action Line

◆ **Department:** 5 characters *** Help**
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 **? Help**
Provide the Universal Identification Number (UIN) of the department head or director. The name will be displayed after pressing <ENTER>.

Head/Director Phone: 10 digits
Indicate the phone number of the head/director of the department.

Alt APO ID: 9 digits **? Help**
Enter the UIN of the alternate APO (accountable property officer).

Alt APO Phone: 10 digits
Provide the phone number of the alternate APO.

Reporting ID: 9 digits **? Help**
Enter the UIN of the alternate Concur Employee BI Manager.

Reporting ID Phone: 10 digits
Provide the phone number of the alternate Concur Employee BI Manager.

IPay IDT Email/ID 50 characters
Provide the UIN or email for the IPay contact for the department.

Mail Code: 5 characters/digits **? Help**
Enter the mail code for the department.

College Dept: 5 characters
Indicates the department that represents the college dean.

Off Campus Flag: 1 character
Enter "Y" if department is located off campus.

Building Campus: 2 digits
Identify the campus code for the building.

Room: 6 digits
Enter room number or the floor number of the department.

Group Cd: 5 characters
Include the group code for the department. Used for grouping departments together for special purposes, perhaps account security or reporting.

Building Number: 5 digits
Identify the department's building number.

Other Loc: 20 characters
Type "Y" if the department is located in more than one location.

Exec Level: 2 characters **? Help**
Include the executive level of the department.

Division: 2 characters **? Help**
Provide division code reflecting the structure of the campus.

School/College: 2 characters **? Help**
Provide the level of organizational structure.

Budget Sort 4 characters **PF2 Help**
Dept Nbr: Used for AL-RSCH budget sort number.

Approx. Inv. Count: 6 characters
Enter the approximate inventory numbers.

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

Allow Flags

FRS: 1 character
Enter "Y" to Indicate that this department is valid for accounting in FRS.

EPA: 1 character
Enter "Y" if the department is allowed to create EPA documents.

DBR: 1 character
Type "Y" if the department is allowed to create Departmental Budget Records.

DCR: 1 character
Enter "Y" to indicate that the department is allowed to create Departmental Correction Requests.

FFX: 1 character
Enter "Y" to indicate that this department is valid for asset control in FFX.

TDP: 2 digits
Enter "Y" if the department is allowed to create TDP (asset transfer) documents.

Purch:	1 character
	Type "Y" to indicate that this department has been fully trained and is ready to use the Purchasing system.
eProc:	1 character
	Type "Y" to indicate that this department is using eProcurement. Valid values:
	A - AggieBuy – Allowed
	B – Buy A&M – Allowed
	N – None – None Allowed
	2 – Both – AggieBuy and Buy A&M
eBill	No longer used, these fields were for Buy A&M
eShip	
eSufx	
eDaPriv	
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 Maestro).
	This is used to group departments together for reporting.
Parent Dept:	4 characters **PF2 Help**
	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:	2 characters **? Help**
	Used to determine if a department is a Center or Institute and to group departments together for reporting.
	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.
USAS Cd	2 digits **? Help**
	Enter the USAS code used on Screen 840, Maintain USAS Strategy Table to determine the PCA for an expense
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 that the department expires.

Dept Office: 10 characters

Shows the office for Routing & Approvals that governs this department.

Dept View: 10 characters

Indicates the electronic view within the Electronic Office for Routing & Approvals that governs this department.

Exec Office: 10 characters

Shows the executive office for Routing & Approvals that governs this department.

Exec View: 10 characters

Shows the electronic view within the executive office for Routing & Approvals that governs this department.

General Comments: 1 character

Displays "Y" if general comments have been entered.

FFX Comments: 1 character

Displays "Y" if comments have been entered for Fixed Assets.

Additional Functions

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

PF7   **Audit Information**
Audit   Displays the departmental table audit information.

PF10   **General Comments**
GenCm   View any general comments.

PF11   **Fixed Assets Comments**
FFXCm   View any fixed assets comments.

Section VI
Electronic Office
Quick Reference for Set Up

Office Level

Create Office *Screen 940*	Type in:	Name for the Office Description, Manager UIN, Delegates UIN, Default Signer UIN
Add Units *Screen 941*	Type in:	Dept and SubDept Office Name Executive Office Name (if required)

Department Level

Create View *Add Units* *Screen 920*	Type in:	Office Name and Name for the View Function – Add (A), Update (U), Delete (D) Description, Dept and SubDept
Creator Desk *Add People* *Screen 924*	Type in:	Office Name, View Name and Form Description Function – Add (A), Update (U), Delete (D) UIN
Approver Desks *Add People* *Screen 922 (opt)*	Type in:	Office Name, View Name and Desk Description Function – Add (A), Update (U), Delete (D) Type – blank or Substitute (S) UIN
Signer Desk *Add People* *Screen 923*	Type in:	Office Name, View Name and Form Description Function – Add (A), Update (U), Delete (D) Type – blank or Substitute (S) UIN
Update Path *Create New Paths* *Screen 921*	Type in:	Office Name Description Function – Add (A), Update (U), Delete (D) Form, Dept/SubDept Category, Desk(s)

Executive Level

Create View **Add Units** *Screen 940*	Type in:	Office Name "Y" next to Executive View "EXEC" under View Name
Add View to Units *Screen 941*	Type in:	Dept and SubDept Office Name Executive Office Name
Executive Desks **Add People** *Screen 922*	Type in:	Office Name, View Name and Desk Description Function – Add (A), Update (U), Delete (D) Type – blank or Substitute (S) UIN
Executive Paths **Add Desks** *Screen 925*	Type in:	Office Name Description Function – Add (A), Update (U), Delete (D) Form, Dept/SubDept Category, Desk(s)

Processing Level

Create View *Screen 940*	Type in:	Office Name "Y" next to Processing View Dept code under View Name
Processing Desks ***Add People*** *Screen 922*	Type in:	Office Name, View Name and Desk Description Function – Add (A), Update (U), Delete (D) Type – blank of Substitute (S) UIN
Create New Paths *Screen 926*	Type in:	Office Name Description Function – Add (A), Update (U), Delete (D) Form, Path Category, Desk(s)

Section VII
Electronic Office Detail

Electronic Office Detail

An Electronic Office is a collection of units (departments and sub-departments) organized to facilitate document routing and approval. This Electronic Office is the highest order in the routing and approval structure. Within the structure can be many different views, units, and desks.

The screens for the Administrative Functions are found on Menu M91.

Menu M91 – Electronic Office Management Menu

```
M91 Electronic Office Mgmt Menu                         02/23/23 13:08
                                                        FY 2023 CC 02
    Screen: ___

    * --- Departmental Functions ----- *    * ------ Inquiry Functions ------ *
     920 Dept View Create/Modify            945 Office Browse
     924 Creator Desk Modify                935 Dept/SDept by Office
     922 Approver Desk Create/Modify        936 Views by Office
     923 Signer Desk Modify                 937 Desks by Office
     921 Dept Paths Create/Modify           938 Office/Desk Workload

     928 Dept View Delete                   * -- Administrative Functions --- *
     930 Desk Copy                          932 Transfer Property Auto-Approval
                                            933 DCR Settings Maintenance
                                            940 Office Create/Modify
                                            941 Unit to Office Assignment

    * ------ Special Functions ------- *
     925 Exec Paths Create/Modify           943 Security Signer Desk
     926 Proc Paths Create/Modify           944 Office Delete
                                            950 Electronic Documents Profiles

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

Creating Electronic Offices

Fiscal offices generally are responsible for creating the Electronic Offices and assigning units to these offices. Office names must be unique within a campus code. A default desk (with the same name as the office) is **automatically created** for each office with the office manager and delegates as the assignees. Most often the assignees need to be changed to reflect the appropriate persons. This desk can be used in routing paths as desired.

The Administrative Functions include establishing the office and adding units (depts/subdepts).

TECH NOTE:

How to change Processing Office (bottom section of screen)
> Run XXUPDOFF in FAMISU.
> Program prompts for PARMS (Parameters)
> Updates Screen 940 including Processing Office.
> Unprotects and clears Screen 950.

Screen 940 – Office Create/Modify

Routing & Approvals revolves around the Electronic Office and its structure. Screen 940, Office Create/Modify is the FAMIS screen to begin the process of creating the Electronic Office. This involves assigning a title and description, identifying the Electronic Office Manager, Delegates, Default Signer.

Screen 940 – Office Create/Modify

```
 940 Office Create/Modify                            02/23/23 13:11
                                                          CC 02
  Screen: ___    Office: AABS_____

  Description: ACADEMIC AFFAIRS BUSINESS SERVICES_____

  Manager (UIN)      : 319009999 SMITH, JANE

  Delegates (UIN)    : 919009999 HALL, ED
                       _____

  Default Signer(UIN): 619009999 JONES, MARY

  Comments:  _____
             _____
             _____

                   Y/N    View Name
     Executive View:  _      _____
     Processing View: _      _____  (Must be unique with the Campus code)

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

Basic Steps

Create a New Office
- Type the new office name in the *Office* field and press **<ENTER>.**
- Key in the description, manager UIN, delegate UIN, and default signer UIN.
- Type additional information in the available fields as desired.
- Press <**ENTER>** to record the information.

Modify an Existing Office
- Type an office name in the *Office* field.
- Press **<ENTER>** to display existing office information.
- Add or modify information in the available fields as desired.
- Press **<ENTER>** to record the information.

Electronic Office Process

To create a new Electronic Office, give it a name and description followed by the UIN of the office manager, delegates, and default signer.

- **Office Manager** – This user has the ability to perform all functions related to creation and maintenance of Electronic Offices, including the ability to add or remove signers. This functionality is completed on Screen 923, Signer Desk.
  - o Backup to the Office Managers are the member security administrators. Security members should have access to Screen 943, Security Signer Desk. Access to this screen should not be granted to any other users.
- **Delegates** – The users who serve as Delegates have ability to perform all functions related to creation and maintenance of Electronic Offices, with the exception of access to Screen 923, Signer Desk. FAMIS programming limits this to the user that has been designated as the Office Manager; Delegates will receive an error message when accessing this screen.
  - o There are two delegate positions available for each office.
- **Default Signer –** The user who has signature authority over accounts that are in the departments assigned to the office. A default signer desk is automatically created, and the default signer is assigned to this desk when Screen 940 is complete.

> Security should be tightly controlled for Screen 940, Screen 943, and Screen 923, because they control the electronic signature authority for the document being approved.

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

Action Line

◆ **Office:** 10 characters *** Help**
Identify the office which will control routing and approving of documents for units assigned to the office.

Screen Information

◆ **Description:** 43 characters **PF2 Help**
Enter a description of the Electronic Office.

◆ **Manager (UIN):** 9 digits **? Help**
Indicate the UIN and name of the office manager.

◆ **Delegates (UIN):** 9 digits each **? Help**
Indicate the UIN and name of the delegates for the office.

◆ **Default Signer (UIN):** 9 digits **? Help**
Indicate the UIN and name of the person who is to be assigned to all signer desks in the office.

Comments: 3 lines (43 characters each)
Available for free form entry of comments regarding the office.

*Executive View
Y/N:*   *See Executive Routing*
1 character
Indicate whether or not ("Y" or "N") this office has higher level responsibilities and approve documents at this higher level.

View Name: 5 characters **? Help**
Indicate the department having executive responsibilities.

*Processing View
Y/N:*   *See Processing Routing*
1 character
Indicate whether or not ("Y" or "N") this office has responsibilities to "process" documents. Examples are:
Purchasing
Property
DBR Office
DCR Office
ECT Office

View Name: 10 characters **PF2 Help**
Identify the processing view associated with this office. Typically the same as the Office Name and must be unique with the Campus code.

Additional Functions

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

**PF7
Audit**   **Audit**
Displays the audit trail information regarding who created and modified the selected document.

```
+------------------------------------------------------------+
|                                                            |
|                 **** Audit Information ****                |
|                                                            |
|   Office: PURCHASING                                       |
|                                                            |
|   Date Created: 09/26/2012                                 |
|   Added By: USEB02P   USER, BETTER                         |
|                                                            |
|   Last Modify Date: 11/14/2022                             |
|   Last Modify By: USEB02P   USER, BETTER                   |
|                                                            |
|                                                            |
|                     PF4=Exit                               |
|                                                            |
|                                                            |
+------------------------------------------------------------+
```

Screen 941 –Units to Office Assignment

The second step in establishing an Electronic Office is to assign units. Units consist of department and subdepartments combinations. This allows the units to participate in the paths that are defined for that Electronic Office. This assignment is completed on Screen 941, Unit to Office Assignment.

When departments and subdepartments are assigned to offices on Screen 941, the link for delegation of electronic signature authority is complete. Accounts "belong to" or are assigned to a department; and then the department is assigned to an Electronic Office. Within the office, documents will be routed to desks for approval. The users assigned to Signer Desks are those users that have signature authority or have been delegated signature authority for the department.

Units (depts./subdepts) can also be assigned to an Executive Office, which means their documents will follow the executive path once departmental routing has been completed.

Screen 941 – Units to Office Assignment

```
   941 Unit to Office Assignment                          02/23/23 14:05
                                                                  CC 02
  Screen: ___      Dept: BIOL_     SubDept: _____

    Dept Name: BIOLOGY
    Dept head: PARKER, JANE

      Office: BIOL____     Manager: JONES, MARY
        View: BIOLVIEW

 Exec Office: VPSCI_____
   Exec View: VPSCI




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

Basic Steps

- On the action line, type the names of the department and the subdepartment.
  - To view a list of departments, type an asterisk (*) in the *Dept* field and press **<ENTER>.** The department/subdepartment may then be selected from the list.
  - Press **<ENTER>** to process the entry. The name of the department and its department head will be displayed.
- Type the title of the office to attach the unit (department/subdepartment).
  - Press **<ENTER>** to display the name of the office manager.
- Add or modify office assignment information in the available fields, as necessary.
  - Press **<ENTER>** to record the information.

Unit Assignment Process

Signature Authority

Signature authority for fiscal accounts is delegated via the assignment of the unit (department/subdepartment) to an office and within that office to a routing view.

Fiscal offices carry the responsibility for control of signature authority on university or agency accounts. They will identify the units, establish the routing and approval offices, and delegate authority to the offices.

Changing a Unit to Another Office

If a unit is already attached to a view within another office, the **Office** field on <u>Screen 941</u> is protected. To change the office, all routing paths which pertain specifically to that unit must be removed from the view using <u>Screen 921</u>, Dept Paths Create/Modify. The unit must then be removed from the view using <u>Screen 920</u>, Dept View Create/Modify. Update will subsequently then be allowed on <u>Screen 941</u>.

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

Action Line

◆ **Dept:**   5 characters *** Help**
                       Indicate the department to link to a particular office. This is the primary
                       department for each fiscal account.

◆ **SubDept:**   5 characters
                       Identify the subdepartment to link to a particular office.

Screen Information

Dept Name: 10 characters
                      Displays the department name matching the code entered on the Action Line.

Dept head: 20 characters
                      Displays the name of the department head for the department.

◆ **Office:**   10 characters **PF2 Help**
                       Identify the office to which the department is linked.

Manager: 20 characters
                      Displays the name of the office manager for the office to which the department
                      is linked.

View: 10 characters **PF2 Help**
                      Displays the view within the departmental office this unit belongs to.
                      (This will be blank on new assignments until <u>Screen 920</u>, Dept View
                      Create/Modify has been updated.)

Exec Office: 10 characters   **PF2 Help**
Shows the executive office name to which the department reports if it has been linked to an executive office.

Exec View: 4 characters   **PF2 Help**
Shows the word "EXEC" if the department/subdepartment is assigned to an executive office.

Additional Functions

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

Section VIII
Department Level Detail

Departmental Level Detail

Menu M91 – Electronic Office Management Menu

```
M91 Electronic Office Mgmt Menu                          05/03/12 10:52
                                                          FY 2012 CC 02

  Screen: ___

* --- Departmental Functions ----- *    * ------ Inquiry Functions ------ *
 920 Dept View Create/Modify            945 Office Browse
 924 Creator Desk Modify                935 Dept/SDept by Office
 922 Approver Desk Create/Modify        936 Views by Office
 923 Signer Desk Modify                 937 Desks by Office
 921 Dept Paths Create/Modify           938 Office/Desk Workload

 928 Dept View Delete
 930 Desk Copy
```

Create Department Level Structure

Step 1:	Step 2:
Screen 920 Create Department View	**Screen 924 Creator Desk Change default UINs to Creators' UINs**
Page XX	Page XX

Step 3:

Screen 922 If necessary, create Approver Desk and attach people

Page XX

Step 4:	Step 5:
Screen 923 Modify Signer Desk Add names of all signers	**Screen 921 If necessary, add Approver Desks to department path**
Page XX	Page XX
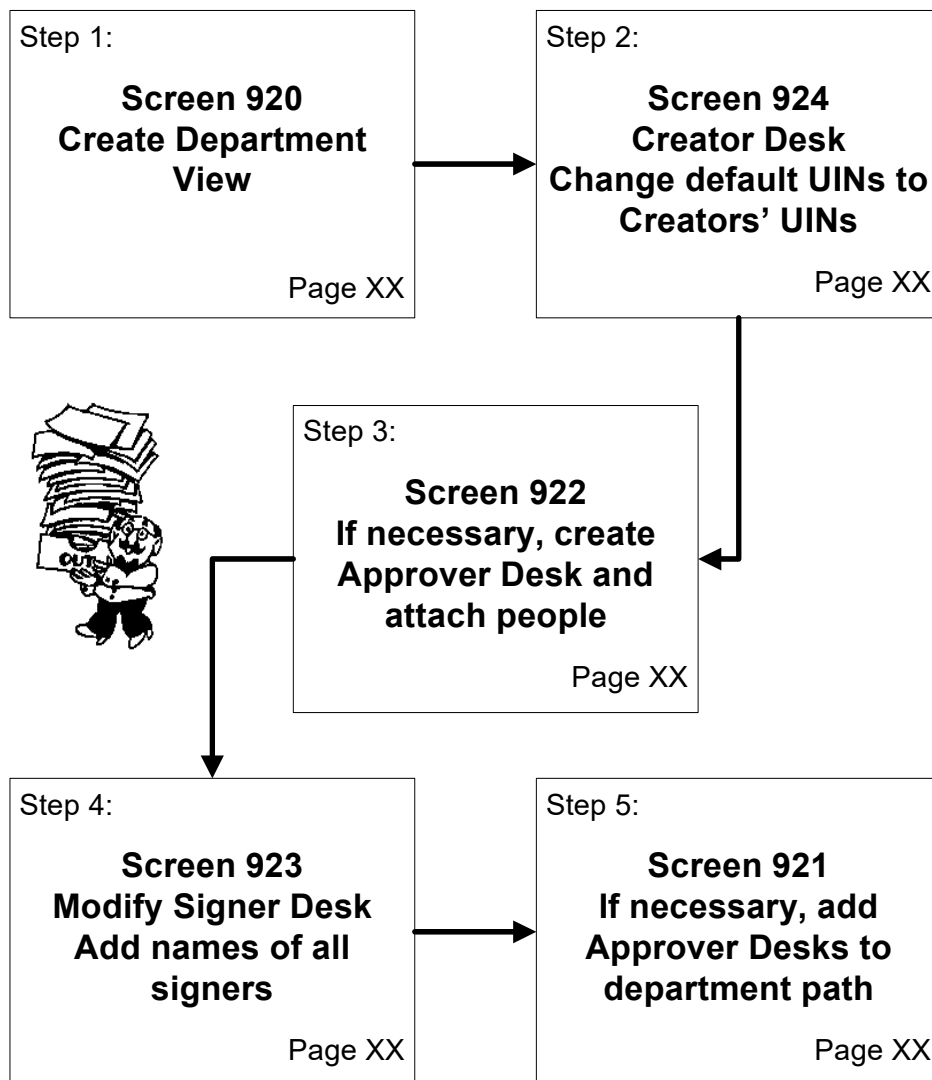
Screen 920 – Department View Create/Modify

A Department view consists of a set of units whose documents route to common Singer Desks. Documents within a view may pass through a variety of different paths and different approver desks, but always complete Department Level routing at the same Signer Desk with the same set of users as "signers".

Within an office, multiple Department views can be created, allowing for multiple combinations of departments and subdepartments. A view represents a grouping of these units that share common signers but may have different approvers. The Department view is created or modified using Screen 920, Dept View Create/Modify.

For example, Organic Chemistry documents could have Dr. Blue and Dr. Red as signers (i.e., on the Signer Desk) while the units attached to Chemistry have a Signer Desk with Dr. House and Dr. Hall. When, within a single Electronic Office, different people are needed on a signer's desk, a new view may be created.

> **At least one Department view is required for all Electronic Offices.**

Screen 920 – Department View Create/Modify

```
920 Dept View Create/Modify                         02/23/23 14:20
                                                           CC 02

  Screen: ___     Office: AABS_____     View: AABSVIEW__

  Description: ACADEMIC AFFAIRS BUSINESS SERVICES_____
  Manager    : SMITH, JANE

  Func Dept  Sub-Dept
  ---- -----  --------
   _   AABS_  _____      ACADEMIC ACCOUNTING & BUSINESS SERVICES
   _   _____  _____
   _   _____  _____
   _   _____  _____
   _   _____  _____
   _   _____  _____
   _   _____  _____
   _   _____  _____
   _   _____  _____
   _   _____  _____
   _   _____  _____      *** End of list *** Enter-PF1---PF2---PF3---PF4---PF5---
PF6---PF7---PF8---PF9---PF10—PF11—PF12---
        Hmenu Help  Ehelp
```

Basic Steps

- On the Action Line, type the name of an Electronic Office and the name to be given to the view in the fields provided, and press **<ENTER>.** The name of the office manager will be displayed. If the view already exists, the description and units will display.

- Add or modify data in the appropriate fields as desired.

- Press **<ENTER>** to record the information.

Department View Process

Create Department Views

A unit can belong to only one Department routing view. Each name for a view must be unique within an office. When a view is created, a default path (seen on Screen 921, Dept Paths Create/Modify with the wildcard symbol (*) in both the **Form** and unit fields (**Dept** and **Sub-Dept**)) is automatically created and is displayed with key fields in a protected status. The asterisk (*) as a wildcard means "all", as in documents of all forms and from all units. This default path, which cannot be deleted, ensures that all documents find a path and are routed.

Add Department Units

If a change is needed move a department from one view to a new view, a pop-up window appears for confirmation of the change. If the user replies "Y" (yes), the unit is dropped from the original view and added to the current view. If that department was the only department in the view, Screen 921 for the original Office and View must be updated to delete all paths set up specifically for the unit.

```
+------------------------------------------------------------+
|                                                            |
|   Unit: BANA        BUSINESS ANALYSIS & RESEARCH           |
|                                                            |
|   Old View: MAIN        MAIN VIEW FOR BUSINESS            |
|   New View: BANAVIEW    BANA VIEW                          |
|                                                            |
|   Do you wish to proceed with this change? (Y/N)  _        |
+------------------------------------------------------------+
```

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

Action Line

◆ **Office:**   10 characters
           Identify the title of the Electronic Office for the new view.

◆ **View:**   10 characters
           Indicate the name of the view to be created or modified (Minimum of 6 characters required).

Screen Information

Description: 43 characters
           Describes the view within the office.

Manager: 30 characters
           Displays the name of the office manager.

◆ **Func:**   1 character **PF2 Help**
           Indicate the desired function
           A   =   Add
           D   =   Delete
           P   =   Position person at the top of the list
           U   =   Update

◆ **Dept:** 5 characters **PF2 Help**

Enter the code for the department. *Note*: The department must exist on FAMIS department table (Screen 860).

Sub-Dept: 5 characters **PF2 Help**

Include the code for the subdepartment. *Note*: The subdepartment must exist on FAMIS department table (Screen 860).

Additional Functions

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

Screen 924 – Creator Desk Modify

Technically, the document "creator" (for purposes of the Routing & Approval System) is the person who initiates or submits the document to Routing & Approvals -- either as part of the document close process or by pressing the "Route" PF key on the close screens. In the routing history, the document will show as "submitted by."

But users do not have to be on the Creator Desk to create and submit documents to Routing and Approvals, the users' security record controls this ability. A minimum of two people must be assigned to a Creator Desk. The creator desk serves a very specialized function; these assignees access documents that are rejected or recalled to another creator's Inbox using Screen 911.

For example, an assignee to the Creator Desk checks another creator's Inbox in their absence and finds a rejected document. The assignee takes appropriate action on the document.

Creator Desks are unique within the office and view. The name for these desks is "CREATE" plus the form. The "blank" form is the default and is used for all forms unless a specific form is created, such as "CREATE DBR" for DBRs. There can be a distinct set of creators for each form type.

Screen 924 – Creator Desk Modify

```
924 Creator Desk Modify                                    02/23/23 15:00
                                                                   CC 02

  Screen: ___    Office: AABS_____    View: AABSVIEW__   Form: ___
                                                          Delete Desk: N
  Description: DEFAULT CREATOR/BUSINESS COORDINATOR____
  Office Mgr : SMITH, MARY
  Desk       : CREATE DSK  (Default)
                                                     "Blank" is the
  Func Type    UIN         Name                      default "form" for
  ---- ---- ---------   ----------------------------  this field.
    _        619009999   WEEKS, ANNIE
    _        819009999   JONES, JANE
    _        139009999   LONG, MARY
    _        109009999   SMITH, JOHN
    _        _____
    _        _____
    _        _____
    _        _____
    _        _____
    _        _____
               ****** End of list ******
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Basic Steps

- On the action line, type the Electronic Office name and view in the fields provided.
  - An asterisk (*) may be typed in the **View** field or **Form** field to display a list of views and forms that may then be selected
- Press **<ENTER>** to view the Creator Desk information.
- When and Electronic Office is initially created, the default Creator desk will be auto filled with the Office Manager and Delegates. This should be updated to reflect the actual users that should be assigned to this desk.
- Add or modify data in the available fields as desired and press **<ENTER>** to record the information.

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

Action Line
◆ **Office:**   10 characters
                       Identifies the title of the office which governs the creator desk.

◆ **View:**   10 characters
                       Identifies the view which governs the creator desk.

Form: 3 characters
                       Identifies the type of document that will be routed through a particular path.
                       For example, requisitions will only route through the path with the form=PRQ.

Delete Desk: 1 character
                       Type "Y" to delete the desk.

Description: 43 characters **PF2 Help**
                       Enter a description of the office/view combination.

Office Mgr: 30 characters
                       Displays the name of the office manager for the office/view.

Desk: 10 characters
                       Identifies all of the type of desk and form for that view.

Screen Information
◆ **Func:**   1 character **PF2 Help**
                       Enter the desired function.
                       A = Add
                       D = Delete
                       P = Position person at the top of the list
                       U = Update

◆ **UIN:**   9 digits **PF2 Help**
                       Displays the UINs for the users assigned to the desk.

Name: 32 characters
                       Displays the name associated with each UIN.

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

Screen 922 – Approver Desk Create/Modify

Screen 922, Approver Desk Create/Modify allows for the creation or modification of Approver Desks. An approver desk is interim stop in the approval path that occurs before a signer takes action on a document. Each person assigned to the desk has the ability to access the document and take necessary routing action on it. This may be an "approver", a substitute approver, or a person who is charged with reviewing the work of the creator for all documents routed to that desk. There may be multiple approvers and/or multiple substitute approvers; up to 40 people may be assigned to a single desk.

Only the Office Manager or a Delegate listed on Screen 940 may make changes to Screen 922.

To create a new desk, it must have at least one assignee.

Screen 922 – Approver Desk Create/Modify

```
 922 Approver Desk Create/Modify                          02/23/23 15:25
                                                               CC 02
  Screen: ___    Office: AABS_____    Desk: EDBS APPR_  Delete Desk: N

  Description: EDBS DEPARTMENT HEAD APPROVAL_____
  Number of Assignees: 1

  Func Type   UIN         Name
  ---- ----  ---------   -----------------------------
   _    _    9990099999  PARKS, JAMES
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
              ****** End of list ******
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps

- On the action line, type the Electronic Office name and desk in the fields provided.
  - An asterisk (*) may be typed in the *Desk* field to display a list of desks that may then be selected

- Press **<ENTER>** to view the Approver Desk information.

- Add or modify desk assignees as desired.
  - If the UIN number is not known, press PF2 from the *UIN* field and search for the person's name, then select it and press **<ENTER>** to have FAMIS enter the UIN number in this field.

- Press **<ENTER>** to record the information.

- Although an approver desk only requires a single user, best practice is to have at least two users.

Approver Desk Process

Creating Routing and Approval Desks

Documents can be routed to approval desks, which sit on routing paths. Routing paths determine which series of desks a document will pass through. Office Managers and Delegates use Screen 922 to create (or modify) the approval desks and assign users to these desks. Each desk name must be unique within an office.

Additionally, Approver desks may be created and never be placed on a path. These desks may be used with FYI. FYA or FRA routing to send a document to a group of approvers that is not in a predetermined path.

Approvers are entered by their UIN and are designated as either an approver or a substitute approver. Approvers receive all documents in their Inboxes and may elect to receive email notifications. Substitute approvers must go to Screen 911 and key in the name of one of the approvers in order to see all the documents awaiting approval. Substitute approvers will not receive email notifications.

Concept of a Substitute on a Desk

Substitutes are users recognized to act in place of approvers or signers. Substitute approvers do not receive documents in their personal Inbox (Screen 910), but must access documents as a substitute through one of the approvers or signers using Screen 911.

As the document proceeds through the routing path, it skips a desk that has an approver who has already approved the document. However, documents will not skip over a substitute on a desk. So, if a user is an approver on a desk in a path and a substitute on the following desk in the path, the document will not skip the second desk, but will stop at the Inbox of the approver(s).

Within a level, an individual typically only has to touch a document once - as a creator, approver, or signer. (This is also true across the Department and Executive levels – routing will remember the user and not require them to sign again.)

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

Action Line

◆ **Office:** 10 characters
Indicate the title of the office to which the desk will belong.

◆ **Desk:** 10 characters
Identify the approval desk that is to be created/modified.

Delete Desk: 1 character
Type "Y" to delete a desk.

Screen Information

◆ **Description:** 43 characters
Enter a description of the desk that is being created/modified.

Number of Assignees: 3 digits
Indicate the number of users who are attached to the desk.
The desk must have at least one assignee.

◆ **Func:** 1 character **PF2 Help**
Enter the desired function.
A = Add
D = Delete
P = Position person at the top of the list
U = Update

◆ **Type:** 1 character **PF2 Help**
Indicate whether the person on the desk is an approver (blank) or substitute approver ('S').

◆ **UIN:** 9 digits **PF2 Help**
Identify the UIN for the people assigned to the desk.

Name: 32 characters
Displays the name associated with the UIN.

Additional Functions

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

Screen 923 – Signer Desk Modify

Screen 923, Signer Desk Create/Modify allows for the creation or modification of Signer Desks. Exercising electronic signature authority has the same responsibility as signing paper documents. Users on these desks have this authorization. With electronic documents, FAMIS audits who can sign and who does sign the documents through the use of the Signer Desk.

The users on the Signer Desk have signature authority on the accounts for the units assigned to the office and view. **Signer Desks are only at the Department Level.**

> A specific "form" desk may be deleted using Screen 923, but not the default Signer Desk (which has a blank "form").

Screen 923 – Signer Desk Modify

```
  923 Signer Desk Modify                                    05/03/23 11:05
                                                                   CC 02
  Screen: ___   Office: PURCHASING   View: PURCHASING  Form: ___
                                                       Delete Desk: N
  Description: _____
  Office Mgr : JONES, DONNA J
  Desk       : SIGNER DSK  (Default)

  Func Type   UIN          Name
  ---- ----  ---------    ----------------------------
    _    S   5uuuuuuu8    LANE, LINDA L
    _    _   8uuuuuuu0    JARVIS, JENNIFER J
    _    _   _____
    _    _   _____
    _    _   _____
    _    _   _____
    _    _   _____
    _    _   _____
    _    _   _____
    _    _   _____
                ****** End of list ******
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps

- On the action line, type the Electronic Office name, view and form in the fields provided.

- Press **<ENTER>** to view the Signer Desk information.

- Add or modify desk assignees as desired.
  - If the UIN number is not known, press **PF2** from the *UIN* field and search for the person's name, then select it and press **<ENTER>** to have FAMIS enter the UIN number in this field.

- Press **<ENTER>** to record the information.

Modify Electronic Signatures Process

Modifying the authorized electronic signatures on a document is controlled at the Signer Desk. The default signer is assigned when the office is created on Screen 940. The name for these desks is "SIGNER" plus the form. The form may be blank (default), or it can be a specific form (for example, SIGNER PRQ for requisitions or SIGNER PLP for limited purchases). There can be a distinct set of signers for each form type.

Additional signers or substitute signers may be added as needed to signer desks.

> Only the **Office Manager** can update Screen 923. In the absence of the office manager, the security administrators at each agency can update the Signer Desk on Screen 943.

The default signer may only be removed from the Signer Desk if there is another assignee, and the office manager cannot add himself/herself to a Signer Desk.

When the default signer is changed for an office, the new "default" signer is put on the "SIGNER" desk for the blank (default) form and on EACH additional form that exists for the office. If the default signer is not on the form, the new position is added. If the default signer is already on the form, the signer will be changed to match the new default signer.

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

Action Line

◆ **Office:**   10 characters
              Indicate the title of the office to be displayed.

◆ **View:**   10 characters
              Identifies the name of the view to be displayed.

Form: 3 characters
              Identify the type of document that will be routed through a particular path. **For example, requisitions will only route through the path with the form=PRQ.**

Delete Desk: 1 character
              Type "Y" to delete the desk. Only desks for specific forms may be deleted.

Screen Information

Description: 43 characters   PF2 Help
              Enter a description of the office/view combination.

Office Mgr: 30 characters
              Displays the name of the office manager for the office/view.

Desk: 10 characters   PF2 Help
              Identifies all of the defined signer desks for that view.

◆ **Func:**   1 character   **PF2 Help**

                               Enter the desired function.

                               A   =   Add

                               D   =   Delete

                               P   =   Position person at the top of the list

                               U   =   Update

◆ **Type:**   1 character   **PF2 Help**

                               Indicate whether the person on the desk is signer (blank) or substitute signer ('S').

◆ **UIN:**   9 digits   **PF2 Help**

                               Identify the UIN for the users assigned to the desk.

    Name: 32 characters

                               Displays the name associated with the UIN.

Additional Functions

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

Screen 921 – Department Paths Create/Modify

A routing path is a sequential list of desks which specifies the order and destination for routing documents. Different paths may be created for each of the following:

- ❖ Form (PLP)
- ❖ Department/Subdepartment combination
- ❖ Whole Dollar amount category (under $1,000)

A default path, with an asterisk (*) in both the **Form** and **Dept/Sub** fields, is automatically created and will be displayed with key fields in a protected status. The asterisk (*) acts as a wildcard and means "all." This default path, which cannot be deleted, ensures that all documents will match a path and be routed.

Wildcards (using asterisks) may be used to define paths based on forms.

- For example, "D**" encompasses both DCR and DBR forms

Screen 921 – Department Paths Create/Modify

```
921 Dept Paths Create/Modify                        02/23/23 16:00
                                                          CC 02

  Screen: ___    Office: AAAA_____    View: AAAA-VW__

  Description: AAAA DEPARTMETN_____
  Office Mgr : SMITH, JANE

  F   Form  Dept/Sub   Category
  N                                   Status and Desks
  -   ---   ----------  ------------------------------------------------
  _   *      *          _____
                _ _____ _ _____ _ _____ _ _____  SIGNER DSK
  _   D**    *_____   _____
                _ APPRVR____ _ _____ _ _____ _ _____  SIGNER D**
  _   DTP    *_____   _____
                _ _____ _ _____ _ _____ _ _____  SIGNER DTP
  _   DTR    *_____   _____
                _ _____ _ _____ _ _____ _ _____  SIGNER DTR
  _   DTV    *_____   _____
                _ _____ _ _____ _ _____ _ _____  SIGNER DTV
       *** Press <ENTER> to view more entries ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp              Names
```

> If the Dept code is less than 5 characters, type a space to separate it from the subdepartment code. Although there is a "/" in the heading, it should not be used in the paths.

Create/Modify Department Routing Paths

- Type an office and view in the fields provided and press <ENTER> to display existing path information.

- Add or modify data in the available fields, as necessary.

- Place cursor on the line area under Desks or on "Signer DSK/Signer D**" and press PF7 to view names on the "Signer Dsk" or "Signer D**."

- Press <ENTER> to record the information.

Routing Path Process

There can be up to four desks in each of the routing paths plus the Signer Desk, which is always the final desk. The users assigned to the Signer Desk are those with signature authority for the Department accounts.

When a document has accounts from different departments, it will route for Department approval based on the first department specified on the original document, then for Department approval based on the second department until all Department approvals are complete.

If any of the departments are attached to an executive view, the document then goes through the appropriate executive paths.

When a document requires different routing based on a dollar amount, a path will be defined with an entry in the *Category* field. A document that is over the dollar amount listed in the *Category* field will follow that path for approval. For example, if 1000 is entered in the *Category* field on the routing path, the path is valid for documents whose total is greater than or equal to $1000.

> The *Category* field is not available for entry in a path that contains an asterisk (*) anywhere (i.e., P** is not permitted) in the *Form* field.

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

Action Line

◆ **Office:**   10 characters
                       Indicate the title of the office which governs the routing.

◆ **View:**   10 characters
                       Identify the view governing the routing paths.

Screen Information
Path Information

◆ **Description:**   43 characters PF2 Help
                       Describe the view to create or modify.

Office Mgr: 30 characters
                       Displays the name of the office manager.

◆ **FN:**   1 character PF2 Help
                       Enter the desired function.
                       A   =   Add
                       D   =   Delete
                       U   =   Update
                       (Positioning is not available for Paths, programmatically they are sorted alphabetically)

◆ **Form:**   3 characters PF2 Help
Identify the type of document that will be routed through a particular path. For example, requisitions will only route through the path with the form=PRQ.

◆ **Dept/Sub:**   10 characters (DDDDDSSSSS) PF2 Help
Type the department and subdepartment code combination from which documents will be routed for a specific path. If the Dept code is less than 5 characters, type a space to separate it from the subdepartment code.

Category: 10 characters/digits PF2 Help
Accepts dollar amount criteria defining which documents should route through a particular path. For approval of documents greater than or equal to a particular dollar amount, a separate path can be created.

Status and Desks: 1 character PF2 Help
Indicate how the document should go to the desk and to what desk it should be sent.
Blank =   Approval
I   =   Information
N   =   Notification

Additional Functions

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

PF7   **Names of desk assignees**
Names   Displays the names of the desk assignees in a pop-up window when the cursor is on a desk name.

```
+----------------------------------------------------------------+
|                                                                |
|   DESK: SIGNER DSK                                             |
|                                                                |
|      UIN          STATUS        NAME                          |
|                                                                |
|     5uuuuuuu8       S        LANE, LOIS                        |
|     8uuuuuuu0                JOEL, WILLIAM                     |
|     8uuuuuuu7       S        STILES, HARRY                     |
|                                                                |
|                                                                |
|                                                                |
|                                                                |
|     *** END OF LIST - 3 WORKERS FOUND                         |
|                                                  PF4 to Quit  |
|                                                                |
+----------------------------------------------------------------+
```

Section IX
Executive Level Detail

Executive Level Detail

Executive routing paths are used to add another level of approvals. When a document finishes department level routing, it can pass through an executive path for approval. Use of executive level routing is optional. For example, all the documents for the VPFIN Office will automatically route through an executive path, such as the AG EXEC.

Before executive paths can be created, an office must be defined as having executive responsibilities (Screen 940). **The view name is always "EXEC."**

The name of the Executive Level does not have to be the name of an existing office and does not have to be defined on Screen 860.

Create Executive View

Screen 940 – Office Create/Modify (with "Y" in Executive View)

```
940 Office Create/Modify                          02/27/23 16:43
                                                        CC 02
  Screen: ___    Office: AG-EXEC___

  Description: COLLEGE OF AGRICULTURE-EXEC OFFICE_____

  Manager (UIN)      : 299009999 USER, BETTER

  Delegates (UIN)    : 599009999 MOUSE, MINNIE
                       288008888 DUCK, DAISY

  Default Signer(UIN): 899009999 MCDUCK, SCROOGE

   Comments: _____
             _____      The View Name
             _____      is always "EXEC"
                        Y/N    View Name
             Executive View:  Y      EXEC
             Processing View:  _    _____   (Must be unique with the Campus code)

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

Add Executive Level to Units

Screen 941 – Unit to Office Assignment

```
 941 Unit to Office Assignment                    02/27/23 16:43
                                                        CC 02
  Screen: ___     Dept: RASC_     SubDept: _____

    Dept Name: RANGE SCIENCE
    Dept head: SMITH, JIM

      Office: RASC_____     Manager: RAY, MELISSA A
        View: RASC-VW

  Exec Office: AG-EXEC___
      Exec View: EXEC

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

This is done for each of the dept/subdept combinations that participate with this executive level office.

Executive Level Detail (cont'd)

The Department Table (Screen 860) displays the Executive View indicating that documents from the department will pass through Executive paths.

Screen 860 – Department Table Maintenance

```
860 Department Table Maintenance                         02/27/23 16:55
                                                               CC 07
  Screen: ___    Department: RASC_  Sub Dept: _____
          Dept Name: RANGE SCIENCE_____
   Head/Director ID: 609009999 SMITH, JIM        PH: 979-555-5555
         Alt APO ID: 709009999 DOE, JANE         PH: 979-555-5555
       Reporting ID: _____ ,                 PH:
  IPay IDT Email/ID: _____
          Mail Code: C2135    College Dept: CLAG    Off Campus Flag: N
         Exec Level: AA           Division: CD      School/College: AG
    Building Campus: 02              Room: _____        Group Cd: _____
    Building Number: 00001      Other Loc: _____
Budget Sort Dept Nbr: _____    Approx. Inv. Count: _____ FFX Cert. Month: __
  Allow Flags:  FRS: Y EPA: Y DBR: Y DCR: Y FFX: Y         TDP: B Purch: Y
       eProc: _ eBill: ___   eShip: ___ eSufx: __ eDaPriv: _     Surplus: _
  Maestro: Org Unit: 8910_____    Parent Dept: ESSM_ Center/Institute: __
     Rangeland Ecology And Manageme   Mail to Dept Head: _     USAS Cd: __
    Other Part Nbr: __        Dept Office: RASC        General Comments: Y
    Other Part Dept: _____     Dept View: RASC-VW          Hit <PF10>
Other Part Sub Dept: _____     Exec Office: AG-EXEC         FFX Comments: N
Dept Expiration Date: _____ ➔   Exec View: EXEC             Hit <PF11>
Enter-PF1---PF2---PF3---PF4---PF5---PF6--|PF7--PF8--PF9---PF10--PF11--|PF12---
     Hmenu Help  EHelp                  | Audit          GenCm FFXCm |
```

Create Approver Desks for Executive Level

Screen 922 – Approver Desk Create/Modify

```
922 Approver Desk Create/Modify                          02/27/23 17:03
                                                               CC 02
  Screen: ___     Office: AG-EXEC    Desk: EXEC-DSK   Delete Desk: N

  Description: EXECUTIVE DSK AG_____
  Number of Assignees: 2

  Func Type   UIN        Name
  ---- ----  ---------  ----------------------------
   _    _    888008888  DEAN, JOHN
   _    _    999009999  DEAN, ASSIST
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
            ****** End of list ******
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Hmenu Help  EHelp
```

As many desks as needed may be created to add to the Executive paths.

Create Executive Paths and Add Desks

This example shows how to create different Executive paths based on the document type.

Screen 925 – Executive Paths Create/Modify

```
925 Executive Paths Create/Modify                        02/27/23 17:07
                                                              CC 02
Screen: ___    Office: AB-EXEC___    View: EXEC

Description: Executive view_____
Office Mgr : USER, BETTER

F   Form Dept/Sub    Category
N                                    Status and Desks
-   ---  ----------  ---------------------------------------------
_   DBR  *_____  _____
                     _ PREAPPROVE _ APPROVER__ _ _____ _ _____
_   EBR  *_____  _____
                     _ PREAPPROVE _ APPROVER__ _ _____ _ _____
_   EGR  *_____  _____
                     _ PREAPPROVE _ APPROVER__ _ _____ _ _____
_   ___  _____  _____
                     _ _____ _ _____ _ _____ _ _____
_   ___  _____  _____
                     _ _____ _ _____ _ _____ _ _____
          *** End of list ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                     Names
```

Basic Steps

- Type an office name in the *Office* field and press **<ENTER>** to display existing path information.
- Indicate whether the path information. Is to be added, updated, or deleted.
- Add or modify screen information as desired, and press **<ENTER>** to record the information.

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

Action Line

◆ **Office:**   10 characters
                      Enter the title of the office governing the routing.

◆ **View:**   10 characters
                      Identify the view governing the routing paths.

Screen Information
Path Information

Description: 40 characters PF2 Help
                      Enter a description of the executive view.

Office Mgr: 20 characters
                      Displays the name of the office manager.

◆ **FN:**   1 character PF2 Help
                      Enter the desired function.
                      A   =   Add
                      D   =   Delete
                      U   =   Update
                      (Positioning is not available for Paths, programmatically they are sorted
                      alphabetically)

◆ **Form:**   3 characters PF2 Help
                      Indicate the type of documents that will be routed through the path. An
                      asterisk (*) may be used as a wildcard.

◆ **Dept/Sub:**   5 characters PF2 Help
                      Include the department from which documents will be routed through the
                      path. An asterisk (*) may be used as a wildcard.

Category: 10 digits PF2 Help
                      For approval of documents above or equal to a particular dollar amount, a
                      separate path can be created. If more than one path could apply to a given
                      document, it **will follow the path that is the "best fit."**

Status and Desks: 1 character PF2 Help
                      Indicate how the document should go to the desk and to what desk it should be
                      sent.
                      Blank =   Approval
                      I   =   Information
                      N   =   Notification

Additional Functions

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

PF7   **Names of Desk Assignees**
Names   Displays the names of the desk assignees in a pop-up window when the cursor
                      is placed on a desk name.

Section X
Processing Level Detail

Processing Level Detail

Screen 926 provides the ability to create and modify processing paths. Processing paths contain desks that do special processing for certain kinds of documents. For example, purchasing requisitions, when finished routing through all departments, route to the Purchasing Office. In this office workers on the various desks value-add to the document. In the case of requisitions, buyers transfer requisition documents into bid documents and finally into Purchase Orders. Documents advance to a processing path when all other routing and approval requirements have been satisfied.

Create Processing Level Office

Screen 940 – Office Create/Modify (with "Y" in Processing View)

```
  940 Office Create/Modify                              04/24/23 10:09
                                                              CC 02

  Screen: ___    Office: PURCHASING

  Description: PURCHASING SERVICES_____

  Manager (UIN)       : 5uuuuuuu1 YALE, YOLANDA Y

  Delegates (UIN)    : 7uuuuuuu4 LANE, LINDA L
                       2uuuuuuu8 CARTWRIGHT, CONNIE C

  Default Signer(UIN): 5uuuuuuu8 LOHAN, LANCE L

  Comments:  _____
             _____
             _____

                   Y/N    View Name
    Executive View:  _      _____
  Processing View:  Y       PURS        (Must be unique with the Campus code)

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

Create Approver Desks for Processing Paths

Screen 922 – Approver Desk Create/Modify

```
  922 Approver Desk Create/Modify                       04/24/23 10:09
                                                              CC 02

  Screen: ___    Office: PURCHASING    Desk: CENTRLDESK   Delete Desk: N

  Description: CENTRAL PROCESSING DESK_____
  Number of Assignees: 8

  Func Type    UIN          Name
  ---- ----  ---------  ------------------------------
    _    S   6uuuuuuu4   CORNWALL, CARRIE C
    _    S   7uuuuuuu8   ENGLISH, EMMA E
    _    S   3uuuuuuu4   LANCE, LANNY L
    _    S   4uuuuuuu3   PARSONS, PAUL P
    _    S   5uuuuuuu9   DALE, DEANNE D
    _    _   5uuuuuuu1   YEATS, YVONNE Y
    _    S   7uuuuuuu4   LORNE, LORICE L
    _    _   3uuuuuuu6   VINCENT, VALERIE V
    _    _   _____
    _    _   _____
    _    _   _____
              ****** End of list ******
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Create Processing Paths and Add Desks

Use of "Path" is unique to this screen. In the Processing Office for Purchasing, all documents go to the CENTRLDESK. A person then forwards the document by using the action of "FYP" and entering the name of the path. Other types of Processing Offices (EPA and DBR) have different methods for documents to find the appropriate path within the Processing Office. **Refer to Essentials Section for further details.**

Screen 926 – Processing Paths Create/Modify

```
 926 Processing Paths Create/Modify                    04/24/23 10:09
                                                             CC 02
  Screen: ___    Office: PURCHASING  View: PURS

  Description: PURCHASING/STORES PROCESSING PATHS_____
  Office Mgr : YALE, YOLANDA Y

  F   Form    Path      Category
  N                                  Status and Desks
  -   ----  ----------  --------------------------------------------------
  _   *__   *_____       _____
  _   *__   ADMIN_____   _ CENTRLDESK _ _____ _ _____ _ _____
  _   *__   ADMIN-1___   _ ADMIN-C1__ _ ADMIN_____ _ _____ _ _____
  _   *__   ADMIN-2___   _ ADMIN-C1__ _ ADMIN-EXEC _ _____ _ _____
  _   *__   ADMIN-3___   _ ADMIN-C2__ _ ADMIN-B2__ _ _____ _ _____
                         _ ADMIN-C3__ _ ADMIN-B3__ _ _____ _ _____
      *** Press <ENTER> to view more entries ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                   Names
```

Basic Steps

- Type an office name in the *Office* field and press <ENTER> to display existing path information.
- Indicate whether the path information is to be added, updated, or deleted.
- Add or modify screen information as desired.
- Press <ENTER> to record the information.

> The office must be designated as having processing responsibilities on Screen 940 before any data can be entered on this screen.

Refer to **Essentials Section** for further details about ways to route within the Processing Office based on the document Form or Type.

Routing Process

Generally, purchasing documents, go to a central desk. Someone then directs the document to a specific path by using the "FYP" (For Your Processing) action. The path entered is one of the paths on Screen 926.

```
+-------------------------------------------------------------+
|                                                             |
| | Screen: ___                              04/24/23 10:20|  |
| |          *** Purchasing Document Cover Sheet ***    CC 02 | |
| |                                                         | |
| |    Action: FYP              *Routing Notes Exist*       | |
| |                                                         | |
| |    Doc ID: PRQ02R200046          Status: Final          | |
| |                            Requested Action: Approve    | |
| | Doc Summary +-------------------------------------+     | |
| |   Released  |                                     |     | |
| | Attachments |  Enter 'PATH' to route thru: ADMIN____|    | |
| |             |                                     |     | |
| | Requisition |                                     |     | |
| | Contact Per |                                     |     | |
| |     Dept N  +-------------------------------------+     | |
| |     Doc Total:      40,000.00  Untransferred Total:    40,000.00 | |
| |                                                         | |
| |                                                         | |
| |                                                         | |
| |      --PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-- | |
| |       Exit  NDoc  Summ  RHist Audit Notes Headr Items Track | |
| +---------------------------------------------------------+ |
+-------------------------------------------------------------+
```

This document came to the "CENTRLDESK" and is shown being sent to the Processing Path named "ADMIN" as seen on Screen 926.

For Purchase Orders, users enter the name of the PATH on the document close screen.

```
+-------------------------------------------------------------+
|   226 Purchase Order Document Close            04/24/23 10:20|
|                                                 FY 2023  CC 16|
|    Screen: ___  Doc: P300037        XEROX FINANCIAL SERVICES LLC|
|                                                             |
|          << Dates >>                                        |
| Document: 08/29/2022   Cat: R2   User Ref: 210100MG    St Req:|
| Start   :            Contact Person: MARI GONZALEZ   Ph: 956-326-2378|
| End     :            Buyer:  RL   LARUMBE, ROGELIO   Ph: 956-326-2352|
| Required:            Research (Y/N): N   Type Funds:  Type Order:|
| Change  :            No.    Last Print Date: 08/29/2022      |
|                     +----------------------------------------+  |
|                     |                                        |  |
|                     |  Enter 'PATH' to route thru: _____    |  |
|     Doc Summary:    |                                        |  |
|                     |                                        |  |
| Total Amount:       |                                        |  |
|                     +----------------------------------------+  |
|                          I n  P r o c e s                   |
|                                       Corresponds to path on Screen 926. |
|                       Close Document?  Y                    |
|                                                             |
|  Budget Balance Override: _         Session: 1586JC   Date: 06/06/07|
|  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---|
|       Hmenu Help  EHelp   Next  Item  Route              Warns|
+-------------------------------------------------------------+
```

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

Action Line

◆ **Office:**   10 characters
Indicate the title of the office which governs the routing.

View: 10 characters
Displays the view within the departmental office this unit belongs to.

Screen Information

Description: 40 characters PF2 Help
Enter a description of the executive view.

Office Mgr: 20 characters
Displays the name of the office manager.

◆ **FN:**   1 character ? Help
Identify the desired function: Add (A) a new path, Update (U) an existing path, Delete (D) an existing path, or Position (P) a path at the top of the screen.

◆ **Form:**   3 characters ? Help
Enter the type of documents to be routed through the path. An asterisk (*) may be used as a wildcard.

Path: 10 characters/digits ? Help
Include which path document will be routed to from a central desk via the "FYP" action.

Category: 10 characters/digits PF2 Help
For approval of documents above or equal to a specific dollar amount, a separate path can be created. If more than one path could apply to a document, it will follow the path that is the "best fit."

Status and Desks: 1 character PF2 Help
Indicate how the document should go to the desk and to what desk it should be sent.
Blank =   Approval
I   =   Information
N   =   Notification

Processing Level Detail (cont'd)

Additional Functions

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

PF7   **Names of Desk Assignees**
Names   Displays the names of the desk assignees in a pop-up window when the cursor
                     is placed on a desk name.

```
+----------------------------------------------------------------+
|                                                                |
|  DESK: ADMIN-C1                                                |
|                                                                |
|      UIN          STATUS        NAME                           |
|                                                                |
|    7uuuuuuu4                  JONES, JOHNNY J                   |
|    5uuuuuuu1       S          GARRETT, GEORGIA G                |
|    7uuuuuuu8       S          ENGLISH, ELISA E                  |
|                                                                |
|                                                                |
|                                                                |
|                                                                |
|    *** END OF LIST - 3 WORKERS FOUND                           |
|                                                        PF4 to Quit|
|                                                                |
+----------------------------------------------------------------+
```

Section XI
Electronic Office Delete

Electronic Office Delete

Managing the Electronic Offices is important for efficiency and continued ease of use. Deleting an outdated or unused Electronic Office is a necessary but tedious task. All steps must be done in somewhat reverse order to the original setup. That is, all the supporting structure must be deleted first. The following page shows the steps, in order, which must be taken to delete an Electronic Office with Department Level structure.

Department Level

See the Chart on the next page for the Steps to deleting an Office and the Department Level.

Deleting desks is done on the same screen where the desks are created. Screen 924 for Creator Desks, Screen 923 for Signer Desks, and Screen 922 for Approver Desks. There is a **Delete Desk** field that requires the user to enter a "Y" to delete.

A Department View may be deleted only if there are no Signer Desks, no Creator Desks, no routing paths, and no units belonging to the view (except the default Signer and Creator desks and the default path). The Units must be deleted from the View on Screen 920 and then the Department View itself is deleted using Screen 928 Department View Delete. So before trying to delete a view, the appropriate screens must be used to delete all of the attached entities.

> When the view is deleted, the default Signer Desk, the default Creator Desk, and the default routing path are automatically deleted.

Executive Level

The paths on Screen 925 Executive Paths can be deleted by keying a "D" in the **Function** field. Screen 922 Approver Desks is used to delete the desks that are used in the Executive Level. There is a **Delete Desk** field that requires the user to enter a "Y" to delete.

Remove Exec office from each department attached to the Exec Level. These may be seen on Screen 935.

> Complete a Change Enhancement Request (https://it.tamus.edu/famis/services/change-enhancement-request/) to request removal of the "Y" on Screen 940 for an Executive Office.

Processing Level

The paths on Screen 926 Processing Paths can be deleted by keying a "D" in the **Function** field. Screen 922 Approver Desks is used to delete the desks that are used in the Processing Level. There is a **Delete Desk** field that requires the user to enter a "Y" to delete.

> Complete a Change Enhancement Request (https://it.tamus.edu/famis/services/change-enhancement-request/) to request removal of the "Y" on Screen 940 for a Processing Office.

Screen 928 - Department View Delete

When a Department View has been created in error or is no longer necessary, <u>Screen 928</u> is used to delete the view. Department Views are created and maintained on <u>Screen 920</u> but must be deleted using <u>Screen 928</u>.

Screen 928 – Department View Delete

```
   928 Dept View Delete                                04/24/23 10:25
                                                             CC 02
   Screen: ___   Office: PURCHASING

   Delete Views:                        Messages
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
       _____
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp
```

Basic Steps

- Type an office name in the ***Office*** field and press **<ENTER>.**
- Type the view names to be deleted.
- Press **<ENTER>** to remove the view from the system.

View Deletion Process

Delete Department Views

The office manager and delegates can delete a view from an office.

A view may be deleted only if there are no Signer Desks, no Creator Desks, no routing paths, and no units belonging to the view. Before trying to delete a view, the appropriate screens must be used to delete all of the attached entities.

> When the view is deleted, the default Signer Desk, the default Creator Desk, and the default routing path are automatically deleted.

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

Action Line
◆ **Office:**   10 characters **? Help**
                                  Indicate the office from which the view is to be deleted.

View Information
◆ **Delete Views:**   10 characters each
                                  Identify the departmental view(s) to be deleted.

   Messages: 30 characters
                                  Displays messages that indicate whether or not the delete process was
                                  successful.

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

Screen 944 - Office Delete

Deleting an Electronic Office can be an arduous task, because all the lower structures must be deleted first. Once all the desks, paths, and views have been deleted, Screen 944 can be used to delete an Electronic Office. Office Managers and Delegates have the ability to use this feature.

Screen 944 – Office Delete

```
 944 Office Delete                                   04/24/23 10:25
                                                           CC 02

 Screen: ___   Office: PURCHASING

          Enter 'Y' to Delete: _

     Description: PURCHASING SERVICES

   Manager (UIN)     : 5uuuuuuu1 YALE, YOLANDA Y

 Delegates (UIN)     : 7uuuuuuu4 LANE, LINDA L
                       2uuuuuuu8 CARTER, CORA C

 Default Signer(UIN): 5uuuuuuu8 LEE, LESLIE L




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

Basic Steps

- Type the office to be deleted in the *Office* field.
- Press **<ENTER>** to display the office description, the office manager's name and UIN, and the delegates' name(s)/UIN(s).
- Type "Y" in the field labeled *Enter 'Y' to Delete*.
- Press **<ENTER>** to remove the office from the system.

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

Action Line

◆ **Office:**   10 characters ? Help
Indicate the office to be deleted.

◆ **Enter 'Y' to Delete:**   1 character
Enter whether or not ("Y" or blank) the office is to be deleted.

Screen Information

Description: 40 characters PF2 Help
Displays text describing the office.

Manager (UIN):   9 digits/20 characters PF2 Help
Indicates the Universal Identification Number (UIN) and name of the office manager.

Delegates (UIN):   9 digits/20 characters PF2 Help
Displays the Universal Identification Number (UIN) and name of the delegates for the office manager.

Default Signer (UIN):   9 digits/20 characters PF2 Help
Displays the default Universal Identification Number (UIN) which must be on all signer desks for this office

Additional Functions

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

Quick Reference Office Delete

Departmental Level

Delete Desks *Screen 921*	Delete all desks on all paths except the default path by entering "U" in Function, and space out the desk name.
Delete Paths *Screen 921*	Delete all paths except the default path by entering "D" in the Function.
Delete Creator Desk *Screen 924*	Delete all Creator Desks for all Forms except the default Form (blank) by entering "Y" in Delete Desk field.
Delete Approver Desks *Screen 922*	Delete all Approver Desks for that Office by entering "Y" in Delete Desk field.
Delete Signer Desk *Screen 923*	Delete all signer Desks for all Forms except the default (blank) by entering "Y" in Delete Desk field.
Delete Units in View(s) *Screen 920*	Delete all Dept/SubDept from the View(s) by entering "D" in the Function field.
Delete the View(s) *Screen 928*	Delete the View(s) by keying in the View name. *Screens 936 and 937 should have nothing to display.*
Delete Exec Level from Unit *Screen 941*	Delete the Exec Level from Unit(s) by spacing out the Exec Office name.
Delete Office from Unit *Screen 941*	Delete the Office from Unit(s) by spacing out the Office name. *Screen 935 should have nothing to display.*

Office Level

Delete the Office *Screen 944*	Delete the Office by entering "Y" to Delete.

Executive Level

Delete Desks *Screen 925*	Delete all desks on all paths except the default path by entering "U" in Function, and space out the desk name.
Delete Paths *Screen 925*	Delete all paths except the default path by entering "D" in the Function.
Delete Approver Desks *Screen 922*	Delete all Approver Desks for that Office by entering "Y" in Delete Desk field. *Screen 937 should have nothing to display*
Delete Exec Level from Unit *Screen 941*	Delete the Exec Level from Unit(s) by spacing out the Exec Office name. Units are listed on Screen 935.

Office Level

Remove View from Office *Screen 945*	Submit CE to FAMIS Services requesting View be removed.
Delete the Office *Screen 944*	Delete the Office by entering "Y" to Delete.

Processing Level

Delete Desks *Screen 926*	Delete all desks on all paths except the default path by entering "U" in Function, and space out the desk name
Delete Paths *Screen 926*	Delete all paths except the default path by entering "D" in the Function
Delete Approver Desks *Screen 922*	Delete all Approver Desks for that Office by entering "Y" in Delete Desk field. *Screen 937 should have nothing to display*

Office Level

Remove View from Office *Screen 945*	Submit CE to FAMIS Services requesting View be removed
Delete the Office *Screen 944*	Delete the Office by entering "Y" to Delete

Section XII
Special Functions

Special Routing Functions Purchasing Screens

Closing a document generally submits the document to Routing & Approvals.

Purchasing Screen 242 is used to close a Limited Purchase document. The limited purchase document should be closed after all required information has been successfully entered in order to prevent changes from being inadvertently added. Closing a document will also encumber the necessary funds.

> It is possible to close and re-open a limited purchase document multiple times in order to make changes as long as it has not entered the routing and approval system of FAMIS.

Screen 242 – Limited Purchase Close

```
 242 Limited Purchase Close                             04/24/23 10:28
                                                        FY 2023  CC 16

  Screen: ___   Doc: L301040           C l o s e d


                     Close Document: Y


      ================================================================

         Doc Summary: S.J.L.S. SONGKRAN CELEBRATION
            Doc Year: 2023     Doc Date: 04/19/2023      Cat: LP  State:
                Dept: SOLE     Sub Dept:            Total Amt: 422.72

              Vendor: 12313544430 ARAMARK DINING SERVICES        LDT Cd:
  Reimburse Id:                                          FOB:
        User Ref: 222222-DC                    All Items Received: Y
                                                  Date Received: 04/12/2023



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

After entering "Y" in the **Close Document** field, a pop-up window will appear. Type "Y" to submit the document into the routing system. To encumber funds without submitting the document into routing, type "N", otherwise a "Y" should be entered..

Screen 242 – Pop Up Window to Route Document

```
+-----------------------------------------------------------+
|                                                           |
|       Type 'Y' to submit to Routing & Approval: _         |
|                                                           |
|               Additional Routing (FYI/FYA)   ___          |
|                                                           |
+-----------------------------------------------------------+
```

Type "FYI" or "FYA" to route the document to someone "outside" the normal path.

Using the PF7 Key - Route

A closed document may be submitted to the routing and approval process by pressing PF7. **If the document is submitted for routing after it is closed, it cannot be reopened without recalling the document from routing**.

The PF7 (Route) key is used if the document was not routed at the time of close. It can also be used to initiate routing again for a document.

> For **Requisitions**: **Screen 256** should be used to close and route a document.

Screen 256 – Requisition Document Close

```
 256 Requisition Document Close                          04/24/23 10:37
                                                         FY 2023  CC 16
   Screen: ___  Doc: R301337

          << Dates >>
 Document: 04/11/2023   Cat: RO   User Ref: 222222JB       St Req:
 Start    :             Contact Person: J. CASTILLO        Ph: 956-555-5555
 End      :             Buyer:                             Ph:    -   -
 Required:              Research (Y/N): N    Type Funds:   Type Order:
 Change   :             No. 00   Last Print Date:
                        Sole Source: N   Emergency: N

   Doc Summary: TAMIU BOOKS INCLUDED - SPRING WM AND SPRING 2023

 Total Amount:      1,843,260.00   Untransferred Total:      1,843,260.00

                      I n   P r o c e s s
                      Close Document?  Y

   Budget Balance Override: _           Session: 1586JC   Date: 05/03/12
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp         Next  Item  Route                       Warns
```

> **Exempt Purchases: Screen 237** should be used to close and route a document.

Screen 237 – Exempt Purchase Close

```
 237 Exempt Purchase Close                               04/24/23 10:42
                                                         FY 2023  CC 02
   Screen: ___  Doc: E313524            I n   P r o c e s s


                       Close Document: Y



     =================================================================

     Doc Summary: CCPMT: LINENS FOR FORMAL
        Doc Year: 2023    Doc Date: 04/22/2023    Cat: SD  State:
           Dept: SACT    Sub Dept: ORG      Total Amt: 142.27

        Vendor: 3711711711U TEXAS A&M UNIVERSITY         LDT Cd:
 Reimburse Id:                                          FOB:
     User Ref: 945810-4000                    All Items Received: N
                                                   Date Received:



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

Screen 943 - Security Signer Desk Modify

This screen is set up solely for use by **security administrators** in the event that an office manager is not available to make necessary changes to the Signer Desks on Screen 923.

> Exercising electronic signature authority is just like signing paper documents. **Users placed on signer desks must be authorized to sign.** With electronic documents, the computer audits who can and does sign the documents.

This screen allows the department to have different signers for each different document form.

```
Screen 943 – Security Signer Desk Modify
943 Security Signer Desk Modify                           04/24/23 10:51
                                                                 CC 02
 Screen: ___    Office: RECSPORTS_   View: RECSPORTS_   Form: LRF
                                                        Delete Desk: N
 Description: SIGNER LRF_____
 Office Mgr : TAWNEY, CARI L
 Desk       : SIGNER LRF

 Func Type   UIN          Name
 ---- ----  ---------    ----------------------------
   _    _    601008025    TAWNEY, CARI L
   _    _    401005527    REBER, THOMAS W
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
   _    _    _____
                 ****** End of list ******
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Basic Steps

- Type an office and view name in the fields provided.
- Type a form name to modify or create signers for a specific form, such as "PLP."
- Press **<ENTER>** to display existing desk information.
- Add or update signer desk information in the available fields, as desired.
- Press **<ENTER>** to record the information.

Electronic Signature Process

Electronic Signatures

Modification of the electronic signatures permitted on a document is controlled at a special desk called the Signer Desk. A default signer is assigned when the office is created. The name for these desks is "SIGNER" plus its document form name (for example, SIGNER PRQ for requisitions).

The people on the Signer Desk are those that have signature authority on the accounts for the units assigned to the office and view. **Signer Desks are only applicable at the department level.**

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

Action Line

◆ **Office:**   10 characters
                       Indicate the title of the office governing a set of signer desks.

◆ **View:**   10 characters
                       Enter the view governing the set of signer desks.

 Form: 3 characters
                       Identify the type of documents that will be routed through a particular path.
                       For example, requisitions only route through the path with form=PRQ.

 Delete Desk: 1 character
                       Type "Y" to delete the desk.

Screen Information

 Description: 40 characters PF2 Help
                       Enter a description for the office listed.

 Office Mgr: 30 characters
                       Shows the name of the Electronic Office manager for the office.

 Desk: 30 characters PF2 Help
                       Shows the name of the desk in conjunction with the *Office* field.

◆ **Func:**   1 character ? Help
                       Identify the desired function (**A**dd an assignee, **D**elete an assignee, **P**osition a
                       particular person at the top of the list, or Update an assignee).

◆ **Type:**   1 character ? Help
                       Indicate whether the person on the desk is a Signer (blank) or Substitute Signer
                       ("S").

◆ **UIN:**   9 digits ? Help
                       Identify the Universal Identification Numbers (UIN) for the people assigned to
                       the desk.

 Name: 32 characters
                       Displays the name associated with the UIN.

Additional Functions

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

Screen 930 - Desk Copy

The ability to copy an Approver Desk (created on <u>Screen 922</u>) with all its attached approvers to a new desk is available using <u>Screen 930</u>. The new desk can then be modified as necessary, but the need to re-key all the approvers is eliminated.

<div style="text-align:center">

The copy function is not available for Signer Desks or Creator Desks.

</div>

Screen 930 – Desk Copy

```
930 Desk Copy                                          04/24/23 10:57
                                                              CC 02

   Screen: ___   Office: PURCHASING  Desk: ADMIN-B2__

         Copy to Desk -

                 Name: ADMIN-B3
          Description: ADMINISTRATIVE BUYER 3_____







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

Basic Steps

- Type the name of the office and desk to be copied from in the fields provided and press **<ENTER>.**
- Type the name and description of the new desk to be created, and press **<ENTER>** to record the information on the new desk.

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

Action Line

◆ **Office:**   10 characters **? Help**
Indicate the title of the office to be copied.

◆ **Desk:**   10 characters **? Help**
Identify the desk to copy.

Screen Information
Desk Information

◆ **Name:**   10 characters
Indicate the name of the desk to be created.

◆ **Description:**   43 characters
Enter a description of the new desk.

Additional Functions

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

Add SubDepartment to Routing Structure

Add SubDepartment to Routing Structure

Create SubDept *Screen 860*	If the SubDept does not already exist on the Department Table, it must be created to be added to an Office.
Add New Unit to Office *Screen 941*	If required, the new Unit (Department/SubDepartment combination) must be added to the Office and Exec Level.
Add New Unit to View *Screen 920*	Add the New Unit to the Department View to which it belongs.
Create Desks *Screen 922*	Create any new desks that are needed for the SubDept routing.
Add Path(s) ***Add Desks to Paths*** *Screen 921*	Add a new path using the Unit and add the desks for that path.

Electronic Document Profiles

A profile is created for each form of electronic document; this establishes some of the rules for the routing of the documents. Screen 950 is used to add, update, and delete these profiles. Paths may not be added to Screen 921 until the form has been added to this screen.

> **This screen is maintained and updated by FAMIS Services.**
> **The information is campus specific.**
> --
> To make modifications to this screen,
> **send a Change/Enhancement request to FAMIS Services**:
> https://it.tamus.edu/famis/services/change-enhancement-request/

Screen 950 – Electronic Documents Profile (Panel 1)

```
 950 Electronic Documents Profile                       04/24/23 11:00
                                                                 CC 02
  Screen: ___    Form: ___
                                                        PANEL: 01MORE>>
                       Review by  Processing  Required       Route
   Func Form Description Proc Unit  Unit View  Approvals  Cat Level  Exp Dt
   ---- ---- ----------- --------- ---------- ---------- --- ----- ----------
    _   DBR  DEPT BUD REQ    Y      DBR OFFICE SIGNER____  AM   D   _____
    _   DCR  DEPT CORRECT    Y      DCR OFFICE SIGNER____  DA   D   _____
    _   DTP  DEPT PCARD__    N                 SIGNER____  __   D   _____
    _   DTR  DEPT REQUEST    N                 SIGNER____  __   D   _____
    _   DTV  DEPT TRAVEL_    N                 SIGNER____  __   D   _____
    _   EBR  BUDGET EPA__    Y      PAYROLL___ SIGNER____  __   D   _____
    _   ECT  PAYROLL TRAN    Y      ECT OFFICE SIGNER____  __   D   _____
    _   EGR  GRAD EPA____    Y      PAYROLL___ SIGNER____  __   D   _____
    _   EWR  WAGE EPA____    Y      PAYROLL___ SIGNER____  __   D   _____
    _   LRF  LASERFICHE__    N                 SIGNER____  __   D   _____
    _   PBD  BID_____    Y      PURS_____ NONE_____  __   P   _____
    _   PEP  EXEMPT PURCH    N                 SIGNER____  AM   D   _____
    _   PIP  INVOICE PROB    N                 SIGNER____  AM   D   _____
  *** Press <ENTER> to view more entries ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                                       Left  Right
```

Screen 950 – Electronic Documents Profile (Panel 2)

```
 950 Electronic Documents Profile                       04/24/23 11:05
                                                                 CC 02
  Screen: ___     Form: ___
               <<MORE                                   PANEL: 02
                       Review by  Processing
   Func Form Description Proc Unit  Unit View  |  Office      View    |
   ---- ---- ----------- --------- ----------  ----------  ----------
    _   DBR  DEPT BUD REQ    Y      DBR OFFICE  DBR OFFICE  DBR OFFICE
    _   DCR  DEPT CORRECT    Y      DCR OFFICE  DCR OFFICE  DCR OFFICE
    _   DTP  DEPT PCARD__    N      _____
    _   DTR  DEPT REQUEST    N      _____
    _   DTV  DEPT TRAVEL_    N      _____
    _   EBR  BUDGET EPA__    Y      PAYROLL___  PAYROLLWS   PAYROLL
    _   ECT  PAYROLL TRAN    Y      ECT OFFICE  ECT OFFICE  ECT OFFICE
    _   EGR  GRAD EPA____    Y      PAYROLL___  PAYROLLWS   PAYROLL
    _   EWR  WAGE EPA____    Y      PAYROLL___  PAYROLLWS   PAYROLL
    _   LRF  LASERFICHE__    N      _____
    _   PBD  BID_____    Y      PURS_____  PURCHASING  PURS
    _   PEP  EXEMPT PURCH    N      _____
    _   PIP  INVOICE PROB    N      _____
  *** Press <ENTER> to view more entries ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                                       Left  Right
```

Basic Steps

- Type a document form in the **Form** field and press **<ENTER>** to display existing profile information. Press PF11 to view additional information on Panel 2.
- Indicate whether the profile information is being added, updated or deleted.
- Add or modify information as needed, and press **<ENTER>** to record the information.

Profile Process

Defining Document Profiles

The FAMIS Services department is the office that maintains all of the electronic document profiles. All changes to the rules for a particular form will be processed through that office. If changed are needed, please submit a Change Enhancement Request (https://it.tamus.edu/famis/services/change-enhancement-request/).

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

Action Line
Form: 3 characters
                       Indicate the document type to be displayed at the beginning.

Screen Information
➔ **Panel 1**
Func: 1 character **? Help**   **FAMIS Services Entry**
                       Identify the desired function (**A**dd a new profile, **U**pdate an existing profile,
                       Delete an existing profile, or **P**osition a profile at the top of the screen).

Form: 3 characters **PF2 Help**   **FAMIS Services Entry**
                       Enter the type of document whose profile is to be created/modified.

Description: 12 characters **PF2 Help**   **FAMIS Services Entry**
                       Further describe the type of document whose profile is added/modified.

Review by   1 character **PF2 Help**   **FAMIS Services Entry**
Proc Unit: Indicate whether or not ("Y" or "N") review by a processing unit is required.

Processing Unit   10 characters **PF2 Help**   **FAMIS Services Entry**
View: If review is required, identify the unit that must process these forms.

Required   10 characters **PF2 Help**   **FAMIS Services Entry**
Approvals: Indicate the type and number of approvals needed for the form type.

Cat: 2 characters **PF2 Help**   **FAMIS Services Entry**
Include whether or not the Amount Over (AM) for dollar limit category is used for the document type.
Blank = No category
AM = Amount Over
DA = Days Over (DCRs only)

Route Level: 1 character **PF2 Help**   **FAMIS Services Entry**
Indicate whether routing begins at the Processing or Departmental office level.

Exp Dt: 10 characters   **FAMIS Services Entry**
Enter the expiration date used to suppress new documents from being routed for a form. Used to phase out a routing document form.

→ **Panel 2**

Office: 10 characters
Identify the office to which the department is linked.

View: 10 characters
Displays the view within the departmental office to which this unit belongs.

Additional Functions

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

Section XIII
Detail of FAMIS Screens
User Perspective

Screen 910 - Document In-Box

The document Inbox displays all the documents awaiting action by a user. Documents listed on this screen may be there for any of the following reasons:

➢ They are on a routing desk on which the user serves as a primary assignee
➢ They have been forwarded to a user specifically for approval or review
➢ They have been referenced back to a user as the creator

When a document is routes or re-routed, the user has the ability to send the document as an "FYI" or "FYA" to an additional person or desk. This allows the submitter to route the document for additional approval before the document goes to the next desk or Signer Desk.

Documents will appear in the following order:

1. FRA/FYA documents. This will include any documents (including "rejects" and "recalls") routed to an individual.
2. All Desk routed documents
3. Information/Notification copies of documents

Within each of these groups, the documents are displayed in document-ID order.

> The PF keys and some of the fields displayed on Routing & Approvals screens **WILL BE DIFFERENT DEPENDING OF THE TYPE OF DOCUMENT BEING VIEWED**. For example, a PIP document will display differently than a BID document.
>
> Also, if a user does not have approval authority for a particular document, they **WILL NOT SEE the *Action* field on the Cover Sheet**.

Section I – Main Screen

Screen 910 – Document Inbox (Panel 1)

```
    910 Document In-Box                               04/24/23 11:32
                                                               CC 07
     Screen: ___  Document: _____       Office: _____  Desk: _____
                              Approvals Only: N         Panel: 01 More>>
                                               Requested
     Sel Document ID  N        Doc Summary             Action       Status
     --- ----------- - ------------------------------- ------------ -----------
      _  PEP22E300104   CENGAGE LEARNING-REDO OF E200189  Sign      In Dept Rt
      _  PRQ22R300217   COPY MACHINE LEASE - XEROX YR 2 OF Sign     In Dept Rt
      _  ECT07CTAFIR3   X04260-WATTS                      Sign      In Dept Rt
      _  ECT07CTAFIR9   X04444-PATTERSON                  Sign      In Dept Rt
      _  ECT07CTAFISD   X02234-GARWOOD                    Sign      In Dept Rt
      _  ECT07CTAFISF   X04018-ALLEN                      Sign      In Dept Rt
      _  ECT07CTAFISJ   X02233-ASHABRANNER                Sign      In Dept Rt
      _  ECT07CTAFISK   X02243-ZOTTER                     Sign      In Dept Rt



            *** End of List 8 Document(S) Found ***
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp              Discd RHist Sel   All    Left  Right
```

Screen 910 – Document Inbox (Panel 2)

```
    910 Document In-Box                               04/24/23 11:32
                                                               CC 07
     Screen: ___  Name: _____      Document: _____
       <<More                      Approvals Only: N    Panel: 02 More>>
                                                            ---Current---
     Sel Document ID   FY     Submitted by     Submitted   Arrived   CC   Unit
     --- ----------- ---- -------------------- ---------- ---------- -- -----------
      _  PEP22E300104 2023 HALEY, LINDA D       11/18/2022 11/18/2022 22 26000
      _  PRQ22R300217 2023 MACKEY, BARBARA L    11/18/2022 11/18/2022 22 26000
      _  ECT07CTAFIR3 2023 AMADOR, JAIME H      10/06/2022 10/06/2022 07 WDMS
      _  ECT07CTAFIR9 2023 AMADOR, JAIME H      10/06/2022 10/06/2022 07 WDMS
      _  ECT07CTAFISD 2023 AMADOR, JAIME H      10/06/2022 10/06/2022 07 WDMS
      _  ECT07CTAFISF 2023 AMADOR, JAIME H      10/06/2022 10/06/2022 07 WDMS
      _  ECT07CTAFISJ 2023 AMADOR, JAIME H      10/06/2022 10/06/2022 07 WDMS
      _  ECT07CTAFISK 2023 AMADOR, JAIME H      10/06/2022 10/06/2022 07 WDMS



            *** End of List 8 Document(S) Found ***
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp              Discd RHist Sel   All    Left  Right
```

Screen 910 – Document In-Box (Panel 3)

```
    910 Document In-Box                                04/24/23 11:32
                                                          CC 07
Screen: ___   Name: _____   Document: _____
   <<More                                 Approvals Only: N    Panel: 03
                         ---------- Current -----------
 Sel Document ID    Office       Desk        View
 --- -----------   ----------  ----------  ----------
  _  PEP22E300104   LIBRARY     SIGNER DSK  LIBRVW
  _  PRQ22R300217   LIBRARY     SIGNER DSK  LIBRVW
  _  ECT07CTAFIR3   WDMS        SIGNER E**  WDMS-VW
  _  ECT07CTAFIR9   WDMS
  _  ECT07CTAFISD   WDMS              Place cursor on an item and press PF7 to
  _  ECT07CTAFISF   WDMS              view the routing history.
  _  ECT07CTAFISJ   WDMS
  _  ECT07CTAFISK   WDMS


           *** Press ENTER to view more documents ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp             Disco RHist Sel   All   Left  Right
```

```
+------------------------------------------------------------------------+
| F2225 This document has already received final approval                |
|                                                                        |
| PEP22E300104                                    Position at line: __    |
| Ln        ******** Routing History ********                            |
|  1 The following people have seen this document:                       |
|  2    Submitted    11/18/22 10:36  HALEY, LINDA D     (903-334-6681)   |
|  3 This document is currently in CC 22 office LIBRARY                   |
|  4    on desk SIGNER DSK - Arrival Date: 11/18/2022 10:36               |
|  5    Desk workers are:                                                |
|  6     RAY, MELISSA A          (979-458-6466)                          |
|  7     ARNOLD, TIMOTHY N        (903-223-3088)                         |
|  8     ARNOLD, MELINDA S   (sub)  (903-223-3003)                       |
|  9 ******************* POTENTIAL ROUTING PATH ******************        |
| 10    OFFICE:         DESK:        DEPT/SUB DEPT:                       |
| 11     22-VPAA EXEC    AA APPROVE    26000                             |
| 12                                                                     |
| 13                                                                     |
| 14                                                                     |
| 15                                                                     |
|                    PF4=Exit    PF6=Names   PF7=Bck  PF8=Fwd            |
+------------------------------------------------------------------------+
```

Document Inbox Processes

Position the Display

The *Document*, *Office*, and *Desk* fields can be used to filter the display of documents shown on the screen. For example, if "PRQ*" is typed in the *Document* field, the screen will display all the requisition documents in the Inbox. Press PF11 to scroll to the right and view additional information.

If the user wishes to view documents on desks where they serve as a substitute, go to Screen 911, key in the name for a primary approver on the desk, and press **<ENTER>.**

Basic Steps

Approve or Reject Documents
- Press **<ENTER>** to scroll through documents in the Inbox.
- Type an "X" next to each document to be approved and press PF8.
  OR
  Press PF9 to select all of the documents in the Inbox.
- This will bring up the Routing Document Information Pop-Up Window.
- Type **APP** in the *Action* field, type "Y" in the pop-up box to confirm that the document should be approved and press **<ENTER>**.
- To reject a document, type **REJ** in the *Action* field, enter the reason that for the rejection in the pop-up window provided, and press **<ENTER>** to return the document to its creator.
- The Routing Document Information window will now be displayed. Press PF5 to move to the next document requiring action or press PF4 to return to Screen 910.

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

Action Line
Document: 12 characters/digits
Enter the document number, if known, or leave blank to display all documents. Wildcards may also be used to search for types of documents (such as "PP*").

Office: 10 characters
Enter the title of the Electronic Office for the documents awaiting action. Must be used in conjunction with the *Desk* field.

Desk: 10 characters
Type the name of the desk where the documents are awaiting action. Must be used in conjunction with the *Office* field.

Approvals Only: 1 character
Indicate whether or not ("Y" or "N") to display only items that need to be approved.

Screen Information
➔ **Panel 1**
Sel: 1 character
Type an "X" in this field and press PF8 to select a document for further review.

Document ID: 12 characters/digits **PF2 Help**
Displays the document identification number used in routing and approval; consists of the form (3 characters) + the campus code (2 digits) + the document number (7 character/digits).

N:	1 character	

An asterisk (*) indicates that routing notes are attached to the document.

Doc Summary: 40 characters/digits
Displays a summary description of the document.

Requested Action: 11 characters
Shows the requested action that needs to be taken on the document.

Status: 14 characters
Identifies status of the document's progress through the Routing and Approval system.

Blank	=	In Process
CN	=	Cancelled
CO	=	Completed
DR	=	In Dept routing
ER	=	In Exec routing
FN	=	Final
FY	=	FYA/FRA routing
PR	=	In Proc routing
RC	=	Recalled
RJ	=	Rejected

→ **Panel 2**

FY: 4 digits
Indicates the fiscal year in which the document was created.

Submitted by: 21 characters
Shows the name of the person who submitted the document for routing and approval.

Submitted: 8 digits **PF2 Help**
Identifies the date the document was submitted for routing and approval.

Arrived: 8 digits **PF2 Help**
Shows the date the document arrived at the Inbox.

Current

CC: 2 digits
Indicates the current location of the document by TAMUS member campus code.

Unit: 10 characters
Identifies the current department/sub-department in which the document is being routed.

➔ Panel 3

Current

Office:	10 characters
	Displays the current office the document is being routed through.

Desk:	10 characters **PF2 Help**
	Indicate the current desk/UIN the document is awaiting action from.

View:	10 characters **PF2 Help**
	Displays the name of the view where a person has approval authority on a signer or creator desk. This is only applicable to signer/creator desks.

Additional Functions

PF KEYS	See the Appendix for a detailed description of the standard PF keys.
PF6 **Discd**	**Discard** Discards the selected document(s) from the Inbox.
PF7 **RHist**	**Routing History** Displays the routing history of the document and shows by whom it has been seen.
PF8 **Sel**	**Select** Displays the Routing Document Information pop-up window for the document(s) selected.
PF9 **All**	**Select All Documents** Selects all the documents in an Inbox and displays the routing document information pop-up window. The documents are displayed sequentially. This can be used for mass approvals.

Section II – Cover Sheet Pop-Up Window

This is the cover sheet for the document. From this screen all the information about the document may be viewed, and action may be taken on the document.

> If routing notes exist, a message "***ROUTING NOTES***" will be displayed near the top of the screen. If not, there will be no message. Press PF9 to view the notes.

Screen 910 – Cover Sheet Window

```
+------------------------------------------------------------------------+
|                                                                        |
|   Screen: ___                                        05/02/23 15:12    |
|            *** Purchasing Document Cover Sheet ***              CC 01   |
|                                                                        |
|     Action: ___                   *Routing Notes Exist*                |
|                                                                        |
|      Doc ID: PLP11L206450              Status: Recalled                |
|                              Requested Action: Revise                  |
| Doc Summary: ENCUMBRANCE-EVENTS PLUS-TENT,TABLES,CHAIRS                 |
|     Released: 03/15/2012  by: JONES, JANE                              |
|                                                                        |
|                                                                        |
| Limited Purch : L206450                                                |
| Contact Person:                                                        |
|      Dept Name: SUSTAINABLE FORESTRY DEPARTMENT                        |
|      Doc Total:      2,240.00  Untransferred Total:      2,240.00      |
|                                                                        |
|                                                                        |
|                                                                        |
|          --PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--      |
|            Exit  NDoc  Summ  RHist Audit Notes Headr Items Track       |
+------------------------------------------------------------------------+
```

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

Action Line

Action:	3 characters **? Help**
	Enter the action you wish to take on the document.
	Users that do not have approval authority will not see this field displayed.
Doc ID:	12 characters/digits
	Displays the document identification number used in Routing & Approval; consists of Form (3 characters), Campus Code (2 digits), and Document Number (7 character/digits).

Status: 14 characters

Indicates document's progress through the Routing & Approval system.
Blank = In Process
CN = Cancelled
CO = Completed
DR = In Dept routing
ER = In Exec routing
FN = Final
FY = FYA/FRA routing
PR = In Proc routing
RC = Recalled
RJ = Rejected

Requested Action: 12 characters
Displays the requested action that needs to be taken on the routed document.

Doc. Summary: 40 characters
Displays a summary description taken from the original document.

Released: 8 digits
Identifies the date the document was released to Routing & Approval system.

Submitted by: 25 characters
Shows the name of the person routing the documents.

(Type of Document): 7 character/digits **PF2 Help**
Displays the type of document and indicates the identification number (i.e., "Limited Purch" and document number.)

Contact Person: 25 characters **PF2 Help**
Identifies the name of the person to contact about the document.

Dept Name: 25 characters
Name of first department listed on the purchasing document header.

Doc Total: 15 digits **PF2 Help**
Shows total dollar amount on the purchasing document before any transfers are processed.

Untransferred Total: 15 digits **PF2 Help**
Identifies the total dollar amount on purchasing document that has not been transferred to another document.

Additional Functions

PF KEYS		See the Appendix for a detailed description of the standard PF keys.
PF4 **Exit**		**Exit Cover Sheet Pop-Up Window** Used to exit the Cover Sheet pop-up window and return to <u>Screen 910</u>.
PF5 **NDoc**		**Next Document** Used to view the next document selected.
PF6 **Summ**		**Document Summary** View the document summary information.
PF7 **RHist**		**Routing History** Displays the routing history of the document to track where a document is in the routing process.
PF8 **Audit**		**Audit Information** Shows the audit trail of who created or modified document.
PF9 **Notes**		**Notes** Displays a pop-up window to select the type of notes to view: Document Notes or Routing Notes. Select type of notes to view by typing "X," and press <ENTER>.
PF10 **Headr**		**Document Header Extended Information** Displays the document header extended information for the document.
PF11 **Items**		**Line Items** Shows information about the line items on the document.
PF12 **Track**		**Document Tracking** Identifies the actions taken on the document.

Screen 911 - Document In-Box by Name

If a user is a substitute on an approval desk, they will not receive documents directly to their document Inbox (displayed on Screen 910).

For a user to see the documents at a desk where they are a substitute, they should use Screen 911 and enter the name of the desk's **primary assignee** and press **<ENTER>**. The name search will allow them to choose the correct person and display this person's Inbox.

> The documents in the Inbox which are on desks to which they are assigned will be accessible. Others will be protected, and the user will not be able to select them.

Security element "10" allows security administrators and certain members of the Purchasing Office/Fiscal Office to have viewing access to the cover sheet and all routing documents on Screen 911 and Screen 913 in order to provide assistance in resolving routing and approval problems.

Section I – Main Screen

Documents will appear in the following order:

1. FRA/FYA documents. This will include any documents routed to an individual. Rejects and Recalls fall into this category.
2. All Desk routed documents
3. Information/Notification copies of documents

Within each of these groups, the documents are displayed in document-ID order.

Screen 911 – Document Inbox by Name (Panel 1)


```
   911 Document In-Box by Name                              05/02/23 11:08
                     PETERS, POLLY P                               CC 02
   Screen: ___   Name: _____   Document: _____
                                          Approvals Only: N    Panel: 01 More>>
                                                     Requested
 Sel Document ID   N        Doc Summary             Action        Status
 --- -----------   -  ----------------------------  -----------   ----------
  _  DBR02U300153  * Clear deficit for FY22 year end  Revise      Recalled
  _  DBR02U300163  * Clear deficit for FY22 year end  Revise      Rejected
  _  DBR02U300173  * Clear deficit for FY22 year end  Revise      Rejected
  _  DBR02U5            This is Polly's In-Box  173   Approve      In Proc Rt
  _  DBR02U5                                          Approve      In Proc Rt
  _  DBR02U:                                          Approve      In Proc Rt
  _  DBR02U306652   Fund Transfer                     Approve      In Proc Rt
  _  DBR02U306648   SABR: France Language & Culture   Approve      In Proc Rt
  _  DBR02U306647   SABR    Type "Y" to view only documents for approval.  c Rt
  _  DBR02U306633   Draw                                            c Rt
  _  DBR02U306635   Draw Down FB                      Approve      In Proc Rt
  _  ECT02CTAF4NF   M122950-HAMPTON                   Approve      In Proc Rt

        *** Press ENTER to view more documents ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp            Discd RHist Sel   All   Left  Right
```

Screen 911 – Document In-Box by Name (Panel 2)

```
   911 Document In-Box by Name                        05/02/23 11:10
                    PETERS, POLLY P                              CC 02
    Screen: ___   Name: _____   Document: _____
     <<More                           Approvals Only: N   Panel: 02 More>>
                                                         ---Current---
   Sel Document ID   FY      Submitted by     Submitted   Arrived   CC    Unit
   --- ------------  ----  --------------    ----------  ---------- --  ----------
    _  DBR02U300153  2023  PETERS, POLLY P   09/12/2022 09/12/2022
    _  DBR02U300163  2023  PETERS, POLLY P   09/12/2022 09/12/2022
    _  DBR02U300173  2023  PETERS, POLLY P   09/12/2022 09/13/2022
    _  DBR02U300262  2023  SMITH, SUSAN B    09/29/2022 09/29/2022 02
    _  DBR02U300265  2023  SMITH, SUSAN B    09/29/2022 09/29/2022 02
    _  DBR02U306527  2023  JONES, DONNA J    04/26/2023 04/26/2023 02
    _  DBR02U306652  2023  KNIGHT, LONNIE    05/02/2023 05/02/2023 02
    _  DBR02U306648  2023  LONG, JEAN        05/01/2023 05/02/2023 02
    _  DBR02U306647  2023  LONG, JEAN        05/01/2023 05/02/2023 02
    _  DBR02U306633  2023  JONES, DONNA J    05/01/2023 05/02/2023 02
    _  DBR02U306635  2023  JONES, DONNA J    05/01/2023 05/02/2023 02
    _  ECT02CTAF4NF  2023  MCLELLAND, KATHERINE 04/28/2023 05/01/2023 02

           *** Press ENTER to view more documents ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12---
         Hmenu Help  EHelp              Discd RHist Sel   All  Left  Right
```

Screen 911 – Document In-Box by Name (Panel 3)

```
   911 Document In-Box by Name                        05/02/23 11:15
                    PETERS, POLLY P                              CC 02
    Screen: ___   Name: _____   Document: _____
     <<More                           Approvals Only: N   Panel: 03
                           ----------  Current  -----------
   Sel Document ID         Office        Desk        View
   --- ------------      ----------  ----------  ----------
    _  DBR02U300153                  INDIVIDUAL
    _  DBR02U300163                  INDIVIDUAL
    _  DBR02U300173                  INDIVIDUAL
    _  DBR02U300262      DBR OFFICE PROBLEM     DBR OFFICE
    _  DBR02U300265      DBR OFFICE PROBLEM     DBR OFFICE
    _  DBR02U306527      DBR OFFICE 1ST LEVEL   DBR OFFICE
    _  DBR02U306652      DBR OFFICE 1ST LEVEL   DBR OFFICE
    _  DBR02U306648      DBR OFFICE 1ST LEVEL   DBR OFFICE
    _  DBR02U306647      DBR OF
    _  DBR02U306633      DBR OF
    _  DBR02U306635      DBR OF
    _  ECT02CTAF4NF      ECT OF

          *** Press ENTER to view more documents ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12---
         Hmenu Help  EHelp              Discd RHist Sel   All  Left  Right
```

Place cursor on an item in the "Current Desk" column and press PF7 to view routing history.

```
   911 Document In-Box by Name                        05/02/23 11:25
   +---------------------------------------------------------------------+
   |                                                                     |
   |                                                                     |
   |  DBR02U306527                           Position at line: __        |
 S |  Ln      ******** Routing History ********                          |
 - |   1 The following people have seen this document:                   |
   |   2   Submitted     04/26/23 10:56  , DONNA J     **Voided**   |     |
   |   3   Recalled      04/26/23 10:58  JONES, DONNA J   (979-555-2222)  |
   |   4   Submitted     04/26/23 11:05  JONES, DONNA J   (979-555-2222)  |
   |   5   Signed        04/26/23 13:09  WEST, EMMMA F    (979-555-4444)  |
   |   6   Approved      04/26/23 13:42  GREEN, RACHEL R  (979-555-3333)  |
   |   7 This document is currently in CC 02 office DBR OFFICE            |
   |   8   on desk 1ST LEVEL - Arrival Date: 04/26/2023 13:42             |
   |   9   Desk workers are:                                              |
   |  10    PETERS, POLLY P             (979-555-0999)                    |
   |  11    FRANK, MARY L       (sub)   (979-555-7777)                    |
   |  12    STREET, JAMES A,     (sub)  (979-555-2222)                    |
   |  13    TOWNS, BOB C        (sub)   (979-555-8888)                    |
   |  14 The following people have an Info/Notify copy of this document:  |
   |  15   Info          04/26/23 13:09  JONES, DONNA J   (979-458-2222)  |
 E |                     PF4=Exit   PF6=Names  PF7=Bck  PF8=Fwd    |      |
   +---------------------------------------------------------------------+
```

Basic Steps

Approve or Reject Documents

- Press **<ENTER>** to scroll through documents in the Inbox.
- Type an "X" next to each document to be approved and press PF8.
  OR
  Press PF9 to select all of the documents in the Inbox.
- This will bring up the Routing Document Information Pop-Up Window.
- Type **APP** in the *Action* field, type "Y" in the pop-up box to confirm that the document should be approved and press **<ENTER>**.
- To reject a document, type **REJ** in the *Action* field, enter the reason that for the rejection in the pop-up window provided, and press **<ENTER>** to return the document to its creator.
- The Routing Document Information window will now be displayed. Press PF5 to move to the next document requiring action or press PF4 to return to Screen 911.

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

> See Screen 910 for field descriptions and PF Keys.

Section II – Cover Sheet Pop-Up Window

This is the cover sheet for the document. From this screen all the information about the document may be viewed, and action may be taken on the document.

> If routing notes exist, a message "***ROUTING NOTES***" will be displayed near the top of the screen. If not, there will be no message. Press PF9 to view the notes.

Screen 911 – Cover Sheet Window

```
+----------------------------------------------------------------+
|                                                                |
|   Screen: ___                                 05/02/23 15:12   |
|              *** Purchasing Document Cover Sheet ***    CC 01  |
|                                                                |
|    Action: ___                    *Routing Notes Exist*        |
|                                                                |
|      Doc ID: PLP11L206450              Status: Recalled        |
|                               Requested Action: Revise         |
|   Doc Summary: ENCUMBRANCE-EVENTS PLUS-TENT,TABLES,CHAIRS      |
|      Released: 03/15/2012  by: JONES, JANE                     |
|                                                                |
|                                                                |
|   Limited Purch : L206450                                      |
|   Contact Person:                                              |
|       Dept Name: SUSTAINABLE FORESTRY DEPARTMENT               |
|       Doc Total:      2,240.00  Untransferred Total:  2,240.00 |
|                                                                |
|                                                                |
|                                                                |
|           --PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-- |
|             Exit  NDoc  Summ  RHist Audit Notes Headr Items Track  |
+----------------------------------------------------------------+
```

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

Action Line

Action: 3 characters
Enter the action you wish to take on the document.
Users that do not have approval authority will not see this field displayed.

> _If routing notes exist, a message "*ROUTING NOTES*" will be displayed near the top of the screen. If not, there will be no message.)_

Screen Information

Doc ID: 12 characters/digits
Displays the document identification number used in Routing & Approval; consists of Form (3 characters), Campus Code (2 digits), and Document Number (7 character/digits).

Status: 14 characters
Indicates status of document's progress through the Routing and Approval system.

Blank	=	In Process
CN	=	Cancelled
CO	=	Completed
DR	=	In Dept routing
ER	=	In Exec routing
FN	=	Final
FY	=	FYA/FRA routing
PR	=	In Proc routing
RC	=	Recalled
RJ	=	Rejected

Requested Action: 12 characters
Displays the requested action that needs to be done with the routed document.

Doc. Summary: 40 characters
Shows a summary description taken from the original document.

Released: 8 digits
Identifies the date the document was released to routing.

by: 25 characters
Shows the name of the person routing the documents.

(Type of Document): 7 character/digits
Displays the type of document and indicates the identification number (i.e., "Limited Purch" and document number.)

Contact Person: 25 characters
Identifies the name of the person to contact about the document.

Dept Name:	25 characters
	Name of first department listed on the purchasing document header.
Doc Total:	15 digits
	Indicates the total dollar amount on the purchasing document before any transfers are processed.
Untransferred Total:	15 digits
	Identifies the total dollar amount on purchasing document that has not been transferred to another document.

Additional Functions for Cover Sheet

PF KEYS		See the Appendix for a detailed description of the standard PF keys.
PF4		**Exit Cover Sheet Pop-Up Window**
Exit		Used to exit the current the Cover Sheet pop-up window and return to <u>Screen 910</u>.
PF5		**Next Document**
NDoc		Used to view the next document selected.
PF6		**Document Summary**
Summ		View the document summary information.
PF7		**Routing History**
RHist		Displays the routing history of the document to track where a document is in the routing process.
PF8		**Audit Information**
Audit		Shows audit trail of who created and modified the document.
PF9		**Notes**
Notes		Displays a pop-up window to select the type of notes to view: Document Notes or Routing Notes. Type "X" to select, and press <ENTER> to view notes.
PF10		**Document Header Extended Information**
Headr		Displays the document header extended information for the document.
PF11		**Line Items**
Items		Shows information about the line items on the document.
PF12		**Document Tracking**
Track		Identifies the actions taken on the document.

Screen 912 - Document Out-Box

The document Out-Box displays all the documents that a user has taken action on and lists them in order of the date the action was taken. The data may be filtered by using the **Actions From** and **Thru** fields. Use the **Include Finished** field to indicate which documents are to be displayed; type "Y" to **include** finished documents, and type "N" to **exclude** them.

Screen 912 – Document Out-Box (Panel 1)

```
    912 Document Out-Box                                  05/03/23 08:55
                                                          CC 02
    Screen: ___  Document: _____     Include Finished: Y
            Actions From: 04/03/2023  Thru: 05/03/2023
                                                   Panel: 01 More>>
  Sel Document ID  N     Doc Summary            Status      Action
  --- -----------  - ------------------------- ----------- -----------
   _  DBR02U306674   Fund Balance - CHEN         Final      Approved
   _  DBR02U306671   Transf SP FY23 Posse Mentor Funds Final Forward/FYI
   _  DBR02U306656   2023 Qatar SLA              Final      Approved
   _  DBR02U306663   Draw Down OI                In Proc Rt Approved
   _  DBR02U306673   FY23 - OSS - FYEHU - Spr 23 Final      Approved
   _  DBR02U306657   BOOK PRIZE FUNDS TO NEW ACCOUNT Final  Approved
   _  DBR02U306660   Correction U303500          Final      Approved
   _  DBR02U306640   PAYING BACK SCHOLARSHIP - S101489 Final Approved
   _  DBR02U306655 * Moving Expense Pools        Final      Approved(A)
   _  DBR02U306614 * SABR:FRANCE ELECTRICAL ENGINEERING Final Approved
   _  DBR02U306623   to replace cost share accounts Final   Approved
   _  DBR02U306645   To cover expenses in FY23   Final      Approved(A)

        *** Press ENTER To View More Documents ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp     Recal         RHist Sel    Notes Left  Right
```

Screen 912 – Document Out-Box (Panel 2)

```
    912 Document Out-Box                                  05/03/23 08:55
                                                          CC 02
    Screen: ___  Document: _____     Include Finished: Y
            Actions From: 04/03/2023  Thru: 05/03/2023
     <<More                                      Panel: 02 More>>
  Sel Document ID    Action Date       Form Name    FY    Submitted by
  --- -----------  ---------------- ------------- ---- --------------------
   _  DBR02U306674  05/02/2023 13:58  DEPT BUD REQ  2023  SMITH, BRYAN R
   _  DBR02U306671  05/02/2023 13:56  DEPT BUD REQ  2023  SANCHEZ, ANNIE R
   _  DBR02U306656  05/02/2023 13:56  DEPT BUD REQ  2023  JONES, DONNA J
   _  DBR02U306663  05/02/2023 13:55  DEPT BUD REQ  2023  JONES, DONNA J
   _  DBR02U306673  05/02/2023 13:54  DEPT BUD REQ  2023  SANCHEZ, ANNIE R
   _  DBR02U306657  05/02/2023 13:54  DEPT BUD REQ  2023  MAYES, MARY C
   _  DBR02U306660  05/02/2023 13:53  DEPT BUD REQ  2023  POPHAM, SYBIL A
   _  DBR02U306640  05/02/2023 13:53  DEPT BUD REQ  2023  HAYS, JOLYNN
   _  DBR02U306655  05/02/2023 13:51  DEPT BUD REQ  2023  PITTMAN, JUSTINE
   _  DBR02U306614  05/02/2023 13:51  DEPT BUD REQ  2023  LI, JIANHONG J
   _  DBR02U306623  05/02/2023 13:49  DEPT BUD REQ  2023  PECOS, CHASITI M
   _  DBR02U306645  05/02/2023 13:48  DEPT BUD REQ  2023  MCKNIGHT, NICOLE N

        *** Press ENTER To View More Documents ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp     Recal         RHist Sel    Notes Left  Right
```

Screen 912 – Document Out-Box (Panel 3)

```
   912 Document Out-Box                                    05/03/23 08:55
                                                                   CC 02
    Screen: ___   Document: _____        Include Finished: Y
            Actions From: 04/03/2023  Thru: 05/03/2023
      <<More                                              Panel: 03
  Sel Document ID   Submitted  Finished
  --- ------------  ---------- --------
   _   DBR02U306674  05/02/2023    Y
   _   DBR02U306671  05/02/2023    Y
   _   DBR02U306656  05/02/2023    Y
   _   DBR02U306663  05/02/2023    N
   _   DBR02U306673  05/02/2023    Y
   _   DBR02U306657  05/02/2023    Y
   _   DBR02U306660  05/02/2023    Y
   _   DBR02U306640  05/01/2023    Y
   _   DBR02U306655  05/02/2023    Y
   _   DBR02U306614  05/01/2023    Y
   _   DBR02U306623  05/02/2023    Y
   _   DBR02U306645  05/01/2023    Y

  *** Press ENTER to view more documents ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp              Discd RHist Sel   All   Left  Right
```

Basic Steps

- Screen defaults to display all of the documents that the user has taken action on.
- Type "X" in the *Sel* (Select) field and press **<ENTER>** to view the document cover sheet or press one of the PF keys at the bottom of the screen. For example, to view details of the document routing history, press PF7.
- Defaults to showing the last thirty days, but this may be changed.

Routing Process

Browsing the Out-Box

The current status and location of a document and its arrival time can be checked using Screen 912, Document Out-Box.

Various pop-up screens are available using the PF keys at the bottom of the screen. To access this information, type an "X" in the *Sel* (Select) field or position the cursor anywhere on the line of the desired document and press the PF key that indicates the information/action desired. For example, pressing PF8 will display a pop-up window with document routing information about the document, whereas PF7 will display routing history information.

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

Action Line

Document: 12 characters
Enter the routing document number to be positioned on the first line of the display.

Include Finished: 1 character
Indicate whether or not ("Y" or "N") to include finished documents that have completed routing.

Actions From: 8 digits
The default is one month back, but this can be changed to view documents within a specified date range.

Thru: 8 digits
Displays the current date, but this can be changed to limit the date range when displaying documents.

Screen Information
→ Panel 1

◆ **Sel:**   1 character
Type "X" to select documents one at a time.

Document ID: 12 characters/digits **PF2 Help**
Shows the document identification number used in Routing and Approval which consists of the Form (3 characters), Campus Code (2 digits), and Document Number (7 character/digits).

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

Doc Summary: 34 characters **PF2 Help**
Displays a summary description taken from entry of the original document.

Status: 14 characters
Identifies the status of the document as it relates to the user. For example:

Blank	=	In Process
CN	=	Cancelled
CO	=	Completed
DR	=	In Dept routing
ER	=	In Exec routing
FN	=	Final
FY	=	FYA/FRA routing
PR	=	In Proc routing
RC	=	Recalled
RJ	=	Rejected

Action: 14 characters
Shows the last action taken on the document in the routing process.

➡ **Panel 2**

Action Date/Time:	12 digits
	Identifies the date and time document was sent to the Outbox.
Form Name:	12 characters **PF2 Help**
	Indicates the document form name: requisition, purchase order, limited purchase order, bid, or exempt purchase order.
FY:	4 digits
	Shows the fiscal year for the document.
Submitted by:	21 characters
	Displays the name of the person who submits the document for approval.

➡ **Panel 3**

Submitted:	8 digits
	Identifies the date the document was submitted for approval.
Finished:	1 character
	"Y" indicates whether the document has finished the routing process.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF5	**Recall Document**
Recal	Recall the document back to the user's Inbox.

> This is valid for only the creator of the document and the last person who approved the document.

A recall reason (note) is required. If the user is the creator, all approvals and other actions are erased. However, routing notes will be retained. If resubmitted to routing, the approvals must start over.

PF7	**Routing History**
RHist	Used to display the routing history of the document. See <u>Screen 914</u>. Auto approves are designated by "(A)."
PF8	**Select**
Sel	After selecting document(s), displays the Purchasing Document Cover Sheet.
PF9	**Routing Notes**
Notes	Displays routing notes on the document.

Screen 913 - Document Out-Box by Name

Screen 913 displays all the documents that another user has taken action on and lists them in order of the date the action was taken. The current status and location of a document may be checked using this screen. Use the **Include Finished** field to determine the documents to be displayed; type "Y" to **include** finished documents, and type "N" to **exclude** them.

This screen will be helpful for security administrators and Purchasing Office/Fiscal Office personnel who may need restricted access for troubleshooting and help desk functions.

Security element "10" allows viewing access to the Cover Sheet and all routing documents on Screen 911 and Screen 913 in order to provide assistance in resolving routing and approval problems.

Screen 913 – Document Outbox by Name (Panel 1)

```
   913 Document Out-Box by Name                        05/03/23 08:55
                 JONES, JULIE J                                  CC 02
   Screen: ___   Name: _____   Document: _____
        Actions From: 04/03/2023  Thru: 05/03/2023  Include Finished: Y
                                                   Panel: 01 More>>
 Sel Document ID  N     Doc Summary                    Status      Action
 --- ------------ - ----------------------------- ------------ ------------
  _   DBR02U306674    Fund Balance - CHEN            Final        Approved
  _   DBR02U306671    Transf SP FY23 Posse Mentor Funds Final     Forward/FYI
  _   DBR02U306656    2023 Qatar SLA                 Final        Approved
  _   DBR02U306663    Draw Down OI                   In Proc Rt   Approved
  _   DBR02U306673    FY23 - OSS - FYEHU - Spr 23    Final        Approved
  _   DBR02U306657    BOOK PRIZE FUNDS TO NEW ACCOUNT Final       Approved
  _   DBR02U306660    Correction U303500             Final        Approved
  _   DBR02U306640    PAYING BACK SCHOLARSHIP - S101489 Final     Approved
  _   DBR02U306655 * Moving Expense Pools            Final        Approved(A)
  _   DBR02U306614 * SABR:FRANCE ELECTRICAL ENGINEERING Final     Approved
  _   DBR02U306623    to replace cost share accounts Final        Approved
  _   DBR02U306645    To cover expenses in FY23      Final        Approved(A)

          *** Press ENTER To View More Documents ***
 Enter-PF1---PF2---PF3---PF4--|-PF5---PF6---PF7---PF8---PF9--|PF10-|PF11-|PF12---
       Hmenu Help  EHelp      | Recal       RHist Sel   Notes|Left |Right|
```

Screen 913 – Document Outbox by Name (Panel 2)

```
   913 Document Out-Box by Name                        05/03/23 09:00
                 JONES, JULIE J                                  CC 02
   Screen: ___   Name: _____   Document: _____
        Actions From: 04/03/2023  Thru: 05/03/2023  Include Finished: Y
   <<More                                            Panel: 02 More>>
 Sel Document ID | Action Date        Form Name     FY   Submitted by |
 --- ------------ ---------------- ----------- ---- --------------------
  _   DBR02U306674 05/02/2023 13:58  DEPT BUD REQ  2023  SMITH, BRYAN R
  _   DBR02U306671 05/02/2023 13:56  DEPT BUD REQ  2023  SANCHEZ, ANNIE R
  _   DBR02U306656 05/02/2023 13:56  DEPT BUD REQ  2023  JONES, DONNA J
  _   DBR02U306663 05/02/2023 13:55  DEPT BUD REQ  2023  JONES, DONNA J
  _   DBR02U306673 05/02/2023 13:54  DEPT BUD REQ  2023  SANCHEZ, ANNIE R
  _   DBR02U306657 05/02/2023 13:54  DEPT BUD REQ  2023  MAYES, MARY C
  _   DBR02U306660 05/02/2023 13:53  DEPT BUD REQ  2023  POPHAM, SYBIL A
  _   DBR02U306640 05/02/2023 13:53  DEPT BUD REQ  2023  HAYS, JOLYNN
  _   DBR02U306655 05/02/2023 13:51  DEPT BUD REQ  2023  PITTMAN, JUSTINE
  _   DBR02U306614 05/02/2023 13:51  DEPT BUD REQ  2023  LI, JIANHONG J
  _   DBR02U306623 05/02/2023 13:49  DEPT BUD REQ  2023  PECOS, CHASITI M
  _   DBR02U306645 05/02/2023 13:48  DEPT BUD REQ  2023  MCKNIGHT, NICOLE N

          *** Press ENTER To View More Documents ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--|PF10-|PF11-|PF12---
       Hmenu Help  EHelp        Recal       RHist Sel   Notes|Left |Right|
```

Screen 913 – Document Outbox by Name (Panel 3)

```
    913 Document Out-Box by Name                          05/03/23 09:13
                    JONES, JULIE J                                CC 02
    Screen: ___   Name: _____   Document: _____
        Actions From: 04/03/2023  Thru: 05/03/2023  Include Finished: Y
    <<More                                                Panel: 03
 Sel Document ID    Submitted  Finished
 --- ------------   ---------- --------
   _  DBR02U306674   05/02/2023    Y
   _  DBR02U306671   05/02/2023    Y
   _  DBR02U306656   05/02/2023    Y
   _  DBR02U306663   05/02/2023    N
   _  DBR02U306673   05/02/2023    Y
   _  DBR02U306657   05/02/2023    Y
   _  DBR02U306660   05/02/2023    Y
   _  DBR02U306640   05/01/2023    Y
   _  DBR02U306655   05/02/2023    Y
   _  DBR02U306614   05/01/2023    Y
   _  DBR02U306623   05/02/2023    Y
   _  DBR02U306645   05/01/2023    Y

 *** Press ENTER to view more documents ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp             Discd RHist Sel   All   Left  Right
```

Basic Steps

- Type the name of the user whose Outbox is to be displayed, including additional desired criteria.
- Press **<ENTER>** to display the contents of the selected person's Outbox.
- Defaults to showing the last thirty days, but this may be changed.
- Type "X" in the *Sel* (Select) field and press **<ENTER>** to view the document cover sheet or press one of the PF keys at the bottom of the screen. For example, to view details of the document routing history, press PF7.

Explanation Of Outbox Process

PF Keys

Various pop-up screens are available using the PF keys at the bottom on the screen. To access this information, type an "X" in the *Sel* (Select) field or position the cursor anywhere on the line of the desired document and press the PF key that indicates the information/action desired. For example, pressing PF9 will display a pop-up window with any notes on the document, while PF7 will display the routing history of the document. **See the Appendix for a more detailed description of the PF Keys and their functions.**

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

Action Line

◆ **Name:** 20 characters *** Help**
Enter the name of the person whose Outbox is to be displayed.

Document: 12 characters/digits
Enter the routing document number to be positioned on the first line of the display.

Actions From: 8 digits
The default is one month prior to the current date. This may be changed to view documents within a specified date range.

Thru: 8 digits
Displays the current date, but may be changed to limit the date range for displaying documents.

Include Finished: 1 character
"Y" in this field includes documents that have successfully completed the routing process and "N" excludes finished documents.

Screen Information

→ Panel 1

Sel: 1 character
Type an "X" to select and press <ENTER> to view the Document Cover Sheet.

Document ID: 12 characters/digits **PF2 Help**
Displays the document identification number used in routing and approval which consists of the form (3 characters) + campus code (2 digits) + document number (7 character/digits).

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

Doc Summary: 40 characters
Displays a summary description taken from the original document.

Status: 14 characters
Indicates a document's status in the Routing and Approval system.

Blank	=	In Process
CN	=	Cancelled
CO	=	Completed
DR	=	In Dept routing
ER	=	In Exec routing
FN	=	Final
FY	=	FYA/FRA routing
PR	=	In Proc routing
RC	=	Recalled
RJ	=	Rejected

Action: 14 characters
Shows the last action taken on the document in the routing process.

➡️ **Panel 2**

Action Date/Time:	12 digits Identifies the date and time action was taken on the document.
Form Name:	12 characters **PF2 Help** Displays the type of purchasing document displayed.
FY:	4 digits Indicates the fiscal year of the document.
Submitted by:	21 characters Identifies the name of the person who submitted the document to the Routing and Approval system.

➡️ **Panel 3**

Submitted:	8 digits Shows the date the document was submitted for approval.
Finished:	1 character Indicates whether the document has finished the routing process.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF5 **Recal**	**Recall** Recalls the document back to the user's Inbox.

> This is valid for only the creator of the document and the last person who approved the document.

> **A recall reason (note) is required.** If the user is the creator, all approvals and other actions are erased; however, routing notes will be retained. If resubmitted to routing, the approvals must start over.

PF7 **RHist**	**Routing History** Used to display the routing history of the document. This is also available on Screen 914. Auto approves are designated by "(A)."
PF8 **Sel**	**Select** After selecting document(s), displays the Purchasing Document Cover Sheet.
PF9 **Notes**	**Notes** Used to display routing notes for the selected document.

Screen 916 - Document En Route Box

In CANOPY, a new Routing & Approvals tab labeled "EN ROUTE" is available. The En Route Box displays documents that are currently on a routing path that will include a desk on which the user is an approver or signer. This screen also provides the ability to determine who currently has the document and how long it has been routing.

FAMIS Screen 916 provides the same functionality as the new tab in CANOPY.

Screen 916 – Document En Route Box (Panel 1)

```
   916 Document En Route Box                           05/03/23 16:37
                    JONES, JULIE J                           CC 07

  Screen: ___  Document: _____   Name: _____

                                                    Panel: 01 More>>
 Sel Document ID  N     Doc Summary             Curr Status  Last Action
 --- ------------ - ------------------------------ ------------ ------------
  _   DBR01U310200    Transfer Budget - Assessment Accts In Dept Rt  Approved
  _   DBR01U310201    Transfer Budget - 215645       In Dept Rt  Approved
  _   DBR02U305401  * 3D Printing Q1 & Q2 FY23        In Dept Rt  Approved
  _   DBR02U305423    Telemed Q1 FY23                In Dept Rt  Approved
  _   DBR02U306231    TRF Abbott UPREP funds          In Dept Rt  Approved
  _   DBR02U306348    UFO-Graduate Assistant          In Dept Rt  Approved
  _   DBR02U306349    UFO-Computer and IT Upgrades    In Dept Rt  Approved
  _   DBR02U306526    To increase budget for remaining F In Dept Rt  Approved
  _   DBR02U306527  * Clear deficit on SL             In Proc Rt  Approved
  _   DBR02U306529  * FY23 - VPROV - Buchanan         Held/In Dept Approved
  _   DBR02U306558    Add funds Goodman acct          In Proc Rt  Approved
  _   DBR02U306585    Move Vacant Position Funding    In Dept Rt  Approved

         *** Press ENTER To View More Documents ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6--+PF7---PF8---PF9--+PF10--PF11--PF12---
         Hmenu Help  EHelp                 RHist Sel   Notes Left  Right
```

Screen 916 – Document En Route Box (Panel 2)

```
   916 Document En Route Box                           05/03/23 16:40
                    JONES, JULIE J                           CC 07
  Screen: ___  Document: _____   Name: _____

  <<More                                             Panel: 02 More>>
 Sel Document ID  Last Action Date    Form Name    FY     Submitted by
 --- ------------ ----------------   ------------ ----   --------------------
  _   DBR01U310200 05/03/2023 11:03   DEPT BUD REQ 2023  WILKINSON, AUDRA A
  _   DBR01U310201 05/03/2023 11:16   DEPT BUD REQ 2023  WILKINSON, AUDRA A
  _   DBR02U305401 04/14/2023 10:54   DEPT BUD REQ 2023  OSTBERG, JOSHUA P
  _   DBR02U305423 03/13/2023 15:54   DEPT BUD REQ 2023  OSTBERG, JOSHUA P
  _   DBR02U306231 05/03/2023 08:27   DEPT BUD REQ 2023  SPEELMAN, LEAH R
  _   DBR02U306348 04/18/2023 16:36   DEPT BUD REQ 2023  DE LOS SANTOS, MEGAN
  _   DBR02U306349 04/18/2023 16:40   DEPT BUD REQ 2023  DE LOS SANTOS, MEGAN
  _   DBR02U306526 04/26/2023 10:15   DEPT BUD REQ 2023  BUSTAMANTE, DANIEL
  _   DBR02U306527 04/26/2023 13:42   DEPT BUD REQ 2023  LOVELL, DONNA J
  _   DBR02U306529 04/26/2023 11:18   DEPT BUD REQ 2023  SANCHEZ, MELODY R
  _   DBR02U306558 05/03/2023 11:10   DEPT BUD REQ 2023  FORD, LEE W
  _   DBR02U306585 04/28/2023 07:32   DEPT BUD REQ 2023  HERZOG, MARK L

         *** Press ENTER To View More Documents ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--+PF10--PF11--PF12---
         Hmenu Help  EHelp                 RHist Sel   Notes Left  Right
```

Screen 916 – Document En Route Box (Panel 3)

```
   916 Document En Route Box                              05/03/23 16:41
                      JONES, JULIE J                              CC 07
    Screen: ___  Document: _____  Name: _____

    <<More                                              Panel: 03
 Sel Document ID    Submitted
 --- -----------    ----------
  _   DBR01U310200   05/03/2023
  _   DBR01U310201   05/03/2023
  _   DBR02U305401   03/16/2023
  _   DBR02U305423   03/13/2023
  _   DBR02U306231   04/14/2023
  _   DBR02U306348   04/18/2023
  _   DBR02U306349   04/18/2023
  _   DBR02U306526   04/26/2023
  _   DBR02U306527   04/26/2023
  _   DBR02U306529   04/26/2023
  _   DBR02U306558   05/02/2023
  _   DBR02U306585   04/28/2023

        *** Press ENTER To View More Documents ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                RHist Sel    Notes Left  Right
```

Basic Steps

- When advancing from Screen 913, the document information will be displayed for the person entered on Screen 913.
- A specific document number or name may be entered in the *Doc* field and then the **<ENTER>** key pressed to view the document en route information. Press **<ENTER>** to scroll through the listing.
- Press PF 10 to view additional information on Panel 2.
- Place the cursor in the *Sel* (Select) field next to a document and press PF7 to view the routing history, PF8 to select a document and view the document cover sheet, or PF9 to view document routing notes.

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

Action Line

Document: 12 characters/digits
       Enter the document number to be displayed.

Name: 20 characters
       Identify the name of the person to view documents en route to his/her Inbox.

➔ **Panel 1**

Sel: 1 character
       Type an "X" to select, and press <ENTER> to view the Document Cover Sheet.

Document ID: 12 characters/digits **PF2 Help**
       Displays the document identification number used in routing and approval, which consists of the form (3 characters) + campus code (2 digits) + document number (7 character/digits).

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

Doc Summary: 40 characters
Displays a summary description taken from the original document.

Curr Status: 14 characters
Indicates a document's status in the Routing and Approval system.
Blank = In Process
CN = Cancelled
CO = Completed
DR = In Dept routing
ER = In Exec routing
FN = Final
FY = FYA/FRA routing
PR = In Proc routing
RC = Recalled
RJ = Rejected

Last Action: 14 characters
Shows the last action taken on the document in the routing process.

→ Panel 2

Last Action Date: 12 digits
Identifies the date and time action was taken on the document.

Form Name: 12 characters **PF2 Help**
Displays the type of purchasing document displayed.

FY: 4 digits
Indicates the fiscal year of the document.

Submitted by: 21 characters
Identifies the name of the person who submitted the document to the Routing and Approval system.

→ Panel 3

Submitted: 8 digits
Shows the date the document was submitted for approval.

Additional Functions

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

PF7
RHist **Routing History**
Used to display the routing history of the document. This is also available on Screen 914. Auto approves are designated by "(A)."

PF8
Sel **Select**
After selecting document(s), displays the Purchasing Document Cover Sheet.

PF9
Notes **Notes**
Used to display routing notes for the selected document.

Screen 915 - User Approval Profile

The display on Screen 915 lists all of the approval structures that a person is attached to across all campus codes. Each office, desk, and view are displayed along with the status of the person for that approval structure.

Screen 915 – Approval Profile by Name

```
 915 Approval Profile by Name                          05/03/23 16:44
                   LANE, LINDA L                              CC 02
    Screen: ___   Name: _____

    Campus Cd    Office       Desk        Status      View
    ---------  ----------  ----------   ------    ----------
        02     PURCHASING  P-LPAPP
        02     PURCHASING  S-LPAPP
        02     PURCHASING  P-REQAPP
        02     PURCHASING  S-REQAPP       S       Only applicable to
        02     PURCHASING  P-LPINFO               Signer or Creator Desk
        02     PURCHASING  S-LPINFO
        02     PURCHASING  P-REQINFO
        02     PURCHASING  S-REQINFO
        02     PURCHASING  SIGNER DSK             PURS/WRHS
        02     PURCHASING  CREATE DSK             PURS/WRHS
        02     PURCHASING  SIGNER PLP             PURS/WRHS
        02     PURCHASING  SIGNER PRQ             PURS/WRHS
        02     PURCHASING  SIGNER DSK     S       PURCHASING
        02     PURCHASING  CREATE DSK             PURCHASING
                  More Entries - Press <ENTER> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps

- Type the name of the person whose approval structure is to be displayed in the **Name** field and press **<ENTER>** to display all of the approval structures that the person is attached to within your campus code.
- Press **<ENTER>** to scroll through the listing.

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

Action Line
◆ **Name:**   20 characters *** Help**
                       Identify the person whose approval profile you want displayed. You can do a name search and select by entering an asterisk (*) in the **Name** field and pressing **<ENTER>.**

Screen Information
Campus Cd: 2 digits
                       Identifies the campus code for the TAMUS Member to whom the profile belongs. This is especially useful when a person has approval authority with more than one TAMUS member.

Office: 10 characters
                       Displays the title of the office in which the person has approval authority.

Desk:	10 characters
	Identifies the name of the desk where the person has approval authority.

Status:	1 character **Help**
	Indicate how the document should go to the desk.
	Blank = Approval
	I = Information
	N = Notification

View:	10 characters
	Displays the name of the view where a person has approval authority on a signer or creator desk. **This is only applicable to signer/ creator desks.**

Additional Information

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

Screen 914 - Document Routing History

The history of a document's routing is available online on <u>Screen 914</u>. Each line is numbered along with a description of the action taken on the document.

Screen 914 – Document Routing History

```
  914 Document Routing History                          05/03/23 16:48
                                                             CC 07
   Screen: ___     Document: DCR07J370490
                                                Position at line: __
  Ln           Description
  1 The following people have seen this document:
  2    Submitted     04/27/23 12:50  PAUL, JANEY L       (979-555-1414)
  3    Signed        04/27/23 14:01  BROWN, SANDY P      (979-555-6868)
  4    Approved/FYA  04/27/23 14:03  CROWN, NORMA        (979-555-4444)
  5 Document is routed FYA to: HANDY, SUSAN M (979-555-8686)
  6 ******************** POTENTIAL ROUTING PATH ********************
  7    OFFICE:        DESK:        DEPT/SUB DEPT:
  8    07-DCR OFFICE    DCR DESK
  9    07-DCR OFFICE    PASS-THRU
 10
 1
 1   Place cursor on one of these and press PF6 to view assigned users for the routing path
 1
 14
 15


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

PF6 Pop-Up Window

```
+----------------------------------------------------------------+
|                                                                |
|  DESK: DCR DESK                                                |
|                                                                |
|             STATUS       NAME                                  |
|                                                                |
|                          KING, SHELLY                          |
|                S         PARK, AMY                             |
|                S         ALLEN, JOHN                           |
|                S         MALL, SUSAN                           |
|                                                                |
|                                                                |
|                                                                |
|     *** END OF LIST - 4 WORKERS FOUND                          |
|                                                    PF4 to Quit |
|                                                                |
+----------------------------------------------------------------+
```

Basic Steps

- Type a document number in the *Doc* field and press **<ENTER>** to display the routing history.
- Press **<ENTER>** to scroll through the display if necessary.

Explanation of Routing Process

Position the Display

The ***Position at Line*** field can be used to position the screen at a specific line number. This will aid in bringing certain history items into view on the same screen.

The PF7 and PF8 keys scrolls the page forward and backwards through the displayed list.

Information Displayed on Screen 914

Actions cancelled by a later "reject" or "recall" of the document are shown with "voided" in the phone number area of the display.

The date and time of the action taken on the specified document have been added to this screen.

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

Action Line

Document:	12 characters/digits Identify the document number to be displayed. The document ID consists of Form + Campus Code + Document Number.
Position at Line:	2 digits Indicate the line number to be displayed at the top of the screen.

Screen Information

Ln:	2 digits Displays sequential line numbers to identify historical actions.
Description:	70 characters/digits Describes the routing history of the document, including actions taken, date and time, person involved, and his/her phone number.

Additional Functions

PF KEYS	See the Appendix for a detailed description of the standard PF keys.
PF6 **Names**	**Names** Place the cursor on the Office, Desk, or Dept/Sub Dept displayed in the Potential Routing Path area of the screen and press this key to view names of assigned users.

Purchasing Invoice Problem

What is a PIP?

A PIP is another name for a **Purchasing Invoice Problem** document created by the Fiscal Department/Business Office in order to inform a user about problems they have noticed with a limited purchase order, exempt purchase order, requisition, or purchase order. Typical problems reported using the PIP document include the following:

(A)   the invoice line item amount is different from the amount on the document
      OR
(B)   the wrong subcode was used on the document

Why is this PIP in my Inbox?

PIPs are sent from the Fiscal Office back to the creator's Inbox (Screen 910) in order to inform the user about a problem that must be resolved before the purchase can be made or paid for. The PIP will contain a description of the problem and suggestions on how to resolve the issue.

The first step is to find out what problem the Fiscal Office has discovered. To do this, type an "X" next to the PIP document in the Inbox. Next, press **<ENTER>** to open the Routing Document Information window.

Screen 910 – Document Inbox

```
    911 Document In-Box by Name                           05/04/23 08:46
                   ROGERS, RHONDA R                              CC 02
    Screen: ___  Name: _____   Document: _____
                                  Approvals Only: N    Panel: 01 More>>
                                              Requested
   Sel Document ID  N        Doc Summary            Action       Status
   --- ----------- - ---------------------------------- ------------ -----------
    _  PIP01I210137   AUGUST, DECEMBER 2022 AND FEBRUARY  FYA/Approve  FYA/FRA Rt
    _  PEP01E212215   04/19-26/23 ISRAEL TRAVEL FOR JIM M Ntfy/Final   Final




          *** End of List 2 Document(S) Found ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp         Discd RHist Sel   All   Left  Right
```

PIPs (cont'd)

Screen 910 – Document Inbox Pop-Up Window (Cover Sheet)

```
+------------------------------------------------------------------+
|                                                                  |
|  Screen: ___                                     05/04/23 08:47  |
|               **** Invoice Problem Cover Sheet *****       CC 02  |
|                                                                  |
|                                                                  |
|     Doc ID: PIP01I210137              Status: FYA/FRA Rt         |
|                            Requested Action:  FYA/Approve        |
|  Doc Summary: AUGUST, DECEMBER 2022 AND FEBRUARY 2023            |
|  Released by: 05/02/2023 by: JONES, JULIA J                     |
|                                                                  |
|                                                                  |
|  Limited Purch : L312263              Invoice  : 59212533       |
|  PO Doc Creator: ROGERS, ROY          Voucher  : 2212511        |
|  User Ref      : 21510012230          Vchr Stat: P-OP           |
|  Dept Name     :                                                |
|                                                                  |
|              -- Press PF6 for more PIP information --            |
|                      --PF4---PF5---PF6---------PF7---PF9--       |
|                        Exit  NDoc  ExPIP       RHist Notes       |
+------------------------------------------------------------------+
```

Press PF6 to view additional PIP information.

Now press PF6 to view the document summary. The summary will contain the description of the problem and a list of suggestions from the Fiscal Department. To view additional pages from the pop-up window document summary, press PF8. To return to the Routing Document Information window, press PF4.

Screen 910 – Document Inbox Document Summary and PIP Info

```
+------------------------------------------------------------------+
|                                                                  |
|        ****************** Document Summary ******************     |
|                                                                  |
|  PIP: I210137              Number of Desc Lines: 5    Page: 1__ Of 5 |
|                                                                  |
|  SD        Written documentation must be attached to the invoices or |
|            voucher showing the payment does not exceed the agreed upon |
|            purchase price or you must state in doc notes that this is a |
|            spot purchase.  This documentation should include the order |
|            date, quantity, unit price, description of items, and if |
|            freight should be paid or not.  It can be written price |
|            quotes, phone quotes, copies from catalogues or internal |
|            departmental order forms.  Scan and email to the auditor who |
|            sent you this pip with the doc # on it. If a response is not |
|            received within 10 business days this will not be paid. |
|  NOTES:    PLEASE STATE THE LOCAL ACCOUNT YOU WISH TO USE IN THE ROUT- |
|            ING NOTES TO THIS PIP AND ROUTE THROUGH THE SIGNER ON THE |
|            ACCOUNT GIVING ME AUTHORIZATION TO CHANGE THE ACCOUNT NUMBER |
|            AND ROUTE THE PIP BACK TO ME. THANKS!                |
|                                                                  |
|                                    PF4=Exit  PF7=Bck  PF8=Fwrd   |
+------------------------------------------------------------------+
```

Finally, a decision must made about handling the problem. If the suggestions from the Fiscal Office, are accepted. **APP** (approve) should be typed in the *Action* field, and then press **<ENTER>.** This will send the PIP to the next person on the normal routing path. Once the PIP has departmental routing, it will be sent back to the Fiscal Department where they can complete the invoicing process.

PIPs (cont'd)

If the suggestions from the Fiscal Office, are not accepted, **REJ** (reject) should be typed in the *Action* field, and then press **<ENTER>.** A note must be entered to state why the PIP is being rejected. Use the space provided to type a short reason for rejecting the PIP. Press **<ENTER>** to send the PIP document back to the Fiscal Department.

Screen 910 – Document Inbox Pop-Up Window (Cover Sheet)

```
------------------------------------------------------------------------+
|                                                                        |
|  Screen: ___                                        05/04/23 08:50  |
|                **** Invoice Problem Cover Sheet *****          CC 02  |
|                                                                        |
|     Action: APP  <------------------------------                       |
|                                                                        |
|    Doc ID: PIP01I210137              Status: FYA/FP                     |
|                                   Requested Action: FYA/A    Approve or |
|  Doc Summary: AUGUST, DECEMBER 2022 AND FEBRUARY 2012        reject the PIP |
|  Released by: 05/02/2023 by: JONES, JULIA J                            |
|                                                                        |
|                                                                        |
|  Limited Purch : L312263                Invoice  : 59212533            |
|  PO Doc Creator: ROGERS, ROY            Voucher  : 2212511             |
|  User Ref      : 21510012230            Vchr Stat: P-OP                |
|  Dept Name     :                                                       |
|                                                                        |
|              -- Press PF6 for more PIP information --                  |
|                        --PF4---PF5---PF6---------PF7---PF9--           |
|                           Exit  NDoc  ExPIP         RHist Notes        |
|                                                                        |
+------------------------------------------------------------------------+
```

For Your Information

There is another type of PIP that can be sent to the Inbox. These are **FYI** (or For Your Information) documents. The purpose of these PIPs is to inform the user of a problem that the Fiscal Office has already corrected.

Once these have been reviewed, they may be removed from the Inbox by typing **DIS** to discard the information copy of the document.

Screen 292 - PIP Document Browse

Use Screen 292 to view information about a PIP when the PIP number is known.

Screen 292 – PIP Document Browse

```
  292 PIP Document Browse                              05/04/23  8:53AM
                                                       FY 2023 CC 02

   Screen: ___    PIP: _____

      PIP              For      Invoice      Rt   Modify   Modify
 Sel Number   Type  Document    Number       Cd    Date     Time   By User
 --- -------  ---   -------  --------------  --  --------  -----   --------
  _   I000001  FYA  L000189  INV1415682      RJ  04/04/23  07:18   PROV02P
  _   I000002  FYI  Z908852  100             FN  04/04/23  07:32   JOHP02P
  _   I000003  FYA  L000033  7712324         RJ  04/04/23  07:30   PROV02P
  _   I000004  FYI  P802778  N1014744        FN  04/04/23  08:09   KOTW02P
  _   I000005  FYI  L000289  BV161395        FN  04/04/23  08:15   KOTW02P
  _   I000006  FYA  L000090  172440          FN  04/04/23  08:25   PROV02P
  _   I000007  FYA  P000063  40149399        RJ  04/04/23  08:26   PROV02P
  _   I000008  FYI  E000060  E000060         FN  04/04/23  08:28   AHRM02P
  _   I000009  FYI  L000476  4568340         FN  04/04/23  08:33   JOHP02P
  _   I000010  FYA  L000141  519661334       RJ  04/04/23  08:29   PROV02P
  _   I000011  FYA  E938110  E938110         CN  04/04/23  08:38   AHRM02P
  _   I000012  FYI  E937839  E937839         FN  04/04/23  08:45   AHRM02P

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

PF6 Pop-up Window

```
+--------------------------------------------------------------------------+
| Doc: E938110       Invoice Problem I000011  Type: A   Inv: E938110        |
| Created By:                on 04/04/2023     0  more PIPs   Page: 1       |
|    Code       *-----------------*  Code Translation  *-----------------*  |
|    TS         Some or all of the expenses cannot be paid on state funds.  |
|               See below for details.  To reduce the document, have the    |
|               traveler email to travel@tamuds.tamu.edu or scan & email to |
|               Travel Auditor at travel@tamuds.tamu.edu their authorization|
|               to reduce the expenses OR furnish a local account to pay    |
|               this expense by adding routing notes and approving this PIP.|
|               If a response is not received within 10 business days this  |
|               document will not be paid.                                  |
|                                                                          |
|                                                                          |
|               *---------------------*  Comments  *---------------------*  |
|               THE MEALS ON 8/26, 8/27, AND 8/28 WENT OVER THE $36 A DAY___ |
|               MEAL PER DIEM.  PLEASE PROVIDE A LOCAL ACCOUNT TO PAY THE___ |
|               EXTRA $$3.24 THAT CANNOT BE PAID ON THIS ACCOUNT._____ |
|               JJ@TAMU.EDU PHONE 455-5555_____      _____    |
|               _____      |
|               _____      |
|                        PF4=Exit                        PF9=RESPONSE      |
+--------------------------------------------------------------------------+
```

Basic Steps

- Enter a PIP number in the *PIP* field, or press <ENTER> to scroll down and search for a specific document or PIP number.
- Place cursor in the *Sel* (Select) field next to the desired PIP number and press PF6 to view detail about the PIP.

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

Action Line

PIP:
7 character/digits
Enter a valid PIP number.

Screen Information

◆ **Sel:**
1 character
Type "X" and press PF6 to select a PIP and display the PIP information.

PIP Number:
7 character/digits
Displays the PIP number.

Type:
3 characters
Shows the type of PIP.

FYA	=	For your approval
FYI	=	For your information
FRA	=	For return approval
NRT	=	Not in routing file

For Document:
7 character/digits
Indicates the document number that has a problem or has been corrected.

Invoice Number:
14 digits
Shows the invoice number that is associated with the original document and the PIP document.

Rt Cd:
2 characters
Identifies the routing status.

Blank	=	In Process
CN	=	Cancelled
CO	=	Completed
DR	=	In Dept routing
ER	=	In Exec routing
FN	=	Final
FY	=	FYA/FRA routing
PR	=	In Proc routing
RC	=	Recalled
RJ	=	Rejected

Modify Date:
6 digits
Displays date the document was last modified.

Modify Time:
4 digits
Shows time the document was last modified.

By User:
7 character/digits

Identifies the user ID and name of the person performing the action on the document.

Additional Functions

PF KEYS	See the Appendix for a detailed description of the standard PF keys.
PF6	**View**
View	Shows invoice problem in detail.

Screen 293 - PIP Browse by Purchasing Document

Use Screen 293 to identify PIPs associated with a Purchasing Document. The PIP number may not be known, but the purchasing document number may be used as a starting point. This screen is useful to view all PIPS for a specific document.

Screen 293 – PIP Browse By Purch Document

```
   293 PIP Browse by Purch. Document                     05/04/23  9:03AM
                                                          FY 2023 CC 02

     Screen: ___   Doc: _____

       Doc      PIP                Invoice      Rt   Modify   Modify
   Sel Number   Number   Type      Number       Cd   Date     Time    By User
   --- -------  -------  ---    --------------   --  --------  -----   --------
    _  A000009  I009646  FYI    513185           FN  02/18/23  15:34   DESA02P
    _  A000024  I009729  FYI    16256            FN  02/19/23  15:04   K702PU
    _  A000026  I009892  FYI    A000026          FN  02/23/23  14:00   AHRM02P
    _  A000027  I009727  FYI    3825             FN  02/19/23  14:55   K702PU
    _  A000028  I010649  FYI    A000028          FN  03/08/23  14:43   AHRM02P
    _  A000034  I009728  FYI    1271             FN  02/19/23  14:58   K702PU
    _  A000050  I009699  FYA    647547AEO        FN  02/19/23  11:13   DESA02P
    _  A000055  I011367  FYA    20462            CN  03/23/23  08:58   DESA02P
    _  A000055  I011683  FYA    20462            CN  03/26/23  07:24   DESA02P
    _  A000055  I011955  FYA    20462            CN  03/31/23  08:53   DESA02P
    _  A000057  I009667  FYI    00000000291162   FN  02/18/23  16:56   JKIM02P
    _  A000064  I010372  FYA    4127770          CN  03/03/23  09:25   CAME02P


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

PF6 Pop-up Window

```
+------------------------------------------------------------------------------+
| F6501 Update not allowed because I011367 is Completed                        |
| Doc: A000055        Invoice Problem I011367  Type: A   Inv: 20462            |
| Created By:                    on 03/23/2023     0  more PIPs   Page: 1      |
|     Code        *-----------------* Code Translation *-----------------*     |
|     OB          This invoice will not post to the account because of         |
|                 "insufficient budget balance available".  To move money into |
|                 this account please submit a DBR. This document will attempt |
|                 to post to this account each night.  To pay these expenses   |
|                 on another account add routing notes to this PIP indicating  |
|                 the account number you want us to use and then approve the   |
|                 PIP.  DO NOT RECALL THIS DOCUMENT TO CHANGE THE ACCOUNT.  If |
|                 a response is not received within 10 business days this      |
|                 document will not be paid.                                   |
|                                                                              |
|                                                                              |
|                 *--------------------* Comments *---------------------*      |
|                 FIRST NOTICE_____        |
|                 ACCOUNT 210330 IS OVER BUDGET_____        |
|                 _____          |
|                 _____          |
|                 _____          |
|                 _____          |
|                         PF4=Exit                       PF9=RESPONSE          |
+------------------------------------------------------------------------------+
```

Basic Steps

- Enter a purchasing document number in the **Doc** field, or press <ENTER> to scroll down and search through the PIPs available.
- Place the cursor in the **Sel** (Select) field next to the desired PIP and press PF6 to view details.

PIP Types

FYA (for your approval)	Approve and route forward to a person or desk as a For Your Approval document. This is done when approval is requested from a user that is not in the path for that document. Key in the name of the person or the name of the desk to receive the document for approval in the pop-up window that is displayed.
FYI (for your information)	Send a copy of the document to another person or desk not on the document path. Key in the name of the person or name of the desk to receive the information or notification copy.
FRA (for return approval)	Send to another person or desk for approval, and then the document returns to the sender. The sender will not approve the document until it returns with the additional approval.

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

Action Line

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

Screen Information

◆ **Sel:**   1 character
Place the cursor in this field and press PF6 to select a document number and view PIP detail information.

Doc Number: 7 character/digits
Displays the document number.

PIP Number: 7 character/digits
Displays the PIP number.

Type: 3 characters
Shows the type of PIP.
FYA   =   For your approval
FYI   =   For your information
FRA   =   For return approval
NRT   =   Not in routing file

Invoice Number: 14 characters/digits
Indicates the invoice number that is associated with the document.

Rt Cd: 2 characters
Shows the routing status.
Blank = In Process
CN   = Cancelled
CO   = Completed
DR   = In Dept routing
ER   = In Exec routing
FN   = Final
FY   = FYA/FRA routing
PR   = In Proc routing
RC   = Recalled
RJ   = Rejected

Modify Date: 6 digits
Indicates date the document was last modified.

Modify Time: 4 digits
Shows time the document was last modified.

By User: 7 character/digits
Identifies the user ID and name of the person performing the action on the document.

Additional Functions

PF KEYS   See the Appendix for a detailed description of the standard PF keys.

PF6   **View**
View   Displays the invoice problem in detail.

Screen 294 - PIP Browse by Invoice

Use Screen 294 to access PIP information when the invoice number is known. This screen is helpful to view invoices that have had PIPS.

Screen 294 – PIP Browse By Invoice

```
   294 PIP Browse by Invoice                          05/04/23   9:10AM
                                                       FY 2023 CC 02

     Screen: ___    Invoice: _____

        Invoice       Doc       PIP          Rt   Modify   Modify
  Sel   Number       Number    Number   Type  Cd    Date    Time    By User
  ---  --------------  -------   -------  ----  --  --------  -----   --------
   _   ADV-9075      A837589   I817742   FYI   FN  07/11/08  14:23   SMGR02P
   _   ADV14118A     L213248   I205166   FYI   FN  02/27/12  16:59   NAVC02P
   _   AD006.1       L213548   I204664   FYI   FN  02/17/12  11:28   NAVC02P
   _   AD006.1       L213548   I204665   FYI   FN  02/17/12  11:30   NAVC02P
   _   AD0072        L117710   I104122   FYI   FN  12/07/10  12:23   PROV02P
   _   AD01070811    E114972   I106256   FYI   FN  02/07/11  11:15   GILB02P
   _   AD2044984     E126679   I110899   FYI   FN  05/19/11  15:42   STEC02P
   _   AD2044984     E126679   I110900   FYI   FN  05/19/11  15:44   STEC02P
   _   AEA54         A612001   I608933   FYA   FN  03/31/06  14:00   DESA02P
   _   AEB1B         P602399   I609245   FYA   FN  04/07/06  11:54   DESA02P
   _   AEF0015122    E109676   I103956   FYI   FN  12/02/10  09:49   GLOC02P
   _   AE08-232      L919942   I903816   FYI   FN  11/17/08  13:55   BRYK02P

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

PF6 Pop-up Window

```
+--------------------------------------------------------------------------------+
|  F6501 Update not allowed because I106256 is Completed                          |
|  Doc: E114972      Invoice Problem I106256  Type: I   Inv: AD01070811           |
|  Created By:                  on 02/07/2023    0  more PIPs   Page: 1           |
|     Code      *-----------------* Code Translation *-----------------*          |
|      T6       This document has missing required receipts.  See details         |
|               below.  Please scan and email to Travel Auditor at travel@         |
|               tamuds.tamu.edu.  If a response is not received within 10          |
|               business days this document will not be paid.                     |
|                                                                                 |
|                                                                                 |
|                                                                                 |
|                                                                                 |
|                                                                                 |
|             *--------------------* Comments *--------------------*              |
|             PAGE 3 OF THE LODGING RECEIPT IS MISSING.  PLEASE FURNISH.__         |
|             PLEASE RESPOND BY EMAIL TO B-GILMORE@TAMU.EDU_____         |
|             _____        |
|             _____        |
|             _____        |
|             _____        |
|                      PF4=Exit                        PF9=RESPONSE               |
+--------------------------------------------------------------------------------+
```

Basic Steps
- Enter an invoice number in the ***Invoice*** field or press <ENTER> to scroll down and search through the invoices displayed.
- Place cursor in the ***Sel*** (Select) field by an invoice number and press PF6 to view detail.

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

Action Line

Invoice: 14 characters/digits Help
Enter a valid invoice number.

Screen Information

◆ **Sel:** 1 character
Type "X" and press PF6 to select an invoice number and view detail about the selected PIP.

Invoice Number: 14 digits/characters
Shows invoice number associated with the PIP.

Doc Number: 7 character/digits
Displays the document number.

PIP Number: 7 character/digits
Displays the PIP number.

Type: 3 characters
Shows the type of PIP.

FYA	=	For your approval
FYI	=	For your information
FRA	=	For return approval
NRT	=	Not in routing file

Rt Cd: 2 characters
Shows the routing status.

Blank	=	In Process
CN	=	Cancelled
CO	=	Completed
DR	=	In Dept routing
ER	=	In Exec routing
FN	=	Final
FY	=	FYA/FRA routing
PR	=	In Proc routing
RC	=	Recalled
RJ	=	Rejected

Modify Date: 6 digits
Displays date document was last modified.

Modify Time: 4 digits
Shows time the document was last modified.

By User: 7 character/digits

Identifies the user ID and name of whomever took action.

Additional Functions

PF KEYS   See the Appendix for a detailed description of the standard PF keys.

PF6   **View**
**View**   Displays the invoice problem in detail.

Section XIV
Appendix

Instructions

Listed below are general instructions that to assist users as they use FAMIS to input or view document information. Please become familiar with the information in this reference as it can making 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 is being used. Contact local computer support person for assistance in identifying these keys.

PF Keys
When a key is listed as **PFn**, "PF" represents <u>P</u>rogram <u>F</u>unction. Most 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 with use of the screen. For example, at the bottom of <u>Screen 164</u> (Voucher Inquiry by PO Number) there is a PF11 key with the word "Right" under it. This means that by pressing PF11, the screen listing will scroll to the right for an additional panel of information.

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

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

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

RESET Key
After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "**X ( )**" or hourglass icon (⏳) will appear. Additional information may not be entered until the system is finished processing. If *any* other symbols appear, press the **RESET** key -- often the **ESCAPE** key on a PC.

ERASE END OF FIELD Key

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

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 the *reset* key followed by the *tab* key to release your system when it freezes.

Action Line/Context

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

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

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

```
 002 GL 6 Digit                                 07/12/23 10:50
                                                FY 2023 CC 02

  Screen: ____   Account: 030009 _____   STADIUM REVENUE FUND

 Account Title: STADIUM REVENUE FUND_____      SRS: _
```

Message Line

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

```
 F6537 Please enter a valid six digit GL account
   002 GL 6 Digit                                        07/12/23 10:50
```

Scrolling Through Data

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

Help

HELP functions are available for many screen fields in FAMIS. Typing a question mark (?) in the blank beside the desired field and pressing <ENTER> will access a pop-up window with specified field information. Another way is to place the cursor in the desired field and press PF2.

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

Escaping from a Pop-Up Window

When in a pop-up window, pressing **PF4** will usually return to the original screen, but there are a few screens on which pressing **<ENTER>** return 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 PF2.

Screen 2 – GL 6 Digit

```
  002 GL 6 Digit                                      07/12/23 10:5
                                                      FY 2023 CC 0
    Screen: ___   Account: 030009 ____   STADIUM REVENUE FUND

 Account Title: STADIUM REVENUE FUND_____            SRS: _
   Resp Person: 3xx00xx81 BJORK, CARL R          Old Acct: 0297_____
 Year-end Process: F    Reclassify: _   Reporting Group: __   Aux Code: INT
    AFR Fund Group: 30    Fund Group: AX  Sub Fund Group: AX    Sub-Sub: __
```

```
  002 GL 6 Digit                                      07/12/23 10:56
             +----------------------------------------------------------+ 02
    Screen: ___  | ** More Codes - Press <ENTER> to View **             |
             |                                                          |
 Account Title: |  Search Criteria:    AFR Fund Group: 30               | _
   Resp Person: |                                                       | __
 Year-end Proce |    AFR         Sub                                    |
    AFR Fund Gro |    Fund   Fund Fund   Description                     |
        Functi  | _  30     AX   AX     AUXILIARY NON-PLEDGED            |
             |  | _  31     AX   AP     AUXILIARY PLEDGED                |
    Default Ba  | _  40     RS          RESTRICTED                       |
 Alternate Ban  | _  41     RS   AR     RESTRICTED-ARRA                  |
             |  | _  50     LN   LF     LOANS/UNIVERSITY FUNDS           |
             |  | _  51     LN   LR     LOANS/U.S. GOVT. GRANTS REF.     |
      Primary:  | _  60     EN   TG     ENDOWMENTS/TRUE-GEN PURPOSE      |
    Secondary:  | _  61     EN   TS     ENDOWMENTS/TRUE-STUDENT AID      |
             |  | _  62     EN   MG     ENDOWMENTS/TERM-GEN PURPOSE      |
             |  | _  63     EN   MS     ENDOWMENTS/TERM-STUDENT AID      |
 Fund Source: _ | _  64     EN   QR     ENDOWMENTS/QUASI-GP RESTRICTED   | : _
  Long Title: S | _  65     EN   QA     ENDOWMENTS/QUASI-SA RESTRICTED   | 988
           ( |  |              -- IASYS-AFR-FUND-GROUP --                |
 Enter-PF1---PF |    Select an AFR Fund Group or Press <PF4> to Quit     | ---
        Hmenu He +----------------------------------------------------------+
```

To make a selection, type an "X" next to a value and press <ENTER> to pass it back to the previous screen. This is called the "Passback" feature.

Question Mark (?) or Asterisk (*) Help

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

To use the Help feature, type a question mark (?) or asterisk (*) in the field and press <ENTER>. If Help is available for the field, a pop-up window will appear displaying a definition and/or valid values.

Screen 2 – GL 6 Digit

```
  002 GL 6 Digit                                      07/12/23 15:55
                                                      FY 2023 CC 02
    Screen: ___   Account: 010100 ____  ED & GEN INCOME-TUITION

  Account Title: ED & GEN INCOME-TUITION_____          SRS: _
    Resp Person: 5uuuuuuu4 MASON, MOLLY M        Old Acct: NA_____
  Year-end Process: F    Reclassify: _  Reporting Group: __  Aux Code: ___
      AFR Fund Group: ?     Fund Group: FG  Sub Fund Group:      Sub-Sub: __
           Function: __

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

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


  Fund Source: __ _____    Account Letter: Y
   Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION  Setup Dt: 08/26/1991
              _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       Next
```

```
  002 GL 6 Digit                                      07/12/23 15:56
       +----------------------------------------------------------+ 02
    Screen: ___ | ** More Codes - Press <ENTER> to View **        |
                |                                                  |
  Account Title: |  Search Criteria:   AFR Fund Group: 10          | _
    Resp Person: |                                                 | __
  Year-end Proce |   AFR       Sub                                 |
    AFR Fund Gro |   Fund  Fund Fund   Description                 |
         Functi  | _  10   FG        EDUCATIONAL AND GENERAL        |
                 | _  20   DS   DF   DESIGNATED/NON-SERVICE DEPARTMENT |
     Default Ba  | _  21   DS   DS   DESIGNATED/SERV DEPT-PROF FEES & SE |
  Alternate Ban  | _  22   DS   ST   DESIGNATED/SERV DEPT-TRAVEL    |
                 | _  23   DS   SM   DESIGNATED/SERV DEPT-MATERIAL & SUP |
                 | _  24   DS   SU   DESIGNATED/SERV DEPT-COMM & UTIL |
     Primary:    | _  25   DS   SR   DESIGNATED/SERV DEPT-REPAIRS & MAIN |
   Secondary:    | _  26   DS   SL   DESIGNATED/SERV DEPT-RENTALS & LEAS |
                 | _  27   DS   SP   DESIGNATED/SERV DEPT-PRINTING & REP |
                 | _  28   DS   SC   DESIGNATED/SERV DEPT-CLAIMS & LOSSE |
  Fund Source: _ | _  29   DS   SO   DESIGNATED/SERV DEPT-OTHER OPER EXP | : Y
   Long Title: E | _  30   AX   AX   AUXILIARY NON-PLEDGED          | 991
          _  |               -- IASYS-AFR-FUND-GROUP --            |
  Enter-PF1---PF | Select an AFR Fund Group or Press <PF4> to Quit | ---
        Hmenu He +----------------------------------------------------------+
```

To make a selection, type an "X" next to a value and press <ENTER> to pass it back to the previous screen. This is called the "Passback" feature.

Valid Field Values

Many of the fields that have multiple valid values are repeated throughout this manual. Combining the information for these fields in one central place will help condense the size of this manual and provide a single reference area for this type of information.

FIELD Name	Type and Valid Values

Inbox Action: Action to be taken on the document. Note that if a user does not have approval authority, they will not see this field displayed. Valid values are as follows:

APP	=	Approve the document.
FYA	=	Approve and route to another for approval. This is done to request approval from a user that is not in the path for that document. Key in the name of the person or the name of the desk to receive the document for approval in the pop-up window that displays.
FRA	=	Route for Approval and Return. This document will be returned to the original user for approval before it goes to any other approvers.
FYI	=	Send a copy of the document to another person or desk not on the document path. Key in the name of the person or name of the desk to receive the information or notification copy.
HLD	=	Mark the document as HELD by a user to take action
REJ	=	Reject this document back to the creator for revision
DIS	=	Discard information/notification copy from my INBOX
FYP	=	Forward for processing (Processing Dept ONLY)
SUB	=	Submit the document for approval

Form: Type of document:

DBR	=	Dept Budget Request
ECT	=	Payroll Cost Transfer
PBD	=	Bid
PEP	=	Exempt Purchase
PIP	=	Invoice Problem
PLP	=	Limited Purchase
PPO	=	Purchase Order
PRQ	=	Requisition

FIELD Name	Type and Valid Values

Requested Action: Identifies the action needed for the document. Valid values are as follows:

FYA/Approve	=	For Your Approval Routing
FRA/Approve	=	For Return Approval Routing
Revise	=	Revise and route
Approve	=	Approve and route
Notify	=	Notification copy
FYI	=	For Your Information only
Sign required	=	signer desk approval required

Status: Shows the document progress

Cancelled	=	Document cancelled
Completed	=	Document completed
In Dept Rt	=	In department routing (not FYA/FRA)
FYA/FRA Rt	=	For Your Approval routing (in department routing but not through path
Rejected	=	Document rejected
Recalled	=	Document recalled
In Proc Rt	=	In Processing routing
In Exec Rt	=	In Executive routing
Final	=	Finished routing

Type: Identifies the type of routing. Valid values include the following:

APP	=	Approve the document.
FYA	=	Approve and route to another for approval. This is done to request approval from a user that is not in the path for that document. Key in the name of the person or the name of the desk to receive the document for approval in the pop-up window that displays.
FRA	=	Route for Approval and Return. This document will be returned to the user for approval before it goes to any other approvers.
FYI	=	Send a copy of the document to another person or desk not on the document path. Key in the name of the person or name of the desk to receive the information or notification copy.
HLD	=	Mark the document as HELD by a user to take action
REJ	=	Reject this document back to the creator for revision
DIS	=	Discard information/notification copy from my INBOX
FYP	=	Forward for processing (Processing Dept ONLY)
SUB	=	Submit the document for approval

Standard PF Keys

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

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

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

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

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

Extended Function Keys

Audit   Produces document audit information inquiry.

```
    +---------------------------------------------------------------------+
    |                                                                     |
    |   Screen: ___                                   03/22/23 14:41      |
    |                 **** Routing Document Information ****     CC 02     |
    |   +-----------------------------------------------------------+     |
 S  |   |                                                           |     |
 -  |   |                 **** Audit Information ****               |     |
    |   |                                                           |     |
    |   |     Document: R500173                                     |     |
    |   |         Item:                                             |     |
    |   |                                                           |     |
    |   |         Date Created: 11/29/94           Added By: OxxxxxT |     |
    |   |         Time Created: 10.39.32            User ID: OxxxxxT |     |
    |   |                                                           |     |
    |   |     Last Modify By: OxxxxxT    Last Modify Time: 10.47.14 | 40.00|
    |   |     Last Modify Date: 11/29/94    Last Modify PGM: Pxxxxx1 |     |
    |   |                                                           |     |
    |   |              PF3= Back to Cvr   PF4=Exit                  |     |
    |   +-----------------------------------------------------------+ PF12--|
 En |              Exit   NDoc   Summ   Audit Accts Notes Headr Items Track |
    +---------------------------------------------------------------------+
```

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

Names   Displays the names of the desk assignees in a pop-up window when the cursor is in the "current" or "previous" range. "S" in the *Status* field indicates that the assignee is a substitute.

```
   937 Desks by Office                                    05/23/23 16:05
                                                                   CC 02

   Screen: ___   Office: PURCHASING  Desk: _____

 S    Des +-----------------------------------------------------------------+
 -  ----- |                                                                 | ----
 _   ADMIN |  DESK: ADMIN                                                    |
 _   ADMIN |                                                                 |
 _   ADMIN |      UIN        STATUS       NAME                               |
 _   ADMIN |                                                                 |
 _   ADMIN |   4uuuuuuu6                JANSON, JANICE J                      |
 _   ADMIN |   4uuuuuuu5       S        GOLDMAN, GINNY G                      |
 _   ADMIN |   4uuuuuuu4       S        LINDSEY, LAURA L                      |
 _   ADMIN |                                                                 |
 _   ADMIN |                                                                 |
 _   ADMIN |                                                                 |
 _   APPRO |                                                                 |
 _   CENTR |     *** END OF LIST - 3 WORKERS FOUND                           |
 _   COMP- |                                                 PF4 to Quit |   |
 _   COMP- |                                                                 |
          +-----------------------------------------------------------------+
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                          Names
```

NDoc: **Next Document**
Exit current Cover Sheet pop-up window and displays cover sheet for the **Next Document** selected. If none exist, will return to the Inbox screen.

Notes: Displays any notes attached to the document header. Use the *Position at Line* field to start the text at a particular line. The *Page (F/B/E)* field scrolls Forward (F) and Backward (B) through the text; use End (E) to exit the window. PF8 can be used to view the notes on the next item, while PF7 will display the notes on the previous item.

```
+-------------------------------------------------------------------+
|    7468 Note not found on file                                    |
| R500104   0.0                             Position at line: ___   |
|    Line              ******** Note Text ********                  |
|          _____              |
|          _____              |
|          _____              |
|          _____              |
|          _____              |
| PF3= Back to Cvr  PF4=Exit PF7=PItem PF8=NItem  Page(F/B/E): E    |
+-------------------------------------------------------------------+
```

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

Summ: Provides view of document which is similar to a printed document. See Screen 288.

```
+------------------------------------------------------------------------+
|                ****************** Document Summary ******************   |
|                                                                        |
|   R500173                        Number of Desc Lines: 5    Page: 1_ Of 2 |
|                                                                        |
|    VENDOR:                          +--------------------------+       |
|                                     | DOC: R500173             |       |
|                                     |                          |       |
|                                     | USER REF: 455019-5001    |       |
|                                     +--------------------------+       |
|                                                                        |
|    INVOICE TO:                          SHIP TO:                       |
|    FISCAL DEPT.                         CHEMISTRY DEPARTMENT            |
|    COKE BLDG.  RM. 104                  COLLEGE STATION TX 77843        |
|    COLLEGE STATION TX 77843                                            |
|                                                                        |
|                                             PF4=Exit  PF7=Bck  PF8=Fwrd |
+------------------------------------------------------------------------+
```

Track   Displays a document tracking window identifying all types of action that have gone against this document. From within this window, any of the related documents may be tracked by placing the cursor on any of the window's lines and pressing <PF12> again.

```
 + +---------------------------------------------------------------------+
   | Screen: ___                                    03/22/23 11:58       |
   |            **** Routing Document Information ****      CC 02         |
+- |   Actio +-------------------------------------------------------------+ |
|  |         |    0007 End of valid data reached                      |  |
|  | Doc ID  | R R500174             Document Tracking                |  |
|  | Doc Summ|  _                                                     |  |
|  | Released|      Class  Document  Item   Action    Date     Time   |  |
|  |         |      -----  --------  ------  --------  ---------  ------ |  |
|  |         | To                            CREATE   11/29/94  10:41 |  |
|  | Requisit| To                            CLOSED   11/29/94  10:46 |  |
|  | Contact | From                                                   |  |
|  | Dept Nam| From                                                   |  |
|  | Doc Tota| From                                                   |  |
|  |         | From                                                   |  |
|  |         | From                                                   |  |
|  |         |                 PF3= Back to Cvr  PF4=Exit  PF12=Track |  |
|  |         +-------------------------------------------------------------+ |
+- |        Exit  NDoc  Summ  Audit Accts Notes Headr Items Track      |
 + +---------------------------------------------------------------------+
```

K:\FA\DOC\WRKNPRCS\ROUTING\RoutingCURR.docx
Last Revised: 7/18/2023 10:30 AM