# FAMIS Control Screens User Manual

Version 2.0 March 2014

FAMIS Services
The Texas A&M University System

## Introduction

The purpose of this manual is to assist in understanding and utilizing the control screens in the Financial Accounting Management Information System (FAMIS). As an integral part of the system, these screens determine how different functions will process.

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. Applications include Financial Accounting, Purchasing, Receiving, Fixed Assets, Annual Financial Reporting, and Sponsored Research. Manuals for these applications are available for users on our website: <a href="http://www.tamus.edu/offices/famis/">http://www.tamus.edu/offices/famis/</a>.

This manual covers the tables and screens that control the processing within FAMIS. 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 typing an asterisk (\*) or question mark (?) in the field.

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:

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**SPR CONTROL TABLES** 

See the Sponsored Research User's Manual

**FFX CONTROL TABLES** 

See the Fixed Assets User's Manual

## Control Screens and Tables Menus

FAMIS is screen driven. Users navigate through a variety of screens to access data. Each screen in FAMIS has a number that is see in the top left corner of the screen. All the Menus begin with the letter "M" to distinguish these screens from others.

Below is a series of screens showing the menus that list the screens covered in this manual.

#### Menu S01 – FA/AP System Tables Menu

```
S01 FA/AP System Tables Menu
                                                                                        10/30/13 10:53
                                                                                         FY 2014 CC 02
  Screen:
 *---- Processing Control Tables ----* *---- System Control Records ----*
801 - GL Chart of Accounts Table 821 - Fin. Accounting Control Record 802 - SL Chart of Accounts Table 822 - Accts. Payable Control Record 803 - Global Subcode Edit Table 823 - Payroll Inter. Control Record 804 - Automatic Budget Realloc Rules 827 - eTravel Control Record
804 - Automatic Budget .....
805 - GL Subcode Descriptions
806 - SL Subcode Descriptions
                                                        842 - Campus Allow Flag Maint
                                                       843 - Campus Control Flag Maint.
 808 - Discount Table
 809 - Tax Code Table
                                                         882 - Current Session / Fiscal Year
                                                          883 - Campus Access Control
 810 - Currency Code Table
 811 - Cost Reference Table Maint
 812 - Invoice Problem Text Maint
Enter-PF1---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help EHelp
```

This menu contains Part 1 of the screens necessary to perform the general purposes processes.

#### Menu S02 - FRS Miscellaneous Tables Menu

```
S02 FRS Miscellaneous Tables
                                                                10/30/13 10:54
                                                                 FY 2014 CC 02
                   *--- General Purpose Table Screens ---*
816 - ACH Holiday Table
                                            840 - USAS Strategy Table Maint.
817 - Comp Codes Subject to Interest
                                           841 - LDT Code Maintenance
818 - State and Local Holiday Table
819 - State Holiday Table
                                            S03 - FRS Misc. Tables Continued
830 - Payroll Empl. Payment Cr. Acct Table
831 - Interdepartmental Transfer Table
832 - Topic Id Maintenance
833 - Maintain AP Bank Information
834 - Voucher Type Create
835 - Last Voucher Number Table List
836 - Beginning Budget Entries Table
837 - Insurance Liability Account Table
838 - Contact Maintenance
839 - InterAgency Payment Account Table
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Hmenu Help EHelp
```

This menu is a continuation of the General Purpose Table Screens.

#### Menu S03 – FRS Miscellaneous Tables Continued Menu

```
S03 FRS Miscellaneous Tables Continued
                                                                  10/30/13 10:56
                                                                   FY 2014 CC 02
                    *--- General Purpose Table Screens ---*
850 - Person Information
                                             860 - Department Table Maintenance
851 - Mail Code File Maintenance
852 - Person Alias Maintenance
                                            861 - BPP Table Inquiry
853 - Generic Table
854 - Type/Prefix Create (Pur)
                                           862 - Travel Authorization Inquiry
855 - Type/Prefix Display
856 - Budget Generic Table
                                             886 - Account Audit Trail Inquiry
                                            899 - Maintain Dictionary Values
857 - Batch Table Maintenance
                                             S02 - FRS Miscellaneous Tables
858 - UIN Verification
859 - BPP Verification
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Hmenu Help EHelp
```

#### Menu M45 – Purchasing Technical Menu

```
M45 Purchasing Technical Menu
                                                               10/30/13 10:56
                                                                FY 2014 CC 02
           * ---- Control Tables Maintenance ----- *
                304 Requisition Deadlines by Fund
                305 Purchasing Campus BB Entry
                306 Maintain Exempt/Delegation Object Code Table
                307 Purchasing Print Part Defaults
                308 Printer Control Maintenance
                309 Purch. Limited/Exempt Controls
                310 P.O. System Controls
                311 P.O. System Controls - Part 2
                312 Document Category Maintenance
                313 Special Text Maintenance
                314 Purchasing Office Maintenance
                315 Buyer Code Maintenance
                316 Ship To/Invoice To Maintenance
                317 Standard Text Maintenance
                     Type Funds List Maintenance
                318
                319 Type Order List Maintenance
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Hmenu Help EHelp
```

## Menu M62 – Accounts Receivable System Controls Menu

M62 AR System Controls		10/30/13 10:57
		FY 2014 CC 02
		FY 2014 CC 02
Screen: Customer:	Invoice:	
*	System Controls*	
600	AR Control Record	
681	Invoice Prefix Create	
682	Invoice Prefixes - Last Number Used	
683	Past Due Letter Text Maintenance	
Enter-DE1DE2DE3DE4	PF5PF6PF7PF8PF9PF10	DF11DF12
Hmenu Help EHelp		
L		

# Section II General Purpose Tables

## Campus Allow Flag Maintenance

Campus Allow Flag Maintenance is used to control access to update functions for a campus code and fiscal year. These flags are global and override any individual security access. FAMIS Services controls entries on this screen and the setting of the values. When updates are made on this screen, they are tracked by date, time, and FAMIS User ID.

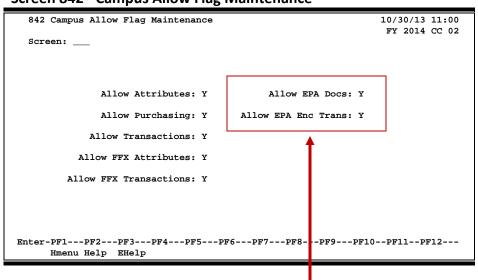
The flags are used during the transition from one fiscal year to the next. When the new fiscal year is established, the Allow flags are set to "Y" as agencies can begin working in the new year. At the end of the AFR process, the flags in the old fiscal year are set to "N," thereby "closing" the campus to further updates.

This screen is maintained and updated by FAMIS Services.

The EPA flags are global and set on the Master Campus.

The other flags are campus specific.

#### Screen 842 - Campus Allow Flag Maintenance



The two EPA flags (right side of the screen) are set on the MASTER campus (cc00 in Production) and cannot be updated on an individual campus.

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

#### Screen Information

Allow Attributes: 1 character

Enter "Y" to allow update access to the account attributes.

**Allow Purchasing:** 1 character

Type "Y" to allow update access to the purchasing screens.

**Allow Transactions:** 1 character

Enter "Y" to allow update access to post accounting transactions.

## Screen 842 - Campus Allow Flag Maintenance (cont'd)

Allow FFX 1 character

**Attributes:** Type "Y" to allow update access to fixed assets account attributes.

Allow FFX 1 character

**Transactions:** Enter "Y" to allow update access to fixed assets transactions.

Allow EPA Docs: 1 character

"Y" allows EPA documents to be created in this fiscal year. If "N" or blank, you can view payroll data in CANOPY, provided you have the appropriate security

clearance to do so.

Allow EPA Enc 1 character

**Trans:** Type "Y" to allow EPA encumbrance transactions in this fiscal year.

### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

# Campus Control Flag Maintenance

Screen 843 is used to control budget checking for each campus.

Changes made to the flag on this screen are not effective immediately. Active users must sign off and then log back on for flag changes to take effect. Because of this, Business Offices are encouraged to make changes at the end of the business day.

This screen is maintained and updated by each System Member. It requires Element 6 in addition to screen access.

### **Screen 843 - Campus Control Flag Maintenance**

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### Screen Information

Global Budget 1 character

**Control Flag:** Type "N" to turn off budget checking. Leave blank for normal processing.

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

## Current Session Campus and/or Fiscal Year

FAMIS allows you to work in different campuses and various fiscal years, provided you have the appropriate security clearance to do so. To change either the campus and/or the current year, use <a href="Screen 882">Screen 882</a>.

#### Screen 882 - Maintain Current Session Campus and/or Fiscal Year

```
882 Maintain Current Session Campus and/or Fiscal Year 10/30/13 11:01
FY 2014 CC 02
Screen: ____

Active Campus: 02

Active Fiscal Year: 2014

Valid for Inquiry: ****
Valid for Updates: CCCC

Active Processing Month: 10 October
Month of Fiscal Year: 2

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

## **Basic Steps**

- Enter a campus code, fiscal year, or processing month in the fields provided.
- Press <ENTER> to record the information.

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

#### Screen Information

Active Campus: 2 digits

Enter the campus code you are currently accessing.

Active Fiscal Year: 4 digits

Displays the current fiscal year that you are accessing. To change, type the

desired year and press <Enter>.

Valid for Inquiry: 4 characters

Identifies the data by years you may view as set in your security.

CCCC = Current year only

\*\*\*\* = all years

YYYY = a specific year, such as "2008," will allow viewing of 2008 data

only. Generally, this is not recommended.

## Screen 882 – Maintain Current Session Campus or Fiscal Year (cont'd)

Valid for Updates: 4 characters

Identifies the data by years you may update as set in your security.

CCCC = Current year only

\*\*\*\* = all years

YYYY = a specific year, such as "2008," will allow viewing of 2008 data

only. Generally, this is not recommended.

Active Processing 2 digits

**Month:** Allows you to change the processing month for transactions being entered on

the FAMIS screens. If you do not have the proper security to change this date,

the field will be "display only."

Month of Fiscal 2 digits

**Year:** Displays the current month of the fiscal year.

## **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

## Campus Access Control

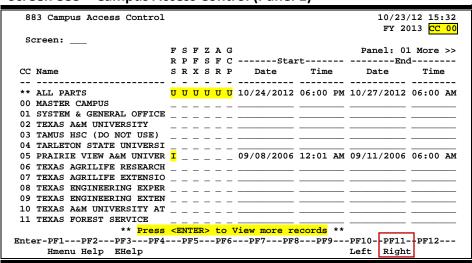
<u>Screen 883</u> can be set to either Inquiry (I) or Unavailable (U). The different subsystems as well as campuses can be set separately. <u>Screen 883</u> can only be updated on the Master Campus.

The example below shows all subsystems as being set to "unavailable" for the FT file reorg. It also shows the FRS system set to "inquiry" during a conversion.

<u>Screen 883</u> is checked by the FRS core posting programs and will block the users out if they are trying to post when the system is set to "I" or "U." The code is in FSCPACC.

This screen is maintained and updated by FAMIS Services.

### Screen 883 - Campus Access Control (Panel 1)



#### Screen 883 - Campus Access Control (Panel 2)

```
883 Campus Access Control
                                                                03/10/14 15:41
 Screen: ___
                  FSFZAG
 << More
                                                            Panel: 02 More >>
                          F S F Z A G
R P F S F C
---- FRS Added ---- FRS Mod -----
S R X S R P User ID Date User ID Date
CC Name
 ** ALL PARTS
00 MASTER CAMPUS
01 SYSTEM & GENERAL OFFICE _ _ _ _
03 TAMUS HSC (DO NOT USE)
04 TARLETON STATE UNIVERSI _ _ _ _
05 PRAIRIE VIEW A&M UNIVER _ _ _ _
06 TEXAS AGRILIFE RESEARCH _ _ _ _
07 TEXAS AGRILIFE EXTENSIO _ _ _ _ _
08 TEXAS ENGINEERING EXPER _ _ _ _ _
09 TEXAS ENGINEERING EXTEN _ _ _ _
10 TEXAS A&M UNIVERSITY AT _ _ _ _
11 TEXAS FOREST SERVICE
                  ** Press <ENTER> to View more records **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Hmenu Help EHelp
```

Press PF11 to view additional display panels for the other FAMIS modules.

## **Basic Steps**

- Type "I" or "U" to make the subsystem(s) inquiry only or unavailable.
- Include the start and end date and the time.
- Press <ENTER> to record the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Screen Information**

Panel 1

CC: 2 digits

Displays the campus code.

Name: 23 characters

Shows the name of the System Member.

FRS: 1 character

Indicate whether the subsystem is or available for Inquiry (I) or Unavailable (U).

SPR: 1 character

Indicate whether the subsystem is available for Inquiry (I) or Unavailable (U).

**FFX:** 1 character

Indicate whether the subsystem is available for Inquiry (I) or Unavailable (U).

**ZSS:** 1 character

Indicate whether the subsystem is available for Inquiry (I) or Unavailable (U).

**AFR:** 1 character

Indicate whether the subsystem is available for Inquiry (I) or Unavailable (U).

GCP: 1 character

Indicate whether the subsystem is available for Inquiry (I) or Unavailable (U).

Start

Date: 8 digits

Include the date the subsystem is available/unavailable.

Time: 6 digits

Enter the time the subsystem is to become available/unavailable.

End

Date: 8 digits

Include the date the subsystem is available/unavailable.

Time: 6 digits

Enter the time the subsystem is to become available/unavailable.

## Screen 883 - Campus Access Control (cont'd)

→ Panel 2 FRS Added

**User ID:** 7 characters/digits

Enter the UserID of the person adding the subsystem for the campus code.

Date: 8 digits

Type the date subsystem was added.

**FRS Mod** 

**User ID:** 7 characters/digits

Enter the UserID of the person modifying the subsystem for the campus code.

Date: 8 digits

Type the date subsystem was modified.

→ Panel 3
SPR Added

**User ID:** 7 characters/digits

Enter the UserID of the person adding the subsystem for the campus code.

Date: 8 digits

Type the date subsystem was added.

**SPR Mod** 

**User ID:** 7 characters/digits

Enter the UserID of the person modifying the subsystem for the campus code.

Date: 8 digits

Type the date subsystem was modified.

→ Panel 4
FFX Added

**User ID:** 7 characters/digits

Enter the UserID of the person adding the subsystem for the campus code.

Date: 8 digits

Type the date subsystem was added.

**FFX Mod** 

**User ID:** 7 characters/digits

Enter the UserID of the person modifying the subsystem for the campus code.

Date: 8 digits

Type the date subsystem was modified.

→ Panel 5 ZSS Added

**User ID:** 7 characters/digits

Enter the UserID of the person adding the subsystem for the campus code.

Date: 8 digits

Type the date subsystem was added.

## Screen 883 - Campus Access Control (cont'd)

**ZSS Mod** 

**User ID:** 7 characters/digits

Enter the UserID of the person modifying the subsystem for the campus code.

Date: 8 digits

Type the date subsystem was modified.

→ Panel 6
AFR Added

**User ID:** 7 characters/digits

Enter the UserID of the person adding the subsystem for the campus code.

Date: 8 digits

Type the date subsystem was added.

**AFR Mod** 

**User ID:** 7 characters/digits

Enter the UserID of the person adding the subsystem for the campus code.

Date: 8 digits

Type the date subsystem was modified.

→ Panel 7
GCP Added

**User ID:** 7 characters/digits

Enter the UserID of the person adding the subsystem for the campus code.

Date: 8 digits

Type the date subsystem was added.

**GCP Mod** 

**User ID:** 7 characters/digits

Enter the UserID of the person modifying the subsystem for the campus code.

Date: 8 digits

Type the date subsystem was modified.

**Additional Functions** 

**PF KEYS** See the Appendix for explanations of the standard PF keys.

## FRS Person File Maintenance

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

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

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

You may contact <a href="mailto:BCSSupport@tamus.edu">BCSSupport@tamus.edu</a> to verify a person's file that might not appear on this screen prior to the monthly upload.

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 10/30/13 11:06 CC 00
Screen: Person: 4uuuuuuu2 Inactive: _ Delete: _ (Y/N) OSRS:
Name: Last: MERTSON First: MARSLY MI: M Suffix: Prefix:
SSN: 4xx-xxx
BPP Phone: 979-458-5555
Home CC Dept S-Dept Address: FAMIS SERVICES Mail Cd: C1144  01 INRE_ FAMIS
Routing Email Prefs
#** EPA PI/Researcher: _ Email from BPP: Y Notify Freq: D D E-Mail: MERTMARS@TAMUS.EDU _ Type: A A Printer Default: _ Voided Apps: Y Y Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Hmenu Help EHelp SSN

The SSN field is only displayed if you have the appropriate security.

## **Basic Steps**

- Enter a Universal Identification Number (UIN) or person's last name in the *Person* field
  and press <ENTER> to locate the desired information. You may also type an asterisk (\*)
  in *Name: Last:* field and press <ENTER> to view a pop-up display of matching names
  from which to select.
- Enter or modify the person's information and press <ENTER> to record the information.
- The appropriate security rights are needed to view the Social Security Number (SSN).

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

**Action Line** 

Person: \* Help 9 digits

Enter the person's Universal Identification Number (UIN). You may also type an

asterisk (\*) to search for a name.

**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

Enter "Y" to delete the person's record from the person file.

Screen Information

OSRS: 1 character

"Y" identifies this is an SRS employee.

Person's Name

(Last): 20 characters

Identify the person's last name.

(First): 10 characters

Enter the person's first name.

(MI): 1 character

Include the person's middle initial, if any.

(Suffix): 4 characters

Provide the suffix of the person, if any.

(Prefix): 4 characters

Enter the prefix of the person, if any.

SSN: 9 digits

Displays the Social Security Number if you have the appropriate security.

**Title Code:** ? Help 4 digits

Include the person's title code as provided by TAMUS.

Phone: 10 digits

Enter the phone number of the person.

Date Hired: 8 digits

Include the date the person began working for The Texas A&M University

System.

**Gender:** ? Help 1 digit

Identify the gender of the person.

## Screen 850 - FRS Person Information (cont'd)

**FAX:** 10 digits

Provide the person's FAX number, if desired.

Adloc Part: ? Help 2 digits

Enter the adloc (administrative location) for the person.

Acct: 6 digits

Identify the account number from which the person is paid.

Suffix: 1 character/digit

Enter a code, if needed, to further separate the Adloc.

**BPP phone:** 10 digits

Shows the phone number listed in BPP.

Home

CC: ? Help 2 digits

Include the home campus code of the person.

**Dept:** 5 digits

Identify the department in which the person works.

S-Dept: 5 digits

Enter the sub-department in which the person works.

**Address:** 3 lines (30 characters/digits each)

Include the business address of the department in which the person works.

Mail Cd: ? Help 4 digits

Enter the on campus mail code of the department in which the person works.

City: 30 characters

Identify the city in which the department is located.

State: ? Help 2 characters

Include the state in which the department is located.

**Zip:** 9 digits

Provide the ZIP Code + 4 digits of the department.

**Country:** ? Help 3 characters

Include the country of the person.

PI/Researcher: 1 character

Indicate whether the person is a researcher or principal investigator.

E-mail from BPP: PF2 Help 1 character

Displays "Y" if the current email address was obtained from the BPP employees

file.

**E-Mail:** 30 characters

Include the person's email address.

## Screen 850 - FRS Person Information (cont'd)

**Printer Default:** 30 characters

Enter the default printer at which the person may receive reports.

Routing Email Prefs (\*\*\* or EPA)

Notify Freq: PF2 Help 1 character

Identifies the frequency of the person's inbox notification

D = Daily

E = Every Document

W = Weekly

Type: PF2 Help 1 character

Indicates the email notification type

A = Approvals Only N = None (no email)

Y = All (include notifications)

Voided Apps: 1 character

Determines whether email notification is sent when a document is rejected after you have given your approval. You are notified that someone further

down the path rejected the document.

Y = Send email notificationN = Don't send email notification

**Additional Functions** 

**PF KEYS** See the Appendix for explanations of the standard PF keys.

PF9 Social Security Number

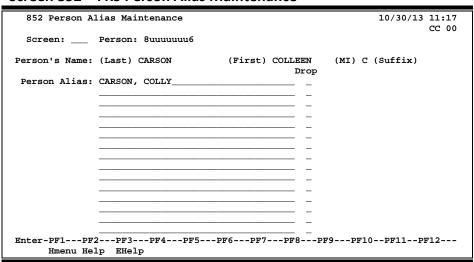
SSN Use to enter the person's Social Security Number, if you have the appropriate

security.

## FRS Person Alias Maintenance

FAMIS allows you to maintain different names for the same person using an alias. This is useful for locating a person whose name has changed – perhaps through marriage or divorce. The person's alias is entered on <u>Screen 852</u>.

#### Screen 852 – FRS Person Alias Maintenance



## **Basic Steps**

- Enter a Universal Identification Number (UIN) in the *Person* field. You may type an asterisk (\*) in this field and press <ENTER> to search for a person's UIN.
- Type all aliases on the lines provided.
- Press <ENTER> to add or update the information.

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

#### **Action Line**

◆ Person: \* Help 9 digits

Enter the person's Universal Identification Number (UIN). You may also do a name search on this field by typing an asterisk (\*) and pressing <ENTER>.

## **Screen Information**

Person's Name

(Last): 20 characters

Identifies the last name of the person.

(First): 10 characters

Shows first name of the person.

(MI): 1 character

Displays the middle initial of the person.

## Screen 852 – FRS Person Alias Maintenance (cont'd)

(Suffix): 3 characters

Identifies the suffix of the person, such as "Jr.," "III," etc.

**Person Alias:** 50 characters

Enter the alias(es) for the person.

**Drop:** 1 character

Enter "Y" to drop an alias.

#### **Additional Functions**

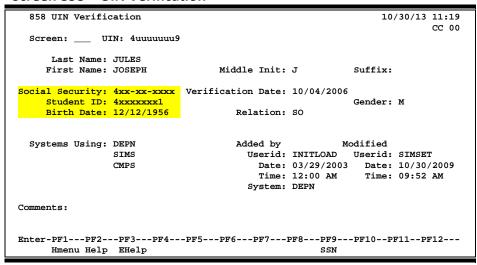
**PF KEYS** See the Appendix for explanations of the standard PF keys.

## **UIN Verification**

<u>Screen 858</u> is used to display and verify information for a UIN (Universal Identification Number). **This table is maintained by BPP**. Due to the nature of the information displayed, viewing capability for this screen should be limited to only a few users.

Security administrators can use this screen for name searches before assigning a new UIN.

#### Screen 858 – UIN Verification



The information in the *Social Security* number, *Student ID* and *Birth Date* fields are only displayed if you have the appropriate security rights.

## **Basic Steps**

• Enter a UIN number in the *UIN* field, or search for a person's name by typing the last name in the *UIN* field, and press <ENTER>. You may also type an asterisk (\*) in this field and press <ENTER> to view a list of matching names.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Action Line**

UIN:

\* Help 9 digits

Enter a Universal Identification Number (UIN), or type a last name for name search.

#### **Screen Information**

**Last Name:** 

25 characters

Displays the person's last name associated with the UIN number entered on the Action Line.

## Screen 858 - UIN Verification (cont'd)

**First Name:** 25 characters

Identifies the person's first name.

Middle Init: 1 character

Shows the middle initial of the specified person.

**Suffix:** 4 characters

If provided, identifies the suffix appended to a person's name. Examples: Jr.,

Sr., III, IV, etc.

Social Security: 9 digits

Displays the Social Security number if you have the appropriate security.

Verification Date: 8 digits

If displayed, identifies the date the SSN/UIN was assigned and verified.

**Gender:** 1 character

Shows whether the person's gender is male (M) or female (F).

Student ID: 9 digits

If the person is a student, displays their student identification number. This is

only displayed if you have the appropriate security.

Birth Date: 8 digits

Shows the person's date of birth if you have the appropriate security.

**Relation:** 2 characters

Identifies the person's relation. Examples:

DA = Daughter SO = Son SP = Spouse

**Systems Using:** 4 characters, (2 columns available)

Identifies the groups using the UIN system code. Examples: FAMI (FAMIS), CISD

(CIS group), WARE (warehouse), DEPN (System personnel), EMPL (BPP).

Added by

**Userid:** 8 characters/digits

Identifies the FAMIS Userid of the person adding the UIN information.

Date: 8 digits

Identifies the date the UIN was added to FAMIS.

Time: 4 digits

Displays the time the UIN information was added to FAMIS.

**System:** 4 characters

Shows the system that added the UIN information.

## Screen 858 – UIN Verification (cont'd)

Modified by

**Userid:** 8 characters/digits

Identifies the FAMIS Userid of the person modifying the UIN information.

Date: 8 digits

Shows the date modifications were made.

Time: 4 digits

Indicates the time a modification was made.

**Comments:** 30 characters

Displays any comments entered.

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

PF9 Social Security Number

SSN Use to enter the person's Social Security Number, if you have the appropriate

security.

## **BPP** Verification

<u>Screen 859</u> is used to display employee information from the BPP Employees File. Because of the nature of the information on this screen, the viewing capability of this screen should be limited to only a few users. **Information in the** *Social Security* **field is only displayed if you have the appropriate security.** 

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

#### Screen 859 – BPP Verification

```
859 BPP Verification
                                                                     02/07/13 14:56
                                                                              CC 02
  Screen:
                UIN: 5uuuuuuu1
                                                               Privacy Flag: Y
          Last Name: DAVIS
                                          Middle Init: D
                                                                    Suffix:
         First Name: DEANNA
    Social Security:
                                          Title Code: 9891 SENIOR TRNG SPECLI
       Phone Number: 979-888-8888
                                          Date Hired: 03/01/2011
                                                                     Gender: F
                                   Orig. Date Hired: 12/12/1983
                                        Emp Adloc: 02-120010 PURS Emp Location: 02-120010 PURS
                                                                    on: 02/01/2013
                                      Paid Thru Date: 01/23/2013
            Address: STRATEGIC SOURCING
                                                       Last Modified: 09/28/2006
               PURCHASING
City: COLLEGE STATION State. ...
Mail Stop: 1477
                                                                    Country:
     E-mail Address: dd-davis@tamu.edu
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help EHelp
```

(Home phone and cell phone numbers from B/P/P are displayed for FAMIS Security Administrators to assist with verification of a user's identity for password changes).

## **Basic Steps**

- Enter a UIN number in the *UIN* field, or search for a name by typing the person's last name in the *UIN* field, and pressing <ENTER>. You may also type an asterisk (\*) in this field and press <ENTER> to search and select a name from the pop-up window.
- You need to have the appropriate security rights to view the Social Security Number.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### Action Line

UIN:

\* Help 9 digits

Enter a Universal Identification Number (UIN), or type a last name for name search.

#### **Screen Information**

**Privacy Flag:** 

1 character

"Y" indicates the employee has requested that personal information remain private and not be released to the public.

## Screen 859 - BPP Verification (cont'd)

**Last Name:** 25 characters

Displays the person's last name.

**First Name:** 25 characters

Identifies the person's first name.

Middle Init: 1 character

Shows the middle initial of the specified person.

Suffix: 4 characters

Identifies the suffix appended to a person's name. Examples: Jr., Sr., III, IV, etc.

Social Security: 9 digits

Displays the person's Social Security Number. This number will only be

displayed if you have the appropriate security rights.

**Title Code:** 4 digits/15 characters

Shows the title code and position title.

Phone Number: 10 digits

Identifies the employee's office phone number.

Date Hired: 8 digits

Displays the date the employee was hired.

**Gender:** 1 character

Shows whether the person's gender is male (M) or female (F).

Orig. Date Hired: 8 digits

If this employee has previous employment within TAMUS, the original hire date

will be displayed.

Emp Adloc: 8 digits, 5 characters

Shows the address location (campus code), account number, and department

code for the employee.

Emp Location: 8 digits, 5 characters

Shows the associated address location (campus code), account number, and

department code used for paying the salary.

Paid Thru Date: 8 digits

Identifies the pay cycle end date for the most recent paycheck.

on: 8 digits

Shows the date the paycheck was issued.

**Address:** 30 characters/digits

Provides the business mailing address for the employee.

Last Modified: 8 digits

Displays the date information for the employee was last modified.

## Screen 859 - BPP Verification (cont'd)

City: 30 characters

Identifies the city in which the department is located.

**State:** 2 characters

Provides the state in which the department is located.

**Zip:** 9 digits

Provides the ZIP Code + 4 digits of the department's address.

Mail Stop: 4 digits

Identifies the on-campus mail code for the person's department.

**Country:** 2 characters

Includes the country in which the department is located.

E-Mail Address: 30 characters

Identifies the person's email address.

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

PF9 Social Security Number

SSN Use to enter the person's Social Security Number, if you have the appropriate

security.

## Mail Code Maintenance

Mail codes are used by some TAMUS Members to assist in the distribution of the monthly statements. The statement programs (many of the FBMR290 series) can be run sorted by "mail code 1" and "mail code 2."

FAMIS allows you to enter and update these mail codes on <u>Screen 851</u>. Note that there is a naming convention in assigning new codes. See a more complete list on the next page.

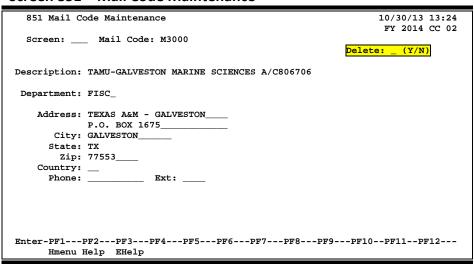
#### For example:

C = College Station based L = Laredo TAMIU

This screen is updated and maintained by each campus.

The information is available to all TAMUS members and is not campus specific.

#### Screen 851 - Mail Code Maintenance



## **Basic Steps**

- Enter a mail code in the *Mail Code* field and press <ENTER>. Add or modify information and press <ENTER> to record data.
- You may also type a question mark (?) in the *Mail Code* field and press <ENTER> to view
  available mail codes. Type an "X" in the select field next to the desired code in the popup window to select it and pass it back to <u>Screen 851</u>.

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

#### **Action Line**

◆ Mail Code: ? Help 5 characters/digits

Enter a mail code. Examples: C = College Station based

L = Laredo TAMIU F = Forest Service G = Galveston

J = Kingsville TAMUK

M = Unknown
P = PVAMU
R = TAES
T = TSU
Z = Unknown

#### Screen Information

**Delete:** 1 character

Enter "Y" to delete the mail code from the system.

**Description:** 30 characters

Provide a description of the department assigned to the mail code.

**Department:** ? Help 5 characters

Include the FAMIS department code associated with the mail code.

Address: 2 lines (20 characters/digits each)

Identify the physical address of the department.

City: 30 characters

Enter the city in which the department is located.

**State:** ? Help 2 characters

Provide the state where the department is located.

**Zip:** 9 digits

Identify the ZIP Code + 4 digits of the department.

**Country:** 3 characters

Include the country where the department is located.

Phone: 10 digits

Include the department's phone number.

Ext: 4 digits

Provide the telephone number extension of the department.

#### **Additional Functions**

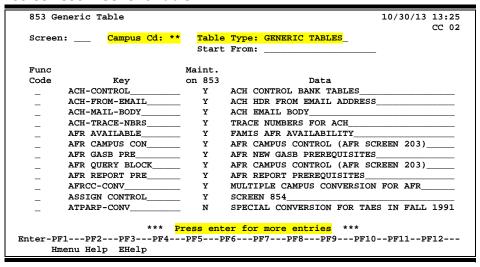
**PF KEYS** See the Appendix for explanations of the standard PF keys.

## Generic Table File Maintenance

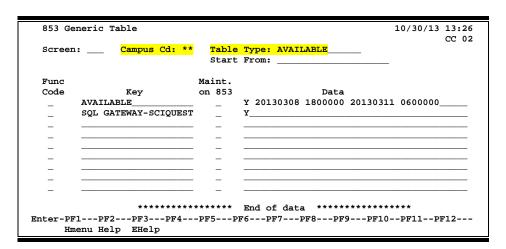
In FAMIS, tables are used to control various functions or to validate data. FAMIS allows you to maintain the Generic Tables file on <u>Screen 853</u>.

This screen is maintained and updated by FAMIS Services.

#### Screen 853 – Generic Table



This screen can also be used to keep users from logging on by typing "FAMIS." The *Table Type* is "AVAILABLE."



## **Basic Steps**

- Enter the campus code to be modified in the *Campus Cd* field. Type two asterisks (\*\*) for the Master Campus.
- Enter the Table Type to be modified and press <ENTER>.
- You may also type a keyword or the beginning letters of a keyword in the Start From field to advance the displayed list.

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

**Action Line** 

Campus Cd: 2 characters

Identifies the campus code where the generic table is housed. Generally, the

generic tables are recorded at the "\*\*" campus.

**Table Type:** 15 characters

Shows the title of the table to be displayed or updated.

**Start From:** 20 characters

Allows you to enter a specific key word or a partial name to begin the display

list.

**Screen Information** 

Func Code: 1 character

Enter the desired function code from the following: add (A), update (U), or

delete (D).

**Key:** 20 characters

Include a key word description of the data provided.

Maint. on 853: 1 character

Indicate whether you can maintain key word on Screen 853.

Data: 30 characters

Provide an extended description of the key word. Examples: H = Heavy Construction Other than Building Contracts (01) B = Building construction, Including General Contractors

S = Special Trade Construction Contracts (03) P = Professional Services Contracts (04, 05 and 09)

O = Other Services Contracts (06) C = Commodities Contracts (07 and 08)

(These categories are defined in the FY 2008 Hub Report Procurement

Categories with Expenditure (Object) Codes document.)

Additional Functions

**PF KEYS** See the Appendix for explanations of the standard PF keys.

# Department Table Maintenance

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

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

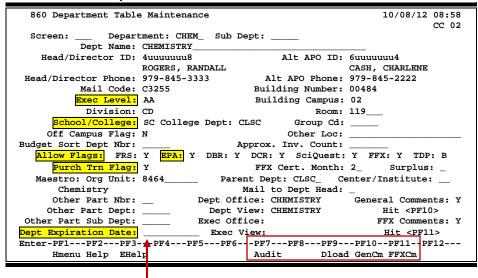
<u>Screen 860</u> is used to add a new department to FAMIS by authorized personnel. You can also modify information on existing departments and expire a department to make it inactive. Departments cannot be deleted. Also note the following:

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

This screen is maintained and updated by each campus.

The information is campus specific.

#### Screen 860 – Department Table Maintenance



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

## **Basic Steps**

- Enter a department code in the *Department* field, along with a subdepartment, if needed. You may also type an asterisk (\*) in the *Department* field to view a list of departments and subdepartments.
- If the department is not listed in the pop-up box, type an "i" in the *Type* field to search by department code. This will allow you to find what you are searching for if it is an active department subdepartment.
- Press <ENTER> to view the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

**Action Line** 

◆ Department: \* Help 5 characters

Enter a 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: Pelp 9 digits

Provide the Universal Identification Number (UIN) of the department head or

director. The name will be displayed when you press <Enter>.

Alt APO ID: ? Help 9 digits

Enter the UIN of the alternate APO (accountable property officer). The name

will be displayed when you press <Enter>.

**Head/Director** 10 digits

**Phone:** Indicate the phone number of the head/director of the department.

Alt APO Phone: 10 digits

Provide the phone number of the alternate APO.

Mail Code: ? Help 5 characters/digits

Enter the mail code for the department.

**Building Number:** ? Help 5 digits

Identify the department's building number.

**Exec Level:** 2 characters

Include the executive level of the department.

**Building Campus:** 2 digits

Identify the campus code for the building.

#### Screen 860 - Department Table Maintenance (cont'd)

**Division:** 2 characters

Provide division code reflecting the structure of the campus.

**Room:** 6 digits

Include the room number or the floor of the department.

School/College: Help 2 characters

Provide the level of organizational structure.

This is the only screen on which you can update this field.

**College Dept:** 5 characters

Indicates the department that represents the college dean.

**Group Cd:** 5 characters

Include the group code for the department. This field is related to Fixed Assets and is either left blank or user-defined. This code will be attached to the preliminary asset/asset when created. The user-defined group code takes precedence over the Department Table value. (TB.DPT.GROUP-CD)

Off Campus Flag: 1 character

Enter "Y" if the department is located off campus.

Other Loc: 20 characters

Type "Y" if the department is located in more than one location.

**Budget Sort Dept PF2 Help** 4 characters

**Nbr:** Used for TAES budget sort number.

Approx. Inv. Count: 6 characters

Used for the entry of inventory numbers.

**Allow Flags** 

FRS: 1 character

Enter "Y" if this department is valid for accounting in FRS.

**EPA:** PF2 Help 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 Requests.

DCR: 1 character

Enter "Y" if the department is allowed to create Departmental Correction

Requests.

SciQuest: 1 character

Type "Y" if this department is using the SciQuest application.

**FFX:** 1 character

Enter "Y" if this department is valid for asset control in FFX.

#### Screen 860 - Department Table Maintenance (cont'd)

**TDP:** 2 digits

Enter "Y" if the department is allowed to create TDP (asset transfer)

documents.

Purch Trn Flag: 1 character

Type "Y" if this department has been fully trained and is ready to use the

Purchasing system.

FFX Cert Month: 2 digits

Indicate the month for inventory certification for this department.

**Surplus:** 1 character

Enter "Y" if this is an inventory surplus department for TDP routing.

Maestro

Org Unit: 10 digits

Identify the number of the organization unit (as determined by TEES). This is

used to group departments together for reporting.

Parent Dept: ? Help 5 characters

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

**Center/Institute:** ? Help 2 characters

Used to determine whether 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.

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 5 characters

**Sub Dept:** Enter the other FAMIS member's sub-department, if needed.

**Dept Expiration** 8 characters

**Date:** Provide the date the department expires. This date can be removed to allow

for reuse of a Department Code.

### Screen 860 - Department Table Maintenance (cont'd)

**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** 1 character

**Comments:** "Y" indicates 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.

PF9 Download

**Dioad** Download information from this screen using Entire Connection. **See the FAMIS** 

Entire Connection User's Manual for more detail.

PF10 General Comments

**GenCm** View any general comments.

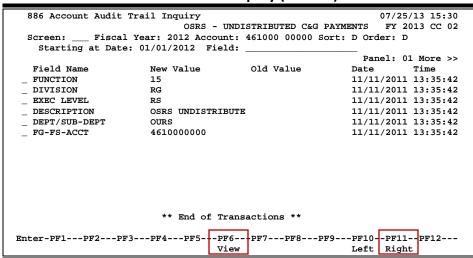
PF11 Fixed Assets Comments

**FFXCm** Shows any fixed assets comments.

# **Account Audit Trail Inquiry**

<u>Screen 886</u> shows an audit trail for many account attributes, such as Function, Exec Level, Division, School, Department/Sub Department, SRS Flag, Freeze Flag, and Delete Flag. The **PF6** View key provides additional information in a pop-up window.

#### Screen 886 - Account Audit Trail Inquiry (Panel 1)



#### Screen 886 – Account Audit Trail Inquiry (Panel 2)

```
886 Account Audit Trail Inquiry 07/25/13 15:39

OSRS - UNDISTRIBUTED C&G PAYMENTS FY 2013 CC 02

Screen: ___ Fiscal Year: 2012 Account: 461000 00000 Sort: D Order: D

Starting at Date: 01/01/2012 Field: DESCRIPTION

<< More Panel: 02

Field Name New Value Date Userid
__DESCRIPTION OSRS UNDISTRIBUTE 11/11/2011 KILJ02P KILGORE, KILEY K
__DEPT/SUB-DEPT OURS 11/11/2011 KILJ02P KILGORE, KILEY K

** End of Transactions **

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
View Left Right
```

#### **PF6 View Pop-up Window**

```
Modified
Date: 11/11/2011 Time: 13:35:4

Screen: Program: FNSR006

Userid: KILJ02P KILGORE, KILEY K

Field Name: FUNCTION IAFRS-GENERAL-SUBSIDIARY-LEDGER
FG-FS-PURP

New Value: 15
Old Value:

R

PF3 = Back to 886 PF4 = Exit
```

## **Basic Steps**

- In the fields provided, enter the fiscal year, account number, and sort order. You may also provide a starting date and field name, if needed, and press <ENTER>.
- Type an "X" in the selection field to the left of the *Field Name*, and press *PF6* to view the audit trail information. Press *PF4* to exit the pop-up window.
- To view additional information, press PF11 to scroll right.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

**Action Line** 

♦ Fiscal Year: 4 digits

Enter the desired fiscal year.

♦ Account: 11 digits

Include an SL account number.

♦ Sort: 1 character

Indicate whether the display sort should be in Descending (D) or Ascending (A)

order.

Order: 1 character

Indicate whether the display should be Ascending (A) or Descending (D).

Starting at Date: 8 digits

Type a date to filter the display, if desired.

Field: 20 characters

Enter a field name to display it at the top of the list.

## Screen 886 - Account Audit Trail Entry (cont'd)

#### **Screen Information**

→ Panel 1

Field Name: 20 characters

Displays the field name with an audit trail of modifications.

**New Value:** 20 characters

Shows the new field value.

**Old Value:** 20 characters

Identifies the old field value.

Date: 8 digits

Displays the date the field name was modified.

Time: 20 characters

Shows the time the field name was modified.

→ Panel 2

**Userid:** 7 characters/digits

Displays the Userid and name of the person who modified the account

information.

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

PF6 Audit Information

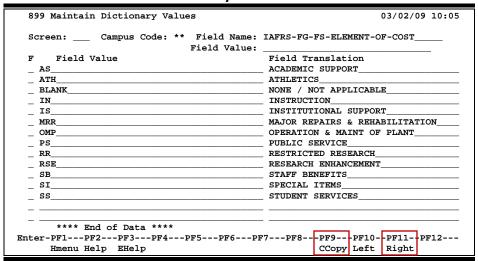
**View** Displays detailed audit trail information for the selected field name.

# Maintain Dictionary Values

Valid values for the database dictionary are created, updated or deleted on <u>Screen 899</u>. Many of the edits on fields in FAMIS are governed by the valid values entered on this screen.

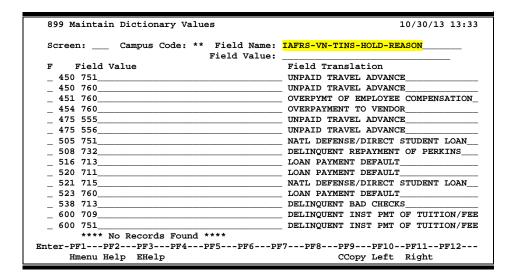
This screen is maintained by FAMIS Services.

#### Screen 899 - Maintain Dictionary Values



#### **IAFRS-VN-TINS-HOLD-REASON Table**

This table requires manual updates. The data must be on file at the State prior to adding it to this table; otherwise, the TINS update will receive errors.



## **Basic Steps**

- Enter a *Field Name* and, if desired, a *Field Value* in the fields provided.
- Press <ENTER> to view the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

**Action Line** 

Campus Code: 2 digits/characters

Enter the campus code for which you will be viewing information.

♦ Field Name: 25 characters

Enter the technical name of the field.

Field Value: 20 characters

Provide the field value, if needed.

Screen Information

F: 1 character

Enter the desired function code

A = add a record U = update a record D = delete a record

Field Value: 30 characters

Enter or modify the valid values for the field.

Field Translation: 20 characters

Type or update the long description for the valid value for the field.

**Additional Functions** 

**PF KEYS** See the Appendix for explanations of the standard PF keys.

PF9 Campus Code Copy

**CCopy** Copy information from campus code provided in pop-up window.

# **Error Display**

<u>Screen 995</u> is used to display program errors trapped by the FAMIS system when received by users. This screen is for debugging and analysis purposes. These errors are sorted by User ID.

The Action Line of this screen displays programming information that will help in the debugging process. It shows the error number, line number, level, key, date, and time.

When the error has been fixed and is to be deleted, type "Y" in the **Del** field.

This screen is used by FAMIS Staff Only.

#### Screen 995 - Error Display by User/Pgm/Err/Date Order

995 Error Display by User/P	gm/Err/Date Order Index not within array structure.
Screen: User: BxxxxxP_ Pgi	m: FNSPMLTP Err: 1316 Line: 2265 Lvl: 04 Key: PF11
Date/Time: 08/03/2006	07:38:59.8 Display Order: U Del:_
112 Pending Voucher Create/	Modify with P.O. Numbers X 08/03/06 07:3
Item Nbr/Acct In Error:	FY 2006 CC 9
Screen: Voucher: 6	_ Fiscal Year: 2006 Default Cost Ref: N X N
	6 8 F7666
Doc Summary: INVOICE	
	OVELTANCE COMMUNE MEGAN
	OMPLIANCE SOFTWARE TECHN
	ept. Ref. #: H000319 Enclosure Code: Y
	Order Date: Due Date: 08/03/200
State Req Nbr: LBOYD	GSC Ord:
Description: 100045 - TRAV	EL
Cust AR NBR:	ACH Ovrd: _ Hold Flag: N
	W2/SSN: Travel Hotel Zip:
	PCC Code: _ PDT Code:
	ESS ENTER TO CONTINUE ****
	-PF5PF6PF7PF8PF9PF10PF11PF12
Hmenu Help EHelp	More Disp Bkwd Frwd Left Right

## **Basic Steps**

- Press **PF5** to page through the error log.
- Press **PF6** to display the error on the entire screen.
- Press PF8 to page through the errors or PF7 to go backwards.
- Press **PF11** to scroll right and view additional information.
- Type "Y" in the **Del** field to delete an item from the error log.

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

#### **Action Line**

**User:** 8 characters/digits

Displays the user id of the user who experienced the error.

**Pgm:** 8 characters/digits

Shows the program number.

## Screen 995 - Error Display (cont'd)

Err: 4 digits

Identifies the error number.

Line: 4 digits

Displays the line number of the error.

LvI: 2 digits

Shows the level number.

**Key:** 4 characters

Provides the error keyword.

Date/Time: 15 digits

Identifies the date and time the error occurred.

**Display Order:** ? Help 1 character

Enter the desired display order. Examples:

D = Date/Time

E = Error Nbr and Date/Time
P = Program and Date/Time
U = User and Date/Time

**Del:** 1 character

Type "Y" to delete the error from the log when the error has been resolved.

#### **Screen Information**

The information displayed on this screen will be determined by the error experienced by the user.

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

PF5 Next Error

**NxtEr** Advance to the next error in the log.

PF6 Display

**Disp** View the error the user experienced.

Screen 995 – Error Display (cont'd)					

# Section III Chart of Accounts Control Records

# General Ledger Chart of Accounts Table

The TAMUS General Ledger Chart of Accounts table defines the valid structure for the creation and usage of general ledgers in FAMIS. General ledgers are balance sheet accounts with assets, liabilities, and fund balances.

Each GL account represents a self-balancing individual balance sheet. The Subcode (Account Control) for the Fund Balance (Fund Control 3xxx) for each GL account is stored and displayed on Screen 801.

This table cannot be updated online. FAMIS Services must run a batch program to make changes.

#### Screen 801 – Display General Ledger Chart of Accounts Table

801 Displ	801 Display General Ledger Chart of Accounts Table						10/30/13 13:36 FY 2014 CC 02		
Screen: _									
Low	High	Type of	Fund	Low	High	Type of	Fund		
Account	Account	Account	Control	Account	Account	Account	Control		
000001	009999	Cur Unr	3000	085000	087000	Other Res	3800		
010000	010799	Cur Unr	3100	087250	087999	Other Res	3800		
011100	019999	Cur Unr	3100	088000	088799	Other Res	3800		
020000	029999	Cur Unr	3200	089300	089999	Other Res	3800		
030000	034999	Cur Unr	3300	094000	095999	Other Res	3940		
040000	049999	Cur Res	3400	096010	096999	Other Res	3940		
050000	059999	Cur Res	3500						
060200	069999	Cur Res	3600						
070000	073999	Other Res	3700						
074000	078999	Other Res	3740						
079000	079999	Other Res	3790						
080500	082999	Other Res	3800						
083700	083799	Other Res	3800						
Note	: To chan	ge this tal	ble, contac	ct FAMIS Te	am at (97	9)458-6464			
nter-PF1	-PF2PF	3PF4	PF5PF6-	PF7PF8	PF9	PF10PF11	PF12		
Hmenu	Help EH	[elp							

Tech Note: FBIU801

COALIB (COAxx)

## **Basic Steps**

View the existing purchasing controls.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Screen Information**

Low Account: 6 digits

Shows the GL account that defines the low end of the range.

**High Account:** 6 digits

Identifies the higher limit of the specified account range.

## Screen 801 – Display General Ledger Chart of Accounts Table (cont'd)

**Type of Account:** 10 characters

Displays the classification of the account.

Fund Control: 4 digits

Identifies the account control used to record the fund balance for a GL account.

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

# Subsidiary Ledger Chart of Accounts Table

The A&M System Subsidiary Ledger Chart of Accounts table defines the valid structure for the creation and usage of subsidiary ledgers in FAMIS. Subsidiary ledgers are revenue and expense accounts that may be restricted to revenue only, expense only, or both revenue and expense.

This screen cannot be updated online. FAMIS Services must run a batch program to make any changes.

#### Screen 802 - Display Subsidiary Ledger Chart of Accounts Table

802 Display	Subsidiar	y Ledger	Chart of	Accounts	Table		10/30/13 FY 2014	
Screen:							11 2011	
	Low	High	Type of	Map Co	odes	Type of		
	Account	Account	Account	Low	High	Subcode		
	100000	102003	Cur Unr	10000	19999	REV		
	102004	102005	Cur Unr	10000	19999	BOTH		
	102006	102014	Cur Unr	10000	19999	REV		
	102015	102016	Cur Unr	10000	19999	BOTH		
	102017	102099	Cur Unr	10000	19999	REV		
	102100	102101	Cur Unr	10000	19999	BOTH		
	102102	109999	Cur Unr	10000	19999	REV		
	110000	197999	Cur Unr	10000	19999	EXP		
	198000	199999	Cur Unr	19000	19999	BOTH		
	200000	269999	Cur Unr	20000	26999	BOTH		
	270000	299999	Cur Unr	27000	29999	BOTH		
	300000	349999	Cur Unr	30000	34999	BOTH		
	400000	499999	Cur Res	40000	49999	BOTH		
	500000	599999	Cur Res	50000	59999	BOTH		
	600000	699999	Cur Res	60000	69999	BOTH		
Note: 7	o change	this tab	le, contac	ct FAMIS !	Team at	(979)45	8-6464.	
nter-PF1PF	72PF3	-PF4PI	55PF6-	PF7PI	F8PF	9PF10	PF11PI	712
Hmenu He	elp EHelp							

Tech Note: FBIU801

COALIB (COAxx)

## **Basic Steps**

Press <ENTER> to page through the existing subsidiary chart of accounts table.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### Screen Information

**Low Account:** 6 digits

Displays the lower limit of the specified account range.

**High Account:** 6 digits

Identifies the higher limit of the specified account range.

**Type of Account:** 10 characters

Defines the type of money and restrictions placed on the accounts as

categorized by Current Restricted, Current Unrestricted, and Other Restricted.

## Screen 802 - Display Subsidiary Ledger Chart of Accounts Table (cont'd)

**Map Codes** 

**Low:** 5 digits

Identifies the low end of the valid map codes for the range.

**High:** 5 digits

Shows the high end of the valid map codes for the range.

**Type of Subcode:** 4 characters

Indicates whether the account range can process revenue only, expense only,

or both revenue and expense transactions.

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

## Maintain Global Subcode Edit Table

The Global Subcode Edit Table allows "across the board" restrictions, by subcode ranges, to be placed on accounts. Up to 120 entries may be made on this screen.

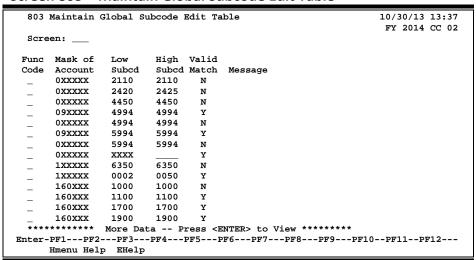
For example, alcohol purchases are not allowed on most accounts in the A&M System. By placing this restriction on <u>Screen 803</u>, users cannot process a transaction using subcode 6341, which is for alcohol purchases.

Exceptions on an account-by-account basis may be done on Screen 8 for an individual account.

This screen can be maintained and updated by each campus.

The information is campus specific.

#### Screen 803 - Maintain Global Subcode Edit Table



## **Basic Steps**

- Enter the desired action in the *Func Code* field, then enter the appropriate data in the fields provided.
- If this screen appears to be full and you need to insert data between two entries, type "A" in the *Func Code* field and type over all of the data on the line where you want the new entry to appear. The program will add the entry and move the other entries down.
- Press <ENTER> to record the information. A message will be displayed confirming the action has been recorded.

#### Global Subcode Edit Process

A system edit checks each 10-digit account in a transaction against the Global Subcode Table (<u>Screen 803</u>), which specifies valid combinations of 6-digit accounts and 4-digit subcodes. This is to prevent the use of invalid account controls and object codes in accounting transactions. Invalid combinations are rejected (online) or sent to Suspense (in batch). The entries on <u>Screen 803</u> are overridden by entries on Screen 8 for individual accounts.

For example, alcohol purchases are not allowed on many accounts. By placing a restriction (XXXXXX 6341 6341 N) on <u>Screen 803</u>, users cannot process transactions using subcode 6341, which is for alcohol purchases. However, for account 500029 (Institutional Development – President), <u>Screen 8</u> allows the use of subcode 6341.

The Global Subcode Table consists of the following 4 columns:

<u>Account</u> or Mask of Account which is a specified 6-digit account or a mask using an X as a placeholder. For example, an entry could be account 412345 (only one account) or 4XXXXX (all accounts from 400000 through 499999).

#### **Low Subcode and High Subcode or Mask of Subcodes**

These 4-digit subcodes define the range of subcodes that are allowed or disallowed. The low and high subcodes can be the same code restricting to only one subcode. These entries can also be masks.

#### **Valid Match**

Valid entries are "Y" (allow) and "N" (not allowed)

The ORDER of entries is very important in this table. The first entry that satisfies the check will be accepted, so the exceptions must be entered first in order to gain the desired result. For example, to allow accounts in the mask 25XXXX to use the subcode 6341, the entries read the following:

25XXXX 6341 6341 Y XXXXXX 6341 6341 N

The table is user-defined and maintained by each Member. The table allows for up to 120 entries.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Screen Information**

Func Code: 1 character

Identify the desired function code from the following: add (A) new subcode edit, update (U) an existing subcode edit, or delete (D) an existing subcode edit.

## Screen 803 - Maintain Global Subcode Edit Table (cont'd)

Mask of Account: 6 characters/digits

An "X" is a wildcard, so entering 345XXX means all accounts from 345000 to

345999 are included in the mask.

Low Subcd: 4 digits

Indicate the low subcode in a range.

**High Subcd:** 4 digits

Identify the high subcode in a range.

Valid Match: 4 digits

Enter a validation flag of "Y" or "N" to determine whether the account can

process transactions using the listed subcodes.

Message: 50 characters

Displays the confirmation message for the action recorded.

**Additional Functions** 

**PF KEYS** See the Appendix for explanations of the standard PF keys.

# Automatic Budget Reallocation Rules

Monitoring budgets in FAMIS is done using budget pools or categories. The rules for Automatic Budget Reallocation (ABR) are entered on <u>Screen 804</u>. You may have up to 60 pools in one ABR rule.

This screen identifies the valid budget pools and the ranges of valid object codes that participate in the pool. Disjointed ranges can be used, but the low range must be in ascending order.

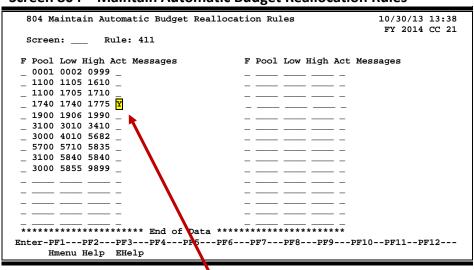
Establishing a revenue pool is creating a pool for "expected revenue." When actual revenue is posted to the appropriate revenue object codes, the expected revenue is reduced by the amount posted as an actual to an income object code.

Establishing an expense pool is specifying a dollar amount that can be used for expenses. When an "actual" expense is posted, the expense pool is reduced by the actual expense dollars.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

Screen 804 - Maintain Automatic Budget Reallocation Rules



Type "Y" to allow expense at pool code. This feature only checks the very first time that the pool code is used. Subsequent to that, the code is not checked.

There is a limit of 15 lines for one 1 code.

## **Basic Steps**

- Enter the ABR rule number for the pool in the *Rule* field and press <ENTER>.
- Enter data in the available fields, as desired
- Press <ENTER> to record the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

Screen Information

Rule: ? Help 3 digits

Enter the ABR rule to be added, deleted, or updated.

**F:** 1 character

Indicate whether the pool and valid object codes should be added (A), deleted

(D), or updated (U).

**Pool:** 4 digits

Enter the object code identified as the budget pool grouping to receive budget.

Low: 4 digits

Identify the lower limit of the specified budget pool.

**High:** 4 digits

Include the upper limit of the specified budget pool.

Act: 1 character

Type "Y" to allow encumbering at the pool level, even though you normally do not expense at the pool level. Only works the first time you go to the account.

Messages: 20 characters

Displays a confirmation message for the action recorded.

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

# Maintain GL Account Control Descriptions

General Ledger Account Controls are subcodes defined by The Texas A&M System's Office of Budgets and Accounting. These codes are for all FAMIS users within TAMUS.

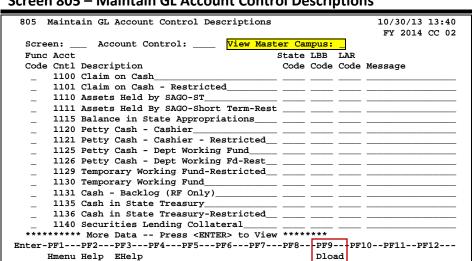
Dollar records are stored at the subcode level, so for any GL, for example, the dollar amounts associated with 1100 – Claim on Cash are those dollars that represent the GL's share in the Cash of the institution.

The A&M System-wide Master List is housed on Campus 00. A code must be on the Master Table to be added to a campus Table. <u>Screen 805</u> has been updated to allow you to view the list of object codes on the Master Campus by typing "Y" in the **View Master Campus** field.

This screen is maintained by FAMIS Services.

The information is available to all TAMUS members.

Send a request to FAMIS Services if you want a Pool description to be changed.



Screen 805 - Maintain GL Account Control Descriptions

## **Basic Steps**

- Type "Y" in the *View Master Campus* field to view the account controls on the Master Campus and press <ENTER>. To view your own campus, blank out the "Y" or type "N" in this field.
- Press <ENTER> to scroll through the list of Account Controls, or type a specific code in the **Account Control** field, and press <ENTER>.

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

**Action Line** 

Account Control: ? Help 4 digits

Enter an account control number to place it at the top of the list.

View Master 1 character

**Campus:** Type "Y" to view the account controls on the Master Campus.

Screen Information

Func Code: 1 character

Enter the desired function code: add (A) new subcode edit, update (U) an

existing subcode edit, or delete (D) an existing subcode edit.

Acct Cntl: 4 digits

Type the account control number.

**Description:** 30 characters

Include a description of the account control.

State Code: 4 digits

Identify the State Comptroller's code.

LBB Code: 4 digits

Provide the code defined by the Legislative Budget Board.

LAR Code: 4 digits

Displays the Legislative Appropriation Request Code.

Message: 20 characters

Shows message, if available.

**Additional Functions** 

**PF KEYS** See the Appendix for explanations of the standard PF keys.

PF9 Download

**Dload** Download information from this screen using Entire Connection.

# Maintain SL Subcode Descriptions

Subsidiary Ledger Object Codes are subcodes defined by The SAGO Office of Budgets and Accounting. These codes are for all FAMIS users within TAMUS. Dollar records are stored at the subcode level, so for any SL, for example, the dollar amounts associated with 4010 – Supplies are those dollars that were expended on supplies for that account.

The A&M System-wide Master List is housed on Campus 00. A code must be on the Master Table to be added to a campus Table. <u>Screen 806</u> has been updated to allow you to view the list of object codes on the master campus by typing "Y" in the **View Master Campus** field.

## **Master Campus Codes**

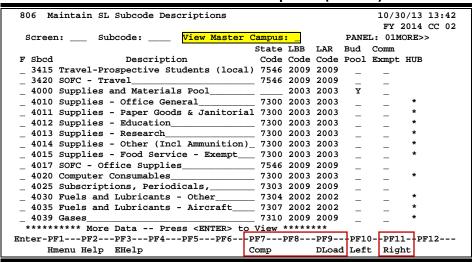
To view the Master Campus (00) codes, type "Y" in the *View Master Campus* field, and press <ENTER>. This will display a protected list of the Master Campus object codes. With the *View Master Campus* field selected, press *PF9* to get a download of the Master Campus object codes.

Remove the "Y" from this field and press <ENTER> to view object codes for your campus, or use **PF9** to download object codes for your specific campus.

This screen is maintained by FAMIS Services.

The information is available to all TAMUS members.

#### Screen 806 - Maintain SL Subcode Descriptions (Panel 1)



**HUB** field and data have been added to the Entire Connection download.

#### 806 Maintain SL Subcode Descriptions 10/30/13 13:44 FY 2014 CC 02 PANEL: 02 Screen: \_\_\_ Subcode: \_ Bud Ex F Sbcd Description Pool Fq \_ 3415 Travel-Prospective Students (local) 3420 SOFC - Travel \_ 4000 Supplies and Materials Pool\_\_\_\_\_ Y 4010 Supplies - Office General\_ 4011 Supplies - Paper Goods & Janitorial \_ 4012 Supplies - Education\_\_\_\_\_ 4013 Supplies - Research\_ 4017 SOFC - Office Supplies\_ \_ 4020 Computer Consumables\_ 4025 Subscriptions, Periodicals,\_ \_ 4030 Fuels and Lubricants - Other\_ 4035 Fuels and Lubricants - Aircraft\_ 4039 Gases\_ \*\*\*\*\*\* More Data -- Press <ENTER> to View \*\*\*\*\*\*\* Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10 --PF11--PF12---Hmenu Help EHelp

Screen 806 - Maintain SL Subcode Descriptions (Panel 2)

Users can request to have the description of a pool changed, but not the object code. If the object code is changed it will revert to match the Master when the new year tables are created.

## **Flags**

The **Bud Pool** flag should be used to indicate whether the object code being set up is a pool. This flag has been populated for all the current pools. If you set up a new pool on the Master Campus (00) or a specific campus, please make sure to enter "Y" for this flag. It should be left blank for all other codes.

If a System Part wants an LBB code assigned to a pool, it must be approved. **No Comptroller Codes will be allowed on pool codes**.

The **Ex Fg** field is used to identify object codes that are exempt from requiring the commodity code.

## **Frozen Object Codes**

Currently, we do not have a way to freeze object codes, so we add the word "FROZEN" to the description and remove the Comptroller Code and LBB code. This does not prevent use of the code. For audit purposes, a code should not be removed if it has been used in the current year or on multi-year research projects.

## **Basic Steps**

- Type "Y" in the *View Master Campus* field to view the Master Campus (00) subcodes. Use *PF9* while this field is selected to download the codes.
- Press <ENTER> to scroll through the list, or enter a specific subcode to advance the display to show the number entered on the first line of the list.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

**Action Line** 

**Subcode:** ? Help 4 characters

Enter subcode to be positioned at the top of the screen when you press

<ENTER>.

View Master 1 character

**Campus:** Type "Y" to view the Master Campus (00) object codes.

**Screen Information** 

Panel 1

**F:** 1 character

Indicate the desired function: add (A), delete (D), or update (U).

**Sbcd:** 4 digits

Indicate the subcode number.

**Description:** 30 characters

Provide a description of the subcode.

**State Code:** 4 digits

Identify the State Comptroller's Code for the current subcode.

**LBB Code:** 4 characters

Enter code used by the Legislative Budget Board.

LAR Code 4 digits

Type the Legislative Appropriation Request code.

**Bud Pool:** 1 character

Enter "Y" to indicate that the subcode is designated as a budget pool.

**Comm Exmpt:** 1 character

Enter "Y" to set an object code as exempt from requiring the commodity code.

**HUB:** 1 character

Enter an asterisk (\*) if the associated object code is included for HUB reporting.

This is controlled by Screen 853 HUB object codes.

## Screen 806 - Maintain SL Subcode Descriptions (cont'd)

→ Panel 2

Ex Fg: 1 character

Type "Y" to indicate this code is exempt from requiring the commodity code.

Message: 20 characters

Displays message, if available.

**Additional Functions** 

**PF KEYS** See the Appendix for explanations of the standard PF keys.

PF7 Comptroller Codes

**Comp** Used to sort list by selected State Comptroller Codes.

PF9 Download

**Dload** Download information from this screen using Entire Connection.

Screen 806 – Maintain SL Subcode Descriptions (cont'd)

# Section IV Financial Accounting Control Records

# Financial Accounting Control Record

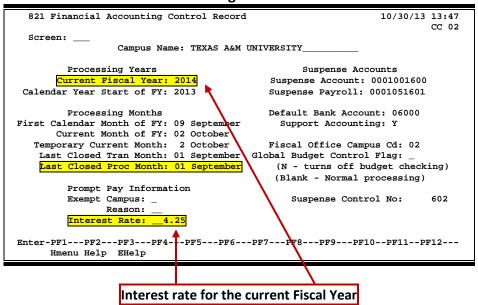
The control record for Financial Accounting is maintained by the FAMIS Services staff using <u>Screen 821</u>. The screen fields, as explained below, are very important to proper functioning in Financial Accounting.

You can tell if a campus has closed its books for the previous fiscal year by looking at the *Last Closed Proc Month* field. If it is "13," then the campus is considered closed.

This screen is maintained by FAMIS Services.

The information is campus specific.

#### Screen 821 - Financial Accounting Control Record



## **Basic Steps**

• View the Financial Accounting Control record for your specific campus.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Action Line**

**Campus Name:** 50 characters

Enter the name of the TAMUS member.

#### **Screen Information**

**Processing Years** 

Current Fiscal Year: 4 digits

Shows the current fiscal year.

#### Screen 821 - Financial Accounting Control Record (cont'd)

Calendar Year 4 digits

**Start of FY:** Identifies the year in which the current FY began.

**Processing Months** 

First Calendar 2 digits

**Month of FY:** Displays the first calendar month of the current processing fiscal year.

Current Month of FY: 2 digits

Shows the current month figured by counting the number of months from

September – including September as 01.

Temporary Current 2 digits

**Month:** Displays the month in which you are working in that may be different from the

current month for the campus.

Last Closed Tran 2 digits

**Month:** Displays the month In which the last transaction was closed.

Last Closed Proc 2 digits

**Month:** Displays the last month in which the processing for the campus was closed.

**Prompt Pay Information** 

**Exempt Campus:** 1 character

"Y" indicates the campus is exempt from prompt pay.

**Reason:** ? Help 2 characters

Shows a code explaining the reason the campus is exempt from prompt pay.

**Interest Rate:** 6 digits

Displays the interest rate to be used in calculating interest for late payment.

Suspense Accounts

Suspense Account: 10 digits

Identifies the general suspense account number to which rejected records will

post during batch processing, typically 0001001600.

Suspense Payroll: 10 digits

Shows the number of the payroll suspense account to which rejected payroll records may post – most will post in the General Suspense account, however.

**Default Bank** 5 digits

**Account:** Shows the default bank account number.

**Support** 1 character

**Accounting:** "Y" indicates Support Accounting is allowed for the campus.

Fiscal Office 2 digits

**Campus Cd:** Shows the campus code of the fiscal office that is responsible for these

accounting records. This is primarily used when one fiscal office does the

accounting for more than one campus code.

## Screen 821 – Financial Accounting Control Record (cont'd)

Global Budget 1 character

**Control Flag:** "N" turns off budget checking for the whole campus. "Blank" is normal

processing with accounts being checked for availability of budget before expenditure will be accepted. **This can be overridden at the individual** 

account.

**Suspense Control** 7 digits

**No:** Shows the next suspense number to be assigned on transaction that goes to

suspense.

#### **Additional Functions**

## Cost Reference Table Maintenance

Valid cost reference values can be maintained on <u>Screen 811</u>. This functionality allows the first two cost reference fields (Cost Ref 1 and Cost Ref 2) to be edited on transaction entry against the values set up on this table.

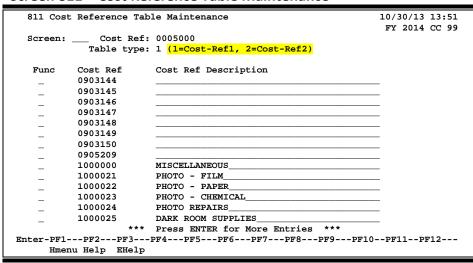
Cost Ref 3 and Cost Ref 4 are free entry and not edited against any table.

Cost References 1 and 2 can be entered on transaction screens, but are seen on detail screens, such as <u>Screen 23</u>, as Reference 5 and Reference 6 respectively.

This screen is maintained and updated by each campus.

The information is campus specific.

#### Screen 811 - Cost Reference Table Maintenance



**TECH NOTE:** TTI (CC12) is hard coded to use the Dept code instead of this table.

## **Cost References**

Cost Reference fields are provided as another tool for flexibility in reporting. By using the cost reference fields, the values can be aggregated in report FBMR261. This is used by one Member for program reporting that cuts across the department organization used in most FAMIS reports.

Valid cost reference values can be maintained on the Cost Reference Table on <u>Screen 811</u>. This functionality allows the first two cost reference fields (**Cost Ref 1** and **Cost Ref 2**) to be edited on transaction entry against the values set up on this table. **Cost Ref 3** and **Cost Ref 4** are freeform entry and not edited against a table.

#### Screen 811 – Cost Reference Table Maintenance (cont'd)

Cost References 1 and 2 can be entered on transaction screens, but are seen on detail screens, such as <u>Screen 23</u>, as Reference 5 and Reference 6 respectively. To view cost references on <u>Screen 23</u>, use the Ref number on the left of the table to see the value input to the Cost Ref fields.

```
Ref 5 - Cost Ref1
Ref 6 - Cost Ref2
Ref 7 - Cost Ref3
Ref 8 - Cost Ref4
```

<u>Screen 8</u> in FAMIS provides good information concerning how to set the *Cost Ref 1* and *Cost Ref 2* fields. You can press *PF2* in the *Cost Ref 1: Obj Cat* field to view information for the fields.

```
These flags are used to indicate if cost
references are required for certain type
of accounting transactions.

Object Category (Cost ref is required if object is type:)

R - Revenue
E - Expenses
B - Both Revenue & Expense

Transaction Type (Cost ref is required if transaction is type:)

1 - Actual
2 - Actual
2 - Actual or Encumbrance
3 - Actual, Encumbrance, or Budget

Select a Value with 'X' or Press
<PF4> to Quit
```

The FBMR261 program reports transaction data sorted by Cost Ref1, Department, and then Account. A related report, FBMR262, does the same reporting by Department, Cost Ref1, and Account.

**TECH NOTE**: The ZNSPCOA program determines whether a Cost Ref is required on a transaction entry screen (example: <u>Screen 13</u>).

## **Basic Steps**

- Enter the desired cost reference *Table Type* and press <ENTER>.
- To add a valid Cost Ref value, type "A" in the Func field and enter the correct value and description. Press <ENTER> to add the new value.
- To **update** an existing value, type a "U" in the **Func** field and enter the modified value in formation. Press <ENTER> to update the value or description.
- To **delete** a valid value, type "D" n the *Func* field and press <ENTER>.

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

**Action Line** 

Cost Ref: 7 digits

Enter the desired cost reference number to position it at the top of the

displayed list,

**Table Type:** 1 digit

Identify the type of cost reference table to be updated, deleted, or displayed –

Cost Reference 1 or Cost Reference 2.

**Screen Information** 

Func: 1 character

Enter the desired function.

A = add a cost reference valid value.
 D = delete a cost reference valid value.
 U = update a cost reference valid value.

Cost Ref: 7 digits

Identify the number you want to be valid for entry in the cost reference field on

transaction screens.

Cost Ref 50 characters

**Description:** Enter a description of the cost reference value.

**Additional Functions** 

# Maintain Interdepartmental Transfer Table

FAMIS allows you to maintain the clearing accounts for all Interdepartmental Transfers (IDTs) within the same System part and those between different System parts. This is done by using <a href="Screen 831">Screen 831</a> and must be completed before <a href="Screen 35">Screen 35</a> can be utilized. Buying and selling accounts must be approved within the given ranges for each account before IDT transactions can be posted on Screen 35.

Run report FBXR003 to list all the valid selling accounts and the accompanying values entered on this control table.

This screen is maintained and updated by each campus.

The information is campus specific.

#### Screen 831 - Maintain Interdepartmental Transfer Table

	reen: sc: DEFAUL				<mark>-</mark> 		
	Start Buying	Stop Buying	Clearing	Allow	Selling Bank		
F	Account	Account	Account	Flag	Account	Account	Messages
_	02140000	02141999		Y	02B06000	02B06000	
_	02160000	02160999		N			
_	02011140	02011140		Y	02B06000	02B06000	
_	02001017	02001017		Y	02B06000	02B06000	
_	02010210	02010210		Y	02B06000	02B06000	
_	02100000	02999999		Y	02B06000	02B06000	
_	02020000	02059999		Y	02B06000	02B06000	
_	20200000	20999999		Y	02B06000	20B03000	
_	02001029	02001029		Y	02B06000	02B06000	
_	02001015	02001015		Y	02B06000	02B06000	
-				-			
				=	. <del></del> .	*******	

## **IDT Information**

#### **Clearing Accounts**

Selling Account 999999 is the default clearing account. Processing will first check to see if the selling account is set up on <u>Screen 831</u>. If it is not set up, the default (999999) will be used. If the clearing account is set up, the credit will go to it; otherwise, it will credit the selling account. Each account can be set up on <u>Screen 831</u> for particular cases to disallow certain accounts.

#### **Valid Selling Accounts**

FAMIS report FBXR003 lists the valid selling accounts.

## **Basic Steps**

- Enter a six-digit **Selling Account** number and press <ENTER>.
- Type "A" in the **F** (Function) field to add information for a new account, type "U" to update information, or type "D" to delete.
- Include the information in the appropriate fields and press <ENTER>.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Action Line**

♦ **Selling Account:** 6 digits/characters

Enter the selling account number to be checked for ranges of buying accounts. It must be a valid account within the current campus code. The first 2 digits are

the campus code.

**Desc:** 40 characters

Enter a detailed description of the account.

Screen Information

F: 1 character

Indicate the function to perform for the entered data.

A = Add a range of buying accounts for the selling account

U = Update account rangeD = Delete account range

Start Buying 8 digits/characters

**Account:** Enter the bottom range of acceptable selling accounts for the buying account.

These accounts should be prefixed by the proper campus code.

Stop Buying 8 digits/characters

**Account:** Include the top range of acceptable selling accounts for the buying account.

These should be prefixed by the proper campus code.

**Clearing Account:** 6 digits/characters

A clearing account is entered only if replacing the given selling account. The clearing account must be a valid account within the current campus code.

Allow Flag: 1 character

Indicate whether or not the buying account is within the current buying account range. "Y" - accepts buying account within ranges given and "N" rejects

buying account within ranges given.

If the Allow Flag is checked with a "Y" and the *Clearing Account* field contains an account, **FAMIS** will replace the current selling account with that clearing account. If the *Clearing Account* field is blank, no replacement is made and the current selling account is maintained.

carrent seming account is maintained

## Screen 831 - Maintain Interdepartmental Transfer Table (cont'd)

◆ Selling Bank 6 digits/characters

**Account:** Enter the bank account number for the given selling account. Bank account

must be prefixed with the current campus code and entered in the form

"BXXXXX," with "X" representing the bank number.

◆ Buying Bank 6 digits/characters

**Account:** Enter the bank account number for the given buying account. Account must be

entered in the form "BXXXXX," with "X" representing the bank number.

Messages: 12 digits

Displays a message if the selling or buying accounts are not accepted on <u>Screen</u>

<u>831</u>.

#### **Additional Functions**

Screen 831 – Maintain Interdepartmental Transfer Table (cont'd)

# Section V Accounts Payable Control Records

# Accounts Payable Control Record

The control record for Accounts Payable is maintained by the FAMIS Services staff using <u>Screen</u> <u>822</u>. The fields on this screen are very important to proper functioning of Accounts Payable.

The address information entered on this screen is shown in the upper left hand corner of the Accounts Receivable Past Due Notices.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

## Screen 822 - Accounts Payable Control Record

822 Accounts Payable Control Record	10/30/13 13:54
Campon	FY 2014 CC 02
Screen: Campus Name: TEXAS	A&M UNIVERSITY
•	
Accounts	Temp/Auto Create
Single Liability:	Data Collect Temp: 1
Unrestricted Liability:	Auto Vendor: 25265
Discount:	Auto Voucher: See Screen 835
Liability: 2100	
Currency Liability:	Vendor Campus Code: 02
System Flags	Institution 1099
Accruals Use Map Code: Y Name	: TEXAS A&M UNIVERSITY
Single Accrual Liability: N	
Discounts as Revenue: N Address	: FISCAL DEPARTMENT
<u> </u>	: COLLEGE STATI St: TX Zip: 77843
	: 74xxxxxx1
	: 711 Vendor ID: 37vvvvvvv1T
	mptroller Vendor ID: 33vvvvvvv40
	F6PF7PF8PF9PF10PF11PF12
Hmenu Help EHelp	

## **Basic Steps**

• View existing control record information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Action Line**

**Campus Name:** 50 characters

Identifies the name of the TAMUS campus on the accounts payable control

record.

## **Screen Information**

Accounts

Single Liability: 10 digits

This field is blank and currently not used.

**Unrestricted** 10 digits

**Liability:** This field is blank and currently not used.

## Screen 822 - Accounts Payable Control Record (cont'd)

**Discount:** 10 digits

This field is blank and currently not used.

**Liability:** 4 digits

Identifies "2100" as the account control which is reserved for accounts payable

transactions.

Currency Liability: 4 digits

This field is blank and currently not used.

Temp/Auto Create

Data Collect Temp: 4 digits

Data Collect is not used.

Auto Vendor: 8 digits

Shows the next assigned vendor number.

**Auto Voucher:** See <u>Screen 835</u> for valid voucher prefixes.

Vendor Campus 2 digits

**Code:** Identify the campus code that maintains the vendor file with which you are

working.

System Flags

Accruals Use Map 1 character

**Code:** "Y" indicates the map code will determine where accruals will post.

Single Accrual 1 character

**Liability:** This field is blank or "N" and currently not used.

**Discounts as** 1 character

**Revenue:** This field is "N" and currently not used.

**Discount use** 1 character

**FSA Base:** This field is "N" and currently not used.

Tax use FSA Base: 1 character

This field is "N" and currently not used.

**Currency use** 1 character

**FSA Base:** This field is "N" and currently not used.

Institution 1099

Name: 2 lines – 50 characters each

Include the name of the agency responsible for the 1099 reporting.

**Address:** 2 lines (50 characters/digits each)

Provide the address of the agency responsible for the 1099 reporting.

City: 20 characters

Identify the city of the agency responsible for the 1099 reporting.

## Screen 822 - Accounts Payable Control Record (cont'd)

St: 2 characters

Enter the state of the agency responsible for the 1099 reporting.

**Zip:** 10 digits

Include the zip code of the agency responsible for the 1099 reporting.

Tax ID: 9 digits

Identify the tax ID of the agency responsible for the 1099 reporting.

Agency: 3 digits

Enter the state agency number of the agency responsible for the 1099

reporting.

**Vendor ID: PF2 Help** 11 characters/digits

Identify the vendor ID number established in FAMIS for the agency responsible – used for revolving vouchers. The alternate vendor ID number is used for state

paid benefit vouchers and Change Source of Funds processing.

**Comptroller** 11 characters

**Vendor ID:** Provide the State Comptroller's vendor ID number used for Change Source of

Funds processing where funds are due back to the state.

#### **Additional Functions**

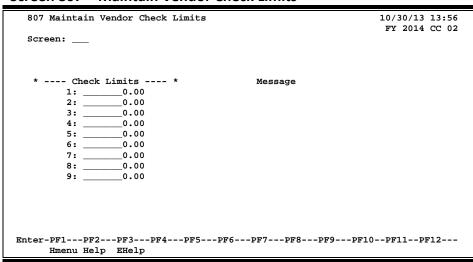
# Maintain Vendor Check Limits

Setting vendor check limits on <u>Screen 807</u> allows you to set dollar limits on the checks that will be processed for a particular vendor. This can be used to assist with keying errors in the direction of too large a check.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### Screen 807 - Maintain Vendor Check Limits



## **Basic Steps**

View the vendor check limits, if any.

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

#### Screen Information

Check Limits: 20 digits

Indicate a dollar limit that can be used for attaching to vendors.

Message: 50 characters

Displays the message concerning the limit set.

#### **Additional Functions**

## Maintain Discount Table

The entries on this screen are only for vouchers created using <u>Screen 104</u> and <u>Screen 125</u>.

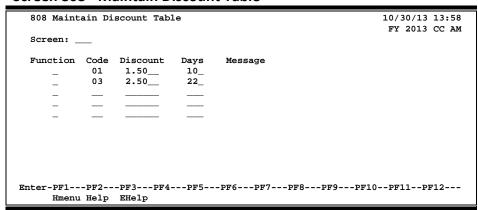
Values on the discount table specify terms of frequently used discounts. Each discount table record contains a discount code, discount percent, and a number of days. This information is used to determine the discount amount if payment is made within a specific time period.

Each agency can select values to be set up in the discount table. In the sample below, discount terms are a 1.5 % discount if invoice is paid within 10 days.

<u>Screen 808</u> displays the current values on the discount table and is also used to add, change or delete table values.

This screen is maintained and updated by FAMIS Services.

#### Screen 808 - Maintain Discount Table



## **Basic Steps**

#### Add a Discount Record

- Type "A" (Add) in the *Function* field.
- Type a two-digit account code in the *Code* field.
- Type a four-digit discount percent in the *Discount* field. The decimal point is entered two positions from the right. For example, 1.5% = 1.50.
- In the *Days* field, type the number of days from the invoice date that payment must be received by the vendor in order to take advantage of the discount.
- Press <ENTER> to record the discount table entry.
- The message "\*\* Added \*\*" should appear in the *Message* field next to the newly created discount code.

#### **Update a Discount Record**

- Tab to the *Function* field next to the discount code that requires modification.
- Type a "U" (Update) in the *Function* field.
- Make the necessary changes to the discount code and press <ENTER>.
- The message "\*\* Update \*\*" should appear in the Message field next to the modified discount code.

#### **Drop a Discount Record**

- Tab to the *Function* field next to the discount code being dropped.
- Type a "D" (Delete) in the *Function* field.
- Press <ENTER> to drop the discount code.
- The message "Delete performed successfully" should appear at the top of the screen above the screen number.

## **Discount Table**

When voucher transactions (vouchers, credit memos, or checks) are entered with a discount type indicator of "V" on <u>Screen 104</u> or <u>Screen 125</u>, FAMIS references the discount table for the correct discount percentage and the due date.

#### **Due Date**

The due date calculation is based on the invoice date and the number of days on the discount record.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### Screen Information

**Function:** 1 character

Enter the desired function for maintaining the discount.

A = add a discount code
D = delete a discount code
U = update a discount code

Code: PF2 Help 2 digits

Include the numeric code assigned by the user to the vendor's discount terms.

Values must be from 01-99.

**Discount:** PF2 Help 4 digits

Indicate the percentage cash discount associated with the discount code.

## Screen 808 - Maintain Discount Table (cont'd)

**PF2 Help** 3 digits

Enter the number of days during which the discount terms are valid. FAMIS automatically calculates the due date by adding these days to the invoice date.

Message: 15 lines 50 characters each

Shows the message for the function performed.

"Added" should appear in Message field beside the newly created discount

code. "Update" will display if the information has been changed.

#### **Additional Functions**

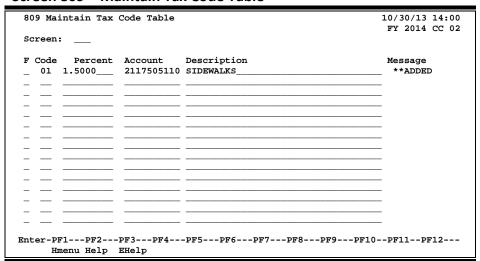
# Maintain Tax Code Table

FAMIS allows you to maintain a tax code table and the messages concerning these codes. This functionality is currently not used.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### Screen 809 - Maintain Tax Code Table



## **Basic Steps**

View tax code information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### Screen Information

**F:** 1 character

Enter the desired function code.

A = add a tax code D = delete a tax code U = update a tax code

Code: 2 digits

Include a numeric code assigned to identify the tax code. Values must be from

01-99.

**Percent:** 9 digits

Indicate the percentage associated with the tax code.

Account: 10 digits

Identify the account number and the subcode associated with the code.

## Screen 809 – Maintain Tax Code Table (cont'd)

**Description:** 50 characters

Enter the description of the code.

Message: 15 lines 50 characters each

Displays a confirmation message:

"Added" appears beside the newly created tax code; "Updated" appears beside the modified or updated tax code; "Delete performed successfully"

appears in the top line of the screen.

#### **Additional Functions**

# **Currency Code Table**

FAMIS allows maintenance of a currency code table.

This screen is maintained and updated by FAMIS Services.

This table is not currently used.

## **Screen 810 – Maintain Currency Code Table**

810 Maintain Curre	ncy Code Table	10/30/13 14:00 FY 2014 CC 02
	Account Description 2117508520 FOOD AND FUEL	Message **ADDED
Enter-PF1PF2P Hmenu Help E		PF8PF9PF10PF11PF12

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

## Screen Information

**F:** 1 character

Enter the desired function code.

A = add a currency code

D = delete a currency code

U = update a currency code

Code: 3 digits

Provide the numeric code assigned by the user.

**Percent:** 9 digits

Indicate the percentage.

Account: 10 digits

Enter the account number.

**Description:** 50 characters

Include a description of the currency code.

Message: 15 lines

Shows confirmation message for the function recorded.

#### **Additional Functions**

## Invoice Problem Text Maintenance

<u>Screen 812</u> provides for entry of the messages attached to Purchasing Invoice Problems (PIPs). This function is maintained by the Accounts Payable Office and is tailored to the needs of each campus.

PIPs are created to communicate with a department concerning a purchasing document. Each PIP is created using the appropriate code and, using Routing & Approvals, the message is sent to the creator of the document.

Since many of the problems are standard, this table simplifies the entry of PIP information by using pre-determined codes and descriptions. Therefore, this table eliminates repetitive entry of the same message.

This screen is maintained and updated by each campus.

The information is campus specific.

(It is usually loaded from another campus, but is campus controlled.)

#### Screen 812 - Invoice Problem Text Maintenance

812 Invoice Problem Text Maintenance	10/30/13 14:01 FY 2014 CC 02
Screen: Problem Code: 03	
Text: Purchases over \$5000 that are not exempt must be pr through Procurement Services on a requisition. This will not be paid. Please note that the original pa will not be returned to you.  NO RESPONSE REQUIRED.	document perwork
* Please enter text in UPPER and LOWER case.  Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9 Hmenu Help EHelp	PF10PF11PF12

Tech Note: K713FA PRODJCL

ZBAR812 download ZBAU812 upload

## **Basic Steps**

- Enter a problem code in the **Problem Code** field and press <ENTER>.
- To add a new code, enter the desired text or update an existing code, and press <ENTER> to record the information.

## Screen 812 - Invoice Problem Text Maintenance (cont'd)

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

**Action Line** 

**Problem Code:** ? Help 2 characters/digits

Enter the problem code for the invoice.

**Screen Information** 

**Delete:** 1 character

Type "Y" to delete the problem code and its text.

**Text:** 10 lines/50 characters each

Enter standard text (in upper and lower case) detailing the reasons for the

problem with the invoice, or make revisions to existing text.

**Additional Functions** 

## Maintain AP Bank Information

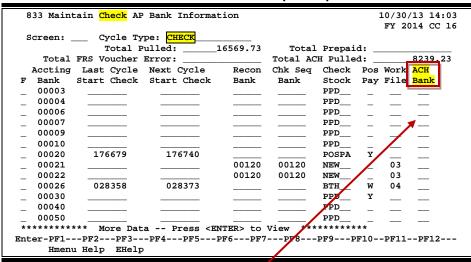
This screen is used to control the bank information for Accounts Payable and the check-writing process. It controls the processing of the check and voucher files. The table defines the check information for local banks. A record must be created for voucher cycle to process.

Displayed are the beginning numbers for the preprinted checks. Also, several FAMIS memo banks can be pointed to one check printing stock and bank.

This screen is maintained and updated by FAMIS Services.

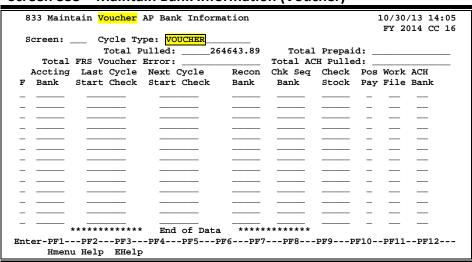
The information is campus specific.

#### Screen 833 - Maintain Bank Information (Check)



Blank out number in the ACH Bank field to remove a bank from the ACH process.

Screen 833 – Maintain Bank Information (Voucher)



## **Maintain Check AP Bank Information Process**

If the ACH Bank field is not filled in, then no ACH payment will be processed for the payment.

To remove a bank from the ACH process, blank out the code in the **ACH Bank** field.

## **Basic Steps**

- Type "check" or "voucher" in the Cycle Type field.
- Press <ENTER> to display the information needed.
- Make desired modifications and press <ENTER>.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

**Action Line** 

Cycle Type: 15 digits

Type a valid cycle type, either "check" or "voucher," and press <ENTER> to

make the desired modifications.

Total Pulled: 14 digits

Displays the total dollar amount pulled from the last check cycle.

Total Prepaid: 14 digits

Shows the total dollar amount prepaid.

**Total FRS Voucher** 14 characters

**Error:** Identifies the total voucher error in the FRS module.

Total ACH Pulled: 14 digits

Shows the total dollar amount pulled for direct deposit from the last ACH cycle.

Screen Information

F: 1 digit

Enter desired function code.

A = add a record

D = delete a record

U = update a record

Accting Bank: 5 digits

Enter the FAMIS accounting local bank number. Must be a valid bank as

entered on Screen 28.

Last Cycle Start 7 digits

**Check:** Identify the beginning check number for the last check cycle that was run.

Next Cycle Start 7 digits

**Check:** Shows the next check number that FAMIS will print.

## Screen 833 - Maintain AP Bank Information (cont'd)

**Recon Bank:** 5 digits

Identify the bank that will include these checks in the reconciliation file.

Chk Seq Bank: 5 digits

Include the bank used for check stock. FAMIS processing gets the check

numbers from this bank.

**Check Stock:** 5 characters

Enter the type of checks that are allowed for the check stock decisions. For

example: NEW (checks) PPD (prepaid)

BTH (both prepaid and checks to print)

POSPA (positive pay) On a payroll bank; corrections to payroll will not cut

checks but will go to Positive Pay file.

Pos Pay: 1 character

Type "Y" if set up for positive pay.

Work File: 2 digits

Identify whether one or more accounting banks will be used. Set up a different

number for different check stock. For example:

03 = only one bank

04 = second accounting bank

For each different check stock, new steps must be set up in check print and

check reconciliation JCL.

ACH Bank: ? Help 2 digits

Include the bank's ACH identification number (used only by FAMIS internally).

#### **Additional Functions**

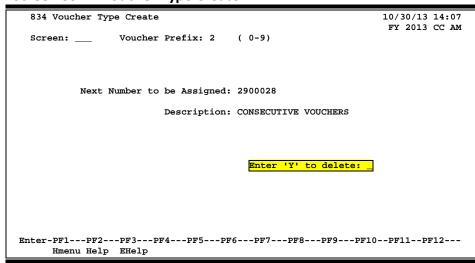
# **Voucher Type Create**

FAMIS can create a number of voucher prefixes. By doing so, different types of vouchers, such as travel or student, may be grouped with the same starting number (prefix).

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### Screen 834 - Voucher Type Create



## **Basic Steps**

- FAMIS Services staff enters the desired voucher prefix, and the next number for that prefix.
- Press <ENTER> to record the entry.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Action Line**

♦ Voucher Prefix: 1 digit

Enter the voucher prefix you wish to create. It must be between 0 and 9.

Screen Information

Next Number to be 7 digits

**Assigned:** Include the next voucher number to be assigned automatically by FAMIS using

the prefix.

**Description:** 20 characters

Type a description of the prefix type.

## Screen 834 – Voucher Type Create (cont'd)

Enter 'Y' to Delete: 1 character

Enter "Y" to delete the voucher prefix and numbering schema.

## **Additional Functions**

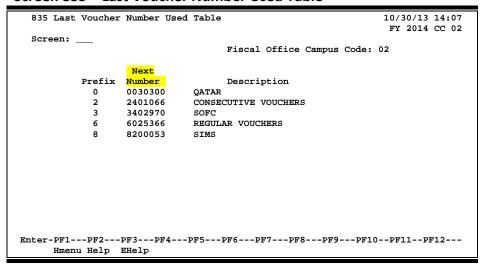
## Last Voucher Number Table List

For each prefix that has been created, <u>Screen 835</u> shows the next voucher number that FAMIS will assign.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### Screen 835 – Last Voucher Number Used Table



## **Basic Steps**

• The next voucher number to be assigned for each prefix is displayed for the campus code shown in the *Fiscal Office Campus Code* field.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### Screen Information

Fiscal Office 2 digits

**Campus Code:** Displays the fiscal office campus code.

Prefix: 1 digit

Shows the prefix numbers for this campus code.

**Next Number:** 7 digits

Shows the next voucher number FAMIS will assign.

**Description:** 20 characters

Displays a description of the prefix type.

#### **Additional Functions**

# AP/Invoice Contact Maintenance

<u>Screen 838</u> lists the contact person for your institution regarding the two types of vouchers. This contact information is also sent to the State with the State vouchers.

This screen is maintained and updated by each campus.

The information is campus specific.

#### Screen 838 – Contact Maintenance

838 Contact Maintenance 10/30/13 14:08
FY 2014 CC 02   Screen:   FY 2014 CC 02   FY 2014 CC   FY 2014 C
Revolving Contact Name: CALVIN COLLINS   Address: FISCAL DEPT. MS 6000   City: COLLEGE STATION State: TX Zip: 77843   Phone: 409-845-7777 Ext:
Revolving Contact Name: CALVIN COLLINS  Address: FISCAL DEPT. MS 6000  City: COLLEGE STATION State: TX Zip: 77843  Phone: 409-845-7777 Ext:
Address: FISCAL DEPT. MS 6000  City: COLLEGE STATION State: TX Zip: 77843  Phone: 409-845-7777 Ext:
Address: FISCAL DEPT. MS 6000  City: COLLEGE STATION State: TX Zip: 77843  Phone: 409-845-7777 Ext:
Address: FISCAL DEPT. MS 6000  City: COLLEGE STATION State: TX Zip: 77843  Phone: 409-845-7777 Ext:
Address: FISCAL DEPT. MS 6000  City: COLLEGE STATION State: TX Zip: 77843  Phone: 409-845-7777 Ext:
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Phone: 409-845-7777 Ext:
Phone: 409-845-7777 Ext:
Voucher Centers Name CALVIN COLLING
Vousbor Contact Name (ALVIN COLLING
Vougher Centers Names CALVIN COLLING
Vougher Contact Name CALVIN COLLING
Voucher Contact Name: CALVIN COLLINS
Phone: 409-845-7777 Ext:
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12
Hmenu Help EHelp

## **Basic Steps**

- Type the names of the persons to be contacted for each type of voucher.
- Press <ENTER> to record information.

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

#### **Screen Information**

**Receiving Contact** 35 characters

Name: Enter name of the primary person to contact regarding revolving vouchers.

Address: 2 lines (35 characters/digits each)

Type the address of the contact person receiving the funds.

City: 20 characters

Provide the city in which the contact person resides.

**State:** 2 characters

Enter the state in which the contact person resides.

## Screen 838 - Contact Maintenance (cont'd)

**Zip:** 9 digits

Provide the ZIP Code + 4 digits of the department.

Phone: 10 digits

Include the phone number for the contact person.

Ext: 4 digits

Identify the telephone number extension of the contact person.

**Voucher Contact** 35 characters

**Name:** Enter the name of the person to be contacted about vouchers.

Phone: 10 digits

Provide the phone number for the voucher contact person.

Ext: 4 digits

Identify the telephone number extension number of the voucher contact

person.

#### **Additional Functions**

# Comptroller Codes Subject to Interest

This screen displays the State Comptroller Object Codes that are subject to prompt payment interest.

If the word "Interest" appears in the *Interest of Exempt* field next to a Comp Code, the Member must pay interest on late payments against this Comp Code.

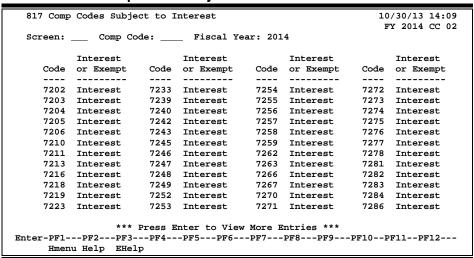
The word "Exempt" is displayed in the *Interest of Exempt* field next to a Comp Code means that a Member has been given a special interest exemption for this Comp Code by the State.

FAMIS Services must be notified whenever the State modifies the Comptroller Codes subject to interest or whenever a Member is granted a special exemption against an interest Comptroller Code.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

Screen 817 - Comp Codes Subject to Interest



The message "Entire Campus is Exempt" is displayed at the top of the screen if a Member is exempt from the Prompt Payment Law.



## **Basic Steps**

Press <ENTER> to scroll through the object codes listed, or enter a code number in the
 Comp Code field to advance forward to a specific number.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

**Action Line** 

Comp Code: 4 digits

Enter a Comptroller Object Code to advance to a specific code number.

Fiscal Year: 4 digits

Displays the current fiscal year, but may be changed to view data from a

previous year. (Note: information is not available prior to 2000).

**Screen Information** 

Code: 4 digits

Displays Comptroller Object Codes subject to prompt payment interest.

**Interest or** 9 characters

**Exempt:** Shows whether the code is subject to, or exempt from, prompt payment

interest.

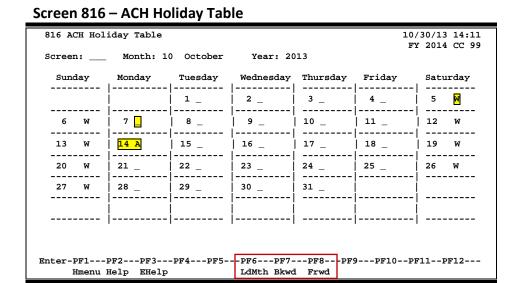
**Additional Functions** 

# **ACH Holiday Table**

<u>Screen 816</u> is used to enter the ACH bank holidays. These holidays are used by the check cycle to schedule payments to avoid prompt pay interest.

When an "A" is displayed in a date field it indicates that this is an ACH holiday. **No transactions will be sent on these holidays.** 

This table is maintained by the System Office of Budgets and Accounting.



## **ACH, State and Local Holiday Table Process**

This screen, keyed by month and year, displays all known ACH holidays.

A = ACH holiday
All days on which ACH transactions will not be sent.
(maintained by the System Office of Budgets and Accounting)

W = Weekend (maintained by FAMIS Services)

Blank = Not a holiday

## **Basic Steps**

- View the current month's ACH holidays, or display a specific month/year by typing a number in the *Month* and/or *Year* fields and pressing <ENTER>.
- Press **PF6** to load local holidays for the month into FAMIS.

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

**Action Line** 

Month: 2 digits

Displays the current month. Enter the number of the desired month to view

holidays.

Year: 4 digits

Shows the current fiscal year, but may be changed to view data from a previous

year. (Information is not available prior to 2000.)

**Screen Information** 

-- Calendar -- Shows a monthly calendar with the numbered days of the week. If a holiday

exists, the following codes will be used:

A = ACH holiday W = Weekend Blank = Not a holiday

**Additional Functions** 

**PF KEYS** See the Appendix for explanations of the standard PF keys.

PF6 Load Month

**LdMth** Press this key to load holidays entered for the month.

# State and Local Holiday Table

State and local holidays are added and updated on <u>Screen 818</u>. Local holidays may be updated on this screen by each Member.

State holidays and ACH holidays are maintained and updated by the System Office of Budgets and Accounting.

The "local holiday" information is used by the check cycle to determine whether a local voucher with a future due date should be pulled during the current check cycle to avoid late payment interest charges during the next scheduled check cycle (state vouchers are sent to the State each evening, regardless of their due dates. Once at the State, the State schedules these payments according to their due dates).

## ACH, State and Local Holiday Table Process

This screen, keyed by Month and Year, displays all known State and Local holidays. The first character displays ACH holidays, the second character indicates a State holiday, and the third blank is reserved for each agency's local holidays.

A (ACH Bank Holiday) (updated by System Office of Budgets and Accounting)

Days on which ACH transactions will not be sent to bank.

## L (Local Holiday) (updated by each Member)

All days that checks cannot be printed should be marked as a local holiday.

<u>S (State Holiday)</u> (updated by System Office of Budgets and Accounting) Entered on <u>Screen 819</u> of the Master Campus (CC=00)

W (Weekend) (updated by FAMIS Services)

#### X (Extended Holiday) (updated by FAMIS Services)

The usual processing (or absence of processing) that occurs the day before a holiday that will last more than three days. This is necessary because print left in the queue for this period of time will be purged and you don't want to risk losing the output from the check cycle.

Blank (Not a Holiday)

#### 818 ACH, State, and Local Holiday Table 10/30/13 14:13 FY 2014 CC 99 Month: 01 January Year: 2013 Screen: Sunday Monday Tuesday Wednesday Thursday Friday Saturday 21 A S L | 22 \_ \_ \_ 20 W | 23 \_ \_ \_ | 24 \_ \_ \_ | 25 \_ \_ \_ | 26 W 29 \_ \_ \_ 31 \_ \_ \_ W 30 \_ \_ \_ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---Hmenu Help EHelp LdMth Bkwd Frwd

## Screen 818 - ACH, State and Local Holiday Table

## **Basic Steps**

- View the current month's State and local holidays, or display a specific month/year by typing a number in the *Month* and/or *Year* fields and pressing <ENTER>.
- To add a local holiday for your System part, type "L" in the field available on the appropriate date.
- Press PF6 to load the holidays for the month into FAMIS.

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

#### Action Line

Month: 2 digits

Displays the current month. Enter a number to view holidays from a different

month.

Year: 4 digits

Shows the current fiscal year, but may be changed to view data from a previous

year (Note: information is not available prior to 2000).

#### **Screen Information**

-- Calendar -- Shows a monthly calendar with the numbered days of the week.

Type "L" in the appropriate date field to identify a local holiday for your

campus, and then press **PF6** to load into the system.

#### Screen 818 – ACH, State and Local Holiday Table (cont'd)

If holiday exists, the following codes will be used:

A = ACH holiday L = Local holiday S = State holiday W = Weekend

X = Normal work day on which a check cycle will not be run

Blank = Not a holiday

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

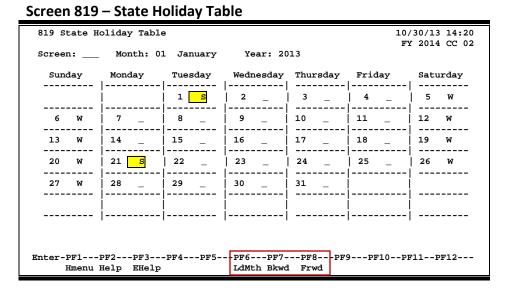
PF6 Load Month

**LdMth** Press this key to load holidays entered for the month.

## State Holiday Table

The dates marked as holidays on <u>Screen 819</u> are days that the State Comptroller will not accept vouchers for payments. This table is used to determine whether discounts can be taken for items paid with State funds.

<u>Screen 819</u> is maintained on the Master Campus (CC=00) by the System Office of Budgets and Accounting.



This screen, keyed by Month and Year, displays all State holidays. The following are valid holiday indicators:

**S** = State holiday or day in which the state will not accept vouchers for payment

W = Weekend (maintained by FAMIS Services)

Blank = Not a holiday

Update access to this screen is only available on the Master Campus (CC=00) and should be restricted. Care must be taken to communicate all holidays to the individual(s) maintaining this screen so that the holiday table can be updated at least one voucher cycle before the holiday. A day should be marked as a holiday if no vouchers will be accepted by the State on that day.

## **Basic Steps**

 View the current month/year State holidays, or view a specific month/year by typing a number in the *Month* field and/or *Year* fields and pressing <ENTER>.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

**Action Line** 

Month: 2 digits

Displays the current month. Enter a number to view holidays from a previous

month.

Year: 4 digits

Displays the current fiscal year, but may be changed to view data from a

previous year (information is not available prior to 2000).

Screen Information

-- Calendar -- Shows a monthly calendar with the numbered days of the week. If a holiday

exists, the following codes will be used:

S = State holiday W = Weekend Blank = Not a holiday

**Additional Functions** 

**PF KEYS** See the Appendix for explanations of the standard PF keys.

PF6 Load Month

**LdMth** Press this key to load holidays entered for the month.

Screen 819 – State Holiday Table (cont'd)		

## Section VI Accounts Receivable Control Records

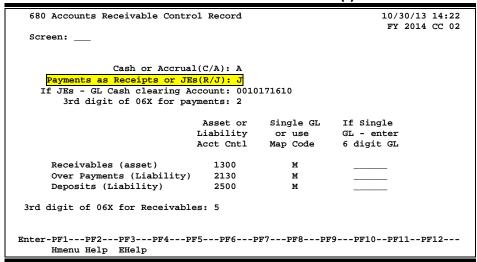
## Accounts Receivable Control Record

To set the controls for all processing in the Accounts Receivable module of FAMIS use <u>Screen 680</u>. The values entered on this screen determine the accounting methods used to post and reconcile the receivables.

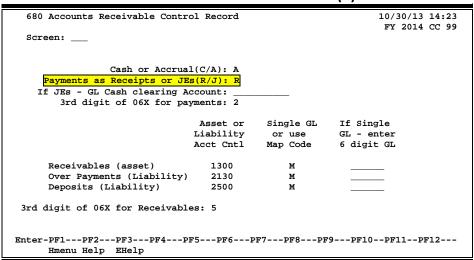
This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### Screen 680 - Accounts Receivable Control Record (J)



#### Screen 680 - Accounts Receivable Control Record (R)



## **Basic Steps**

• View information set by FAMIS for your campus.

#### **AR Control Process**

#### **Accounting Methods**

FAMIS uses the accrual accounting method, so the only valid option for the *Cash or Accrual (C/A)* field is "A." The accrual basis of accounting requires that revenue be recorded as it is earned and expenses recorded as they are incurred. When a purchase is recorded, FAMIS will debit accounts receivable and credit the revenue account. In turn, when the payment is processed for the purchase, FAMIS will credit accounts receivable and debit cash.

#### **Payment Transactions - Journal Entries**

Payments may be processed as either a Receipt or a Journal Entry. This option will determine which of the General Ledgers (GL) will be credited and debited for each of the receivables.

When the AR Control Record has been set to process payments as *Journal Entries,* the direct receipt must also be manually entered (using Screen 12) to the General Ledger (GL) clearing account control 1610.

	AR Payment Screen (615 or 616)	Screen 12
Debit	*GL Clearing Account Control 1610	*GL Clearing Account Control 1100
Credit	*GL Account Control 1300	GL Clearing Account Control 1610

<sup>\*</sup> System processed transactions - no manual entry required.

#### **Payment Transactions - Receipts**

When the AR Control Record has been set to process payments as *Receipts,* it is not necessary to enter the direct receipt to the GL clearing account. Instead, direct transactions to the GL account controls 1100 (Claim on Cash) and 1300 (Accounts Receivable) are processed by the system.

-	AR Payment Screen (615 or 616)	Screen 12
Debit	*GL Account Control 1100	No Entries Required.
Credit	*GL Account Control 1300	No Entries Required.

<sup>\*</sup> System processed transactions - no manual entry required.

#### **Transaction Codes**

The transaction codes that indicate AR payments and those which indicate the processing of a receivable are set on <u>Screen 680</u>. See the Appendix for a complete list of transaction codes and their associated processes.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Screen Information**

Cash or

1 character

Accrual (C/A):

Indicate if AR transactions should be processed based on the cash or accrual accounting methods.

FAMIS uses the accrual method, therefore the only valid value is "A."

#### Screen 680 – Accounts Receivable Control Record (cont'd)

Payments as 1 character

Receipts or JEs (R/J): Determine which General Ledgers will be credited and debited for receivable

transactions. Valid values are "R" (receipts) and "J" (journal entries).

If JEs - GL Cash 10 digits

Clearing Account: If Journal Entries are used instead of receipts to process payments, a clearing

account (General Ledger + Account Control) must be entered to designate the

location of all receipts before disbursement to individual accounts.

◆ 3rd digit of 06x 1 digit

for payments: Indicate the 3rd digit of the transaction type for receivables when payments

are posted. See the Appendix for a complete list of transaction codes and

their associated processes.

Receivables/Over Payments/Deposits

Asset or Liability 4 digits

Acct Cntl: Identify the General Ledger Account Controls used in posting accounts

receivable transactions.
Receivables (asset)
Over Payments (Liability)
Deposits (Liability)

Single GL or use

Map Code:

1 character Indicate whether entries will be posted to a single General Ledger (GL) account

(S) or whether a map code (M) will be used to determine the correct GL.

Examples:

Receivables (asset)
Over Payments (Liability)
Deposits (Liability)

If Single GL - Enter

6 digits

6 digit GL: Include the General Ledger (GL) account used for processing accounts

receivable transactions with the single GL option.

Receivables (asset) Over Payments (Liability) Deposits (Liability)

3rd Digit of 06x

1 digit

for Receivables: Indicate the 3rd digit of transaction type for creating invoices. See the

Appendix for a complete list of transaction codes and their associated

processes.

**Additional Functions** 

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

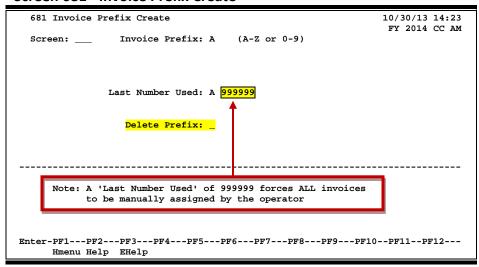
## **Create Invoice Prefixes**

To create new invoice prefixes, use <u>Screen 681</u>. Typing a character or digit in the *Invoice Prefix* field and pressing <ENTER> will access the last invoice number used in the series for the specified prefix. **FAMIS Services sets up the invoice prefix for each system member**.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### Screen 681 - Invoice Prefix Create



## **Basic Steps**

- Type an invoice prefix in the *Invoice Prefix* field.
- Press <ENTER> to display the Last Number Used in the series for the specified prefix.
- To delete a prefix, type the invoice prefix in the **Delete Prefix** field and press <ENTER>.

#### **Invoice Prefix Process**

#### **Automatic Invoice Creation**

If desired, FAMIS can automatically assign the seven character invoice number. This is accomplished by entering a zero (0) or a valid invoice prefix in the *Invoice* field on <u>Screen 610</u>. **Invoice prefixes may be viewed on <u>Screen 682</u>**.

Examples of valid invoice prefixes are as follows:

Value	Meaning	Value	Meaning		
0	All general invoices	S	Stores		
С	CSC	В	Transportation/etc.		
Р	Physical Plant	L	Large Animal		
Т	Centrex/Telecom	Q	From IDT/AB form		
	SPR BILLING RELATED				
R	Reg SPR Invoices				
Z	SPR Invoices that DO NOT Create a Receivable				

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Action Line**

♦ Invoice Prefix: 1 character/digit

Enter the first character of the invoice.

#### **Screen Information**

Last Number Used: 7 character/digits

Shows the last sequential invoice number assigned by FAMIS for the specified

prefix.

**Delete Prefix:** 1 character

Type "Y" if the invoice prefix should be deleted from the system.

#### **Additional Functions**

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

## View the Last Used Invoice Number

Invoice prefixes and the most recent invoice numbers used in the system are displayed on <u>Screen 682</u>. It may be useful to view this screen before creating invoices on <u>Screen 610</u>.

The following prefixes are reserved for special invoices:

used to indicate insurance

R - used to indicate sponsored research

#### Screen 682 - Invoice Prefixes - Last Number Used

Screen:					
	Last		Last		Last
Prefix	Number	Prefix	Number	Prefix	Number
A	999999	N	999999	1	999999
В	999999	P	999999	2	999999
C	999999	Q	999999	5	999999
D	999999	R	017279	6	999999
E	999999	S	999999	7	999999
F	999999	T	999999		
G	999999	υ	999999		
H	999999	v	999999		
I	999999	W	999999		
K	999999	x	001394		
L	999999	Z	906263		
M	999999	0	999999		

## **Basic Steps**

• View available invoice prefixes and the last invoice number used for each.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Screen Information**

Prefix: 1 character/digit

Shows the first character/digit prefix of the invoice number.

Last Number: 6 digits

Identifies the last sequential number assigned by FAMIS for the designated

prefix.

#### **Additional Functions**

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

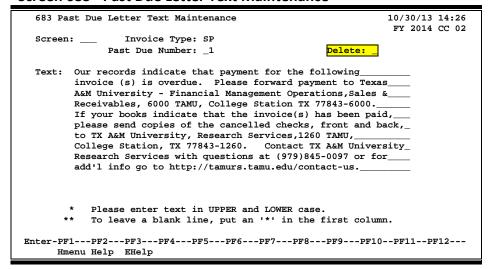
### Enter Past Due Letter Text

<u>Screen 683</u> is used to enter text for a past due letter for a specific invoice type. Past due notices are generated by the FAMIS system based on the invoice date.

This screen is maintained and updated by each System Member.

The information is campus specific.

#### Screen 683 - Past Due Letter Text Maintenance



## **Basic Steps**

- Type an Invoice Type and Past Due Number in the fields provided and press <ENTER>.
- Type the desired text for the past due letter in the *Text* field.
   To leave a blank line, type an asterisk (\*) at the beginning and leave the line blank.
- Press <ENTER> to record the information.
- Type "Y" in the *Delete* field to delete a past due number entered in the *Past Due Number* field.

#### **Past Due Letter Process**

#### **Invoice Types**

The invoice type is used to group invoices by category. A different past due message may be entered for each invoice type. Sample invoice types include the following:

<u>Value</u>	Meaning
**	Default text
DP	Departmental
IN	Insurance
SP	Sponsored Research

#### Past Due Number

The **Past Due Number** field allows the user to tailor a message for a sequence of past due letters. For example: If "1" is typed in this field, the message entered in the **Text** field would appear on all past-due letters sent for the first time. Each time a past due notice is sent, it is recorded on <u>Screen 620</u> for the specified invoice.

The default text is used for Type=\*\* and Past Due Number=99 if no specific text is supplied for past due letters.

If corrections are made to a notice or a duplicate notice needs to be sent, the **Past Dues Sent** field on <u>Screen 620</u> may be used to generate the past due letter.

To reprint past due notices without incrementing the number in the **Past Dues Sent** field, set option 2=N (No Update in the JCL for IBAR080).

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

#### **Action Line**

♦ Invoice Type: 2 characters

Enter the type of invoice that should receive the past due text. Examples:

\*\* = Default text
DP = Departmental
IN = Insurance

SP = Sponsored Research

#### **Screen Information**

Past Due Number: 2 digits

Indicate the number of past due notices that should be received before the

message entered is to be sent. 99 = NO specific text

**Delete:** 1 character

Type "Y" if the past due letter text displayed should be deleted from the

system.

**Text:** 10 lines (60 characters each)

Include past due text for the selected invoice type and sequence number.

Type an asterisk (\*) at the beginning of the line and leave it blank to create a blank line in the letter.

#### **Additional Functions**

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

# Section VII Payroll Control Records

## Payroll Interface Control Record

## **Payroll Clearing Accounts**

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

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### Screen 823 - Payroll Interface Control Record

```
823 Payroll Interface Control Record
                                                              10/30/13 14:30
                                                               FY 2014 CC 02
 Screen: _
----- GL Clearing Accounts
                                                  ----- Banks -----
                     Central Payroll: 0111242400
                                                  Central Payroll: 06003
Accounts Payable State Paid Revolving: 0111011150
                                                        Revolving: 06000
        Payroll State Paid Revolving: 0111011150
                                                 Payroll transfer
    Monthly State Employee Gross Pay: 0111252400
                                                    to Local bank: 06003
   Biweekly State Employee Gross Pay: 0111252400
     Monthly State Employer Payments: 0111262210
                                                    Primary Local: 06000
    Biweekly State Employer Payments: 0111262210
       Cancellation Clearing Account: 0111291610
                                                     Work Station: M
Negative Payroll Check Clearing Acct: 0016031610
     Due from other Parts GL Account: 011100
           Extended Pay Plan Account: 0111352500
       Cash Voucher Clearing Account: 0010051615
Change Source Funds Clearing Account: 0010181610
Enter-PF1---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Hmenu Help EHelp
```

## TAMU'S PAYROLL CLEARING ACCOUNTS (example only)

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

## **Basic Steps**

Type information in the fields provided, as desired, and press <ENTER> to record the information.

Field Descriptions (♦ = Required; Help = Field Help Available Using PF2, ? or \*)

#### Screen Information

The following fields are entered only by the FAMIS Team

**GL Clearing Accounts** 

**Central Payroll:** 10 digits

Enter the GL account number and account control used for local funds payroll

checks.

**Accounts Payable** 10 digits

**State Paid** Indicate the GL account and account control used for the "due from State

Revolving: Comptroller" revolving vouchers in AP.

**Payroll State Paid** 10 digits

Revolving: Enter the GL clearing account and account control used for gross pay amounts

for the monthly payroll.

**Monthly State** 10 digits

**Employee Gross** Indicate the account used to collect the gross pay amounts for monthly

Pay: employees paid by state funds.

**Biweekly State** 10 digits

**Employee Gross** Enter the GL clearing account and account control used for gross pay amounts

for biweekly payroll. Pay:

**Monthly State** 10 digits

**Employer** Type the GL clearing account for employer monthly payroll payments

Payments: (benefits).

**Biweekly State** 10 digits

Enter the GL clearing account for employer biweekly payroll payments Employer

Payments: (benefits).

Cancellation 10 digits

**Clearing Account:** Include the account used to post transactions reflecting payroll cancellation

activity entered in BPP. These usually result from BPP pay types C and E.

**Negative Payroll** 10 digits

Account:

**Check Clearing** Enter the GL clearing account credited when payroll interface encounters a

> negative payroll check. This usually results from use of an incorrect pay type in BPP. If activity in BPP causes a "negative check," FAMIS posts the activity to

this account.

#### Screen 823 - Payroll Interface Control Record (cont'd)

**Due from other** 6 digits

Parts GL Account: Indicate the GL account used for the "Due From Other Parts." Account controls

used follow the pattern 18xx, where xx is the Part number.

Extended Pay 10 digits

Plan Account: Enter the account number that accumulates the dollars in reserve for payments

in the extended pay plan.

Cash Voucher 10 digits

**Clearing Account:** Indicate which account number should be used in processing cash vouchers.

Change Source 10 digits

**Funds Clearing** Enter the clearing account number to be used when processing a change

**Account:** source of funds transaction.

Banks

Central Payroll: 5 digits

Type the bank number used for processing payroll checks.

**Revolving:** 5 digits

Indicate the revolving bank number for the "due from State Comptroller"

transactions. Not used by the payroll programs.

Payroll transfer to 5 digits

**Local Bank:** Enter the local bank number to facilitate payroll transactions involving federal

funds.

**Primary Local:** 5 digits

Shows the primary disbursement bank, set on Screen 821.

Work Station: ? Help 1 character

Indicate the payroll work station defined by BPP.

M = Texas A&M University

N = Texas A&M University at TexarkanaO = Texas A&M University - San Antonio

P = Prairie View A&M University

R = Texas A&M University - CommerceS = System Administrative & Gen Office

T = Tarleton State University
V = Texas Vet/Med Diagnostic Lab
W = West Texas A&M University
X = Texas Agri Extension Srvc (Tadcs)

**Additional Functions** 

**PF KEYS** See the Appendix for explanations of the standard PF keys.

## **Payroll Bank Accounts**

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

#### Screen 28 - Create/Maintain Bank Accounts

-	
028 Create/Maintain Bank Accounts	01/15/04 16:38 FY 2004 CC 02
Screen: Account: B03004	BANK OF AMERICA REVOLVING FUND
Account Title: BANK OF AMERICA	REVOLVING FUND
Long Description: BANK OF AMERICA	REVOLVING FUND DEMAND
Local Bank Information	State Appropriation Information
Account No: 99900-0111-5	Appropriation Year:
Contact: CARLY CARSON	Fund:
Contact Phone: 222 211 3333 Ext:	Appropriation Number:
ABA Number: LType: BC02	Agency Code:
Check Stock:	Cost Center:
Bank Name: BANK OF AMERICA, N.A	
Old Account: B00004_	
Comments: USE OF B00004 WILL TERMINATE ON	07-01-92
THIS IS A CONTROLLED DISBURSEME	NT ACCOUNT
Enter-PF1PF2PF3PF4PF5PF6	-PF7PF8PF9PF10PF11PF12
Hmenu Help EHelp	
imena nerp inerp	

## TAMU'S PAYROLL BANKS (use as a guide)

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

## **Employer Payment Credit Account Table**

#### **Benefits – Local Funds**

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

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### Screen 830 - Employer Payment Credit Account Table

83	830 Employer Payment Credit Account Table 10/30/13 14:33 FY 2014 CC 02						
Sc	Screen:						
	BPP	Benefit	Credit		BPP	Benefit	Credit
	Type	Type	Account		Type	Type	Account
1	CSRS	CSRS	00000-0000	16	LEAV	LEAV-LO-FA	271620-0691
2	OAHI/OASI	FICA	011111-2210	17	LEAV	LEAV-LO-NF	271630-0690
3	OAHI	FICA-OAHI	011111-2210	18	LEAV	LEAV-ST-FA	179922-1952
4	OASI	FICA-OASI	011111-2210	19	LEAV	LEAV-ST-NF	179923-1951
5	FIM	FIM	00000-0000	20	ORP	ORP-BASE	011108-2210
6	FIR	FIR	00000-0000	21	ORP	ORP-SSUP	011108-2210
7	ADD	GIP-ADD	011103-2210	22	ORP	ORP-SUPL	011108-2210
8	DEN	GIP-DTL	011122-2210	23	SORP	SORP-BASE	011108-2210
9	MED	GIP-GH	011149-2210	24	SORP	SORP-SSUP	011108-2210
10	OL	GIP-GLO	011106-2210	25	SORP	SORP-SUPL	011108-2210
11	BL	GIP-GLR	011106-2210	26	TRS	TRS	011110-2210
12	MED	GIP-HMO	011149-2210	27	TRS	TRS-CARE	011148-2210
13	LTD	GIP-LTD	011104-2210	28	TRS	TRS-SURC	011148-2210
14	MSP	GIP-MSP	202180-0695	29	TRS	TRS90	011148-2210
15	VIS	GIP-VIS	011145-2210	30	UCI	UCI	270370-0532
Ente	r-PF1PF	2PF3PF	74PF5PF6-	PF7	PF8	-PF9PF10P	F11PF12
	Hmenu Help EHelp						

**NOTE:** Multiple benefits may be credited to a single account. For example, the GIP-GLO and GID-GLR are both designated to account 011106. However, it is best to assign separate liability accounts (such as ORP - account

011110 and TRS - account 011119) in order to facilitate the reconciliation process.

## TAMU'S LIABILITY ACCOUNTS (example only)

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

## **Basic Steps**

• Enter/modify credit accounts, and press <ENTER> to record information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

**Screen Information** 

**BPP Type:** 4 characters

Displays code used by Budgets and Payroll Processing to identify a benefit type.

Benefit Type: 10 characters

Identifies the type of benefit to be credited by the payroll interface.

**Credit Account:** FAMIS Team Entry Only 10 digits

Indicate the account to be credited by the payroll interface for the specified

employer paid local funds benefits.

**Additional Functions** 

**PF KEYS** See the Appendix for explanations of the standard PF keys.

## **Beginning Budget Entries Table**

Budgets are entered into FAMIS, in part, from data in the Budget, Payroll Personnel system (BPP). BPP uses the codes seen in the left column in their system. Entries in the remaining two columns direct where the BPP-FAMIS interface will post the budget transactions in FAMIS.

#### This table is no longer used.

The Budget Module handles this functionality differently.

#### Screen 836 – Beginning Budget Entries Table

836 Beginning Bud	dget Entries	Table 10/30/13 14:34
		FY 2014 CC 02
Screen: ABR	Rule: 001	
BPP Code	Bud Object	Description
000	1000	SALARIES BUDGET
715	1005	TEACHING FELLOW BUDGET
720	1005	GAT BUDGET
735	1005	UNALLOCATED SALARIES-TEACH BUDGET
750	1000	UNALLOCATED TEACHING MERIT LUMP SUM
770	1005	SUMMER TEACHING SALARIES BUDGET
800	1000	WAGES BUDGET
802		
810	1005	RESEARCH ASSISTANTS BUDGET
820	1005	GANTS BUDGET
830	1005	VISITING LECTURERS BUDGET
835	1005	UNALLOC SALARIES-NON-TEACH BUDGET
840	1000	LONGEVITY BUDGET
845	1000	HAZARDOUS DUTY PAY BUDGET
850	1000	UNALLOCATED NONTEACHING MERIT
** 1	MORE RECORDS	- PRESS ENTER TO VIEW **
Enter-PF1PF2	PF3PF4I	PF5PF6PF7PF8PF9PF10PF11PF12
Hmenu Help 1	EHelp	

## **Basic Steps**

- Type an ABR rule number in the ABR Rule field and press <ENTER>.
- Enter budget object code(s) to be used to post the budget transactions, followed by a description for each code entered.
- Press <ENTER> to record the data.

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

#### Action Line

ABR Rule: 3 digits

Enter an Automatic Budget Reallocation rule number. Each ABR rule number

must be entered separately.

Screen Information

♦ BPP Code: 3 digits

Shows the code assigned by BPP.

♦ Bud Object: 4 digits

Enter the budget object code that will be used by FAMIS to post the budget

transactions.

## Screen 836 – Beginning Budget Entries Table (cont'd)

**Description:** 20 characters

Type a description of the budget object code.

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

## Employee Deductions and Insurance/Benefits Liability Accounts Table

## **Insurance and Benefits Participants**

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

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

<u>Screen 837</u> identifies the accounts that are credited by the payroll interface for the employee deductions and the insurance and benefits billing system. TAMUS Parts may then prepare vouchers from these accounts to pay the benefit carriers. These accounts may be set to the same accounts as the local funds benefit liability accounts (<u>Screen 830</u>) if desired.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

Screen 837 – Employee Deduction, Ins./Benefits Liability Accounts

837 Emp	loyee Deduct:	ion, Insu	rance/	Benefit	s Liabilit	y Accounts	10/30/13	14:34
							FY 2014	CC 02
Screen:								
	T /D				T /D			
	Ins/Deduct Type Account			Ins/Deduct		Account		
1	Type ADD	011103		16	Type ORP	011107		
2	BL	011103		17	SORP	011107		
3	OL	011106		18	DCP	011154		
4	DL	011106		19	DCPL	011154		
5	MED	011149		20	DCPR	011154		
6	DEN	011122		21	WCI	011117		
7	LTD	011104	2210	22	RTH	011142	2210	
8	LTCE	011123	2210	23	TOB	011166	2210	
9	LTCS	011123	2210	24	FSA	011167	2210	
10	VIS	011145	2210	25				
11	FIT	011116	2210	26				
12	OASI	011112	2210	27				
13	OAHI	011112	2210	28				
14	ANU	011115	2210	29				
15	TRS	011109	2210	30				
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12								
Hmenu Help EHelp								

Multiple benefits may be credited to a single account. For example, the **BL and OL** are both designated to account 011106.

## **Basic Steps**

 Enter or modify the account number for *Ins/Deduct Type*, and press <ENTER> to record information.

#### Screen 837 - Employee Deduction, Ins./Benefits Liab. Accounts (cont'd)

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

**Screen Information** 

**Ins/Deduct Type:** 10 characters

Identifies the type of benefit to be credited by the payroll interface.

Account: FAMIS Team Entry Only 10 digits

Enter the account number to be credited by the payroll interface for the

specified insurance or benefits billings.

**Additional Functions** 

**PF KEYS** See the Appendix for explanations of the standard PF keys.

## InterAgency Payment Account Table

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

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

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

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

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

You are not allowed to use the same account for FICA and FICA-LOCAL. Whenever you fill in FICA-LOCAL and FICA-STATE, the FICA entry should be left blank.

This screen is maintained and updated by FAMIS Services.

#### Screen 839 – InterAgency Payment Account Table

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

## **Basic Steps**

 Enter/modify the table information as needed, and press <ENTER> to record the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

**Screen Information** 

Payment Type: 10 characters

Identifies the type of payment.

Posting or Due To/ FAMIS Team Entry Only 10 digits

**From Account:** Enter the account number for the posting or due to/from account.

Offset or FAMIS Team Entry Only 10 digits

**Bank Account:** Include the appropriate offset or bank account number.

**Additional Functions** 

**PF KEYS** See the Appendix for explanations of the standard PF keys.

## Section VIII USAS Control Records

## Maintain USAS Strategy Table

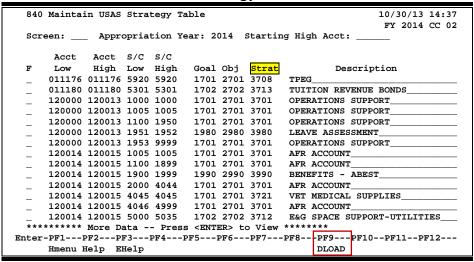
FAMIS <u>Screen 840</u> is the table used for the definition of the USAS strategies. Each FAMIS agency sets up this table for each fiscal year.

If FAMIS does not find a match on Screen 840, a default PCA of "89010" is used.

This screen is maintained and updated by each campus.

The information is campus specific.

Screen 840 - Maintain USAS Strategy Table



## **Basic Concepts**

USAS is the Uniform Statewide Accounting System that requires reporting information from Texas A&M University System. FAMIS has developed interfaces with USAS in order to meet these requirements. The USAS program structures are used to track revenues and expenditures for LBB Program and LBB Activity.

#### **USAS Program Structure**

Program Code and Program Cost Account (PCA) profiles are required for higher education institutions. Once established, the PCA code infers the LBB Program and the LBB Activity structure. PCAs are used by the state to track the strategies, goals, and objectives for each agency.

In FAMIS, PCAs are built from three pieces: **strategy table** (<u>Screen 840</u>), account **function** attribute (<u>Screen 6</u>) and the **conversion chart** (at the end of this section) developed to translate the FAMIS function values to the NACUBO Function Values required by the state.

#### **FAMIS Strategy Table**

PCAs in USAS for the current year expenditure activity for your agency are based on strategies that are set up on FAMIS <u>Screen 840</u>.

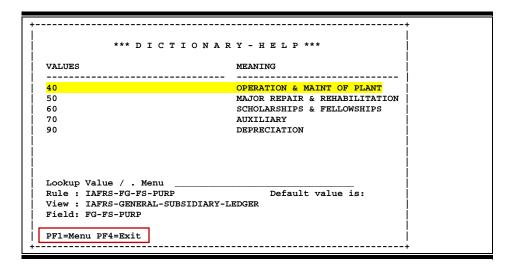
#### **Account Function Attribute in FAMIS**

Next, FAMIS looks at the value on the account in the Function attribute displayed on Screen 6.

#### Screen 6 – SL 6 Digit Account (FSA)

006 SL 6 Digit Account (FSA) 10/30/13 14:38						
FY 2014 CC 02						
Screen: Account: 150005 ENVIRONMENTAL HEALTH & SAFETY						
Account Title: ENVIRONMENTAL HEALTH & SAFETY SA create enable: Y SRS: N						
Resp Person: 2uuuuuuu2 ROBERTS, REGINA Old Acct: 17150						
ABR Rule: 001 Map Code: 15001 Reporting Group:						
Bottom Line Cntl: Y Deflt Cat Cntl: R Deflt Cat Tol Pct:						
AFR Fund Group: 10 Fund Group: FG Sub Fund Group: Sub-Sub:						
Year-End Process: F Year-End Acct: Function: 40 Sub-Fun:						
Default Bank: 74001 Override: Y Proj FYTD End Mo: 08 Aux Code:						
Alternate Banks: ***** Security:						
P-Card Bank: State Funds: Y Appropriated:SA Transactions						
CC Dept S-Dept Exec Div Coll Mail Cd Stmt Budget Actual						
Primary: EHSD_ SAFH_ AD SA C4472 Y Expense: N B						
Secondary: Bevenue: N B						
Admn for:						
Center: TRS/ORP Exempt: _						
Fund Source: 05 Account Letter: _						
Long Title: ENVIRONMENTAL HEALTH & SAFETY Setup Dt: 09/26/1973						
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12						
Hmenu Help EHelp Next CAcct CProj AResp Cmnt Left Right						

Place your cursor on the *Function* field and press *PF2* to view valid values.



#### **PCA Calculations**

PCAs are automatically calculated by FAMIS using the strategy from <u>Screen 840</u> as the first 4 digits and the converted FUNCTION attribute from <u>Screen 6</u> for that SL account and object defined by the expenditure.

If FAMIS does not find a match from <u>Screen 840</u>, a default PCA of "89010" will be used. The PCA for account 120310 and object code 1105, for example, would be 30596.

The following chart shows the FAMIS conversion values for NACUBO Function. The Statewide defined **NACUBO Function** values are as follows:

FAMIS Function Value Screen 6			Function Description
Screen o	value	Function Value 1000	Education and General
10	0	1100	Instruction
15	1	1200	Research
20	2	1300	Public Service
25	4	1500	Academic Support
30	5	1600	Student Services
35	6	1700	Institutional Support
40, 50	7	1800	Operation & Maint of Plant
60	8	1900	Scholarships and Fellowships
	_		
		<u>2000</u>	Auxiliary Enterprise
70	9	2100	Auxiliary Enterprise
		9999	Dummy

#### **PCA** is Determined

So the PCA for account 120035 and object code 1105 is **37016**.

This is the value that FAMIS sends to the state to indicate the expenditure.

If FAMIS does not find a match on **Screen 840**, a default PCA of **89010** is used.

## **Basic Steps**

- Enter an appropriation year in the field provided, and press <ENTER> to view the table.
- Type the desired **Starting High Account** number to place it at the top of the list.
- Type "A" (Add), "U" (Update), or "D" (Delete) in the **F** (Function) field to make additions, modifications, or deletions to the table as needed.
- Press <ENTER> to record the information.

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

**Action Line** 

Appropriation Year: 4 digits

Indicate the year of the appropriation; the default is the current year.

**Starting High Acct:** 6 digits

Include an account number to position it at the top of the screen, if desired.

Screen Information

**F:** 1 character

Enter the desired function code.

A = Add a record U = Update a record D = Delete a record

♦ Acct Low: 6 digits

Identify the lowest SL account number in the range.

• Acct High: 6 digits

Include the highest SL account number in the range.

S/C Low: 4 digits

Indicate the lowest object code for the range.

◆ S/C High: 4 digits

Enter the highest object code for the range.

♦ Goal: 4 digits

Type the goal as defined in the strategic structure for USAS.

**♦ Obj:** 4 digits

Include the objective as defined in the strategic structure for USAS.

♦ Strat: 4 digits

Identify the strategy as defined in the strategic structure for USAS.

**Description:** 30 characters

Type a description of the grouping for USAS reporting.

Additional Functions

**PF KEYS** See the Appendix for explanations of the standard PF keys.

PF9 Download

**DLOAD** Download data using Entire Connection.

## Legal/Descriptive Text Maintenance

Legal Descriptive Text is required by the State of Texas to be included on vouchers sent to the state for payment. FAMIS sends these codes to USAS as part of the voucher record.

FAMIS allows you to maintain the legal/descriptive text codes, thereby facilitating the entry of these codes while eliminating the necessity of re-keying the same text on multiple vouchers. You can create and view these LDT codes on Screen 841.

This screen is maintained and updated by FAMIS Services.

This screen is a System-wide table. The values are the same for all TAMUS Parts.

#### Screen 841 – Legal / Descriptive Text Maintenance

841 Le	gal / Descriptive Text Maintenance	10/30/13 14:41 FY 2014 CC 02
Screen	: LDT Code: FY  Delet	e: _
Text:	Item was contracted for during previous fiscal year appropriation for current fiscal year should be chitem.	
	* Please enter text in UPPER and LOWER case.	
	1PF2PF3PF4PF5PF6PF7PF8PF9 enu Help EHelp	-PF10PF11PF12

## **Basic Steps**

- Enter an LDT code and text.
- Press <ENTER> to create or update the information.
- Type "Y" in the **Delete** field to delete the LDT Code.

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

#### **Action Line**

◆ LDT Code: ? Help 2 characters

Enter a code set up to match the legal descriptive text required by the state. For example:

More LDT Codes - Select or Press <ENTER> to scroll Search Criteria: Code First Line of Text: Baylor College of Dentistry - exempt. Educational code Examinations of current catalogues, list and price quotation CY Cyclotron fabricates equipment. When completed the Cyclotro Purchasing authority has been delegated from the Purchasing FY Item was contracted for during previous fiscal year although Advance payment necessary for operation of university librar Exempt from SPGSC review under the provisions of Article Tx Head of Agency has granted permission for membership I hereby certify that the goods and services listed in these  ${\tt Warrant}({\tt s})$  will be deposited in local bank account Auxiliary Enterprises - Tx Govt Code 2155.141 Blind-made goods or services offered for sale to state agenc Select an LDT Code or Press <PF4> to Quit Press <PF5> for extended description.

#### **Screen Information**

**Delete:** 1 character

Type "Y" to delete the LDT code.

**Text:** 11 lines - 50 characters each

Enter all of the information about the LDT code (in upper and lower case).

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

# Section IX Purchasing Control Records

# **Purchase Order System Controls**

General purchasing controls, as set by the FAMIS Team, are entered using Screen 310.

Control information entered on this screen overrides the other purchasing document controls set on <u>Screen 312</u> – Document Category Maintenance.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### Screen 310 - Purchasing Controls – Part 1

```
310 Purchasing Controls
                                                       10/30/13 14:45
                                                        FY 2014 CC 02
 Screen:
 Vendor Buyer Comm Bidder
   CC CC CC CC 02 ___
                    CC
 Current FY Start Current Fiscal Yr Month Month
                                     Voucher
                                     Ap Bat Ref
                                       PVP 250
 ------ Processing Control Flags ------
 Approvals Installed..... Y
                                 Bid Module..... N
 Verify Account Numbers.....
                                  Check Commodity Code....._
 Check Budget Balance..... Check Commodity Code for Depts... \_
                                  TIBH Reporting.....____
 Feed Encumbrances to Accounting.. _
 Feed Requisitions to Accounting.. _
                                  Valid Expense Start Object Code.. 0290
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
    Hmenu Help EHelp
```

### **Basic Steps**

• Type information in fields as needed, and press <ENTER> to record the information.

### **Purchasing Control Process**

#### **Purchasing Controls**

Flags entered on this screen override those set on <u>Screen 312</u> - Document Category Maintenance. If you do not wish to override the flags set on <u>Screen 312</u>, you must leave flags here on Screen 310 blank.

Setting the flag to "N" is not the same as leaving it blank. There must not be any text next to the flag on <u>Screen 310</u> in order for those flags on <u>Screen 312</u> to be used.

#### **Commodity Code**

Flags can be set on this screen to require the commodity code for Limited Purchases separately from Purchase Orders and Master Orders. This can be set on a campus by campus basis.

Although the Commodity Code requirement and the TIBH requirement can be set independently, it does not make sense to require the *TIBH* field without the commodity.

An object code can be set on <u>Screen 806</u> as exempt from requiring the commodity code. GLs are also exempt from requiring commodity code.

#### **Special Budget Balance Checking**

The *Check Budget Balance* flag on <u>Screen 310</u> will override the *Check Budget Balance* flag on <u>Screen 312</u>.

In addition, an "N" in the *Global Budget Control Flag* (seen on <u>Screen 821</u> and set on <u>Screen 842</u>) overrides a "Y" set on the *Check Budget Balance* flags on both <u>Screen 310</u> and <u>Screen 312</u>.

If the *Global Budget Control Flag* on <u>Screen 842</u> is left blank and the *Check Budget Balance* flag on <u>Screen 310</u> is set to "N," no budget checking will be done, regardless of the flag on <u>Screen 312</u>. Only if the *Check Budget Balance* flag on <u>Screen 310</u> is left blank will the flag on <u>Screen 312</u> be used.

#### **TIBH**

The **TIBH** field is used to indicate the reason that TIBH Industries, Inc. was or was not used as the vendor for the bid/purchase. This field is optional and can be set to be required on a campus by campus basis. If the TIBH flag is set, the **TIBH** field is required on both <u>Screen 224</u> and <u>Screen 241</u>.

It is also on Screen 236 but is not required if the TIBH required flag is set.

TIBH reporting must be done on the commodity code level.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### Screen Information

**Vendor CC:** 2 digits

Identifies with which system campus code the vendor information will be

associated.

Buyer CC: 2 digits

Identify with which system campus code the buyer information will be

associated.

Comm CC: 2 digits

Indicate with which system campus code all commodity information will be

associated.

#### Screen 310 - Purchasing Controls - Part 1 (cont'd)

Bidder CC: 2 digits

Enter the system campus code with which the bidder information will be

associated.

**Current Fiscal Yr:** 4 digits

Displays the current fiscal year.

FY Start Month: 2 digits

Indicates the first month of the fiscal year.

**Current Month:** 2 digits

Identifies the current month.

Voucher Ap 6 digits

Bat Ref: Indicate the batch reference header that will be used for vouchers fed from the

purchasing system in batch.

**Processing Control Flags** 

Approvals Installed: 1 character

Type "Y" to indicate the Routing & Approval System of FAMIS is installed and in

use.

Bid Module: 1 character

Enter "Y" if the Bid Module of FAMIS is being used.

**Verify Account:** 1 character

Numbers: Type "Y" to indicate account numbers will be checked for validity before the

purchasing item may be entered.

**Check Commodity** 1 character

**Code:** Enter "Y" if the system will require the commodity code for a purchase order or

master order document line item before allowing the user to continue with the

purchase document.

Whenever a commodity code is entered, it will be verified.

Check Budget 1 character

Balance: Type "Y" to indicate the budget balance check will cause an error for the

purchase document if there is not sufficient budget balance available.

**Check Commodity** 1 character

**Code for Depts:** Enter "Y" if the system will require the commodity code for a limited purchase

document line item before allowing the user to continue with the limited

purchase document.

Whenever a commodity code is entered, it will be verified.

TIBH Reporting: 1 character/digit

Type "Y" to require this field on Screen 224 and Screen 241.

Feed Encumbrances 1 character

**to Accounting:** Enter "Y" to indicate the system should automatically feed encumbrances to

accounting when a purchase order, limited purchase, or exempt document is

closed.

### Screen 310 - Purchasing Controls - Part 1 (cont'd)

Feed Requisitions 1 character

**to Accounting:** Enter "Y" if the system should feed encumbrances for requisitions to

accounting.

Valid Expense Start 4 digits

**Object Code:** Identify the beginning expense object code that can be used on purchase

documents.

If a revenue code is used, the purchase documents will not encumber and the D/C indicator will be opposite of those made for an expense object code.

#### **Additional Functions**

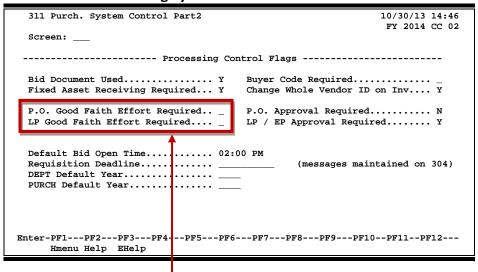
# Additional Purchase Order System Controls

Screen 311 is a continuation of Screen 310 with additional purchasing controls.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### Screen 311 - Purchasing System Control - Part 2



"Y" in these fields determines whether the required *GFE Solicited* field is displayed on Screen 220 or Screen 240.

### **Basic Steps**

 Enter or update existing purchasing controls, and press <ENTER> to record the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### Screen Information

**Bid Document** 1 character

**Used:** Type "Y" to indicate bid documents will be used as part of the purchasing

process. If this flag is set to "Y," the Bid Lists screens will check that a bid

document exists.

Buyer Code 1 character

**Required:** Enter "Y" if a buyer code is required for purchasing documents.

Fixed Asset 1 character

**Receiving Required:** Enter "Y" to indicate preliminary fixed assets are required to be set up before

closing receiving.

### Screen 311 - Purchasing System Control Part 2 (cont'd)

Change Whole 1 character

**Vendor ID on Inv:** Type "Y" if a vendor ID can be changed on the invoice. This must be set to "Y"

for FAMIS to allow more than just a mail code (last digit of the VID) change on an invoice. It is also suggested that users document the change in an invoice

note in FAMIS. These notes print on the voucher data sheet.

P.O. Good Faith 1 character

**Effort Required:** Enter "Y" to display the required *GFE Solicited* field on <u>Screen 220</u>.

P.O. Approval Req.: 1 character

Type "Y" if approval is required for Purchase Orders.

**LP Good Faith** 1 character

**Effort Required:** Enter "Y" to display the required *GFE Solicited* field on <u>Screen 240</u>.

**LP/EP Approval** 1 character

**Req.:** Type "Y" to indicate approval is required for Limited Purchase Orders or

**Exempt Purchase Orders.** 

**Default Bid** 4 digits

**Open Time:** Indicate the default bid open time by campus. This field will be used when bid

lists are created.

**Requisition** 10 characters

**Deadline:** Include the deadline on the invoice for the payment (messages are maintained

on Screen 304).

**DEPT Default Year:** 4 digits

Enter the default year for the Departments.

PURCH Default 4 digits

**Year:** Type the default year for Purchasing.

#### Additional Functions

# **Enter Purchase Document Categories**

Document categories are used to define certain accounting and receiving characteristics of a purchase document. Document categories may be defined/modified using <u>Screen 312</u>.

If a delegation type is added on <u>Screen 306</u>, you must also set up a category type on <u>Screen 312</u> which has that delegation code assigned to it. Each delegation type must belong to a unique document category.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### **Screen 312 - Document Category Maintenance**

```
312 Doc. Category Maintenance
                                                             10/30/13 14:54
                                                              FY 2014 CC 02
  Screen: ___
                Doc. Cat: RO
  Document Description: REGULAR ORDERS_
   * ----- * Processing Control Switches * ----- *
  Verify Account Numbers..... Y Feed Requisitions to Accounting. Y
  Check Budget Balance..... Y Feed Encumbrances to Accounting.. Y
  Check Commodity Code..... Y Perform 3-way Match..... Y
  Delegation Type..... _ Drop Flag..... N
                  Subdept.... _____ Class....._
  * ----- * Tolerance Checking * ----- *
Unit Price Control (UPC) $: ____ Ext. Price Control (XPC) $: ___ 

*---- UPC CONTROL -----*

Unit Price Ext. Price Ext. Price Extended Price Quantity

Percent Cap Amount Percent Percent
 Above (A): __
  Below (B):
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Hmenu Help EHelp
```

### **Basic Steps**

 Enter/modify data in the available fields as needed, and press <ENTER> to record the information.

### **Purchasing Control Process**

#### **Document Categories**

Valid purchasing document categories include the following:

BE	Blanket Order Encumbered	LP	Limited Purchase
ВО	Ref. Blanket Order	MD	Master Order (DISC)
BU	Blanket Unencumbered	MQ	Master Order (OTY)
EP	Exempt Purchases	RO	Regular Order

#### **Summary of Tolerance Checking Calculations**

#### Test 1 <u>Unit Price Percent</u>

(percent value is the above or below percent based on UPC test)

Invoice Unit Price <= PO Unit Price + (PO Unit Price x Unit Price %)

#### Test 2 Extended Price Cap

(amount is the above or below amount based on UPC test)

Invoice Extended Price <= PO Extended Price + Above Cap Amount

#### **Test 3** Extended Price Percent

(percent value is the above or below percent based on XPC test)

Invoice Extended Price <= PO Extended Price + (PO Extended Price x Extended Price %)

#### Test 4 Quantity Percent

(quantity percent is the above or below percent based on XPC test)

Invoice Quantity <= PO Quantity + (PO Quantity x Quantity %)

#### **Tolerance Checking**

There are 4 tolerance checking tests in FAMIS. These tests are performed when an invoice is closed on <u>Screen 346</u>. The values used for these tests are maintained on <u>Screen 312</u> in FAMIS. The four tests are as follows:

#### **UPC (Unit Price Control) High Dollar vs. Low Dollar Determination**

First, the system determines whether the item is a UPC high dollar or UPC low dollar item. This, in turn, determines whether the above or below values will be used from the table on Screen 312 for the tolerance checking tests.

The *Unit Price Dollar Control (UPC)* \$ field determines whether an item is a "high dollar" item or a "low dollar" item. Basically, if the item unit price is greater than the *Unit Price Control (UPC)* \$ field, it is considered a "high dollar" item. Otherwise, it is a "low dollar" item.

- PO unit price is >= the unit price control (UPC)
  - then the item is a UPC high dollar item.
- PO unit price is < the unit price control</li>
  - then the item is a UPC low dollar item

The system runs two types of tests, one against the unit price controls and one against extended price controls.

#### **UPC (Unit Price Control) Tests**

High dollar items use Above Unit Price Percent and Ext. Price Cap Amount. Low dollar items use Below Unit Price Percent and Ext. Price Cap Amount.

#### **Test 1:** <u>Unit Price Percent</u>

Invoice Unit Price <= PO Unit Price + (PO Unit Price x Unit Price %)

#### Test 2: Extended Price Cap

Invoice Extended Price <= PO Extended Price + Above Cap Amount

If either test fails an error is returned and no further checking is done.

If both tests pass and the item is high dollar, no further tests are done.

If both tests pass and the item is low dollar, tolerance checking continues.

#### XPC (Extended Price Control) High Dollar vs. Low Dollar Determination

If the invoice passes the above tolerance checking calculations 1 and 2, the next step is to check the XPC (extended price) control to determine whether the item is an XPC high dollar item or an XPC low dollar item.

- PO extended price is >= extending price control (XPC)
  - then item is a XPC high dollar item.
- PO extended price is < extended price control (XPC)</li>
  - then item is a XPC low dollar item

#### **XPC (Extended Price Control) Tests**

XPC high dollar items use Above Extended Price Percent and Quantity Percent. XPC low dollar items use Below Extended Price Percent and Quantity Percent.

#### The extended price tests are run only if the item is a UPC low dollar item.

(*Note:* this is the way IA designed the system). The assumed reason is that high dollar items will be caught in the extended price cap test (above), and the XPC tests remain for use by low dollar items.

#### If either test fails, an error is returned.

#### **Test 3:** Extended Price Percent

Invoice Extended Price <= PO Extended Price + (PO Extended Price x Extended Price %)

#### **Test 4:** Quantity Percent

Invoice Quantity <= PO Quantity + (PO Quantity x Quantity %)

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

#### **Action Line**

◆ Doc. Cat: ? Help 2 characters

Type the desired document category.

Document 20 characters

**Description:** Include a full description of the document category.

#### **Screen Information**

#### **Processing Control Switches**

Verify Account 1 character

**Numbers:** Type "Y" to indicate the account number should be verified when the

document category is specified for a particular document. When this flag is set to "N," FAMIS does not check the accounts entered to be sure they are valid,

and even a blank account is allowed.

#### Screen 312 – Document Category Maintenance (cont'd)

**Feed Requisitions** ? Help 1 character

to Accounting: Enter "Y" to indicate that encumbrances should be fed to accounting for

requisitions with this particular category.

**Check Budget** 1 character

Balance: Type "Y" if the system should check the budget balance available for all

purchase documents with this specified category.

**Feed Encumbrances** ? Help 1 character

Enter "Y" if the system should feed encumbrances to accounting for all to Accounting:

purchase orders, limited and exempt, with this specified category.

**Check Commodity** 1 character

Type "Y" to indicate the system should require entry of a commodity code for Code:

all purchase orders with this specified category.

? Help 1 character Perform 3-Way

Match: Type "Y" if the system will require that the invoicing, receiving, and purchase

document quantities match before posting the voucher and liquidating the encumbrance. An "N" in this field requires that only the invoicing and purchase

order quantity match.

? Help 1 character **Delegation Type:** 

Include the delegation type.

**Drop Flag:** 

Type "Y" to drop the category and indicate it is no longer valid.

Dept:

Include the department code allowed to use the delegated category.

Subdept: 5 characters

You may enter all asterisks (\*) to allow all subdepartments to use the category.

Class: 1 character

Identify the class type of document. Valid values are "P" (purchase order) and

"E" (exempt).

**Tolerance Checking** 

**Unit Price** 10 digits

Control (UPC) \$: See the Purchasing Controls – Tolerance Checking in the previous section.

Ext. Price

Control (XPC) \$: See Purchasing Controls - Tolerance Checking.

**UPC Control Unit** 6 digits

**Price Percent** See Purchasing Controls - Tolerance Checking.

(A), (B):

### Screen 312 – Document Category Maintenance (cont'd)

**Ext. Price Cap** 8 digits

Amount (A), (B): See Purchasing Controls - Tolerance Checking.

**XPC Control** 6 digits

**Extended Price** See Purchasing Controls - Tolerance Checking.

Percent (A), (B):

**Quantity Percent** 6 digits

(A), (B): See Purchasing Controls - Tolerance Checking.

#### **Additional Functions**

# Create Type/Prefix

FAMIS allows you to differentiate between purchasing documents by creating unique prefixes. This functionality facilitates the separation of documents into meaningful groupings.

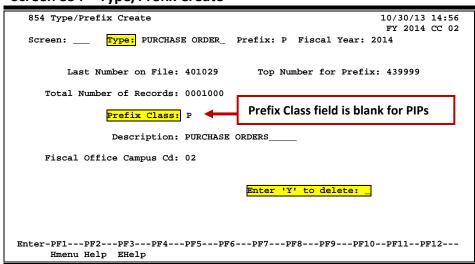
There are two methods for creating the purchasing prefixes. For the initial setup of a separate unique prefix, you can use <u>Screen 854</u>. However, when a new Fiscal Year is opened, the program FBYU854 should be run to roll the existing prefixes forward and create them for the new year. This establishes the prefix in the new Fiscal Year.

The program FBDU258 generates the numbers for the prefixes to use. This program is run each night and no intervention is necessary unless the number generation is needed the same day that the prefixes are set up. Then, the program can be run following the FBYU854.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### Screen 854 - Type/Prefix Create



The type entered in the Type field must be defined on ASSIGN CONTROL on Screen 853.

### **Basic Steps**

- Enter a type and prefix.
- Press <ENTER> to create/modify the information.

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

**Action Line** 

Type: 12 characters

Identify the purchasing document category, i.e. "purchase order,"

"requisition," etc.

Prefix: 1 character

Include the purchasing document prefix that you want to create or update.

Examples are P, R, etc.

Fiscal Year: 4 digits

Identify the fiscal year for the prefix.

**Screen Information** 

Last Number on 6 digits

File: Enter the last number available for use on the file; works in conjunction with

the field total number of records. This is the highest number available before

the next 100 or 1000 need to be available.

Top Number for 6 digits

**Prefix:** Include the top number that is available for the prefix.

◆ Total Number of 7 digits

**Records:** Set up a limit to the number of documents (usually 100 or 1000) that can use

the prefix. This helps to control the amount of processing resources.

Prefix Class: 1 character

Identify the prefix to be assigned to the category of purchasing document, i.e.

"P" for purchase orders, "L" for limited purchase orders, etc.

Description: 20 characters

Include a description of the prefix type.

Fiscal Office 2 digits

**Campus Cd:** Indicate the campus code for the fiscal office.

Enter 'Y' to Delete: 1 character

Type "Y" to delete the record.

**Additional Functions** 

# Type/Prefix Display

<u>Screen 855</u> displays the Purchasing document prefixes that have been created on <u>Screen 854</u>. FAMIS allows you to differentiate between purchasing documents by creating unique prefixes. This functionality facilitates the separation of documents into meaningful groupings.

There may be multiple prefixes established for one class. These prefixes can either be a sequential prefix series or can run concurrently. One series cannot be both for a campus code.

This is set with a code on <u>Screen 309</u> in the *Prefix Functionality* field. Valid values are blank for sequential and "M" for use of multiple or concurrent prefixes. (Technically, the "M" allows the use of any entry on <u>Screen 854</u>, which displays here on <u>Screen 855</u>.)

#### Screen 855 - Type/Prefix Display

			Next	Last	Number of		
Type	Fy	Prfx		Number		Class	Description
ASSET TRANSFER	2014	N	400342	400831	500		TRNS DEPT PROPE
BID	2014	В	400017	400517	500	В	BIDS
BID	2014	C	400001	400501	500	В	CATALOGUE ORDER
DEPT BUDGET	2014	U	402730	402914	200		DEPT BUDGET REQ
DEPT CORRECT	2014	J	401657	401852	200		DEPT CORRECT RE
EXEMPT PURCH	2014	E	403869	404354	500	E	EXEMPT PURCHASE
INVOICE PROBLEM	2014	I	400018	400318	300		INVOICE PROB (P
LIMITED PURCH	2014	A	400001	400501	500	L	LIMITED PURCHAS
LIMITED PURCH	2014	L	400521	402521	2000	L	LIMITED PURCHAS
LIMITED PURCH	2014	Z	400001	401001	1000	L	LIMITED PURCHAS
MASTER ORDER	2014	M	400007	400107	100	M	MASTER ORDERS
PURCHASE ORDER	2014	D	400001	400101	100	P	PHYS PLANT ORDE

### **Basic Steps**

• Enter a document type in the *Type* field to advance the list to a specific type, and press <ENTER> to view the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Action Line**

Fiscal Year: 4 digits

Enter the fiscal year you want to view; the current fiscal year is the default.

**Type:** 20 characters

Identify the document type to be displayed at the top of the list.

### Screen 855 – Type/Prefix Display (cont'd)

#### **Screen Information**

**Type:** 16 characters

Displays the type of document.

Fy: 4 digits

Shows the fiscal year established for the prefix.

**Prfx:** 1 character

Identifies the prefix for the type of purchasing document.

**Next Doc.:** 6 digits

Displays the next document number.

**Last Number:** 6 digits

Identifies the last document number available for use on the file; works in conjunction with the field total number of records. This is the highest number

available before the next 100 or 1000 need to be available.

Number of 8 digits

**Records:** Shows the number of documents (usually 100 or 1000) that can use the prefix.

This helps to control the amount of processing resources.

Class: 1 character

Identifies the prefix that has been assigned to the category of purchasing document, i.e. "P" for purchase orders, "L" or limited purchase orders, etc.

**Description:** 16 characters

Displays the description for the type of purchasing document.

#### **Additional Functions**

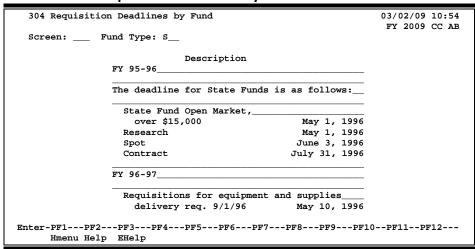
# Requisition Deadlines by Fund

<u>Screen 304</u> displays the deadline information set by the Fiscal Office, the State, or Purchasing Office for year-end closings.

This screen is maintained and updated by each campus.

The information is campus specific.

#### Screen 304 - Requisition Deadlines by Fund



### **Basic Steps**

- Enter a Fund Type and press <ENTER> to view existing deadline information. Make modifications, or enter new text if none exists.
- Press <ENTER> to record the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### Screen Information

Fund Type: ? Help 3 characters

Enter a valid fund type from the following: (F) Federal, (L) Local, or (S) State.

**Description:** 14 lines

Type the requisition deadline dates and additional text for specified fund type.

#### **Additional Functions**

# Exempt/Deleg. Type Object Code Controls

Some types of purchases are "exempt" from the State bidding process regardless of the dollar amount. It is possible to restrict which types of purchases may be made by an Exempt Purchase Order document (Exempt PO). Screen 306 defines the object codes which will be allowed to be entered on Exempt POs. Any attempt to enter an object code (on an exempt purchase) that is not on this table will be rejected.

To add an object code to this table, submit a Change/Enhancement request from our FAMIS website: (<a href="https://apps3.system.tamus.edu/famisrequest/chgform.aspx">https://apps3.system.tamus.edu/famisrequest/chgform.aspx</a>).

Each delegation type must belong to a unique document category. If you create a delegation (type **D** in the *Exempt/Delg* field), you must also set up a category type on <u>Screen 312</u> that has this delegation code assigned to it.

This screen is maintained and updated by <u>FAMIS Services</u>.

The information is campus specific.

306 Maintain Exempt/Delegation Type Object Code Table 10/30/13 15:03 FY 2014 CC 02 Screen: Acct Type: SL Exempt/Delg: E Low High Obj Description Func Obj 1990 1900 EXEMPT - BENEFITS EXEMPT - TRAVEL\_ 3010 3420 EXEMPT - SUPPLIES FOOD SERVICES/SOFC ONLY 4015 4015 SOFC - OFFICE SUPPLIES\_ 4017 4017 4025 4025 DIRECT PUBS ONLY - SUBS, PERIODICALS, & INFO SYS\_ 4045 4045 TAMU PHARMACY ONLY - MEDICAL SUPPLIES\_ 5010 5035 EXEMPT - UTILITIES\_ EXEMPT - TEL-MO CHARGES 5115 5116 EXEMPT - TEL-DEDICATED DATA CIRCUIT\_ 5135 5135 EXEMPT - TEL-CENTREX\_ 5145 5145 EXEMPT - TEX-AN\_ 5150 5150 EXEMPT - MEMBERSHIP DUES 5211 5210 EXEMPT - EMPLOYEE TRAINING 5215 5217 5230 ACCREDITATION SERVICES ONLY 5230 \*\*\*\*\*\*\* More Data -- Press <ENTER> to View

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

Screen 306 - Maintain Exempt/Delegation Type Object Code Table

### **Basic Steps**

- Type the account type and delegation type in the fields provided and press <ENTER> to view existing purchasing controls.
- Type A (All), U (Update), or D (Delete) in the F (Function) field to add, modify, or delete
  information and press <ENTER> to record the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Action Line**

Acct Type: 2 characters

Hmenu Help EHelp

Enter the account type ("SL" or "GL") to display the desired exempt object

### Screen 306 - Exempt/Delegation Type Object Code Table (cont'd)

**Exempt/Delg:** ? Help 1 character

Enter "E" (Exempt) or the desired code for your campus in this field to display the delegation types. Examples would be "C" for Construction or "L" for Library.

**Screen Information** 

**Func:** 1 character

Enter the desired function code to indicate whether the range of exempt object

codes should be added (A), deleted (D), or updated (U).

Low Obj: 4 digits

Identify the lower limit of the specified exempt object code range.

**High Obj:** 4 digits

Include the upper limit of the specified exempt object code range.

**Description:** 50 characters

Describe the types of purchases associated with the specified exempt object

code range.

**Additional Functions** 

# Limited/Exempt/PIP Purchase Controls

Limited and Exempt purchasing document controls, as set by the FAMIS Services Team, are entered on <u>Screen 309</u>. These controls are used to define matching and accounting processes for limited and exempt purchase documents. Different limits can be set for limited purchase documents that use State vs. Local funds.

To input an exempt or limited purchase document and not have a number auto-assigned, this mask provides the pattern that must be used.

Documents that exceed the limits set here will get error messages and will not post.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

Screen 309 - Purchasing Limited/Exempt/PIP Control

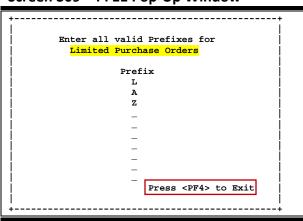
			_							
309 Pu	ırch. Lim	ited/Ex	empt/	PIP Control				10/30	/13 15:08	_
								FY 2	014 CC 02	
Screen	1:									ı
				Limited P.O.						
State Li	Lmit:	500	0.00							
Prefix E	Tunctiona	lity:								
Current			_						Inv to	
				Limit		_		_	_	
				5000.00						
				Exempt P.O.						Į
	<b>Tunctiona</b>	lity:	_							
Current									Inv to	
				Limit						
E	E	E	EP	9999999999.99	AAAANNN	Y	Y		Y	
				PIP						
Current										
Prefix	Prefix		Cat		Mask					
I	I				UNNNNNN					
									7	
				PF5PF6PF	/PF8-	PF9	-PF10	-PF11 AdPr		ı
HI	menu Help	ғнетр						AdPr	I	

If the *Prefix Functionality* field is blank, then uses the valid codes defined on <u>Screen 854</u> in sequential order.

If an "M" is entered in the *Prefix Functionality* field, FAMIS ignores both table and screen, and you can use any value on Screen 854.

In the example below, since the *Prefix Functionality* field is blank, FAMIS will use the prefixes in the following order: L, A, then Z. When the "L" prefix hits the highest number possible on <u>Screen 854</u>, then FAMIS will switch to the "A" prefix and so on.

Screen 309 - PF11 Pop-Up Window



Press **PF4** twice more to view Exempt Purchase Orders and PIP Purchase Orders prefixes.

### **Basic Steps**

- Enter data in the available fields, as desired.
- Press <ENTER> to record the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Screen Information**

Limited P.O.

♦ State Limit: 14 digits

Enter the State limit amount set for purchase documents.

Prefix 1 character

**Functionality:** Indicate how the prefix is to function for purchase documents.

Blank = allow sequential prefixes M = allow multiple concurrent prefixes.

Current Prefix: 1 character

Identify the current prefix used to denote Limited Purchase Orders.

1st Prefix: 1 character

Indicates the first limited prefix used.

◆ Class: ? Help 1 character

Include the class used for the document. For example:

L = Limited Purchase E = Exempt Purchase

### Screen 309 - Purchasing Limited/Exempt/PIP Control (cont'd)

◆ Cat: ? Help 2 characters

Defines the default accounting and receiving characteristics of the purchase document.

BE = Blanket Encumbered
BO = Ref. Blanket Order
BU = Blanket Unencumbered
EP = Exempt Purchases
LP = Limited Purchase
MD = Master Order (DISC)

MQ = Master Order (QTY) RO = Regular Orders

Limit: 14 digits

Indicate the maximum dollar amount that may be processed for a single limited

purchase document.

Mask: 7 characters, (AAAANNN)

Provide a mask to be used if the document is not auto-assigned. The original pattern was to accommodate "dept. code and ascending numbers" (Ex:

MISP001).

Match Dept: 1 character

Type "Y" if the first department on the document header has to match the first department on the document line item. If FAMIS is down, a manual log can be kept following that pattern, as long as the department field matches the pattern. (Ex.: MISP001 in the *Mask* field on <u>Screen 309</u> would match the MISP

in the Dept field on Screen 240 or Screen 235.)

Ship to Addr Req: 1 character

Enter "Y" to indicate the *Ship To* address field is required for limited purchase

documents.

Inv to Addr Req: 1 character

Type "Y" if the *Invoice To* address field is required for limited purchase

documents.

Exempt P.O.

Prefix 1 character

**Functionality:** Indicate how the prefix should function for purchase documents.

Blank = allow sequential prefixes M = allow multiple concurrent prefixes.

♦ Current Prefix: 1 character

Identify the current prefix used to denote Exempt Purchase Orders.

◆ 1st Prefix: 1 character

Indicates the first exempt prefix used.

### Screen 309 - Purchasing Limited/Exempt/PIP Control (cont'd)

♦ Class: 1 character

Indicate the class used to store the document. Some TAMUS members want

this to be a "P" while others want it to be an "E."

◆ Cat: Pelp 2 characters

Defines the default accounting and receiving characteristics of the purchase

document.

BE = Blanket Encumbered
BO = Ref. Blanket Order
BU = Blanket Unencumbered
EP = Exempt Purchases
LP = Limited Purchase
MD = Master Order (DISC)
MQ = Master Order (QTY)
RO = Regular Orders

Limit: 14 digits

Indicate the maximum dollar amount that may be processed for a single

exempt purchase document.

♦ Mask: 7 characters

Provide a mask to be used if the document is not auto-assigned.

Match Dept: 1 character

Type "Y" to indicate the first department of the document has to match the first department. If FAMIS is down, a manual log can be kept following that pattern, as long as the department field matches the pattern (Ex.: MISP001 in the *Mask* field on <u>Screen 309</u> would match the MISP in the *Dept* field on <u>Screen</u>

240 or Screen 235).

Ship to Addr Reg: 1 character

Enter "Y" if the **Ship To** address field is required for limited purchase

documents.

Inv to Addr Reg: 1 character

Type "Y" to indicate the *Invoice To* address field is required for limited

purchase documents.

PIP

Current Prefix: 1 character

Identifies the current prefix used to denote Limited Purchase Orders.

◆ 1st Prefix: 1 character

Indicates the first limited prefix used.

### Screen 309 - Purchasing Limited/Exempt/PIP Control (cont'd)

#### ♦ Cat: ? Help 2 characters

Define the default accounting and receiving characteristics of the purchase document.

Blanket Encumbered BE = BO = Ref. Blanket Order BU = Blanket Unencumbered **Exempt Purchases** EP = LP = Limited Purchase MD = Master Order (DISC) MQ = Master Order (QTY) RO = **Regular Orders** 

#### Mask: 7 characters, (AAAANNN)

Provide a mask to be used if the document is not auto-assigned. The original pattern was to accommodate "dept. code and ascending numbers" (Ex: MISP001).

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

PF11 Additional Prefixes

**AdPrf** Add/display additional prefixes for Limited/Exempt purchase documents.

### **Electronic Documents Profile**

<u>Screen 950</u> is used to set limits on the various types of electronic documents used in FAMIS. This screen is used to control the processing, approval, and routing of the documents listed on this screen.

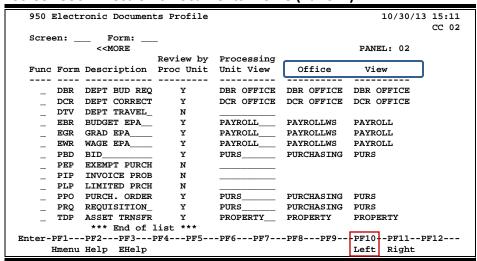
# This screen is maintained and updated by FAMIS Services. The information is campus specific.

To make modifications to this screen, send a Change/Enhancement request to FAMIS Services: https://apps3.system.tamus.edu/famisrequest/chgform.aspx

#### Screen 950 – Electronic Documents Profile (Panel 1)

950 1	Electi	ronic Documen	ts Profile				10/3	30/13	15:13
									CC 02
Scree	en: _	Form:	_						
						PA	NEL: (	1MORI	E>>
			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		D		
_	DTV	DEPT TRAVEL_	N		SIGNER		D		
_	EBR	BUDGET EPA	Y	PAYROLL	SIGNER		D		
_	EGR	GRAD EPA	Y	PAYROLL	SIGNER		D		
_	EWR	WAGE EPA	Y	PAYROLL	SIGNER		D		
_	PBD	BID	Y	PURS	NONE		P		
_	PEP	EXEMPT PURCH	N		SIGNER	AM	D		
_	PIP	INVOICE PROB	N		SIGNER	AM	D		
_	PLP	LIMITED PRCH	N		SIGNER	AM	D		
	PPO	PURCH. ORDER	Y	PURS	NONE		P		
_	PRQ	REQUISITION_	Y	PURS	SIGNER	AM	D		
	TDP	ASSET TRNSFR	Y	PROPERTY	SIGNER		D		
		*** End of	list ***						
nter-1	F1	-PF2PF3	PF4PF5	-PF6PF7	-PF8PF9-	PF1	.0PF1	L1PI	F12
1	Imenu	Help EHelp				Lef	t Ric	ht	

#### Screen 950 - Electronic Documents Profile (Panel 2)



TECH NOTE: To reset - run program XXRDFRM

### **Basic Steps**

In the *Func* field, type "A" (Add), "U" (update), or "D" (delete) to add/modify/delete
information on profiles of electronic documents, and press <ENTER> to record the
information.

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

#### **Action Line**

Form: 3 characters

Enter the type of electronic document to advance the form type to the top of

the display.

#### Screen Information

→ Panel 1

Func: ? Help 1 character

Type a function code to add or modify a profile.

Blank = No action
A = Add record
D = Delete record

P = Position (not always available)

U = Update record

◆ Form: 3 characters

Enter the electronic document form code.

Description:
PF2 Help 12 characters

Include a brief description of form for abbreviated display.

Review by Proc PF2 Help 1 character

**Unit:** Type "Y" if form is to be reviewed by the Processing Department.

Processing Unit
PF2 Help
10 characters

View: If form is to be reviewed, enter the name of the Processing Unit having final

authority on the type of form.

Required ? Help 10 characters

**Approvals:** Enter the type of approval required on the form.

Creator = Document complete on release

Signer = Signer approval required
Signer + N = Total signatures needed
None = No approval required

◆ Cat: ? Help 2 characters

Indicate the category for the form type.

Blank = No Category AM = Amount Over

DA = Days Over (only on DCRs)

### Screen 950 - Electronic Documents Profile (cont'd)

◆ Route Level: ? Help 1 character

Type a valid code for the level of routing for the form.

D = Department P = Processing

**Exp Dt:** 8 digits

If necessary, include an expiration date for the form type profile values.

→ Panel 2

Office: 10 characters

Shows the electronic office associated with the processing view.

View: 10 characters

Displays the view associated with the electronic office.

#### **Additional Functions**

### **Document Attribute Controls**

### **Basic Concepts**

Unlike the General Document Controls (see section in this manual), Document Attribute Controls are **NOT** set by the FAMIS Services Team.

Additions/modifications to these screens should be made by the Purchasing Department for the specific TAMUS member.

The following is a list of document attribute control screens:

313 **Special Text and Codes** 314 **Purchasing Office Maintenance** 315 **Buyer Code Maintenance** 316 Maintain Exempt Object Control Table 317 **Document Category Maintenance** 318 **Document Category Maintenance** 319 **Document Category Maintenance** 305 **Purchasing Campus Bulletin Board** 

#### **Text Codes**

#### **Standard Text Codes**

- Maintained on <u>Screen 317</u>
- Must begin with a numeric digit

#### Special Text Codes

- Maintained on Screen 313
- Must begin with an alpha character

Both Standard and Special text codes (Standard and Special) MAY be entered on a Purchase Order using <u>Screen 221</u>.

ALL the text code data will print either before or after the Purchase Order detail, depending on the value in the OPTION3 Parm in the JCL for the job (PBAU011). Set OPTION3=AFTER to print after the detail. The codes print in the order entered on the document.

# Add/Update Special Text

Text codes are used to specify attributes of the purchase as a whole. <u>Screen 313</u> may be used to add new text codes or to modify existing text codes. Ninety-nine lines of text may be entered for a particular text code.

This screen is maintained and updated by each campus.

The information is campus specific.

#### **Screen 313 - Special Text Code Maintenance**

	occiai i ext code indirectione
313 Special Te	xt Code Maintenance 10/30/13 15:13
	FY 2014 CC 02
Screen: T	ext Code: FD1 Drop: N
	Position at line:
	Page (F/B): _
Line	Description
1	THIS DOCUMENT is subject to any constitu
2	tional or statutory limitations upon Texas
3	A&M University as an Agency for the State of_
4	Texas
5	
6	OSHA STATEMENT
7	
8	Seller represents and warrants that all arti-
9	cles and services covered by this document
10	meet or exceed the safety standards estab
11	lished and promulgated under the Federal
12	Occupational Safety and Health Law (Public
13	Law 91:596) and its regulations in effect or_ Enter 'D'
14	proposed as of the date of this document to delete: _
15	
Enter-PF1PF2-	PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12
Hmenu Help	EHelp

There is no word wrap feature. To prevent a word from being split between two lines, use the TAB key to advance to the next available text line.

#### **Print Text Codes**

Both Standard and Special text code data will **print** either before or after the Purchase Order detail. Where it prints depends on the value in OPTION3 (JCL for the job PBAU011). Set OPTION3=AFTER to print **after** the detail. The codes print in the order entered on the document.

#### **Drop a Text Code**

Dropping a text code does not make that code number available for re-use. The code must remain in the file because it may be included as part of existing purchase orders.

Marking a text code as "dropped" removes the code from the available codes to be selected, but the code stays on the file.

The language of the text code can be corrected, but you should not make any changes to the overall meaning of the text, as the code may be in use on active documents.

#### **Use of Special Text Codes for Federal Purchases**

To print special text for **Federal** purchases, the following are necessary:

- Type of Funds (Screen 220) must be set to "F"
- Text entered (<u>Screen 313</u>) must be created with code "FD" (can have FD1, FD2, FD3, etc.)
- In JCL for job PBAU011, set REQUEST=FED to print ALL the "FD" text codes on file for that campus on the order
- ALL FD text codes print after the Purchase Order lines and AFTER Standard Text lines

#### **Use of Special Text Codes for Bids**

To print special text for **Bids**, the following are necessary:

- Text entered (<u>Screen 313</u>) must be created with code "BD" (can have BD1, BD2, BD3, etc.)
- ALL BD text prints:
  - o AFTER the Purchase Order lines
  - o AFTER Standard Text lines if OPTION3=AFTER (PBAU021) is set
  - AFTER Special Text for Federal Purchases

### **Basic Steps**

- Type a text code in the **Text Code** field, and press <ENTER> to view existing information which can be modified.
- To add new code, enter text in the *Text Code* field and enter description.
- Press <ENTER> to record the information.
- Type "D" in the *Enter 'D' to delete* field to delete a text code.
- Type "Y" in the **Drop** field to drop the text code.

### **Purchasing Control Process**

Special text codes are only printed at the end of your bids. All BDx (i.e. BD1) codes are printed at the end of the document. FDx codes are also printed at the end of the document, with "FED" as the fund type, if it is specified on both the document header and as a "parm" for the print job.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### <u>Action Line</u>

Text Code: Pleip 3 characters

Identify the special text code to be viewed, added, or modified.

Drop:
1 character each

Type "Y" to drop the text code.

### Screen 313 - Special Text Code Maintenance (cont'd)

**Screen Information** 

Position at line: 3 digits

Indicate which line of text should be positioned at the top of the screen.

Page (F/B): 1 character

Type "F" or "B" to indicate whether to scroll forward (F) one page of text or to

scroll backwards (B) one page of text.

Line: 2 digits

Shows line numbers of description.

♦ **Description:** 50 characters each 15 lines

Type a description for the special text code.

♦ Enter 'D' to delete: 1 character

Type "D" if the information should be deleted from the system.

**Additional Functions** 

# Purchasing Office Maintenance

Information about the purchasing office may be entered on this screen. Updates and changes may be made at any time.

This screen is maintained and updated by each campus.

The information is campus specific.

#### **Screen 314 - Purchasing Office Maintenance**

314 Purchasing Office Maintenance 10/30/13 15:15 FY 2014 CC 02 Screen:  Purchasing Office Name: DEPARTMENT OF PURCHASING SERVICES
Screen:
Screen:
Purchasing Office Name: DEPARTMENT OF PURCHASING SERVICES
Purchasing Office Name: DEPARTMENT OF PURCHASING SERVICES
Purchasing Office Name: DEPARTMENT OF PURCHASING SERVICES
PUTCHASING OTTICE NAME: DEPARTMENT OF PURCHASING SERVICES
Address: P.O. BOX 99999
City: COLLEGE STATION State: TX Zip: 78842-0013
Phone: 979-999-9999
Fax: 979-999-9999
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12
Hmenu Help EHelp

### **Basic Steps**

- Type data in the available fields, as desired.
- Press <ENTER> to record the information.

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

#### **Action Line**

Purchasing Office 40 characters

Name: Identify the name of the Purchasing Office.

◆ Address: 2 lines (40 characters each)

Include the Purchasing Office address.

♦ City: 20 characters

Type the name of the city for the Purchasing Office.

St: 2 characters

Include the state abbreviation.

**♦ Zip:** 9 digits

Enter the ZIP Code + 4 digits of the department.

### Screen 314 – Purchasing Office Maintenance (cont'd)

Phone: 10 digits

Provide the phone number for the purchasing office.

◆ FAX: 10 digits

Type the Fax number for the purchasing office.

### **Additional Functions**

# Add/Update Buyer Codes

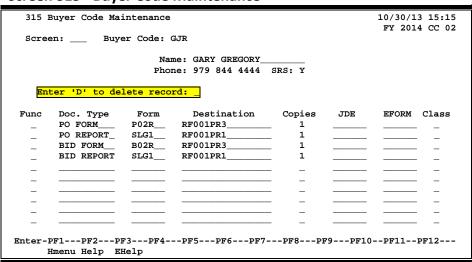
<u>Screen 315</u> is used to add or delete a buyer code from the table. Typically, the buyer code will be the initials of the buyer associated with a particular purchase order. Specific information about a particular buyer, including his/her purchasing restrictions, may be entered or updated on this screen.

The bottom of this screen allows you to define a print form and destination printer for each buyer.

This screen is maintained and updated by each campus.

The information is campus specific.

#### Screen 315 - Buyer Code Maintenance



### **Basic Steps**

- Type a buyer code in the **Buyer Code** field and press <ENTER>.
- Type data in the available fields, as desired.
- Press <ENTER> to record the information.

### **Purchasing Control Process**

#### **Buyer Forms and Destinations**

The lower portion of this screen provides the ability to define the purchasing document print form and printer destination for each buyer. These fields will be used when a document is printed using the "on-demand" print screens (Screen 215 and Screen 216). If this is blank, the default values from Screen 308 will be used, but this overrides Screen 308 when information is entered for a buyer.

#### **Document Type**

The **Doc. Type** field is used to indicate which printing form to use when using the "on-demand" printing screens for a document associated with a particular buyer. Currently, there are 4 different document types recognized by FAMIS:

- PO Form
- PO Report
- BID Form
- BID Report

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

#### **Action Line**

♦ Buyer Code: ? Help 3 characters

Enter a buyer code to view buyer's information, or add new code.

**Screen Information** 

Name: 20 characters

Enter the buyer's full name.

Phone: 10 digits

Identify the buyer's area code and phone number.

SRS: 1 character

Enter "Y" to identify the buyer as an SRS buyer.

Enter 'D' to delete: 1 character

**record:** Type "D" if the buyer information should be deleted from the system.

Func: 1 character

Enter a function code to add or modify buyer information.

A = Add U = Update D = Delete

**Doc Type:** 10 characters

Indicate the document type to be printed for the buyer.

**Form:** 6 characters

Identify the form code defined for the print type.

**Destination:** 16 characters

Indicate the destination of the output. Must be a JES-defined printer.

Copies: 1 digit

Not used in FAMIS at this time.

# Screen 315 – Buyer Code Maintenance (cont'd)

**JDE:** 6 characters

Include special JDE needed for Xerox printer.

**EFORM:** 6 characters

Provide electronic form required for Xerox printer.

Class: 1 character

Indicate the class used to store the document.

L = Limited E = Exempt

#### **Additional Functions**

# Maintain Ship To/Invoice To Addresses

Ship To and Invoice To addresses that are often used may be assigned a three digit code to simplify the entry process. These codes are assigned and updated using <u>Screen 316</u>.

This screen is maintained and updated by each campus.

The information is campus specific.

#### Screen 316 - Ship To/Invoice To Addr

216 dhim h	- /Ti t- 344	10/20/12 15-16
316 Ship to	o/Invoice to Addr	10/30/13 15:16
		FY 2014 CC 02
Screen:	_ Address Nbr: 751	
Name:	ADMISSIONS & RECORDS	
Address:	ADMISSIONS PROCESSING	
	750 AGRONOMY ROAD, SUITE 1601_	
	TAMU 0200	
City:	COLLEGE STATION	
State:	TX	
Zip:	778430200	
Country:		
Phone:		
FAX:		
		Enter 'C' to copy: _
		Enter 'D' to delete:
		Efficer 'D' to defece: _
Enter DE1	DEC DEC DEC DEC	PF8PF9PF10PF11PF12
Hmenu	Help EHelp	

Address codes must be coordinated with the State.

TECH NOTE: PBAR602 unloads; PBAU603 loads

# **Basic Steps**

- Enter an address number code in the *Address Nbr* field, and press <ENTER> to view any existing address information.
- Add new address number or make modification necessary.
- Press <ENTER> to record the information.

# **Purchasing Control Process**

#### **Ship To/Invoice To Address Codes**

The address associated with a particular code will be pulled into any document that contains the code in the *Ship To* and/or *Invoice To* fields.

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

**Action Line** 

◆ Address Nbr: ? Help 3 digits

Identify the address number code to be added/updated.

**Screen Information** 

♦ Name: 30 characters

Include the name of the person to receive purchased items or billing

information at the specified address.

♦ Address: 120 characters/digits

Type the mailing address to which purchased items or billing information will

be sent.

♦ City: 20 characters

Indicate the city to which purchased items or billing information will be mailed.

◆ State: ? Help 2 characters

Identify the state to which purchased items or billing information will be

mailed.

Zip: 9 digits

Provide the ZIP Code + 4 digits of the department.

◆ Country: ? Help 3 characters

Include the country to which purchased items or billing information will be

mailed.

Phone: 10 digits

Provide the area code and phone number for the address specified.

**♦ FAX:** 10 digits

Type the area code and phone number of the FAX machine for the address

specified.

◆ Enter 'C' to copy: 1 character

Type "C" to indicate whether the address information should be copied to

another address code.

Enter 'D' to delete: 1 character

Type "D" to identify whether the selected address is to be deleted from the

system.

**Additional Functions** 

# **Enter Standard Text Code Information**

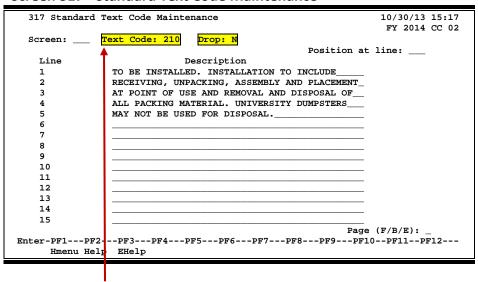
Standard text codes are defined for phrases or terms that are used repeatedly for purchasing documents. Only the text code is stored on the PO documents. The actual (current) text is brought in when the PO document is printed or displayed on the screen.

You may view LDT codes on <u>Screen 841</u>; however, only FAMIS can update that screen. The LDT codes are available to all campus codes and should not be worded to be campus specific.

This screen is maintained and updated by each campus.

The information is campus specific.

**Screen 317 - Standard Text Code Maintenance** 



Entry in Text Code field must be numeric.

TECH NOTE: PBAR600 unloads, PBAU601 loads, PBAR230 print

## **Basic Steps**

- Type a text code in the *Text Code* field, and press <ENTER> to view existing purchasing controls, or enter a new code.
- Enter data in the available fields, as desired.
- Press <ENTER> to record the information.

# **Purchasing Control Process**

#### **Drop a Text Code**

- Dropping a text code does not make that code number available for re-use. The code
  must remain in the file because it may be included as part of existing purchase orders.
  The text code will continue to appear on all documents that already contain this code,
  but it will not be available for any new documents.
- Marking a text code as "dropped" removes the code from the available codes to be selected, but the code stays on the file.
- The language of the text code can be corrected, but you should not make any changes to the overall meaning of the text, as the code may be in use on active documents.
- You can "undrop" a code by changing the drop flag to "N."

#### **Expand Text Codes**

The standard text codes defined on <u>Screen 317</u> are attached to a document during the entry process. Any text codes entered on a document will be expanded when the document is printed.

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

#### **Action Line**

◆ Text Code: ? Help 3 digits

Identify a number to be associated with the text.

**Drop:** 1 character each

Type "Y" in this field to drop the text code.

Screen Information

Position at Line: 3 digits

Indicate which line of text should be positioned at the top of the screen.

Line: 2 digits

Shows line numbers of description

**Description:** 99 lines (45 characters each)

Include standard text code to be used.

Page (F/B/E): 1 character

Indicate whether to scroll forward (F) one page of text, scroll backwards (B) one

page of text, or scroll to the end (E).

**Additional Functions** 

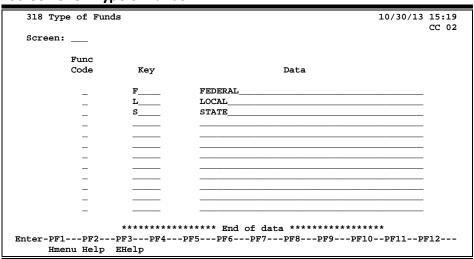
# Add/Update Type Funds List

It is possible for you to add or modify the type of funds that may be used for purchasing documents online. This is accomplished using <u>Screen 318</u>.

This screen is maintained and updated by each campus.

The information is campus specific.





# **Basic Steps**

- Type a function code to add (A), update (U), or delete (D) information in fields provided to view purchasing controls.
- Press <ENTER> to record the information.

# **Purchasing Control Process**

The **Key** field is used to indicate the type of funds to be used for the purchase of selected items. These fund types must be entered for requisitions and purchase orders.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### Screen Information

◆ Func Code: 1 character

Enter the desired function code: add (A) a new type fund code, update (U) an existing fund code, or delete (D) a fund code.

♦ **Key:** 1 character

Indicate the abbreviation for the type of funds.

# Screen 318 – Type of Funds (cont'd)

**Data:** 40 characters

Enter a description of the type of funds.

#### **Additional Functions**

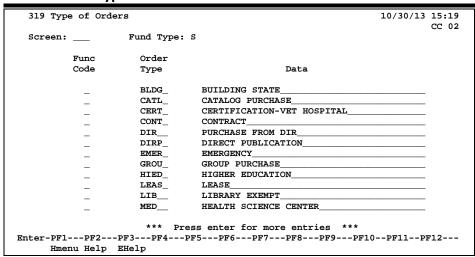
# Add/Update Type Order List

Once a fund type has been defined, it is necessary to determine the type of orders that will be allowed for that fund type. This is accomplished using <a href="Screen 319">Screen 319</a>.

This screen is maintained and updated by each campus.

The information is campus specific.

#### Screen 319 - Type of Orders



## **Basic Steps**

- Type a fund type in the Fund Type field.
- Press <ENTER> to view existing order types for that fund type.
- Add/modify data in the available fields, as desired.
- Press <ENTER> to record the information.

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

#### **Action Line**

Fund Type: 3 characters

Enter a fund type.

F = Federal
L = Local
S = State

#### Screen Information

Func Code: 1 character

Identify the desired function code: add (A) a new type order code, update (U) an existing order type, or delete (D) an existing order type.

# Screen 319 – Type of Orders (cont'd)

Order Type: 4 characters

Define the abbreviation to be used for the type of order.

♦ Data: 40 characters

Enter a short description for the type of order.

#### **Additional Functions**

# **Document Printing Controls**

# **Basic Concepts**

The Document Printing Controls are available to direct the printing of purchasing documents to specific printers. Typically, purchasing documents are printed in an overnight batch mode. This is done to keep the computing resources directly at the online users and keep the response time at a high level. Print jobs take resources away from the online usage.

There are occasions that call for the use of the **On-Demand Print** feature of FAMIS. **This is for Purchasing Documents only. These controls are set by the FAMIS Services Team.** 

To set up **On-Demand Purchasing Printing**, use the following screens:

**Screen 307** Purchasing Print Default

**Screen 308** Printer Control Maintenance

**Screen 315** Buyer Codes and Printer Control

• overrides <u>Screen 308</u>

Screen 857 Batch Table Maintenance for setting the JCL

To **print On-Demand**, use the following screens:

**Screen 215** Print Purchase Document

**Screen 216** Print Bid Document

# **Enter Purchasing Print Defaults**

Each TAMUS member may define a set of printing defaults to be used each time a purchasing document is printed. These defaults set the parameters that the job card will use to run the print program.

#### Please Note:

The Purchase Order Default values are used when initiating on-demand print from Screen 215 (Print Purchase Document).

The Bid Print Default values are used when initiating on-demand print from Screen 216 (Print Bid Document).

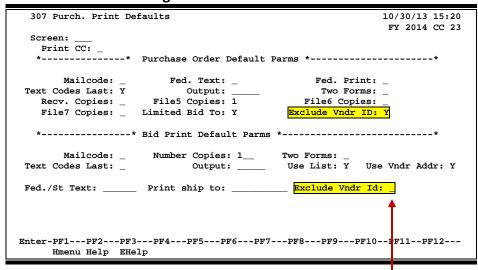
This screen is maintained and updated by FAMIS Services.

The information is campus specific.

If these defaults need to be changed, please submit a FAMIS Change/Enhancement Request Form, which is available on the FAMIS Services web site:

https://apps3.system.tamus.edu/famisrequest/chgform.aspx.

#### **Screen 307 - Purchasing Print Defaults**



Type "Y" in the *Exclude Vndr ID* field to mask the Vendor/Bidder ID on printed documents, so that only the last 4 numbers of the Vendor ID will be printed. The preceding numbers will be all asterisks (\*). Type "N" in this field if you desire to have the full Vendor ID number printed.

# **Basic Steps**

Add/modify data in the available fields, and press <ENTER> to record the information.

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

**Print CC:** 1 character

Type "Y" to print the campus code on the document.

**Purchase Order Default Parms:** 

Mailcode: 1 character

Type "Y" to indicate the mail code of the first department will print on the

document.

♦ Fed. Text: 1 character

Enter "Y" if all Federal (FDx) special text (entered on <u>Screen 313</u>) will print. Also, the document must be coded with "F" (Federal) in the *Type of Funds* field.

♦ Fed. Print: 1 character

Not used at this time in FAMIS.

Text Codes Last: 1 character

Type "Y" if all header text and header text codes should print last instead of

first.

Output: 5 characters

Include the override for the print destination.

◆ Two Forms: 1 character

Enter "Y" if the second page will be a different form.

Only used for QMS and Xerox printers.

Recv. Copies: 1 digit

Identify the number of receiving copies to be printed. If zero, leave this field

blank.

♦ File5 Copies: 1 digit

Enter the number of file copies to be printed. If zero, leave this field blank.

♦ File6 Copies: 1 digit

Include the number of department copies to be printed. If zero, leave this field

blank.

♦ File7 Copies: 1 digit

Type the number of GSC copies to be printed. If zero, leave this field blank.

**Limited Bid To:** 1 character

When set to "Y," the Limited POs will print with the "Bid To" address.

#### Screen 307 - Purchasing Print Defaults (cont'd)

**Exclude Vndr ID:** 1 character

Enter "Y" to set the default for masking of the Vendor ID/Bidder ID on printed documents on <u>Screen 215</u> and <u>Screen 216</u>. Only the last 4 digits of the Vendor ID number will be displayed, preceded by asterisks when this is set to "Y." Type "N" in this field if you desire to have the full Vendor ID number printed. Vendor

ID numbers will still be displayed on FAMIS screens.

**Bid Print Default Parms:** 

Mailcode: 1 character

Type "Y" if the mail code of the first department will print on the document.

Number Copies: 3 digits

Indicate the number of copies of the bid to print. If a bid list is used, this

indicates the number of blank bids to print (no vendor name).

**♦ Two Forms:** 1 character

Enter "Y" if the second through last page of the bid will be a different format.

Only used for QMS and Xerox printers.

◆ Text Codes Last: 1 character

Type "Y" if header text and expanded text codes should print last instead of

first.

Output: 5 characters

Identify the override for the print destination.

Use List:
1 character

Enter "Y" to print a copy of the bid for each vendor on the bid list.

♦ Use Vndr Addr: 1 character

Type "Y" to print vendor addresses on the bid.

Fed./St Text: 6 characters

Enter a code of "FED" to indicate that special text (entered on <u>Screen 313</u>) for all documents with an "F" in the *Type of Funds* field on its document header

will be printed.

Print ship to: 10 characters

Type "NOSHIP" to indicate only city, state, and zip code should be printed in

the Ship To address of the bid.

Exclude Vndr Id: 1 character

Enter "Y" to set the default for masking of the Vendor ID/Bidder ID on printed documents on <u>Screen 215</u> and <u>Screen 216</u>. Only the last 4 digits of the Vendor ID number will be displayed, preceded by asterisks when this is set to "Y." Type "N" in this field if you desire to have the full Vendor ID number printed. Vendor

ID numbers will still be displayed on FAMIS screens.

**Additional Functions** 

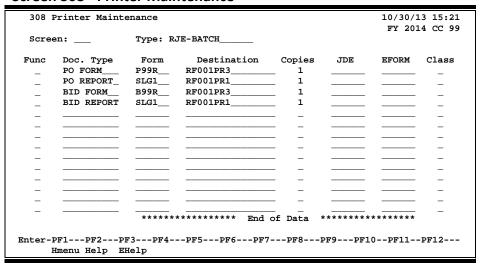
# **Maintain Printer Control Information**

Printer Maintenance for Purchasing Document to print on-demand involves setting up general printer defaults for a particular FAMIS campus code. These values define the document form and the default printer destination for each form. The default values are entered and updated on Screen 308.

This screen is maintained and updated by FAMIS Services.

The information is campus specific.

#### Screen 308 - Printer Maintenance



Note that if an individual buyer has entries on the bottom of <u>Screen 315</u>, those entries will override the entries on this screen.

# **Basic Steps**

- View existing purchasing controls.
- Add/modify information in the available fields; press <ENTER> to record the information.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Action Line**

Type: 15 characters

Identify the type of print batch to be displayed.

#### **Screen Information**

**Func:** 1 character

Indicate whether printer information should be added (A), updated (U), or deleted (D) from the system

deleted (D) from the system.

## Screen 308 - Printer Maintenance (cont'd)

**Doc Type:** 10 characters

Identify the type of print form to use in the batch process. Currently there are

four types: PO Form, PO Report, BID Form, and BID Report.

**Form:** 6 characters/digits

Indicate the form code defined for the print type.

**Destination:** 16 characters/digits

Enter the destination of the output. Must be a JES defined printer.

Copies: 1 digit

Type the number of copies to be printed.

**JDE:** 6 characters

Identify the special JDE needed for Xerox printers.

**EFORM:** 6 characters

Include the electronic form required for Xerox printers.

Class: 1 character

Indicate the document class used to store the document.

L = Limited E = Exempt

#### **Additional Functions**

## Print Purchase Document

To print or re-print purchase documents, use <u>Screen 215</u>. You may print an individual document or a range of documents. In addition, you can identify the type of output and printer destination.

Purchase Order Default Parms will be used on <u>Screen 215</u> Bid Print Default Parms will be used on <u>Screen 216</u>.

When you are re-printing a purchase order, only specify a single document to be printed. In other words, you may not re-print a range of purchase order documents using this screen.

Type "Y" in the *Exclude Vndr ID* field to mask the Vendor/Bidder ID on printed documents, so that only the last 4 numbers will be printed. The preceding numbers will be all asterisks (\*). Type "N" in this field if you desire to have the full Vendor ID printed. The Vendor/Bidder ID number will still be displayed on FAMIS screens.

#### Screen 215 - Print Purchase Document

```
215 Print Purchase Document
                                                                         03/10/14 16:11
                                                                          FY 2014 CC 02
  Screen: ___ Start Doc: P400003 End Doc: P400003
              Print (Y/N):
                                            Printer:
                 Print Dt: 03/10/14__ Reprint: _
         Text Codes Last: _ Two Forms: _
FED Text Codes: _ Mail Code: _
Limited Bid To: _ Spl Output: _
Exclude Vndr ID: _ Print CC: _
        ----- Purchase Order Information ------
       Vndr: HI-TECH ENGINEERING
Document Dt: 09/11/2013
                                              Cat: RO
                                                         User Ref: 000000-GC
Buyer: PAW WINSTON, WANDA
Print Doc? N 10/08/2013
                                           Dept: QRES SubDept:
Doc Summary: PARR AUTOCLAVE MINI REACTOR, 300 ML VOLUME
Enter-PF1---PF3---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help EHelp
```

### **Print Purchase Document Process**

The output for the **on-demand** printing of purchasing documents is routed to the appropriate printer based on the buyer code entered on the document if <u>Screen 315</u> is set up with printer destinations for that buyer. Documents without a buyer code or any document which does not have a code set up with a printer destination will print at the default printer set up on this screen, Screen 308.

# **Basic Steps**

- Type a purchase document or range of purchase documents in the fields provided, and press <ENTER>.
- Indicate whether you would like to print or re-print the document(s).
- Specify the number of additional copies of the purchase document you would like to have printed.
- Add or modify information in the available fields, as desired.
- Press <ENTER> to send the purchase document(s) to the printer.

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

<u> Action Line</u>

♦ Start Doc: 7 character/digits

Identify the first purchase order number to be printed.

◆ End Doc: 7 character/digits

Enter the ending purchase order number to be printed.

Screen Information

Print (Y/N): 1 character

Type "Y" to print the purchase order document.

**Printer:** 16 characters/digits

Include the printer destination for the printed document(s).

Print Dt: PF2 Help 8 digits

The default is the current date. If needed, change to day printing is to be

processed.

**Reprint:** 1 character

Type "Y" to reprint a purchase order.

Text Codes Last: 1 character

Enter "Y" if header text codes should be printed after the line items.

Two Forms: 1 character

Type "Y" to print the first page of a document in one format and all the other

pages in a different format.

**FED Text Codes:** 1 character

Enter "Y" to indicate federal text codes (Screen 313) should be printed at the

end of all documents with "F" type of funds.

Mail Code: 1 character

Type "Y" to use departmental mail stop information from in the "ship to"

address.

#### Screen 215 - Print Purchase Document (cont'd)

**Limited Bid To:** 1 character

Enter "Y" if "Bid To" address should print for the limited instead of the "Order

From" address for the vendor.

**Spl Output:** 10 characters/digits

Include printer forms code.

Exclude Vndr ID: 1 character

Type "Y" to mask the Vendor/Bidder ID on the printed document. Only the last 4 digits of the Vendor ID number will be displayed, preceded by asterisks when this is set to "Y." Type "N" to have the full Vendor ID number printed. Vendor ID numbers will still be displayed on FAMIS screens. Type "N" to print the full

Vendor/Bidder ID.

This can be set on Screen 307 as the default to mask the Vendor ID number.

**Print CC:** 1 character

Type "Y" to print campus code on the document.

**Purchase Order Information** 

Vndr: 30 characters

Displays the name of the vendor on the purchase order.

**Document Dt:** 8 digits

Identifies the date the document was created.

Cat: 2 characters

Shows category on the Purchasing table and is used to set certain controls.

User Ref: 14 digits

Displays the user reference used to indicate the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.

**Buyer:** 3 characters

Identifies the initials of the buyer.

**Dept:** 5 characters

Indicates the department of the primary account responsible for the document.

**SubDept:** 5 characters

Shows the sub-department of the primary account responsible for the bid

document.

**Print Doc?:** 1 character

"Y" indicates the document was printed.

**Doc Summary:** PF2 Help 50 characters

Displays a brief summary of the document.

**Additional Functions** 

## Print Bid Document

When it is necessary for you to print or re-print your bid document(s) using the on-demand feature (at a time other than the nightly print cycle), <u>Screen 216</u> can be used. This allows you to print a bid document, or a range of bid documents, on demand.

When you are **re-printing** a bid document, you may only specify a single document to be printed. In other words, you may not re-print a range of bid documents.

To use <u>Screen 216</u> for printing bids, *FAMIS Services* must first set up <u>Screen 307</u> and <u>Screen 308</u> (<u>Screen 307</u> sets the Purchasing Default Parameters such as number of copies. Screen 308 sets the default printer destination).

If buyers choose to use different printers, then print destinations are set by the buyer on <u>Screen 315</u>.

Type "Y" in the *Exclude Vndr ID* field to mask the Vendor/Bidder ID on printed documents, so that only the last 4 numbers will be printed. The preceding numbers will be all asterisks (\*). Type "N" in this field if you desire to have the full Vendor/Bidder ID printed. The Vendor/Bidder ID number will still be displayed on FAMIS screens.

#### Screen 216 - Print Bid Document

```
10/30/13 15:25
 216 Print Bid Document
                    Closed
                                                                         FY 2014 CC 02
  Screen: ___ Start Doc: K402011 End Doc: K402011
              Print (Y/N): _
                                           Printer: _
                 Print Dt: 10/30/13__ Reprint: _ Catalogue Only: _
         Nbr Copies: _1 Ship to: _
Bid List: Y Two Forms: _
Text Codes Last: _ Mail Code: _
FED Text Codes: _ Spl Output: _
Exclude Vndr ID: _ Print Co
             ---- Bid Document Information ---
                                             Cat: RO
Document Dt: 10/18/2013
                                                        User Ref: 468551-00001
     Buyer: PPP PRINCE, PETER
                                             Dept: CHEM SubDept:
Print Doc? N 10/18/2013 Catalogue Order: N
Doc Summary: NCG QUEST 10 CHROMATOGRAPHY SYSTEM
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help EHelp
```

You cannot print a bid document unless it contains at least one line item with a price above zero.

## **Basic Steps**

- Type a bid document or range of bid documents in the fields provided, and press <ENTER>.
- Indicate whether you would like to print or re-print the document(s).
- Specify the number of additional copies of the bid document you would like to have printed. (These will not be sent to a specified bidder).
- Add or modify information in the available fields, as desired.
- Press <ENTER> to send the bid document(s) to the printer.

#### **Print Bid Document Process**

#### **Catalogue Flag**

- Any time a document is transferred or copied to a document with a class of "B," the catalogue flag must be set to "Y" or "N." This is done on a pop-up window at the time of the transfer or copy.
- For on-demand print, when only one document is printed, the program defaults to the bid/catalogue form based on the catalog flag on the document. Because of the limitations of on-demand print, if a range of numbers is to be printed, the program will print only bids or only catalogue orders based on the catalogue flag.
- If the catalogue form is needed when printing a range, you must use the catalogue flag on this screen.
- A separate prefix is recommended for catalogue orders when using on-demand print.
   This prevents the need to print a range of numbers twice. The prefix is set up by FAMIS Services using <u>Screen 854</u>.
- For batch printing, the catalogue orders will be separated to print on a different forms code based on the catalogue flag.

<u>Tech notes</u>: to print test copy, use runlib#f05bidpr; to view output, see Screen 857

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### **Action Line**

Start Doc:

7 character/digits

Identify the first bid document in the range you wish to print.

#### Screen 216 - Print Bid Document (cont'd)

End Doc: 7 character/digits

Identify the last bid document number in the range you wish to print. If you are only printing/re-printing a single document, this will be the same as the Start

Doc.

Screen Information

Print (Y/N): 1 character

Type "Y" to print the bid documents.

**Printer:** 16 characters

Identify the printer to which bid documents will be sent.

This information is entered by the FAMIS staff.

Print Dt: 8 digits

Enter the print date of the bid document. This will default to the current date if

not otherwise specified.

**Reprint:** 1 character

Type "Y" to re-print a bid document.

Catalogue Only: 1 character

Enter "Y" if the document is a catalogue order.

Nbr Copies: 2 digits

Indicate the number of copies of the bid document you would like to have

printed in addition to those copies that will be sent to bidders.

**Ship to:** 10 characters

Identify the location to which copies of the bid document should be delivered.

♦ Bid List:
1 character

Type "Y" if there is a specific list of bidders associated with the bid document. A

separate copy of the bid document will be printed and sent to each bidder on

the list.

◆ Two Forms: 1 character

Enter "Y" if the document is to be printed on two different forms.

Only used by TAMU.

◆ Text Codes Last: 1 character

Type "Y" if text codes should be printed at the end of the bid document.

Mail Code: 1 character

Enter "Y" to use the mail stop code information from the department in the

"ship to" address.

FED Text Codes: 7 characters

Type "Y" to indicate Federal text codes (on Screen 313) should be printed at the

end of the bid document.

#### Screen 216 - Print Bid Document (cont'd)

**Spl Output:** 10 characters

Include printer forms code for any special output.

Only used by TAMU.

**Exclude Vndr ID:** 1 character

Type "Y" to mask the Vendor/Bidder ID on the printed document. Only the last 4 digits of the Vendor ID number will be displayed, preceded by asterisks when this is set to "Y." Type "N" in this field if you desire to have the full Vendor ID number printed. Vendor ID numbers will still be displayed on FAMIS screens.

Type "N" to print the full Vendor/Bidder ID.

This can be set on <u>Screen 307</u> as the default to mask the Vendor ID number.

**Print CC:** 1 character

Type "Y" to print campus code on the document.

**Bid Document Information** 

**Document Dt:** 8 digits

Shows date the document was created.

Cat: 2 characters

Defines the category of the document.

User Ref: 14 digits

Indicates subsidiary ledger (SL) account number to be used for the order

followed by the departmental identification number.

**Buyer:** 3 characters

Displays the buyer code and buyer's name for the document.

**Dept:** 5 characters

Indicates the department of the primary account responsible for the bid.

**SubDept:** 5 characters

Identifies the sub-department of the primary account responsible for the bid

document.

**Print Doc?:** 1 character

Type "Y" if the specified document is to be printed.

Catalogue Order: 1 character

Enter "Y" to identify that the document is a catalogue order.

**Doc Summary:** 50 characters

Displays a brief summary of the bid document as a whole that will be displayed

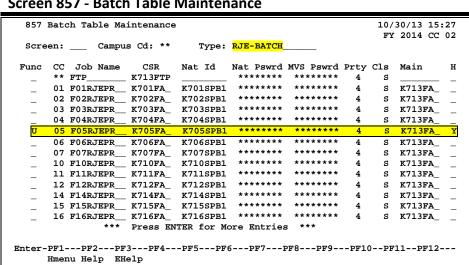
on inquiry screens.

**Additional Functions** 

# Maintain Printer Batch Tables

It is possible to define information that will be used for all NATURAL RJE jobs submitted by FAMIS. This is accomplished using Screen 857. There will be one line on the screen for each FAMIS campus code using RJE.

> This screen is maintained and updated by FAMIS Services. The information is available to all TAMUS Members.



#### Screen 857 - Batch Table Maintenance

#### Special Notes

A batch program FBAU857 is available to update the MVS and NAT passwords. Logon to the CSR ID in Wylbur to view the output.

# **Basic Steps**

#### **Add New Batch Information**

- Type a campus code and batch type in the fields provided.
- Press <ENTER> to view existing batch information.
- Type an "A" in the *Func* (Function) field to add; "U" to update.
- Type information to be added in the available fields, as desired.
- Enter "Y" in the **H** (Hold) field to hold the print so you can view the output in Wylbur.
- Press <ENTER> to record the information.

#### **Modify Existing Batch Information**

- Type a campus code and batch type in the fields provided.
- Press <ENTER> to view existing batch information.
- Type a "U" in the Func (Function) field to update.
- Modify information in the available fields, as desired.
- Press <ENTER> to record the information.

#### **Remove Batch Information**

- Type a campus code and batch type in the fields provided.
- Press <ENTER> to view existing batch information.
- Type a "D" in the *Func* (Function) field to delete a line.
- Press <ENTER> to remove the information from the system.

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

#### Action Line

Campus Cd: 2 digits

Identifies the campus code for which batch information should be displayed.

Enter two asterisks (\*\*) to display all available batch information.

**♦ Type:** 2 digits

This will always be RJE-BATCH.

#### **Screen Information**

**♦ Func:** 1 character

Indicate whether batch information should be added (A), updated (U), or

deleted (D) from the system.

CC: 2 digits

Identify the campus code associated with the batch information.

Job Name: 10 characters

Include the name of the job as it appears on the job card.

**CSR:** 7 characters

Identify the CSR-ID as it will appear on the job card.

Nat ID: 8 characters

Indicate the NATURAL batch ID that will be used for NATURAL jobs.

Nat Pswrd 8 characters

Indicate the NATURAL password.

The password may be changed on this screen, but it will not display as you

change it (only asterisks).

## Screen 857 - Batch Table Maintenance (cont'd)

MVS Pswrd: 8 characters

Indicate the password that is valid for the CSR-ID on the job card.

The password may be changed on this screen, but it will not display as you

change it (only asterisks).

Prty: 1 digit

Include the priority at which the batch will be processed.

Cls: 1 character

Identify the class as it will appear on the ADABAS class card.

Main: 7 characters

Indicate the username that will go on the main card.

H: 1 character

Type "Y" if the RJE job should be kept on "holdout" and therefore will not print

until released.

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

# Section X Bulletin Board Tables

# Topic Id Maintenance – Bulletin Board

Updating various topics, such as the FAMIS Bulletin Board, is done using <u>Screen 832</u>. This information is what users see when they first access FAMIS.

This screen is maintained and updated by FAMIS Services.
The information is viewed by all TAMUS Members.

#### Screen 832 – FRS Topic Id Maintenance

032 FRS 10	opic Id	Mainte	ance								30/13	
_	_	_			_						2013 (	
Screen: _	Ca	mpus Co	le: **	Topic	Type:	UD	Topic	ID:	BULLE			
										D€	elete:	_
			FAMI	5 Train	ing Sys	tem						
NEW FEATUR		-									-	_
FAMIS	Hotlin	e							Last	Date	e Chang	
	Hotlin 458-64	-							Last		e Chang	
		-	FAMI	SHELP@t	amu.edu	1				04/26	5/2006	

# **Basic Steps**

- Enter the campus code (usually "\*\*"), topic type and topic ID.
- Press <ENTER> to enable insertion of more information.

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

#### **Action Line**

Campus Code: 2 digits

This field lists the campus codes for the campuses of TAMUS. These topics are

usually kept on campus code "\*\*."

♦ Topic Type: 2 characters

Provide the topic type code.

♦ **Topic ID:** 6 characters

Include the topic identification for the description or name.

Page: 4 characters

Identify the page number of the topic document you want to see or update.

# Screen 832 – FRS Topic Id Maintenance (cont'd)

**Delete:** 1 character

Enter "Y" to delete the topic.

#### **Additional Functions**

# Purchasing Campus Bulletin Board

Campus-specific purchasing information, such as policy changes, training opportunities, screen updates, or important deadlines, may be viewed online using <u>Screen B21</u>. Information for <u>Screen B21</u> is entered/updated using <u>Screen 305</u>. Ninety-nine lines of campus-specific information may be entered.

This screen is maintained and updated by each campus.

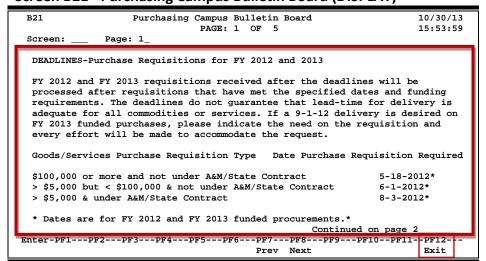
The information is campus specific.

#### Screen 305 - Purchasing Campus Bulletin Board (ENTRY)

305 Purchasing Campus Bulletin Board	10/30/13 15:5
	FY 2014 CC 0
Screen: Page: 1	
	Delete: _
DEADLINES-Purchase Requisitions for FY 2012 and 2013	<u> </u>
FY 2012 and FY 2013 requisitions received after the deadling	nes will be
processed after requisitions that have met the specified da	ates and funding
requirements. The deadlines do not guarantee that lead-time	e for delivery is
adequate for all commodities or services. If a 9-1-12 deli-	
	_
FY 2013 funded purchases, please indicate the need on the	_
every effort will be made to accommodate the request	
	equisition Require
Goods/Services Purchase Requisition Type Date Purchase Re	equisition Require
Goods/Services Purchase Requisition Type Date Purchase Re \$100,000 or more and not under A&M/State Contract	equisition Require 5-18-2012* 6-1-2012*
Goods/Services Purchase Requisition Type Date Purchase Re \$100,000 or more and not under A&M/State Contract > \$5,000 but < \$100,000 & not under A&M/State Contract	equisition Require 5-18-2012* 6-1-2012*
Goods/Services Purchase Requisition Type Date Purchase Re \$100,000 or more and not under A&M/State Contract > \$5,000 but < \$100,000 & not under A&M/State Contract	5-18-2012*
Goods/Services Purchase Requisition Type Date Purchase Re \$100,000 or more and not under A&M/State Contract > \$5,000 but < \$100,000 & not under A&M/State Contract > \$5,000 & under A&M/State Contract * Dates are for FY 2012 and FY 2013 funded procurements.*_	5-18-2012*
Goods/Services Purchase Requisition Type Date Purchase Re \$100,000 or more and not under A&M/State Contract > \$5,000 but < \$100,000 & not under A&M/State Contract > \$5,000 & under A&M/State Contract * Dates are for FY 2012 and FY 2013 funded procurements.*_	equisition Require  5-18-2012* 6-1-2012* 8-3-2012*  d on page 2
Goods/Services Purchase Requisition Type Date Purchase Re \$100,000 or more and not under A&M/State Contract > \$5,000 but < \$100,000 & not under A&M/State Contract > \$5,000 & under A&M/State Contract  * Dates are for FY 2012 and FY 2013 funded procurements.*  Continued	5-18-2012*

There is no word wrap feature. To prevent a word from being split between two lines, use the TAB key to advance to the next available text line.

#### Screen B21 - Purchasing Campus Bulletin Board (DISPLAY)



## **Basic Steps**

- Advance to <u>Screen 305</u> to View existing campus-specific purchasing notices.
- Type notices in the space provided.
- Press <ENTER> to record the information.
- Advance to Screen B21 to view the information entered on Screen 305.

Field Descriptions (◆ = Required; Help = Field Help Available Using PF2, ? or \*)

#### Screen 305 Information

**♦ Page \_\_\_:** 4 digits

Identify the page number of the bulletin board to be modified. This will default to page 1. Add/modify the information that is to appear on the Purchasing

Campus Bulletin Board (Screen B21).

**Delete:** 1 character

Type "Y" to delete existing purchasing notices.

Enter the text to be displayed on Screen B21.

#### Screen B21 Information

**♦ PAGE \_\_ OF \_\_:** 4 digits

Shows the page number currently displayed and the number of pages available.

**♦ Page \_\_:** 2 digits

Identify the page number of the bulletin board to be displayed. This will default

to page 1. The information typed on <u>Screen 305</u> will be displayed.

Displays the text entered on Screen 305.

#### **Additional Functions**

**PF KEYS** See the Appendix for explanations of the standard PF keys.

NEXT Exit

**PF12** Pressing this key will terminate your FAMIS session.

# Section XI Appendix

# **FAMIS Control Screens List**

		<u>PAGE</u>
215	Print Purchase Document  Used to print or reprint purchase orders.	IX-53
216	Print Bid Document	IX-56
	Used to print or reprint bid documents.	
304	Requisition Deadlines by Fund	IX-19
	Enter the deadline information for each Fund Type.	
305	Purchasing Campus Bulletin Board	X-5
	Used by each campus to enter specific purchasing information for their users.	
306	Maintain Exempt/Delegation Type Object Code Table	IX-20
	Used to define object codes which will be allowed to be entered on Exempt POs.	
307	Purchasing Print Defaults	IX-48
	Defines the printing defaults to be used each time a purchase document is printed.	
308	Printer Maintenance	IX-51
	Set general printer defaults for a particular FAMIS campus code.	
309	Purch. Limited/Exempt/PIP Control	IX-22
	Set by the FAMIS Services Staff to define matching and accounting processes for limited and	
	exempt purchase documents.	
310	Purchasing Controls	IX-3
	Used by the FAMIS Services staff to set general purchasing controls.	
311	Purchasing System Control Part 2	IX-7
	A continuation of <u>Screen 312</u> , with additional Purchasing controls.	
312	Document Category Maintenance	IX-9
	Used to define certain accounting and receiving characteristics of a purchase document.	
313	Special Text Code Maintenance	IX-31
	Add or modify text codes to specify attributes of the purchase.	
314	Purchasing Office Maintenance	IX-34
	Used to enter information about the Purchasing Office.	
315	Buyer Code Maintenance	IX-36
	Maintains the buyer code, and buyer's information and purchasing restrictions.	
316	Ship to/Invoice to Address	IX-39
	Assign the shipping information to a three-digit code to simplify entry process.	
317	Standard Text Code Maintenance	IX-41
	Defines text code for phrases or terms used in purchasing documents.	
318	Type of Funds	IX-43
	Add or modify type of funds that may be used for purchasing documents on-line.	
319	Type of Orders	IX-45
	Identifies the type of orders that will be allowed for specific fund types	

# Appendix – FAMIS Control Screens List (cont'd)

680	Accounts Receivable Control Record	<u>PAGE</u> VI-3
	Controls the processing of accounts receivable processing.	
681	Invoice Prefix Create	VI-6
	Used by the FAMIS Services staff to create new invoice prefixes.	
682	Invoice Prefixes - Last Number Used	VI-8
	Shows the prefixes and numbers of the most recent invoice numbers used in the FAMIS system.	
683	Past Due Letter Text Maintenance	VI-9
	Used to create the text to be used for a particular past due letter for a specific invoice type.	
801	Display General Ledger Chart of Accounts Table	III-3
	This table defines the valid structure for the creation and usage of general ledgers in FAMIS.	
802	Display Subsidiary Ledger Chart of Accounts Table	III-5
	Defines the valid structure for the creation and usage of subsidiary ledgers in FAMIS.	
803	Maintain Global Subcode Edit Table	111-7
	Allows "across the board" restrictions, by subcode ranges, to be placed on accounts.	
804	Maintain Automatic Budget Reallocation Rules	III-10
	Identifies the valid budget pools and the ranges of valid object codes that participate in the pool.	
805	Maintain GL Account Control Descriptions	III-12
	Identifies the subcodes that represent the GLs share in the Cash of the institution.	
806	Maintain SL Subcode Descriptions	III-14
	Maintain the list of Subsidiary Ledger subcodes.	
807	Maintain Vendor Check Limits	V-6
	Set dollar limits on the checks that will be processed for a particular vendor.	
808	Maintain Discount Table	V-7
	Specify terms of frequently used discounts.	
809	Maintain Tax Code Table	V-10
	Maintain a tax code table and messages concerning these codes.	
810	Maintain Currency Code Table	V-12
	Maintain the currency code table – not currently used.	
811	Cost Reference Table Maintenance	IV-6
	Maintain valid cost reference values.	
812	Invoice Problem Text Maintenance	V-13
	Simplifies entry of PIP information by using pre-determined codes and descriptions.	
816	ACH Holiday Table	V-25
	Used to enter ACH Bank holidays. These holidays are used by the check cycle to schedule	
	payments to avoid prompt pay interest.	
817	Comp Codes Subject to Interest	V-23
	Displays the State Comptroller Object Codes subject to prompt payment interest.	

# Appendix – FAMIS Control Screens List (cont'd)

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818	ACH, State and Local Holiday Table	V-27
819	State Holiday Table  Displays State holidays.	V-30
821	Financial Accounting Control Record	IV-3
822	Accounts Payable Control Record	V-3
823	Payroll Interface Control Record	VII-3
830	Employer Payment Credit Account Table	VII-7
831	Maintain Interdepartmental Transfer Table  Used to maintain the clearing accounts for all interdepartmental transfers.	IV-9
832	FRS Topic Id Maintenance	X-3
833	Maintain Bank Information	V-15
834	Voucher Type Create  Create voucher prefixes to allow grouping different types of vouchers with the same starting number (prefix).	V-18
835	Last Voucher Number Used Table	V-20
836	Beginning Budget Entries Table	VII-9
837	Employee Deduction, Insurance/Benefits Liability Accounts	VII-11
838	Contact Maintenance  Lists the name of the person at each institution to contact regarding vouchers.	V-21
839	InterAgency Payment Account Table  Displays InterAgency Due To/Due From accounts for payroll related items.	VII-13
840	Maintain USAS Strategy Table  View and update the USAS Strategy Table.	VIII-3
841	Legal/Descriptive Text Maintenance	VIII-7
842	Campus Allow Flag Maintenance  Used to control access to update functions for a campus code.	II-3

# Appendix – FAMIS Control Screens List (cont'd)

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843	Campus Control Flag Maintenance	II-5
850	Person Information	II-12
030	Add or maintain information for budgeted personnel.	
851	Mail Code Maintenance	II-24
	Enter and update mail codes for TAMUS members to assist in distributing monthly statements.	
852	Person Alias Maintenance	II-16
	Maintain different names for the same person using an alias.	
853	Generic Table	II-26
	Maintain the generic file tables to control various functions or to validate data.	
854	Type/Prefix Create	IX-15
	Create unique prefixes to differentiate different purchasing documents.	
855	Type/Prefix Display	IX-17
	Displays the Purchasing document prefixes created on <u>Screen 854</u> .	
857	Batch Table Maintenance	IX-60
	Define information used for all NATURAL RJE jobs submitted by FAMIS.	
858	UIN Verification	II-18
	Used to display entries in the UIN Table.	
859	BPP Verification	II-21
	Used to display employee information from the BPP Employees File.	
860	Department Table Maintenance	II-28
	Used in FRS and FFX to maintain a table of valid departments for each TAMUS campus.	
882	Maintain Current Session Campus and/or Fiscal Year	II-6
	Screen to be used to change the current session, campus, and/or fiscal year.	
883	Campus Access Control	II-8
	Used to restrict update access to all or specific campuses for specified time periods. See Screen 853 Available table.	
886	Account Audit Trail Inquiry	II-33
	Used for an audit trail for certain account attributes.	
899	Maintain Dictionary Values	II-36
	Create, update or delete valid values for the database dictionary.	
950	Electronic Documents Profile	IX-27
	Used to set limits on the various types of electronic documents used in FAMIS.	
995	Error Display by User/Pgm/Err/Date Order (FAMIS Staff Only)	II-38
	Used to display program errors trapped by the system when received by users. This screen is	
	for debugging and analysis purposes.	
B21	Purchasing Campus Bulletin Board	X-5
	Displays purchasing notices specific to a particular FAMIS campus code.	

# Appendix – FAMIS Control Screens List (cont'd)

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M45	Purchasing Technical Menu	I-9
	Provides a list of all the purchasing control screens.	
M62	Accounts Receivable System Controls	I-10
	System control screens for Accounts Receivable.	
S01	FA/AP System Tables Menu	I-8
	Shows the processing tables and system control records.	
S02	FRS Miscellaneous Tables	I-8
	Lists miscellaneous available tables in FAMIS.	
S03	FRS Miscellaneous Tables Continued	I-9
	Cost reference, youcher types, insurance liability accounts, department tables, etc.	

# Document Inquiry Pop-Up Windows

The purchasing document inquiry screens have extended information windows assigned to various function keys that are designated at the bottom of each screen. 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.

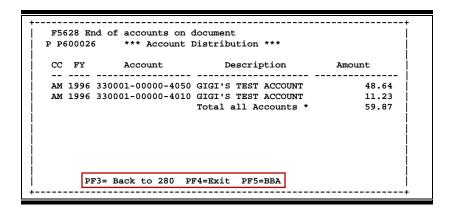
Exit a pop-up window by pressing **PF4** to return to the previous window or inquiry screen. If multiple windows have been opened, pressing **PF3** will return you directly to the inquiry screen from which you started.

From within many of the pop-up windows, an additional set of extended function keys may appear to further inquire on the document or item. See Additional Inquiry Pop-up Windows section for explanation of the function assigned to the key.

## **Inquiry Screen Extended Function Keys**

## Accts Accounts

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



## Audit Audit

Displays a window summarizing document activity.

## Headr Document Header

Accesses a window of document header information. From within this window, multiple windows of document information can be viewed.

```
**** Document Header Extended Information ****

Document: P600026 * Doc Year: 1996 Total: 15.23

Summary: OFFICE AND LAB SUPPLIES FOR FALL SEMESTER

Vendor: Avvvvvvvvv1 DENTON'S LAB AND RESEARCH SUPPLIES

< Dates>>

Document: 10/05/95 Cat: RO User Ref: 333333-09988A Req:
Required: Contact: Ph:
Start: Buyer: Ph:
End: Research: N Type Funds: L Type Order: CATL
Change: No: Print Doc: Y
Dept: MISP SubDept: Route Status:

PF3= Back to 280 PF4=Exit PF5=AdDept PF6=Ship
PF7=Sug. Vndr PF8=Accts PF9=Notes PF10=Sole/Emer. PF11=Items
```

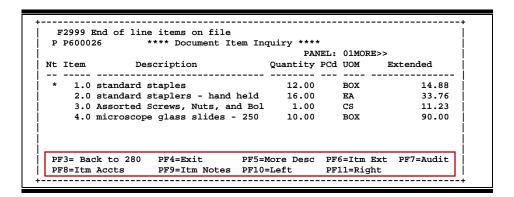
## Inv Invoicing

Displays a window summarizing document invoicing entries.

## Appendix - Document Inquiry Pop-Up Windows (cont'd)

## Items Document Items

Shows detail information for items on the document. From within this window, multiple windows of item information can be viewed.



## Print Print

Used to print document information from FAMIS using Entire Connection. See the FAMIS Entire Connection User's Manual for greater detail.

```
You must be running Entire Connection in order to take advantage of this print function.

Press <Enter> to Proceed with Print

Press PF12 to Cancel this print request
```

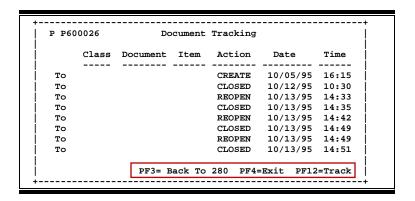
## Recv Receiving

Displays a window summarizing document receiving entries.

## Appendix – Document Inquiry Pop-Up Windows (cont'd)

## Track Document Tracking

Identifies all types of action that have gone against this document. From within this window you may track any of the related documents by placing the cursor on any of the windows lines and pressing **PF12**.



# Standard PF Keys

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

The following list is to help you identify the functionality behind the PF keys that you will see on the many System Control screens.

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

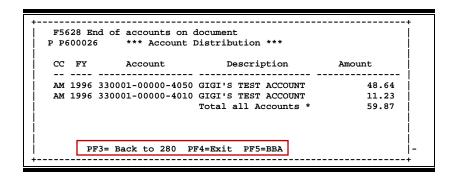
Exiting a pop-up window is done by pressing **PF4** to return to the previous window or inquiry screen. If multiple windows have been opened, pressing **PF3** will return you directly to the screen from which you started.

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

## **Extended Function Keys**

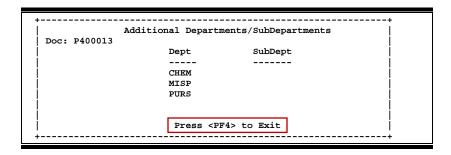
## Accts Accounts

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



## AdDept Additional Departments

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



## Addr Address

Used to include more lines of address information.

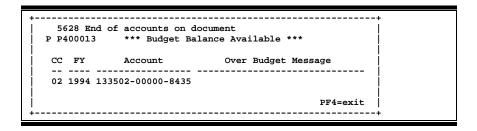
```
Addr: 11409 WINSLOW AVE______SUITE 909______ATN: WAYNE WATSON______
```

## AdFFX Additional Fixed Asset Information

Provides additional information for a particular fixed asset record.

## BBA Budget Balance Available

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



## Bkwd Backwards

Returns to the previous screen or scrolls one page back for a particular item.

## **Ddesc** Damage Description

Used to provide information about any goods that were damaged.

Dmg Description: 10 OF THE 12 DRUMS OF CONTAINING POLYACRILANIDE GEL FOR P.A.G.E. ANALYSIS
HAD BEEN CRUSHED BY HEAVIER SUPPLIES AND
WERE LEAKING UPON ARRIVAL.

NEW DRUMS HAVE BEEN REQUESTED FROM THE
VENDOR AND SHOULD ARRIVE W/IN 10 DAYS

## Frwd Forward

Advances to the next screen or scrolls one page forward for a particular item.

## Header

## **Document Header**

Accesses a window of document header information. From within this window, multiple windows of document information can be viewed.

```
**** Document Header Extended Information ****
                             Doc Year: 1995 Total:
Document: P400013
                                                          1,945.66
       << Dates>>
Document: 10/04/93 Cat: RO User Ref: 133502-4048
                    Cat: RO User Ref: 133502-4048 Req:
Contact: ROGER R. REYNOLDS Ph: 979-845-3333
                                                     Req:
Required:
                                                     Ph: 979-845-4444
                      Buyer: BAL BERTHA BROOM
  Start:
    End: Research: N Type Funds: S Type Order: SPOT ange: No: Print Doc: N 10/15/93
  Change:
   Dept: CHEM SubDept:
                          PF4=Exit PF5=AdDept PF6=Ship PF7=Vndr
PF8=Sole PF9=Notes PF11=Items
```

## Idesc

## **Item Description**

More detailed item descriptions can be entered by pressing PF11.

## Items

## **Document Items**

Provides a window showing all document **items**. From within this window, multiple windows of item information can be viewed.

## **Itm Accts**

## **Accounts on a Document**

Displays the responsible **accounts** for the particular document **item** and their portion of the item total.

## Itm Ext

## **Item Extended Information**

Show detail information about the specific item ordered (i.e., quantity, unit of measure, unit price, and commodity code).

## **Itm Notes**

## **Item Notes**

Displays notes that have been added to a particular document item. Use the *Position at Line* field to start the text at a particular line. The *Page (F/B/E)* field scrolls Forward (F) and Backward (B) through the text, and End (E) exits the window.

```
7468 Note not found on file
R400007 1.0 Position at line: ____
Line ******** Note Text ********

PROGRAM DIRECTOR, MARSHA M MALLOY REQUESTS___
TO REVIEW ALL MATERIAL ORDER UPON ARRIVAL.__

MS MALLOY WILL BE RESPONSIBLE FOR DISPERSAL_
AMONG CONFERENCE ATTENDEES____

PF4=Exit Page (F/B/E): E
```

## Left Scroll Left

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

## **More Desc**

## **More Description**

Displays complete description text for a document or an item.

## Next Screen

Advances to the next screen required.

## **Notes**

Displays any **notes** attached to the document header. Use the **Position at Line** field to start the text at a particular line. The **Page (F/B/E)** field scrolls Forward (F) and Backward (B) through the text, and End (E) exits the window.

## Pdesc Purchasing Document Description

Additional description for purchasing document items may be viewed by pressing this PF key.

## Rdesc Receiving Item Description

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

```
ITEM Description: ONLY 1/2 OF EXPECTED ORDER ARRIVED WITH THIS_
SHIPMENT.
PLEASE NOTIFY MS. MARTHA MALLARD AS SOON_
AS REMAINING SUPPLIES ARE RECEIVED SO THAT_
THEY MAY BE DISTRIBUTED TO DEPARTMENT HEADS.
```

## Right Scroll Right

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

## Ship Shipping Address

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

## Sole Source

Displays Sole Source and Emergency purchase reasons.

```
**** Sole Source and Emergency Information ****

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

## Track Document Tracking

Displays a document **tracking** window identifying all types of **action** that have gone against this document. From within this window, any of the related documents may be tracked by placing the cursor on any of the window lines and pressing **PF12** again.

P P600026		Do	cument	Tracking			l I	
	Class	Document	Item	Action	Date	Time		
<b>.</b> .					10/05/05	16.15		
То				CREATE	10/05/95	16:15	!	
То				CLOSED	10/12/95	10:30		
То				REOPEN	10/13/95	14:33		
То				CLOSED	10/13/95	14:35		
To				REOPEN	10/13/95	14:42	İ	
То				CLOSED	10/13/95	14:49	İ	
То				REOPEN	10/13/95	14:49	i	
То				CLOSED	10/13/95	14:51	j	
					=Exit PF12	1	ļ	

## Vndr

## **Suggested Vendors**

Displays all suggested vendor sources for a particular document.

Appendix – Standard PF Keys (cont'd)			

# **FAMIS Transaction Codes**

FAMIS uses a 3-digit transaction code to determine how transactions are processed. The last digit is often used as a reference to further describe the transaction.

The exception is a full 3-digit code to indicate special processing. Many of these codes are used for budget transactions, encumbrances, and beginning balances.

## **Financial Accounting**

02x - Bu	dgets (Screens 10, 10A, 10B, 10C, 10D)	
020	Original Budgets and Original Budget Corrections	Special FAMIS Processing
021	Revised Budgets (General)	Special FAMIS Processing
022	Budget Transfers	Special FAMIS Processing
023	Base SL to SA (Original)	Special FAMIS Processing
024	Base SL to SA (Revised)	Special FAMIS Processing
025	SA to SA (Within SL Only)	Special FAMIS Processing
027	Begin Year Budget Forward	Special FAMIS Processing
03x - Re	ceipts (Screen 12)	
030	Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)	User Defined
031	Investment Earnings	User Defined
032	Gifts	User Defined
033	Miscellaneous Receipts	User Defined
034	Cashiers – Vault Entries	User Defined
038	Payroll Interpart Transfers	Assigned by FAMIS
039	Equity Transfer Receipts - Interpart IDTs – Credit to One Part,	Assigned by FAMIS
	Disbursement to Other. Receipt of funds via equity transfer from	
	Members to System for share of benefits paid by System	
04x - Dis	bursements (Screen 13)	
043	Miscellaneous Disbursements	User Defined
044	Cashiers – Vault Entries	User Defined
045	Miscellaneous Cash Disbursements (Travel Advance, Work Funds)	User Defined
046	Change of Source of Funds	Assigned by FAMIS
047	AP Check Voids	Assigned by FAMIS
048	AP Disbursements	Assigned by FAMIS
049	Payroll Disbursements, Equity Transfer Disbursements	Assigned by FAMIS
05x - En	cumbrances (Screen 11)	
050	Previous Year(s) Encumbrances	Special FAMIS Processing
051	Salary Encumbrances	Assigned by FAMIS
054	Requisition	Assigned by FAMIS
055	Purchase Order	Assigned by FAMIS
057	Encumbrance Begin Year Carry Forward	Special FAMIS Processing
058	Regular Encumbrance	User Defined
059	Current Year Encumbrances (budget check, regardless of flags)	Special FAMIS Processing
E5x	Blanket Wage Encumbrances	Assigned by FAMIS

## **Financial Accounting Transaction Codes (cont'd)**

06x – Journal Entries (Screens 14, 14A, 25, 35, 36, 37, 85, 86)				
060	Real Journal Entries	User Defined		
061	JE for IDTs	Assigned by FAMIS		
062	JE for Cash Sales/Payments on Receivables (overrides freeze)	Assigned by FAMIS		
063	JE from Student Feeds	Assigned by FAMIS		
064	JE from Payroll Feeds	Assigned by FAMIS		
065	JE from Accounts Receivable (create receivable)	Assigned by FAMIS		
066	JE from Fixed Assets (capitalization, etc)	Assigned by FAMIS		
067	JE from LMS (Loan Management System)	Assigned by FAMIS		
068	JE from Accounts Payable (setting up liabilities)	Assigned by FAMIS		
069	Compound Journal Entries (system controlled)	Assigned by FAMIS		
06A	JE for Procurement Card Entries	Assigned by FAMIS		
06C	JE for Concur (eTravel) Entries	Assigned by FAMIS		
09x – Beginning Balances, Bank Transfers (Screen 15)				
090	Bank Transfers	Special FAMIS Processing		
098	Beginning Balances	Special FAMIS Processing		

## A/P Voucher

14x – Regular Vouchers (Screens 104, 111, 112) (Invoicing Screen 345)					
140	Regular Vouchers	User Defined			
141	Regular Vouchers	User Defined			
142	Produce Separate Checks for Vouchers	User Defined			
143	State Travel Vouchers	Special FAMIS Processing			
147	Revolving Vouchers	Assigned by FAMIS			
148	Change Source of Funds	Assigned by FAMIS			
149	Force Separate Check	Special FAMIS Processing			
15x – Cre	edit Memos (Screen 108) (Invoicing Screen 340)				
151	Regular Credit Memo	User Defined			
152	Regular Credit Memo	User Defined			
159	Forces Separate Credit Memo (only matches when used on same	Special FAMIS Processing			
	voucher as charges)				
16x - Pre	epaid Vouchers (Screen 109) (Invoicing Screen 345)				
160-164	Prepaid Voucher (Regular) with reconciliation	User Defined			
165	Prepaid Voucher with NO reconciliation	Assigned by FAMIS			
	(does a JE to cash voucher clearing and does not affect the bank)				
166	Prepaid Voucher with NO reconciliation (offset to the bank)	Assigned by FAMIS			
167	Prepaid Revolving Voucher	Assigned by FAMIS			
169	Prepaid Cash Voucher	User Defined			
17x – Prepaid Credit Memo (Screen 116) (Invoicing Screen 340 and 345)					
170-174	Prepaid Credit Memo with reconciliation	User Defined			
176	Prepaid Credit Memo with NO reconciliation	User Defined			
	(no offset to the bank)				
175	NOT USED	User Defined			
177-179	Prepaid vouchers with reconciliation	User Defined			

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# Glossary

# A

#### ABR

See Automatic Budget Reallocation.

#### **ABR Pool Table**

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

#### Account

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

## **Account Control**

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

#### Account ID

A 6-digit number identification number for an account.

#### **Account Number**

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

#### **Accounts Payable**

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

## **Action/Context Line**

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

## Alias

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

## ΑP

See Accounts Payable.

#### **Attributes**

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

## **Automatic Budget Reallocation (ABR)**

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

## Bank Transfer

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

## Batch/Session

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

#### **Batch Interface**

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

#### BBA

See Budget Balance Available.

#### Budget

A plan of revenue and expenditures for an accounting period expressed in monetary terms.

## **Budget Balance Available (BBA)**

That portion of budget funds that is unspent and unencumbered.

#### **Budget Pool**

A budget summarized at significant levels of revenue or expense. A single pool of money defines for use by specific object codes.

## C

#### Cash

Coins, currency, checks, and anything else a bank will accept for immediate deposit.

#### **Cash Disbursement**

A non-vouchered payment for goods received, services rendered, reduction of debt or purchase of other assets.

## **Cash Receipt**

Cash received from cash sales, collections on accounts receivable and sale of other assets.

#### **Chart of Accounts**

A listing, at the 6-digit level, of all account numbers within the Financial Accounting System.

## **Check Override**

The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

## Claim-On-Cash

The share of ownership that an account has in the institution's Moines.

## **Clearing Account**

A temporary summary account (such as a payroll account) which is periodically set to zero.

## COA

See Chart of Accounts.

## **Compound Journal Entry**

A two-sided transaction that posts debits and credits.

#### Context

The information that identifies the record being displayed or to be displayed by the system.

#### **Credit Memo**

The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

#### Cycle

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

## D

#### Data

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

#### **Database**

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

#### **Data Control**

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

#### **Data Element HELP**

An online feature which assists the user by providing immediate information about any particular field on a screen.

#### **Data Entry**

A means for adding information into the system.

#### Default

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

#### **Delete Flag**

A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

## **Diagnostic Message HELP**

An on-line feature which assists the user with data entry by providing an explanation of a message and the appropriate action to take.

#### **Diagnostics**

The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

#### Digit 3 of TC

The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

#### **Discount Account**

The account credited for discounts taken by the system when a check is written.

## **Discount Table**

A table containing user-defined values representing discount terms for vendors.

#### **Dollar Data**

A record of the dollar amount and the type of financial transactions posted to an account.

## **Dollar Limit**

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

#### **Drop Flag**

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

## Encumbrance

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

#### **Endowment**

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

#### **Endowment Income**

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

#### Entry Code

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

## F FA

See Financial Accounting.

#### FΑ

See Financial Accounting.

#### Feed

Transactions from other systems that are transferred to the Financial Records System.

#### Fiold

That part of a database in which one unique piece of information is stored; OR an area on a screen that allows data entry.

#### File

A storage area established within a computer system or data base for the purpose of organizing similar kinds of data.

## Financial Accounting (FA)

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

## Financial Records System (FRS)

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

#### **Financial Transaction**

An entry made to the system to record information.

#### Flag

A data element used to set controls or conditions on a process or program.

## Freeze Flag

A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

#### FRS

See Financial Records System.

## Fund

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

#### **Fund Balance**

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

#### Fund Group

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

## **Fund Group ID**

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

#### **Fund Transfer**

A movement of dollars from one fund balance to another.

## G General Ledger (GL)

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

#### GL

See General Ledger.

## **GL/SL Relationships**

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

#### Global Subcode Edit (GSE)

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

## **GSE**

See Global Subcode Edit.

## H Header

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

## Indirect Updating

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

## **Inquiry Screen**

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

## Interface

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

## **Interfund Borrowing**

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

## JCL

See Job Control Language.

## **Job Control Language**

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

#### Journal Entry

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

## Ledger

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

## **Liability Account**

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

## Map Code

A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

#### **Memo Bank Account**

An account that represents the balances of deposits for operating accounts.

#### Meni

A screen containing a list of available processes, screens or other menus.

## Name Rotation

A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports.

## Object Code

A four-digit number identifying specific items of revenue/expense or attribute records.

## Parameter

A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing or output requirements.

## Regular Order

A type or purchase order that denotes a typical order.

## Remit-To Address

The address to which the check for goods and/or services rendered will be sent.

#### Requisition

A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

### **Retention Months**

A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

## S 6-Digit Account

For GL: An entity which consists of a self-balancing accounts.

For SL: An entity of revenues and/or expenses.

#### Screen HELP

An online feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

#### **Secondary Vendor**

The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

#### Session

A control mechanism to track real-time posting of a group of financial transactions is order to provide an audit trail.

#### SL

See Subsidiary Ledger.

#### **Split Encumbrance**

An encumbrance which applies to several accounts.

#### **Standing Order**

A type of purchase order used for reoccurring services like those provided by the telephone and electric companies.

#### Subcode

Four digits appended to the account ID to identify attributes and dollar records within an account.

## **Subsidiary Ledger**

Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

## **Suspense Account**

A GL clearing account reflecting real dollar activity directed to the Suspense File.

## T 1099 Vendor

A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

## 1099 Voucher

A voucher that must be reported to the IRS on Form 1099.

## 10-Digit Account

The six-digit account ID combined with the four-digit subcode, i.e. an account control or object code.

#### Tax Code

A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

#### Tax ID

A Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

#### **Taxes**

An additional charge on the acquisition of goods which is imposed by the taxing authority and should be paid with the invoice.

## **Temporary Vendor**

A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

## **Transaction Code**

A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

## U

## **Update Screen**

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



## **Valid Value**

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

## Vendor

A provider of goods and/or services.

## **Vendor Addresses**

See Order-From Addresses and Remit-To Addresses.

## **Vendor File**

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

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