

Accounts Receivable User Manual

Version 2.6
March 2014

FAMIS Services
The Texas A&M University System

Introduction

The purpose of this manual is to assist with accessing and utilizing information in the Accounts Receivable section of Financial Accounting Management Information System (FAMIS). FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Other applications include Financial Accounting, Accounts Payable, Fixed Assets, Purchasing, and Sponsored Research. Manuals for these applications are either currently available or in the process of being developed.

For your convenience, all associated screens and processing information are included in this manual, along with field descriptions. The required fields are designated by a diamond symbol (◆). Data entry information (**Help**) can be accessed on some screen fields with the use of the **PF2** key or by typing an asterisk (*) or question mark (?) in the field.

By utilizing the information and guidelines contained in this manual, a user should be able to access Accounts Receivable information as well as create and modify invoices and customers.

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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Accounts Receivable Menus

Menu M61 – Accounts Receivable Menu

```
M61 Accounts Receivable Menu                                11/04/13 10:03
                                                            FY 2014 CC 02
Screen:  ___ Customer:  _____ Invoice:  _____

*----- Update -----*                                *----- Inquiry -----*
603 Customer Add/Modify                                  602 Customer Name Search
604 Customer Comments                                    605 Customer System Information
607 Customer Alias Maintenance                          632 Invoices by Customer
608 Customer Number Modify                              633 Invoices by Billing Dept.
610 Invoice Create                                       634 Invoice Line Items by Acct
611 Additional Line Item Entry                          635 Invoice Display
612 Line Item Adjust                                     636 Invoice Line Item Display
615 Post Line Item Payments                             637 Invoices by Invoice Number
616 Search Invoices & Post Payments                    638 Invoices by SPR Project
617 Retention/Disallowance Maint                       *---- Batch Information ----*
620 Invoice Header Modify                                624 Processed Batches
621 Transfer Invoice to New Customer                    627 Transactions by Batch
640 Credit Invoice                                       630 Batch Open
641 Credit Invoice Line Item
643 Customer Flag Maintenance                          M62 A/R System Controls

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                                    11/04/13 10:03
                                                            FY 2014 CC 02
Screen:  ___ Customer:  _____ Invoice:  _____

*----- System Controls -----*

680 AR Control Record
681 Invoice Prefix Create
682 Invoice Prefixes - Last Number Used
683 Past Due Letter Text Maintenance

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

Accounts Receivable Basic Concepts

Customer Search

If the customer number is not known, typing an asterisk (*) in the **Customer** field and pressing <ENTER> will access a pop-up window with a complete list of valid customers and their identification numbers. You may search for the customer name by entering an "N" in the **Type** field or for customer identification number by entering an "I" in the **Type** field. Type an "X" next to the desired customer, and press <ENTER> to select the customer and return to the previous screen. Press **PF4** if you wish to exit without making a selection.

Customer Accounts Receivable Number

The Customer Accounts Receivable number is copied from Screen 340 (Invoice Header Create) to Screen 345 (Invoice Pending Voucher Create/Modify) each time if the customer number is there when the information is first added to Screen 345. If the customer number is added to Screen 340 after Screen 345 has been created, the program does not go back and re-pull information for Screen 340.

After you have created Screen 345, if you need to make changes to Screen 340, such as adding the customer AR number, you will need to update the information on Screen 345 as well. You may use **PF7** on Screen 345 to rebuild the voucher to capture the updates. Check to make sure all the expected updates have been brought forward from the invoice to the voucher.

Unless you have FAMIS element security, you may not be able to see this on Screen 345. If you need to see this number, talk to your security administrator about getting the element security set.

FAMIS pulls the Customer Accounts Receivable number from Screen 345 for the ACH payments.

Batch Feeds

Batch feed layouts are available from famishelp@tamus.edu. There is an option in the IBDU010 processing program to apply an amount of an invoice payment to all line items on the invoice until the amount is exhausted. To use this option:

- The 631 transaction must have TWO ZEROES in the item number. The program intercepts the transaction and creates a new 631 transaction for each line item on the invoice until the total amount is exhausted. If there is anything remaining after the amount has been applied to all line items, a credit item (new 632 transaction) will be created and posted by IBDU010, the Accounts Receivable processing program.
- All other transactions, including any 631 transaction with a non-zero line item, will not be affected and will be passed as is to IBDU010.
- You must contact **FAMISHHELP** to have the new step included in your job stream.

SPR Billing

With the proper information, FAMIS creates sponsor bills to be mailed to the sponsor for payment. Also, by option, programs are run to create an Accounts Receivable invoice and post the appropriate entries to FRS. The SPR billing programs are run at the end of the month with the regular month-end jobs. Use Screen 116 in the SPR module to enter and/or maintain billing information.

Project bills cannot be produced to the "child" level.

Three types of billings are accommodated on this screen:

1. Manual billing – not FAMIS produced (Bill Type = O)
2. Cost reimbursable bills that are based on actual expenses (Bill Type = R)
3. Regular installment amounts (Bill Type = I)

Note that "non-regular" installment amounts can be entered using Screen 117. This screen allows entry when the fields on Screen 116 are as follows:

Bill Mode = A or M (automatic or manual)
Bill Type = I (installment)
Freq = H (according to sponsor schedule)

The combination of Bill Mode, Bill Type, and Frequency is very important in defining how and when your bills will be produced. Look carefully at the valid values available to you. For example, the following:

- Bill Mode "R" produces an invoice report only with no posting in FAMIS
- Bill Mode "A" produces an invoice and posts to FAMIS

SPR Screen 116 - Project Billing Information

```
116 Project Billing Information                                07/02/07 15:16
                                                            FY 2007 CC 02
Screen: ___ Project: 0000003237 TEA-SPECIAL POPULATION CAREER '98

Bill Mode: R Type: R Frequency: Q
      First Bill Date: 12/31/1997      Beg Date for Next Bill Cycle: 04/01/1999
      Final Installment Date: _____ Estimated Next Bill Date: 09/30/2007
      Regular Installment Amt: _____ Last Date Billed: 03/31/1999
                                          Last Invoice Number: Z900216
                                          Last Bill Sequence: 0006

Letter of Credit Group: _____
Project Summary: Y      Print Outstanding Inv Summ: Y      Certification: Y

Retention Percent: _____      Limit: _____
Retention Balance: _____      Retained from Billing: _____
----- Information Only Fields -----
Comment: _____
Form Number: _____      Number Copies: ___      Cost Share Report: _
Detail Expense: _      Manual Backup: _
Payroll Summary: _      Payroll Detail: _

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

Accounts Receivable Terms

This manual is designed for users familiar with basic accounting terms and concepts. Review the following definitions and concepts before beginning your accounts receivable transactions.

ADJUSTMENTS:	A modification of the accounts receivable line item amount. Example: D (debit) increase line item amount C (credit) reduce the line item amount
ALIAS:	An alias is a variation of a customer's name. Example: S. L. Jones for Sam L. Jones
CREDIT INVOICE:	Credit issued to a customer on an invoice.
CUSTOMER:	Those who purchase goods or services from the institution. Used to identify those who owe payment for goods or services received from the institution. They are normally identified in FAMIS by a 13-digit alpha/number combination. Example: D.L. Smith = SS56778106100
DISALLOWANCE:	Primarily used for invoices to sponsors for grant/contract expenditures. A disallowance is an amount the sponsor does not agree to pay. Recording a disallowance is a temporary measure used to document the amount of the charge that is in dispute. Eventually, the amount disallowed should be zeroed out and either A) the invoice amount will be adjusted downward, or B) the sponsor agrees to pay the charge.
INVOICE:	The record of the bill that is sent to the customer itemizing the goods or services received. Helps track the Goods and Services sold and the amount of required payment.
INVOICE HEADER:	Data pertaining to a particular invoice. Helps with identifying the billing information about the purchase of goods or services. Example: Due Date, Customer Purchase Order Number
INVOICE PAYMENT:	Payment made to an institution based on an invoice.
INVOICE PREFIX:	The beginning character of the 7 character/digit invoice number. Invoice prefixes are created on Screen 681 , and a list of valid prefixes is shown on Screen 682 . Example: 0 = All general invoices C = CSC P = Physical Plant T = Centrex/Telecom S = Stores B = Transportation/etc. L = Large Animal Q = From IDT/AB form

Accounts Receivable Terms (cont'd)

SPR Billing Related:

Example: R = Reg SPR Invoices
Z = SPR Invoices that DO NOT Create a
Receivable

INVOICE TYPE: A code used to group invoices by category.

Example: DP = Department
IN = Insurance
SP = Sponsored Research

LINE ITEM: An invoice line detailing the goods or services associated with a dollar amount.

Example: **Group HMO Insurance 011102 \$250.00**

PAST DUE LETTER: A letter sent to the customer indicating that the payment owed is overdue. Used to help remind the customer that payment is due.

RETENTION Retention is similar in process to a disallowance. What distinguishes it is the reason the charge is not being paid. With retention the sponsor is not paying a portion of the invoice until the end of the grant/contract. At that time, retention is zeroed out and all of the invoice balance becomes due.

SESSION/BATCH: The **Batch/Session Reference** is a 6-character field used to group sessions of like transactions. They help to provide an online audit trail for reconciliation purposes. The first three digits are typically used to identify the type of transactions entered during the session. See the Appendix for a complete list of FAMIS Batch/Session header codes.

Example:
A batch/session reference value of **ARP001** would indicate **Accounts Receivable Payment** transactions were entered during the session.

SYSTEM CONTROLS: A collection of fields that determine how accounts receivable transactions are posted in FAMIS. To view these controls, use the screens listed on menu M62.

Section II

Batch Screens

Open or Close a Session/Batch

Each FAMIS batch must have a unique header that is composed of a batch reference and batch date (six alpha-numeric characters in the format of AAANNN or AAAANN). When the session is opened for the first time, FAMIS creates a batch record, which has this reference number and date. All transactions processed within a session contain the session reference number and the session date.

As transactions are processed, FAMIS accumulates the number of transactions processed and the cumulative total (absolute or "hash" total) of all dollars processed in the session. Later, when the session is closed, the calculated total will be compared with the system total.

Screen 630 – Accounts Receivable Batch Initialize

630 AR Batch Initialize		06/15/10 15:39	
		FY 2010 CC 02	
Screen: ____			
Session Reference: _____		Session Date: 06/15/10__	
Session Status: _		Acct Feed: Y	
Bank: _____			
Description: _____			
User ID Override: N			
Batch Balancing Information			
Transactions		Amount	
Expected Totals: _____	_____	Receipts:	0.00
Processed Totals: 0	0.00	Disburse:	0.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			

Basic Steps

- Before a session is opened, calculate the number of expected transactions and the total dollar amount to be processed during the session.
- Advance to Screen 630.
- Enter the session reference number and the session date.
- Type "O" in the **Session Status** field to open a session.
- Enter the bank number to be used for processing the transactions in this batch, and include information in the other fields available if needed.
- Enter the expected number of transactions and the total as calculated prior to opening the session/batch. Press <ENTER> to record the information and to open the batch for processing.
- When you are finished with the batch, type "C" in the **Session Status** field to close the batch.

Batch/Session Process

Batch/Session Reference

The **Batch/Session Reference** is a 6 alpha-numeric character field (AAANNN or AAAANN) used to group sessions of like transactions. The first three digits typically identify the type of transactions entered during the session. For example, a batch/session reference value of **ARP001** would indicate **Accounts Receivable Payment** transactions were entered during the session. See the Appendix for a complete list of FAMIS Batch/Session header codes.

You may have multiple batches with the same batch reference if they have different batch dates. You may have multiple batches with the same batch date if they have different batch references.

Bank

After a bank has been entered on Screen 630, all transactions posted in this batch must be to this particular bank. **The bank may not be changed after the session has been opened.** If the wrong bank is identified on the Session Header, the Session must be closed and another session opened with the correct bank identified.

Accounting Feed

The Acct Feed: flag determines when newly created receivables will be posted to the account. This flag may be changed only when the batch is opened.

This is a **security control variable** that may only be changed by users with the proper FAMIS security.

Sample values for this flag are as follows:

Values	Meaning
D	Detail Accounting Feed
S	Summary Accounting Feed
Y	Feed Accounting
B	Feed Accounting in Batch
N	No Feed

Close a Session

Once the transactions are posted and the totals confirmed, the session may be closed. The batch record is updated with the totals at this time.

If you are unable to close the session (i.e. if you have been disconnected), all transactions will be processed regardless. However, the batch record will not be updated and the session will always show an “open” status.

Screen 630 – Accounts Receivable Batch Initialize (cont'd)

Reopen a Session

A session may be opened and closed as many times as is necessary throughout the day it is created. Each session record has a run date, which is the current CPU date. As long as the run date on the session and the CPU date agree, the session may be reopened.

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

Screen Information

- ◆ **Session Reference:** 6 characters/digits
Enter a session reference number (formatted AAANNN or AAAANN) to be used to group entry of like transactions.

- ◆ **Session Date:** 8 digits
Type the date of the session.

- ◆ **Session Status:** 1 character
Indicate the status of the session: open (O) or closed (C).

- ◆ **Acct Feed:** **PF2 Help** 1 character
Determines when the newly created receivables will be posted to the account. This flag may be changed only when the batch is open. For example:
D = FFX Detail Accounting Feed
S = FFX Summary Accounting Feed
Y = FRS Feed Accounting
B = FRS Feed Accounting in Batch
N = FRS FFX No Feed

This is a security control variable that may only be changed by users with the proper FAMIS security.

- ◆ **Bank:** 5 digits
Identify the bank to be used for the session. It will be used on all transactions in the batch and may not be changed once the session has been opened.

Description: 35 characters
Enter a general description of the types of transactions entered in a session.

- ◆ **User ID Override:** 1 character
Type "Y" to open and override a session established by a different user ID on the same day.

- Expected Totals:**
- ◆ **Transactions:** 5 digits
Enter the expected number of transactions to be completed in this session.

- ◆ **Amount:** 14 digits
Include Expected total dollar amount of transactions in this session.

- Receipts:** 15 digits
The total amount of receipts entered in this session.

Screen 630 – Accounts Receivable Batch Initialize (cont'd)

Processed Totals:

- ◆ **Transactions:** PF2 Help 5 digits
Displays the number of transactions processed in this session.

- ◆ **Amount:** PF2 Help 14 digits
Identifies the total dollar amount of transactions processed in this session.

- Disburse:** 15 digits
Shows the total amount of disbursements entered in this session.

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

List Accounts Receivable Batch/Sessions

Screen 624 shows all the Accounts Receivable batch sessions that have been processed, listing them in alphabetical order.

The **Batch Date** field has been added to allow you to position a specific batch reference at the top of the list without having to page through all the batches. For instance if you wanted to see all the batch headers for a student feed but weren't interested in batches before a certain date, enter the batch reference number and date in the fields provided. The program will display a list of batches, beginning with the next batch on or after the date entered.

Screen 624 – Accounts Receivable Session/Batch Header List

624 AR Session/Batch Header List - PROCESSED							06/15/10 15:58	
							FY 2010 CC 02	
Screen: ___		Batch Ref: _____		Batch Date: _____				
S	Batch	Batch	Description	Amount	Count	Bank	Run	S
e	Ref	Date				No	Date	t
-	ARDR23	09/30/09	DIRECT DEPOSIT			04060	10/01/09	C
-	ARDS25	11/20/09	DIRECT DEPOSIT			01606	11/20/09	O
-	ARDS49	12/21/09	DIRECT DEPOSIT			01665	12/21/09	C
-	ARDW01	11/12/09	AR PAYMENT	324.75	2	06000	11/12/09	C
-	ARDW01	01/15/10	AR PAYMENTS	115,793.97	250	01665	01/15/10	C
-	ARDW01	03/15/10	AR PAYMENTS	98,576.70	304	01665	03/15/10	C
-	ARDW02	11/18/09	AR PAYMENT	53,309.78	238	06000	11/18/09	C
-	ARDW02	12/07/09	AR PAYMENTS	324.75	2	06000	12/07/09	C
-	ARDW03	03/12/10	AR PAYMENTS	19,042.67	1	01606	03/12/10	C
-	ARDW04	12/07/09	AR PAYMENT	1,000.00	2	06000	12/07/09	C
-	ARDW05	12/07/09	AR PAYMENT	365.00	1	06000	12/07/09	C
-	ARDW05	05/20/10	AR PAYMENTS	107,789.76	308	01665	05/20/10	C
-	ARDW06	12/07/09	AR PAYMENT	300.00	1	06000	12/07/09	C

* Continued *

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

Hmenu Help EHelp

Basic Steps

- Press <ENTER> to scroll through the complete batch header listing. If the batch header reference number is known, enter it in the **Batch Ref** field to position it at the top of the list.
- Type an "X" in the **Se** (Select) field to select it and advance to Screen 627, where all transactions for the specified batch will be listed.

Batch Listing Process

Batch Reference

The **Batch Reference** is a 6-character field used to group sessions of like transactions. The first three characters typically identify the type of transactions entered during the session. For example, a batch reference value of **ARR001** would indicate **Accounts Receivable Payment** transactions were entered during this session.

If a batch reference number is not known, you can type the first letter of a batch reference in the **Batch Ref** field and press <ENTER>. This will advance the display to the batches that begin with the specified letter.

Screen 624 – Accounts Receivable Session/Batch Header List (cont'd)

Positioning the Listing

The screen listings may be positioned by entering a batch header code in the **Batch Ref** field. The batch reference entered will be displayed on the first information line of the listing. You may also enter a specific date in the **Batch Date** field to advance the display to a specific batch date.

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

Action Line

Batch Ref: 6 characters/digits
Enter a batch reference number to be displayed at the top of the list.

Batch Date: 8 digits
Type the date the batch session was entered.

Screen Information

Se: 1 character
Type an "X" to select a batch reference for display on Screen 627.

Batch Ref: 6 characters/digits
Shows the batch reference number used to group entry of like transactions.
For a complete list of FAMIS batch/session header codes, see the Appendix.

Batch Date: 6 digits
Identifies the date of the batch session.

Description: 20 characters
Displays the generic description of transactions entered during the session.

Amount: PF2 Help 15 digits
Shows the total dollar amount posted during the specified session.

Count: PF2 Help 5 digits
Indicates the number of separate transactions posted during the session.

Bank No: 5 digits
Identifies the bank number used in the batch/session transactions.

Run Date: 6 digits
Indicates the date session was processed (i.e. updated to the database).

St: 1 character
Displays the status of the batch: open (O) or closed (C).

Additional Functions

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

View Transactions by Batch

Screen 627 provides a listing of all transactions processed in a given batch. The first panel shows the 11-digit account number, and the second panel displays the full 15 digit account number.

Screen 627 – Transaction Inquiry by Batch (Panel 1)

627 Transaction Inquiry by Batch										06/15/10 16:34	
										FY 2010 CC 02	
Screen: ___ Batch Ref: ARD312 Date: 11/06/2009 Indirect Also: N Ref: 2											
										Dir/ Bank Option: N	
Account	TC	Ref 2	Date	Description	Ind	Amount	I	Offset	Acct		
001017	1610	062	R012809	11/06	NATIONAL ARCHIVE	D	664.59	042500	1300		
042500	1300	062	R012809	11/06	NATIONAL ARCHIVE	D	664.59-	001017	1610		
001017	1610	062	R012722	11/06	DEPARTMENT OF ST	D	34,673.12	042100	1300		
042100	1300	062	R012722	11/06	DEPARTMENT OF ST	D	34,673.12-	001017	1610		

* End Of Data *

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

Screen 627 – Transaction Inquiry by Batch (Panel 2)

627 Transaction Inquiry by Batch										06/15/10 16:35	
										FY 2010 CC 02	
Screen: ___ Batch Ref: ARD312 Date: 11/06/2009 Indirect Also: N Ref: 2											
										Bank Option: N	
Account	TC	Ref 2	Date	Description	Amount						
001017	00000	1610	062	R012809	11/06	NATIONAL ARCHIVES TRUST FU	664.59				
042500	00000	1300	062	R012809	11/06	NATIONAL ARCHIVES TRUST FU	664.59-				
001017	00000	1610	062	R012722	11/06	DEPARTMENT OF STATE HEALTH	34,673.12				
042100	00000	1300	062	R012722	11/06	DEPARTMENT OF STATE HEALTH	34,673.12-				

* End Of Data *

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

Basic Steps

- Enter a batch reference number and date in the fields provided.
- Set the **Indirect Also**, **Ref**, and **Bank Option** fields as desired.
- Press <ENTER> for a listing of the batch transactions.

Batch Inquiry Process

Indirect Also Flag

The Indirect Also flag requires a value of "Y" (yes) or "N" (no) to indicate whether the indirect transactions should be included in the display.

Reference Numbers

The **Ref** field provides the user with information on references pertaining to particular transactions. Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes, as determined by each system part.

Sample values of possible reference numbers are as follows:

<u>Field</u>	<u>Reference Value</u>
Ref 1	Purchase Order Number, Budget Number
Ref 2	Voucher Number, Bill/Receipt Number, A/R Invoice Number
Ref 3	AP Check Number, Teller ID Number
Ref 4	Departmental Voucher Number, A/R Payment Check Number

To see a specific reference value displayed with the transaction information, enter its number in the **Ref** field and press <ENTER>.

See the Appendix for a list of FAMIS Reference values and associated transactions.

Bank Option Flag

The **Bank Option** flag requires a value of "Y" (yes) or "N" to indicate whether or not the **Bank** field should be displayed with the transaction information. If the **Bank Option** is left off ("N"), the offsetting account for the transaction will be listed instead.

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

Action Line

- ◆ **Batch Ref:** 6 characters/digits
Enter the desired batch reference number to be displayed.
- ◆ **Date:** 8 digits
Include date the batch was entered.
- ◆ **Indirect Also:** 1 character
Type "Y" to display indirect transactions generated in a session.
- ◆ **Ref:** 1 digit
Designate which user defined reference code is to be displayed with the transaction information. **The default value is Reference 2.**

Screen 627 – Transaction Inquiry by Batch (cont'd)

- ◆ **Bank Option:** 1 character
Type "Y" to include the bank number with the transaction information. Default value is "N." If "N," the Offset Account number will be displayed.

Screen Information

- Account:** 10 digits
Shows the Subsidiary Ledger Account and object code initiating the transaction.
(Note: The full 15-digit account number is displayed on Panel 2.)
- TC:** 3 digits
Displays the transaction code for the type of transaction processed. See the Appendix for a complete list of transaction codes.
- Ref:** 7 characters/digits
Identifies the reference number, providing details about specified transactions. This is the same reference number entered on the Action Line.
- Date:** 4 digits
Indicates the date the batch was entered.
- Description:** 16 characters
Shows a brief description of the transaction.
- Dir/Ind:** 1 character
Indicates whether transaction was posted directly (D) or indirectly (I).
- Amount:** 15 digits
Shows the dollar amount of the line item transaction.
- I:** 1 character/digit
Identifies the credit, debit, or encumbrance liquidation indicator.

When Bank Option is "N" (off) – Default:

- Offset Acct:** 10 digits
Indicates the offsetting account (Subsidiary Ledger + Object Code) for direct double-sided transactions.

When Bank Option is "Y" (on):

- Bank:** 5 digits
Identifies the bank to which the transaction was posted.

Additional Functions

- PF KEYS** See Appendix for explanation of standard PF keys.
- PF6** **View**
View View detail of transaction record.
- PF9** **Download**
Dload Press to download the data through Entire Connection.

Section III

Invoice Create/Modify Screens

Create an Invoice

Create new invoices by using [Screen 610](#). Since invoices are not currently printed in FAMIS, [Screen 610](#) is only used to record the accounting associated with an invoice. More than one account and line item may be entered.

The information entered on this screen is displayed on [Screen 635](#).

The *Due Date* field is used to determine when to age an invoice for the aging reports such as IBAR053.

Screen 610 – Invoice Create

```
610 Invoice Create                                04/07/09 08:22
                                                FY 2009 CC 01
Screen: ___ Customer:                          Invoice: _____
* ----- Invoice Information ----- * * -- Override Bill to Information -- *
Billing Dept: FAPC_                            Name: _____
Invoice Type: DP                               Address: _____
Due Date: 04/04/2009                           _____
Bill Period Begin: 03/05/2009                  City: _____ State: ___
Bill Period End: _____                    Zip: _____ Country: ___
Customer PO: _____                        Phone: _____ Ext: ___
Customer Acct: _____
Customer Proj: _____
Work Order: _____
SPR Project: _____
Sponsors Bill Seq: _____
Suppress Past Due: _

Transactions:      0 Amount:      0.00 Batch: JAC001 Date: 04/07/2009
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp                               617 Warns
```

Basic Steps

- Open a batch session on [Screen 630](#).
- Advance to [Screen 610](#).
- Type in the customer name/number and invoice number in the fields provided and press <ENTER>.
- Enter a billing department and invoice type.
- Enter additional data in the available fields, as desired, and press <ENTER> to record.
Do not press <ENTER> until you have entered all invoice header information.
- Enter data in the line item entry pop-up window and press <ENTER> to create the invoice. **You can create up to 99 line items.** If there are no errors, the invoice number will appear in the top left hand corner of the screen.

Invoice Creation Process

Automatic Invoice Creation

If desired, FAMIS can automatically assign the 7-character invoice number. This is accomplished by entering a zero (0) or one of the invoice prefixes listed below in the **Invoice** field. A list of valid prefixes may be seen using [Screen 682](#). The assigned invoice number will be displayed in the message line after all invoice information has been successfully entered.

Screen 610 – Invoice Create (cont'd)

Invoice Creation

The invoice number is seven characters in length. The number can be assigned and entered by the person entering the invoice.

Examples of the first character in the invoice (the invoice prefix), as set on [Screen 681](#):

<u>Value</u>	<u>Meaning</u>	<u>Value</u>	<u>Meaning</u>
O	All general invoices	S	Stores
C	CSC	B	Transportation/etc.
P	Physical Plant	L	Large Animal
T	Centrex/Telecom	Q	From IDT/AB form
----- SPR BILLING RELATED -----			
R	Reg SPR Invoices		
Z	SPR Invoices that DO NOT Create a Receivable		

The invoice prefixes are created on [Screen 681](#) by FAMIS Services.
You can decide the prefixes to use, except for **R** and **Z** (reserved for SPR billings).

Billing Department Information

The billing department is the department that originates the invoice. It is entered on [Screen 610](#) and may be modified on [Screen 620](#). This department must be a valid value on the Department Table. Contact your Fiscal or Business office to add any new departments to the table.

Typing a question mark (?) in the **Billing Dept** field and pressing <ENTER> will access a pop-up window with a complete listing of valid departments and their abbreviations. Type an "X" next to the desired department and press <ENTER> to select the department and return to [Screen 610](#). Press F4 if you wish to return to [Screen 610](#) without selecting a billing department.

Invoice Types

The invoice type is used to group invoices by category. Typing a question mark (?) in the **Invoice Type** field and pressing <ENTER> will access a pop-up window with a complete listing of valid invoice types. Type an "X" next to the desired type and press <ENTER> to select an invoice type and return to [Screen 610](#). Press F4 if you wish to return to [Screen 610](#) without selecting an invoice type.

The valid values are maintained by FAMIS Services.

Sample invoice types include the following:

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

Screen 610 – Invoice Create (cont'd)

Line Item Entry

After successfully entering the invoice header information, the Line Item Entry pop-up window will appear as shown below. Invoice items from both state and local accounts may be entered for the same customer. At least one line item must be entered before an invoice number can be assigned.

The **Ref** field in the Line Item Entry pop-up window refers to reference number four (4).

Screen 610 - Invoice Create - Pop Up Window

```

* ----- Line Item Entry ----- *
      Account      Sale Date   Ref      Amount
Ln: 1  273001 00000 0594   03/05/09  _____  150000.00
Desc:  HSC/ROUND ROCK
      Cost Ref 1: _____ 2: _____ 3: _____
Ln: 2  _____
Desc:  _____
      Cost Ref 1: _____ 2: _____ 3: _____
Ln: 3  _____
Desc:  _____
      Cost Ref1: _____ 2: _____ 3: _____
      More Lines (Y/N)  _
PF7-Backward PF8-Forward PF12-Cancel Total: _____
  
```

Accounting Entries

When an invoice is created, a journal entry is produced which credits the Subsidiary Ledger (SL) and debits the General Ledger (GL) Account control 1300 - Receivables. In addition to these direct transactions, four indirect transactions are processed with the creation of an invoice using Screen 610: a credit to the GL account Fund Balance, a credit to the GL expense/revenue summary, a credit to the GL claim on cash, and a debit to the GL claim on cash. These transactions may be viewed using Screen 627 (Transaction Inquiry by Batch).

	Direct Transactions	Indirect Transactions
Credit	SL Revenue Object Code	GL Expense/Revenue Summary Account Control
Credit		GL Fund Balance Account Control
Credit		GL Account Control 1100 - Claim on Cash
Credit	GL Account Control 1300	GL Account Control 1100 - Claim on Cash

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

Action Line

- ◆ **Customer:** **Help** 13 characters/digits
Enter the FAMIS customer identification number.
- ◆ **Invoice:** 7 character/digits
Enter your own invoice number or allow FAMIS to assign one.

Screen 610 – Invoice Create (cont'd)

Screen Information

Invoice Information:

- ◆ **Billing Dept:** ? Help 5 characters
Identify the department that originated the invoice.

- ◆ **Invoice Type:** ? Help 2 characters
Include the type of invoice.

- Due Date:** 8 digits
Enter date the invoice should be paid. **If left blank, it will be calculated from sale date (on pop-up). The sale date is the current date, unless overridden.**

- Bill Period Begin:** 8 digits
Include the date the billing period begins.

- Bill Period End:** 8 digits
Identify the date the billing period ends.

- Customer PO:** PF2 Help 10 characters/digits
Include the customer purchase order number, if customer has given one.

- Customer Acct:** 20 digits
Enter the account number on the customer's books if the customer provides it.

- Customer Proj:** 10 digits
Include the project number assigned by customer, if customer assigns one.

- Work Order:** 10 digits
Identify the number used by physical plant to identify work orders.

- SPR Project:** 10 digits
Include the Sponsored Research Project number associated with sponsored billing.

- Sponsors Bill Seq:** PF2 Help 4 digits
If coming from Sponsored Research project, this is the number of times the project has been billed.





- Suppress Past Due:** PF2 Help 1 character
Enter "Y" if past due notices should be suppressed.

The following section deals with customer information. If the address information is different from the customer information, it should be entered here.

Override Bill to Information - (Informational only):

- Name:** 30 characters
Enter the customer's name to send bill to if different from customer making payment.

Screen 610 – Invoice Create (cont'd)

Address:	90 characters/digits Include the customer's billing address if different from original.
City:	20 characters Enter the city of the customer's billing address if different from original.
State:	 2 characters Identify the state of customer's billing address if different from original.
Zip:	9 digits Enter the Zip code of customer's billing address if different from original.
Country:	 3 characters Include the country of customer's billing address if different from original.
Phone:	10 digits Enter the customer's telephone number if different from original.
Ext:	4 digits Type the customer's telephone extension if different from original.
 Transactions:	5 digits Expected number of transactions to be completed in this session.
 Amount:	14 digits Shows the expected total dollar amount of transactions in this session.
Batch:	6 characters/digits Identifies the current batch reference number.
Date:	8 digits Indicates the date on which the batch was entered.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF keys.
PF9 617	Retention/Disallowance Maintenance Used to enter retention or disallowances for an invoice on Screen 617 .
PF12 Warns	Warnings Displays nonfatal warning messages.

Create Invoice Line Items

Additional line items may be entered on [Screen 611](#) **after an invoice has already been created**. An invoice line item number will be assigned when FAMIS accepts the new information. A message indicating acceptance and line number assignment will be shown above the Action Line.

Screen 611 – Line Item Create

611 Line Item Create		06/16/10 08:56
CITY FAIR HIGH SCHOOL		FY 2010 CC AM
Screen: ___	Customer: 2vvvvvvvvvvv0	Invoice: 0000100
Account: 333001 00000 4050		
Ref: _____		
Sale Date: _____		
Amount: 44.99 _____		
Description: SECOND LINE ITEM FOR THIS INVOICE__		
Cost Ref 1: _____ 2: _____ 3: _____		
Transactions: Amount: Batch: JAC001 Date: 06/16/2010		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---		PF12---
Hmenu Help EHelp		Warns

Basic Steps

- Open a batch session on [Screen 630](#).
- Advance to [Screen 611](#).
- Type the customer and invoice numbers in the fields provided and press <ENTER>.
- Enter the account number, the amount of the line item, and its description.
- Enter additional data in the available fields, as desired, and press <ENTER> to record the invoice line item.
- If there are no errors, the line item number assigned will appear in the top left-hand corner of the screen.

Line Item Creation Process

Accounting Entries

When an invoice is created, a journal entry is produced which credits the Subsidiary Ledger (SL) and debits the General Ledger (GL) Account control 1300 - Receivables. In addition to these direct transactions, four indirect transactions are processed with the creation of an invoice using [Screen 610](#): a credit to the GL account Fund Balance, a credit to the GL expense/revenue summary, a credit to the GL claim on cash, and a debit to the GL claim on cash. These transactions may be viewed using [Screen 627](#) (Transaction Inquiry by Batch).

Screen 611 –Line Item Create (cont'd)

	Direct Transactions	Indirect Transactions
Credit	SL Revenue Object Code	GL Expense/Revenue Summary Account Control
Credit		GL Fund Balance Account Control
Credit		GL Account Control 1100 - Claim on Cash
Credit	GL Account Control 1300	GL Account Control 1100 - Claim on Cash

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

Action Line

- ◆ **Customer:** * Help 13 characters/digits
Enter the FAMIS customer identification number.
- ◆ **Invoice:** 7 character/digits
Include the original invoice number assigned by FAMIS.

Screen Information

- ◆ **Account:** 15 digits
Enter the account number (Subsidiary Ledger + Support Account + Object Code) used for payment (receiving revenue).
- Ref:** PF2 Help 7 digits
Include the Accounts Receivable invoice number to be used as a reference. **For payment transactions, this field is the check number with which the invoice was paid.**
- Sale Date:** 8 digits
Enter the date the items were sold to the customer. It will be the current date (date of entry) unless the date is typed in as a different date.
- ◆ **Amount:** 12 digits
Include the amount requested for payment.
- ◆ **Description:** 2 lines (35 characters each)
Enter a description of invoiced items.
- Cost Ref 1, 2, 3:** 7 characters/digits
Include user defined reference numbers, if desired.
- ◆ **Transactions:** 5 digits
Shows the expected number of transactions to be completed in this session.
- ◆ **Amount:** 14 digits
Display the expected total dollar amount of transactions in this session.
- Batch:** 6 characters/digits
Identifies the current batch reference number.

Screen 611 –Line Item Create (cont'd)

Date: 8 digits
Indicates the date on which the batch was entered.

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

PF12 **Warnings**
Warns Displays nonfatal warning messages.

Adjust Invoice Line Items

To increase or decrease previously entered invoice amounts, use [Screen 612](#). The amount necessary to increase/decrease the line item is entered in the **Amount** field and, depending on the value in the **D/C** field, FAMIS adjusts the original amount accordingly.

Screen 612 - Line Item Adjust

```
612 Line Item Adjust                                07/02/07 15:43
                                                    FY 2007 CC AM
Screen: ____ Invoice: 0000342 Line: 02
Date: 07/02/2007                               Transaction Type: C (Charge)
Ref: CFHS001
Amount: 3.50
Description: INCORRECT AMOUNT ENTERED
D/C: C      D - Increase Line Amount
           C - Reduce Line Amount
-----
Current Line Item Status
-----
Customer: 2vvvvvvvvvvvv2
Acct Number: 333001 00000 4050
Description: SECOND LINE ITEM FOR THIS INVOICE
Cost Ref 1:      2:      3:
Posted Date: 07/02/2007      Amount:      44.99
Sale Date: 07/02/2007      Paid Amount:      0.00
Transactions:      0 Amount:      0.00 Batch: KLP001 Date: 03/23/2002
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                               Warns
```

Basic Steps

- Open a batch session on [Screen 630](#).
- Advance to [Screen 612](#).
- Type the invoice number and line item number in the fields provided and press <Enter>.
- Make changes to the available fields, and press <ENTER> to record the information.
- If there are no errors, the message “Accepted - Please enter new transaction.” will appear in the message line.

Line Item Adjust Process

Correct an Invoice

When an invoice has been entered incorrectly, [Screen 612](#) may be used to alter the charge and make a **Charge Credit**.

- To delete a line item, enter the amount of the original line item in the **Amount** field and a "C" in the **D/C** (Debit/Credit) field. The line item will be deleted from the invoice.
View transactions used in creating/deleting an invoice line item on [Screen 636](#).
- To increase or reduce a line item, enter the amount to adjust in the **Amount** field. Enter the reason for the adjustment in the **Description** field. A Debit (**D**) or Credit (**C**) must be entered in the **D/C** (Debit/Credit) field in order to process the line item adjustment.

**** Do not post a payment to reverse a charge. ****

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

Action Line

- ◆ **Invoice:** 7 character/digits
Enter the desired invoice number to be adjusted.
- ◆ **Line:** 2 digits
Include the number of the line item to be modified.

Screen Information

- Date:** 8 digits
Defaults to current date; modify as necessary.
- Transaction Type:** 1 character
The transaction type for this screen defaults to C (Charge).
- Ref:** PF2 Help 7 characters/digits
Indicate reference number: Accounts Receivable invoice number if the transaction is a charge or the check number if it is a payment.
- ◆ **Amount:** 14 digits
Enter amount needed to increase/decrease line item to the correct amount.
- ◆ **Description:** 35 characters
Provide a description of the reason for the adjustment.
- ◆ **D/C:** 1 character
Indicate whether the figure in the **Amount** field should be deducted (C) or added (D) to original line item amount.

Current Line Item Status:

- Customer:** 13 characters/digits
Identifies the customer for the invoice.
- Acct Number:** 15 digits
Shows the account number (Subsidiary Ledger + Support Account + Object Code) for the line item transaction.
- Description:** 35 characters
Provides a brief description of the transaction or the reason for the adjustment.
- Cost Ref 1, 2, 3:** 7 characters/digits
Include user defined reference numbers.
- Posted Date:** 8 digits
Shows the date line item transaction posted.
- Amount:** 14 digits
Displays the dollar amount of the line item.

Screen 612 –Line Item Adjust (cont'd)

Sale Date:	8 digits Identifies the date the items were sold to the customer. The date defaults to the current date.
Paid Amount:	14 digits Shows the amount paid for the line item.
Transactions:	5 digits Displays the expected number of transactions to be completed in this session.
Amount:	14 digits Identifies the expected total dollar amount of transactions in this session.
Batch:	6 characters/digits Shows the current batch reference number.
Date:	8 digits Indicates the date on which the batch was entered.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF keys.
PF12 Warns	Warnings Displays nonfatal warning messages.

Modify Invoice Headers

The header is modified for a specific invoice by using [Screen 620](#). The fields are identical to [Screen 610](#).

Adjustments may be entered using this screen **only after an invoice has already been created**.

Screen 620 - Invoice Header Modify

```
620 Invoice Header Modify                                11/18/10 11:26
                                                       FY 2011 CC AM
Screen: ___ Invoice: G065641
Customer: 6xxxxxxxxxx0 ALL PETS VET HOSPITAL
* ----- Invoice Information ----- * * -- Override Bill to Information -- *

Billing Dept: BIOL_ Name: _____
Invoice Type: DP Address: _____
Due Date: 01/03/2008
Bill Period Begin: _____
Bill Period End: _____ City: _____ State: ___
Customer PO: _____ Zip: _____ Country: ___
Customer Acct: _____ Phone: _____ Ext: ___
Customer Proj: _____
Work Order: _____
SPR Project: _____
Sponsors Bill Seq: _____
Past Dues Sent: 0_
Suppress Past Due: _

Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 09/30/2010
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
```

Basic Steps

- Open a session on [Screen 630](#).
- Advance to [Screen 620](#), type an invoice number in the **Invoice** field, and press <ENTER>. The available invoice information will be displayed.
- Modify the fields as desired.
- Press <ENTER> to record the modifications and to continue.

Invoice Modification Process

Billing Department Information

The billing department is the department which originated the invoice. It is entered on [Screen 610](#) (Invoice Header Create) and may be modified on [Screen 620](#). This department must be a valid value on the Department table. Contact your Fiscal/Business office if you wish to add departments to the table.

Typing a question mark (?) in the **Billing Dept** field and pressing <ENTER> will access a pop-up window with a complete listing of valid departments and their abbreviations. Type an "X" next to the desired department and press <ENTER> to select the department and return to [Screen 620](#). Press **PF4** if you wish to return to [Screen 620](#) without selecting a billing department.

Screen 620 – Invoice Header Modify (cont'd)

Invoice Types

The invoice type is used to group invoices by category. Typing a question mark (?) in the **Invoice Type** field and pressing <ENTER> will access a pop-up window with a complete listing of valid invoice types. Type an "X" next to the desired type and press <ENTER> to select the invoice type and return to Screen 620. Press **PF4** to return to Screen 620 without selecting an invoice type. Sample invoice types include the following:

Value	Meaning
DP	Departmental
IN	Insurance
SP	Sponsored Research

Adjust Past Due Notices

The **Past Dues Sent** field is used to display the number of past due notices printed for the specified invoice. The numbers are generated automatically based on the invoice date. The numbers correspond to header information printed on the past due notice. However, if corrections need to be made, this number may be manually reset using Screen 620.

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

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

Action Line

- ◆ **Invoice:** 7 character/digits
Enter the desired invoice number to be modified.
- Customer:** 13 characters/digits
Shows the FAMIS customer identification number and name.

Screen Information

Invoice Information:

- ◆ **Billing Dept:** PF2 Help 4 characters
Identify the department, which originated the invoice.
- ◆ **Invoice Type:** ? Help 2 characters
Indicate the invoice type.
- Due Date:** 8 digits
Identify the date invoice should be paid. **If left blank, it will be calculated from sale date (on pop-up). The sale date is the current date unless overridden.**
- Bill Period Begin:** 8 digits
Include the date the billing period begins.

Screen 620 – Invoice Header Modify (cont'd)

Bill Period End:	8 digits Enter the date the billing period ends.
Customer PO:	PF2 Help 10 characters/digits Include the customer purchase order number, if customer has given one.
Customer Acct:	20 digits Enter the account number on the customer's books if the customer provides it.
Customer Proj:	10 digits Identify the project number assigned by customer, if customer assigns one.
Work Order:	10 digits Include the number used by physical plant to identify work orders.
SPR Project:	10 digits Identify the Sponsored Research Project number associated with sponsored billing.
Sponsors Bill Seq:	PF2 Help 4 digits If coming from an SPR project, this shows the number of times the project has been billed.
Past Dues Sent:	PF2 Help 2 digits Indicates number of past due notices sent for specified invoice. This field can range in value from 0 to 99. The numbers are automatically generated based on the invoice date, but can be modified as needed.
Suppress Past Due:	PF2 Help 1 character Type "Y" if past due messages should be suppressed.

The following section deals with customer information. If the address information is different from the customer information, it should be entered here.

Override Bill to Information - (Informational only):

Name:	30 characters Enter the customer's name to send bill to if different from customer making payment.
Address:	90 characters/digits Include the customer's billing address if different from original.
City:	20 characters Enter the city of the customer's billing address if different from original.
State:	? Help 2 characters Identify the state of customer's billing address if different from original.

Screen 620 – Invoice Header Modify (cont'd)

Zip:	9 digits Include the zip code of customer's billing address if different from original.
Country:	? Help 3 characters Enter the country of customer's billing address if different from original.
Phone:	10 digits Include the customer's telephone number if different from original.
Ext:	4 digits Identify the customer's telephone extension if different from original.
Transactions:	5 digits Displays the expected number of transactions to be completed in this session.
Amount:	14 digits Shows the expected total dollar amount of transactions in this session.
Batch:	6 characters/digits Identifies the current batch reference.
Date:	8 digits Indicates the date the batch was entered.

Additional Functions

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

Transfer Invoices to New Customers

This screen is typically used to correct errors caused by entering the wrong customer number on an invoice.

Screen 621 - Transfer Invoice to Another Customer

```
621 Transfer Invoice to another Customer                               11/18/10 11:36
                                                                    FY 2011 CC AM
Screen:  ___ Invoice: G065641
Customer: 6xxxxxxxxxxx0      Name: ALL PETS VET HOSPITAL

New
Customer: _____

* ----- Invoice Header Information ----- *

      Due Date: 01/03/2008   Cust PO:                               Work Order:
Bill Per. Beg:              Cust Proj:                            SPR Proj:
Bill Per. End:              Cust Acct:
Number of Lines: 1         Invoice Type: DP   Number of Times Billed:
      Total Amount:         125.00                               Fiscal Year: 2008
      Total Paid:           100.00                               Billing Dept: BIOL

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

Basic Steps

- Type an invoice number in the **Invoice** field and press <ENTER>.
- Current invoice data will appear in the bottom portion of the screen.
- Enter a customer number in the **New Customer** field and press <ENTER>.
- When the transfer has been completed, the message "*Record has been successfully modified*" will appear in the message line.

Invoice Transfer Process

After entering a valid invoice number, FAMIS will ask you to enter desired modifications. After the new customer number has been entered, the following confirmation pop-up window will appear. Enter "Y" and press <ENTER> to complete the transaction. The message "**Record has been successfully modified**" should appear.

```
+-----+
| Invoice G065641 will be transferred |
| From Customer SSxxxxxxxxxx0        |
| To Customer SSxxxxxxxxxx0          |
|                                     |
| Please enter 'Y' to confirm transfer. |
| Transfer? _ (Y/N)                   |
+-----+
```

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

Action Line

- ◆ **Invoice:** 7 character/digits
Enter the original invoice number to be modified.
- Customer:** 13 characters/digits
Shows the FAMIS customer identification number for the current invoice.
- Name:** 25 characters
Displays the customer's name.
- ◆ **New Customer:** 13 characters/digits
Enter the FAMIS customer identification number for the new customer.

Screen Information

Invoice Header Information:

- Due Date:** 8 digits
Shows the date invoice should be paid. If left blank, it will be calculated from sale date (on pop-up). The sale date is the current date, unless overridden.
- Cust PO:** 10 characters/digits
Displays customer purchase order number if customer has given one.
- Work Order:** 10 digits
Identifies the number used by physical plant to identify work orders.
- Bill Per. Beg:** 8 digits
Shows the date the billing period begins.
- Cust Proj:** 10 digits
Identifies the project number assigned by the customer.
- SPR Proj:** 10 digits
Displays the Sponsored Research project number associated with the invoice.
- Bill Per. End:** 8 digits
Identifies the date the billing period ends.
- Cust Acct:** 20 digits
Shows the account number on the customer's books if the customer provides it.
- Number of Lines:** 2 digits
Indicates the number of line items in the invoice.
- Invoice Type:** 2 characters
Shows type of invoice with a specific category.

Screen 621 – Transfer Invoice to Another Customer (cont'd)

Number of Times Billed:	2 digits Indicates number of times customer has been billed for the invoice.
Total Amount:	14 digits Shows the total dollar amount of the invoice.
Fiscal Year:	4 digits Identifies the fiscal year invoice was created.
Total Paid:	14 digits Displays the total dollar amount paid on the invoice.
Billing Dept:	PF2 Help 5 characters Includes the department originating bill for the invoice.

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

Section IV

Payment Screens

Post Line Item Payments

Use [Screen 615](#) for posting line item payments for a specific invoice.

This screen may also be used to back out payments that have been entered incorrectly.

Screen 615 - Post Line Item Payments

```
615 Post Line Item Payments                                07/02/07 15:55
                                                         FY 2007 CC AM
Screen: ___ Invoice: A122222 Line: 02
Date: 07/02/07__ Transaction Type: P (Payment)
Ref/Check Nbr: _____
Check Date: _____
Amount: _____
Description: PAYMENT ON INVOICE
D/C: C C - Pay line item
          D - Reverse Payment on line item
----- Current Line Item Status -----
Customer: SPVVVVVVVVV0 INSTITUTE OF ALCOHOL
Acct Nbr: 270140 00000 0714
Desc: TEST2
Net Due: 250.00
Posted Dt: 09/18/1999 Amt: 750.00 Retained: 0.00
Sale Dt: 09/18/1999 Paid Amt: 500.00 Disallow: 0.00
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 07/02/2007
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Warns
```

In order to properly back out a mistaken payment entry, you must make a **Payment Debit**. This is accomplished by setting the **D/C: flag to D** (debit).

Basic Steps

- Open an Accounts Receivable session on [Screen 630](#).
- Advance to [Screen 615](#). Type the invoice and line item number in the fields provided and press <Enter> to display information in the Current Line Item Status section.
- Enter data in fields available and press <ENTER> to record the information.
- If the Accounts Receivable Control Record ([Screen 680](#)) has been set to process payments as Journal Entries, you must open a session on [Screen 30](#).
- Advance to [Screen 12](#).
- Enter the receipt to the GL Clearing Account Control 1610 for the amount of the invoice payment.

Line Item Payment Process

There is a limit of 25 adjustments on a single invoice in Accounts Receivable. A warning message will be displayed at 23 lines: "F8449 Line item adjustments exceed system limit – contact programmer."

Back Out a Payment Entry

When a payment has been posted incorrectly, Screen 615 may be used to back out the payment.

- To remove a line item, enter the amount of the original line item in the **Amount** field and a "D" in the **D/C** (Debit/Credit) field. The payment will be deleted from the invoice. The transactions used in creating/deleting payments may be seen using Screen 636.

**** Do not post a charge to reverse an incorrectly posted payment. ****

Accounting for Payment

- A. When the AR Control Record has been set to process payments as *Journal Entries* (Screen 680), the direct receipt must be manually entered, using Screen 12, to the General Ledger (GL) Clearing Account Control 1610.

	Screen 615	Screen 12
Debit	*GL Clearing Account Control 1610	*GL Clearing Account Control 1100
Credit	*GL Account Control 1300	GL Clearing Account Control 1610

*** System processed transactions – no manual entry required.**

- B. When the AR Control Record has been set to process payments as Receipts on Screen 680, it is not necessary to enter the direct receipt to the GL Clearing Account using Screen 12. Instead, direct transactions to the GL Account Controls 1100 - Claim on Cash and 1300 - Accounts Receivable are processed by the system.

	Screen 615	Screen 12
Debit	*GL Account Control 1100	No Entries Required.
Credit	*GL Account Control 1300	No Entries Required.

*** System processed transactions – no manual entry required.**

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

Action Line

- ◆ **Invoice:** 7 character/digits
Enter the desired original invoice number assigned by FAMIS.
- ◆ **Line:** 2 digits
Type the Line item number to be modified.

Screen 615 – Post Line Item Payments (cont'd)

Screen Information

- Date:** 8 digits
Enter date the payment was processed. Defaults to current date if left blank.
- Transaction Type:** 1 character
Designate whether amount entered is a payment or a charge. The valid transaction type value for this screen is P (Payment).
- ◆ **Ref/Check Nbr:** **PF2 Help** 7 digits
Include the check or reference number identifying the payment.
- Check Date:** **PF2 Help** 8 digits
Identify the date check was processed.
- ◆ **Amount:** 14 digits
Include the amount of payment received or amount necessary to modify previously entered payment amount.
- ◆ **Description:** 35 characters
Provide a description of the transaction. The default is "Payment on Invoice."
- ◆ **D/C:** 1 character
Indicate whether amount entered should be deducted (C) or added (D) to original payment amount.

Current Line Item Status:

- ◆ **Customer:** 13 characters/digits
Displays the FAMIS customer identification number and name.
- Acct Nbr:** 15 digits
Identifies the account number (Subsidiary Ledger + Support Account + Object Code) for the line item transaction.
- Desc:** 35 characters
Shows a description of the invoice line item.
- Net Due:** 11 digits
Identifies the actual dollar amount due for the invoice.
- Posted Dt:** 8 digits
Includes the date transaction was posted in FAMIS.
- ◆ **Amt:** 14 digits
Shows the amount given in credit.
- Retained:** 14 digits
Displays the dollar amount retained by the sponsor.
- Sale Dt:** 8 digits
Identifies the date item was purchased.

Screen 615 – Post Line Item Payments (cont'd)

Paid Amt:	14 digits Indicates the amount paid to vendor for the item.
Disallow:	14 digits Shows dollar amount of invoice line item in dispute by sponsor and disallowed.
◆ Transactions:	5 digits Displays the expected number of transactions to be completed in this session.
◆ Amount:	14 digits Shows the expected total dollar amount of transactions in this session.
Batch:	6 characters/digits Identifies the current batch reference.
Date:	8 digits Indicates the date on which the batch was entered.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF keys.
PF12 Warns	Warnings Displays nonfatal warning messages.

Search Invoices and Post Payments

To post payments on invoices or to search for specific invoices, use [Screen 616](#). Partial or complete payments may be entered on this screen.

Screen 616 - Search Invoices and Post Payments

```
F2420 Please mark line items to pay or enter amount to pay
616 Search Invoices and Post Payments 11/17/10 16:25
      AGGIE SWIMMERS                      FY 2010 CC AM
Screen: ___ Customer: 6xxxxxxxxxxx0 Invoice: H401502 Invoice Search: _

      Net Invoice Amount Due: 2300.00
Enter 'Y' to pay Net Amount Due: _ Check No: _____ Check Date: _____

Line   Account      Description          Net Amt Pay line Amount
      301960 00000 0442 Aggie Swimmers Lane 2300.00  -  _____
                                         _____
                                         _____
                                         _____
                                         _____
                                         _____
                                         _____

** End of Line Items **
Transaction:          Amount:          Batch: JC0001 Date: 08/30/2010
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp          Back Fwd          Warns
```

Basic Steps

Invoice Search

- Open a session on [Screen 630](#).
- Advance to [Screen 616](#).
- Type a customer name or number in the **Customer** field. You may also type an asterisk (*) or a customer name in this field and make a selection from the pop-up window.
- Type an invoice number in the **Invoice** field, or type "Y" in the **Invoice Search** field and press <ENTER> to search for available invoices in the pop-up window provided. To select an invoice from the pop-up window, type an "X" in the **Select** field next to the desired invoice, then press <ENTER> to return to [Screen 616](#).

Post Payments

- Open a session on [Screen 630](#).
- Advance to [Screen 616](#), type the customer and invoice numbers in the fields provided, and press <ENTER> to display the total invoice amount, including a line-item breakdown of the invoice.
- Enter data in the fields provided, as desired, and press <ENTER> to record the payment and continue.
- If the AR Control Record ([Screen 680](#)) has been set to process payments as Journal Entries, you must now open a Financial Accounting session using [Screen 30](#).
- Advance to [Screen 12](#).
- Enter a receipt to the GL Clearing Account Control 1610 for the amount of the payment.

Invoice Search Process

Search for Invoices

When posting payments, the **Invoice** field may be used to search for and select the appropriate invoice. Enter a customer number, type a "Y" in the **Invoice Search** field, and press <ENTER> to access the pop-up window shown below. A list will be displayed showing all of the outstanding invoices for the specified customer. Type "X" in the **Select** field and press <ENTER> to return to Screen 616 with the selected information.

Pop-up Window for Invoice Searches

```

F2406 Mark Invoice with an "X" to select
Screen:   Search Starting with Invoice:
Customer: 6xxxxxxxxxxx0  AGGIE SWIMMERS

Select   Invoice   Number   Billing   Due Date   Total Amt Due
-----  -
   -     H401483     1       UCEN     03/01/2009   2300.00
   -     H401502     1       UCEN     03/15/2009   2300.00
   -     H401913     2       UCEN     08/20/2009   2570.00
   -     H402488     1       UCEN     12/12/2009   2300.00
   -     H402493     1       UCEN     12/12/2009   1192.00

** End of list - 5 invoice(s) found **
***  Press PF4 to Exit  ***
    
```

Payment Posting Process

Accounting for Payment

- A. When the AR Control Record has been set to process payments as *Journal Entries* (Screen 680), the direct receipt must be manually entered, using Screen 12, to the General Ledger (GL) Clearing Account Control 1610.

	Screen 616	Screen 12
Debit	*GL Clearing Account Control 1610	*GL Clearing Account Control 1100
Credit	*GL Account Control 1300	GL Clearing Account Control 1610

*** System processed transactions – no manual entry required.**

- B. When the AR Control Record has been set to process payments as Receipts (Screen 680), it is not necessary to enter the direct receipt to the GL Clearing Account using Screen 12. Instead, direct transactions to the GL Account Controls 1100 - Claim on Cash and 1300 - Accounts Receivable are processed by the system.

Screen 616 – Search Invoices and Post Payments (cont'd)

	Screen 616	Screen 12
Debit	*GL Account Control 1100	No Entries Required.
Credit	*GL Account Control 1300	No Entries Required.

* **System processed transactions – no manual entry required.**

Post Payments

- Full Payment**
 Entering a “Y” in the **Total Amount Due** field will ignore the **Amount Paid** field and will create transactions to pay the remaining balance on the invoice.
- Line Item Payment**
 Individual line items may be marked paid with a “Y” in the **Pay Line Amount** field. If only a portion of the amount is being paid, the **Amount Paid** field should be used.
- Partial Payment**
 Enter the partial payment amount in the **Amount Paid** field beside the appropriate invoice.

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

Action Line

- ◆ **Customer:** * Help 13 characters/digits
 Enter the FAMIS customer identification number.
- ◆ **Invoice:** 7 character/digits
 Include the original invoice number assigned by FAMIS.
- Invoice Search:** 1 character
 Enter “Y” to use the pop-up with all of the outstanding invoices for the specified customer and search for the desired invoice.

Screen Information

- Net Invoice** 14 digits
- Amount Due:** Shows the net dollar amount due, calculated from all line items on the invoice.
- Enter ‘Y’ to pay** 1 character
- Total Amount Due:** Type “Y” to mark entire invoice as paid.
- Check No:** 7 digits
 Indicate the check number.
- Check Date:** PF2 Help 8 digits
 Enter date the payment was received.
- ◆ **Line:** 2 digits
 Identifies the line item to be paid.

Screen 616 – Search Invoices and Post Payments (cont'd)

◆ **Account:** 15 digits
Displays the account number + Support Account + Sub Code to be used to post payment.

Description: 20 characters
Shows a description of the item ordered.

Net Amt Due: 12 digits
Shows dollar amount of line item due.

Pay Line Amount: 1 character
Type "Y" to mark the remaining line-item balance as paid.

Amount Paid: 12 digits
Include the payment amount for the individual line item.

Batch Information:

◆ **Transaction:** 5 digits
Shows expected number of transactions to be completed.

◆ **Amount:** 14 digits
Identifies expected total dollar amount of transactions.

Batch: 6 characters/digits
Displays the current batch reference.

Date: 8 digits
Indicates the date on which the batch was entered.

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

PF12 Warnings

Warns Displays nonfatal warning messages.

Retention and Disallowance Information

Retention and Disallowance is a feature related to SPR and SPR Projects. Recording a disallowance or retention amount is a temporary measure used to document a dollar amount of the invoice that is not being paid, perhaps until a future date.

With a disallowance, the amount specified is not being paid because it is “in dispute” with the sponsor. Eventually, the amount disallowed must be zeroed out and either the invoice should be adjusted downward or the sponsor must agree to pay the charge.

In contrast, with a retention entry the sponsor is not paying a portion of the invoice until the end of the grant/contract period, at which time the amount will be zeroed out and the balance will become due. Retention/Disallowance information is entered/updated using Screen 617.

Screen 617 - Retention/Disallowance Maintenance

617 Retention/Disallowance Maintenance				11/17/10 16:31	
				FY 2010 CC AM	
Screen: ____		Invoice: G065641			
Customer: 6xxxxxxxxxxx0		Name: ALL PETS VET HOSPITAL			
Due Date: 01/03/2008		Number of Lines: 1			
Total Amount: 125.00		Total Retained: 0.00			
Total Paid: 100.00		Total Disallow: 0.00			
Ln	Account	Total Amt Due	Retention	Disallow	Net Amt Due
1	270780 00753 0525	25.00			25.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---					
Hmenu Help EHelp					

Basic Steps

- Open a session on Screen 630.
- Advance to Screen 617.
- Type an invoice number in the **Invoice** field, and press <ENTER> to display existing invoice information.
- Type the desired retention or disallowance amount, and press <ENTER> to record the information.

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

Action Line

- ◆ **Invoice:** 7 character/digits
Enter the desired invoice number.
- Customer:** 13 characters/digits
Shows the FAMIS customer ID number.

Screen 617 – Retention/Disallowance Maintenance (cont'd)

Name: 25 characters
Display the customer's name.

Screen Information

Due Date: 8 digits
Identify the date invoice should be paid. **If left blank, it will be calculated from sale date.**

Number of Lines: 3 digits
Indicates number of lines in the invoice.

Total Amount: 13 digits
Shows the total dollar amount of the invoice.

Total Retained: 13 digits
Identifies the total dollar amount retained for all line items on the invoice.

Total Paid: 13 digits
Displays the total amount paid on the invoice.

Total Disallow: 13 digits
Shows the total dollar amount disallowed for all line items on the invoice.

Ln: 3 digits
Indicates the line item to be marked for retention/disallowance.

Account: 15 digits
Displays the Account, Support Account, and Object Code of the invoice line item.

Total Amt Due: 13 digits
Identifies the total dollar amount due for the account specified.

Retention: 13 digits
Enter the dollar amount to be retained for payment by the end of the grant/contract.

Disallow: 13 digits
Include the dollar amount of the invoice line item in dispute by the sponsor and disallowed.

Net Amt Due: 13 digits
Shows the dollar amount due after deducting the retention/disallowance from the item.

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

Section V

Credit Invoice Screens

Create Credit Invoices

The creation of a new credit invoice may be done when there has been an overpayment to the vendor or when the goods have been returned. [Screen 640](#) would then be used. **The fields are identical to those on [Screen 610 \(Invoice Create\)](#).** These screens differ in that instead of a regular invoice requesting payment, FAMIS creates an invoice that reflects credit for the customer.

Screen 640 – Credit Invoice Create

```
640 Credit Invoice Create                                11/17/10 16:33
ANIMAL CARE UNLIMITED                                FY 2010 CC AM
Screen: ___ Customer: 6xxxxxxxxxx0 Invoice: G065657

* ----- Invoice Information ----- * * -- Override Bill to Information -- *

Billing Dept: _____ Name: _____
Invoice Type: ___ Address: _____
Due Date: _____
Bill Period Begin: _____
Bill Period End: _____ City: _____ State: ___
Customer PO: _____ Zip: _____ Country: ___
Customer Acct: _____ Phone: _____ Ext: ___
Customer Proj: _____
Work Order: _____
SPR Project: _____
Sponsors Bill Seq: _____
Suppress Past Due: _

Transactions:      0 Amount:      0.00 Batch: JC0001 Date: 08/30/2010
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp                                     617 Warns
```

Basic Steps

- Open a session on [Screen 630](#).
- Advance to [Screen 640](#).
- Type in the customer and invoice numbers and press<ENTER>.
- Enter a billing department and invoice type.
- Type additional data in the available fields, as desired, and press <ENTER> to record.

Do not press <ENTER> until you have entered all of the credit invoice header information.

- Enter data in the line item entry pop-up window and press <ENTER> to create the credit invoice. If there are no errors, the invoice number will appear in the top left corner of the screen.

Credit Invoice Process

Automatic Invoice Creation

If desired, FAMIS can automatically assign the seven-character credit invoice number. This is accomplished by entering a zero (0) or one of the invoice prefixes listed below in the **Invoice** field. A list of valid prefixes may be seen using [Screen 681](#). The assigned invoice number will be displayed in the message line after all invoice information has been successfully entered.

Screen 640 – Credit Invoice Create (cont'd)

Invoice Creation

The credit invoice number is seven characters in length. Examples of the first character in the invoice (the invoice prefix), as set on [Screen 681](#), are as follows:

<u>Value</u>	<u>Meaning</u>	<u>Value</u>	<u>Meaning</u>
O	All general invoices	S	Stores
C	CSC	B	Transportation/etc.
P	Physical Plant	L	Large Animal
T	Centrex/Telecom	Q	From IDT/AB form

Billing Department Information

The billing department is the department that originates the credit invoice. It is entered on [Screen 640](#) and may be modified on [Screen 620](#). This department must be a valid value on the Department Table. Contact the FAMIS Services staff if you wish to add any new departments to the table.

Typing a question mark (?) in the **Billing Dept** field and pressing <ENTER> will access a pop-up window with a complete listing of valid departments and their abbreviations. Type an "X" next to the desired department and press <ENTER> to select the department and return to [Screen 640](#). Press **PF4** if you wish to return to [Screen 640](#) without selecting a billing department.

Invoice Types

The invoice type is used to group credit invoices by category. Typing a question mark (?) in the **Invoice Type** field and pressing <ENTER> will access a pop-up window with a complete listing of valid invoice types. Type an "X" next to the desired type and press <ENTER> to select an invoice type and return to [Screen 640](#). Press **PF4** if you wish to return to [Screen 640](#) without selecting an invoice type. Sample invoice types include the following:

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

Line Item Entry

After successfully entering the credit invoice header information, the Line Item Entry pop-up window will appear as shown below. Invoice items from both state and local accounts may be entered for the same customer. At least one line item must be entered before an invoice number will be assigned.

The **Ref** field in the Line Item Entry pop-up window refers to reference number four (4).

Screen 640 – Credit Invoice Create (cont'd)

Screen 640 Credit Invoice Create - Pop Up Window

```

* ----- Line Item Entry ----- *
*** Credits ***
Account      Sale Date  Ref      Amount
Ln: 1 _____
Desc: _____
      Cost Ref 1: _____ 2: _____ 3: _____
Ln: 2 _____
Desc: _____
      Cost Ref 1: _____ 2: _____ 3: _____
Ln: 3 _____
Desc: _____
      Cost Ref1: _____ 2: _____ 3: _____
More Lines (Y/N) _
PF4-Exit PF7-Bkwd PF8-Fwd PF12-Cancel Total: _____
  
```

Accounting Entries

When a credit invoice is created, a journal entry is produced which debits the Subsidiary Ledger (SL) and credits the General Ledger (GL) Account control 2130 - Overpayment on Accounts Receivable. In addition to these direct transactions, four indirect transactions are processed with the creation of an invoice using Screen 610: a debit to the GL account Fund Balance, a debit to the GL expense/revenue summary, a debit to the GL claim on cash, and a credit to the GL claim on cash. These transactions may be viewed using Screen 627 (Transaction Inquiry by Batch).

	Direct Transactions	Indirect Transactions
Debit	SL Revenue Object Code	GL Expense/Revenue Summary Account Control
Debit		GL Fund Balance Account Control
Debit		GL Account Control 1100 - Claim on Cash
Credit	GL Account Control 2130	GL Account Control 1100 - Claim on Cash

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

Action Line

- ◆ **Customer:** * Help 13 characters/digits
Enter the FAMIS customer identification number.
- ◆ **Invoice:** 7 character/digits
Enter original invoice number assigned by FAMIS.

Screen Information

Invoice Information:

- ◆ **Billing Dept:** ? Help 4 characters
Identify the department that originated the invoice.

Screen 640 – Credit Invoice Create (cont'd)

- ◆ **Invoice Type:** ? Help 2 characters
Include type of invoice with a specific category.
- Due Date:** 8 digits
Enter the date invoice should be paid. **If left blank, it will be calculated from the sale date (on pop-up). Sale date is current date, unless overridden.**
- Bill Period Begin:** 8 digits
Include the date the billing period begins.
- Bill Period End:** 8 digits
Identify the date the billing period ends.
- Customer PO:** PF2 Help 10 characters/digits
Enter the customer purchase order number.
- Customer Acct:** 20 digits
Include the account number the customer uses.
- Customer Proj:** 10 digits
Identify the project number assigned by customer, if customer assigns one.
- Work Order:** 10 digits
Enter the number used by physical plant to identify work orders.
- SPR Project:** 10 digits
Indicate the Sponsored Research Project number associated with sponsored billing.
- Sponsors Bill Seq:** PF2 Help 4 digits
If coming from an SPR project, shows the number of times the project has been billed.
- Suppress Past Due:** PF2 Help 1 character
Type "Y" if past due messages should be suppressed.

Override Bill to Information (Informational only):

- Name:** 30 characters
Enter the customer name to send bill to if different from customer making payment.
- Address:** 90 characters/digits
Include the customer's billing address if different from original.
- City:** 20 characters
Identify the city of the customer's billing address if different from original.
- State:** ? Help 2 characters
Include the state of customer's billing address if different from original.

Screen 640 – Credit Invoice Create (cont'd)

Zip:	9 digits Enter the zip code of customer's billing address if different from original.
Country:	? Help 3 characters Identify the country of customer's billing address if different from original.
Phone:	10 digits Include the customer's telephone number if different from original.
Ext:	4 digits Enter the customer's telephone extension if different from original.

Batch Information:

Transactions:	5 digits Shows the expected number of transactions to be completed in this session.
Amount:	14 digits Identifies expected_total dollar amount of transactions in this session.
Batch:	6 characters/digits Displays the current batch reference.
Date:	8 digits Indicates the date the batch was entered.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF keys.
PF9 617	Retention/Disallowance Maintenance Press PF9 to access <u>Screen 617</u> - which is used to add retention or disallowances to the invoice.
PF12 Warns	Warnings Displays nonfatal warning messages.

Create Credit Invoice Line Items

Additional credit line items may be entered on [Screen 641](#) after an invoice has already been created using [Screen 640](#). A credit invoice line item will be assigned when FAMIS accepts the new information. The message "Accepted - Item assigned to line number (1, 2, 3, etc.)" will appear above the Action Line.

Screen 641 - Credit Line Item Create

```
641 Credit Line Item Create                                07/02/07 16:06
                                     BRAZOS SCHOOL FOR INQUIRY AND CREAT      FY 2007 CC AM
Screen: ___ Customer: 2vvvvvvvvvvv0 Invoice: 0021222

          ***** Credits *****

Account: 333333 11111 0510
      Ref: 0757835
Sale Date: 06/30/2007
  Amount: 567.25_____
Description: CREDIT FOR FAULTY LAMP_____
Cost Ref 1: _____ 2: _____ 3: _____

Transactions:      Amount:      Batch: JAC001 Date: 07/02/2007
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp                                     Warns
```

Basic Steps

- Open a session on [Screen 630](#).
- Advance to [Screen 641](#).
- Type the customer and credit invoice numbers and press <ENTER>.
- Enter the account number, the amount of the line item, and its description.
- Enter additional data in the available fields, as desired, and press <ENTER> to record the credit invoice line item.
- If there are no errors, the line item number assigned will appear in the top left corner of the screen.

Line Item Creation Process

Accounting Entries

When a credit invoice is created, a journal entry is produced, which debits the Subsidiary Ledger (SL) and credits the General Ledger (GL) Account control 2130 - Overpayment on Accounts Receivable. In addition to these direct transactions, four indirect transactions are processed with the creation of an invoice using [Screen 610](#): a debit to the GL account Fund Balance, a debit to the GL expense/revenue summary, a debit to the GL claim on cash, and a credit to the GL claim on cash. These transactions may be viewed using [Screen 627](#) - Transaction Inquiry by Batch.

Screen 641 – Credit Line Item Create (cont'd)

	Direct Transactions	Indirect Transactions
Debit	SL Revenue Object Code	GL Expense/Revenue Summary Account Control
Debit		GL Fund Balance Account Control
Debit		GL Account Control 1100 - Claim on Cash
Credit	GL Account Control 2130	GL Account Control 1100 - Claim on Cash

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

Action Line

- ◆ **Customer:** * Help 13 characters/digits
Enter the FAMIS customer identification number.
- ◆ **Invoice:** 7 character/digits
Include the credit invoice number assigned by FAMIS.

Screen Information

- ◆ **Account:** 15 digits
Identify the account number issuing credit.
- Ref:** PF2 Help 7 digits
Enter the departmental invoice number.
- Sale Date:** 8 digits
Include the date the items were sold to the customer.
- ◆ **Amount:** 12 digits
Enter the amount given in credit.
- ◆ **Description:** 2 lines (35 characters each)
Provide a description of credit invoice.
- Cost Ref 1, 2, 3:** 7 characters/digits
Include any user defined reference numbers.

Batch Information:

- Transactions:** 5 digits
Shows the expected number of transactions to be completed in this session.
- Amount:** 14 digits
Identifies the expected total dollar amount of transactions in this session.
- Batch:** 6 characters/digits
Displays the current batch reference.
- Date:** 8 digits
Indicates the date the batch was entered.

Screen 641 – Credit Line Item Create (cont'd)

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

PF12 **Warnings**
Warns Displays nonfatal warning messages.

Section VI

Customer Screens

Add/Modify Customer Information

Screen 603 adds new customer information or modifies existing customer information. A customer number schema is defined by the agency at the time of implementation and may be associated with a federal identification number.

Screen 603 – Customer Add/Modify

```
603 Customer Add/Modify                                11/18/10 11:58
                ALPHI BUILDING INC                      FY 2011 CC AM
Screen: ___ Customer: 6xxxxxxxxxxx4

Name: ALPHI BUILDING INC
Billing                                     Alternate
Address: P O BOX 15555                         Address: NICK NOLAN
        PROJECT: CHEMISTRY BUILDING           NN@ANYMAIL.EDU
        MOLD REMEDIATION
City: COLLEGE STATION State: TX               City: State:
Zip: 77841 Country: ___                       Zip: Country:
Phone: 000-845-0000 Ext: ___                   Phone: Ext:

Customer Type: CP      Retention Months: 18      SPR Sponsor ID:
Bill Type: 1          Bill Frequency: M          Credit Limit: 0.00

* ----- * System Information * ----- *
Established: 11/14/2008 Outstd. Bal:          497.60      Freeze Flag: N
Last Activity: 11/20/2008 Deposit Held:      0.00        Delete Flag: N
Last Invoice: P018850 Last Billed:           Drop Flag: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 603.
- Type a customer ID number or name and press <ENTER>.
- If this is a new customer, enter the **Name** and **Customer** type.
- Add or modify additional information in the available fields, as desired.
- Press <ENTER> to record the information and to continue.

Customer Modification Process

Customer Number

The customer number is assigned on Screen 603. The proper sequence is either 13 numbers or 2 alpha characters followed by 11 numbers (EX: UN12345678910). After entering the assigned number, press <ENTER>. The message "No record found - enter information to add the record" will appear if the number entered does not belong to an existing customer. The message "Please Enter Desired Modifications" will appear if the number entered already belongs to an existing customer.

Screen 603 – Customer Add/Modify (cont'd)

Customer number formats generally appear as follows:

Customers

Option 1:

UN + Universal Identification Number of customer.

Example: UN101001234

Option 2:

68 + Some unique number. (**No SSN**)

Example: 6844432222212

Federal

Federal Identification Number of customer (if less than 13 digits, may begin or end with user defined sequence of numbers).

Example: 1234567891023

Other Agencies

Part/Agency Number (2 digits) + Subsidiary Ledger Account Number (6 digits) + Support Account Number (5 digits)

Example: 025555511111

SPR Customer

SPR the Sponsor ID is 0000187

FRS Accounts Receivable customer ID is SP00001870000

Modify Customer Files

If a change is made to the customer name, a pop-up window appears (as shown below) asking whether the previous name should be added to the alias file. Answering “Y” ensures that the previous customer name will still be retained on file.

If you are correcting a data entry problem, enter an “N” in the pop-up window below.
See “Creating/Dropping Customer Aliases” section for further customer alias information.

Should previous name be added to the list of Aliases? (Y/N) N
--

Screen 603 – Customer Add/Modify (cont'd)

Customer Type

The customer type is used to group customers by organization or classification. Typing a question mark (?) in the **Customer Type** field and pressing <ENTER> will access a pop-up window with a complete listing of valid customer types. Type an “X” next to the desired type and press <ENTER> to select the customer type and return to Screen 603. Press **PF4** if you wish to return to Screen 603 without selecting a customer type. Each campus defines its own values.

Values	Meaning
CP	Corporation
IN	Individual
NP	Non-Profit Organization
OG	Other Government Entity
PT	Other TAMUS System Parts
RF	Research Foundation
SP	Sponsored Research

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

Action Line

◆ **Customer:** *** Help** 13 characters/digits
Enter the FAMIS customer identification number.

◆ **Name:** **PF2 Help** 50 characters
Include the name of the customer to be added or modified.

Screen Information

Billing Address: **PF2 Help** 4 lines (30 characters/digits each)
Enter the address where invoices should be sent.

City: **PF2 Help** 20 characters
Include the city of the customer's billing address if different from original.

State: **? Help** 2 characters
Identify the state of customer's billing address if different from original.

Zip: 9 digits
Enter the zip code of customer's billing address if different from original.

Country: **? Help** 3 characters
Identify the country of customer's billing address if different from original.

Phone: **PF2 Help** 10 digits
Include the customer's telephone number if different from original.

Ext: 4 digits
Enter the customer's telephone extension, if different from original.

Screen 603 – Customer Add/Modify (cont'd)

- Alternate Address:** 4 lines (30 characters/digits each)
Include the alternate address for billing invoices to be mailed. **Informational use only, not used in processing.**
- City:** 20 characters
Include the city of the customer's alternate address if different from original.
- State:** [? Help](#) 2 characters
Identify the state of customer's alternate address if different from original.
- Zip:** 9 digits
Enter the zip code of customer's alternate address if different from original.
- Country:** [? Help](#) 3 characters
Identify the country of customer's alternate address if different from original.
- Phone:** 10 digits
Include the customer's telephone number if different from original.
- Ext:** 4 digits
Enter the customer's telephone extension if different from original.
- ◆ **Customer Type:** [? Help](#) 2 characters
Indicate the type of organization/classification of the customer.
- ◆ **Retention Months:** 2 digits
Identify the number of months customer should be kept on the files before being deleted for inactivity. The default is eighteen (18) months. This field is currently not in use.
- SPR Sponsor ID:** [? Help](#) 7 digits
Include the Sponsored Research sponsor identification number.
- ◆ **Bill Type:** [? Help](#) 1 digit
Identify the type of bill that groups bills for different invoice forms. The default value is "1." Currently, Accounts Receivable does not print bills.
- Bill Frequency:** [? Help](#) 1 character
Indicate how much time should elapse before sending a new invoice. Valid billing frequency values include the following:
M = Monthly
Q = Quarterly
S = Semi-Annually
A = Annually
- Credit Limit:** [PF2 Help](#) 11 digits
Enter dollar amount to prevent a receivable from being setup if it will cause a credit limit to be exceeded.

Screen 603 – Customer Add/Modify (cont'd)

System Information:

Established:	8 digits Shows date the customer was established.
Outstnd. Bal:	14 digits Shows the current outstanding balance.
Freeze Flag:	PF2 Help 1 character Indicates whether or not the freeze flag has been activated (“Y” or “N”). If “Y,” will prevent any further activity for the customer.
Last Activity:	8 digits Shows the date of the last transaction posted to the customer file.
Deposit Held:	14 digits Displays the dollar amount of the deposit held on the customer’s account. This field is not currently used.
Delete Flag:	PF2 Help 1 character Indicates whether or not the delete flag has been activated (“Y” or “N”). If “Y,” customer has been deleted from the system.
Last Invoice:	7 character/digits Shows the number of the last invoice posted.
Last Billed:	8 digits Indicates the most recent billing date for the customer.
Drop Flag:	1 character Indicates whether or not the drop flag has been activated (“Y” or “N”). If “Y,” customer will be removed from the system.

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

Enter Customer Comments

Comments for or about a particular customer may be typed in using [Screen 604](#). The format is free-form text and any information may be typed on the screen that the user wishes to document.

These comments are for online viewing only and will not print on paper.

Screen 604 – Customer Comments

```

604 Customer Comments                                     11/17/10 16:40
                                                         FY 2011 CC 02
Screen: ___ Customer: 6xxxxxxxxxx0
Customer Name: RIVER CITY ANIMAL HOSPITAL
Comments: SET UP PER EMMA AT VSAM ON 7/6/05 KP//_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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

Basic Steps

- Advance to [Screen 604](#).
- Enter the customer identification number and press <ENTER>.
- Type any necessary comments in the space provided.

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

Action Line

- ◆ Customer: * Help 13 characters/digits
Enter the customer's ID number.

Screen Information

- Customer Name: 30 characters
Shows the customer's name for the ID number entered on the Action Line.

- Comments: PF2 Help 10 lines (60 characters each)
Enter comments, as desired.

Additional Functions

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

Screen 607 – Customer Name Alias Maintenance (cont'd)

Screen 603 – Customer Add/Modify

```
603 Customer Add/Modify                                11/18/10 12:02
RESEARCH FOUNDATION EDUCATIONAL PSY                 FY 2011 CC AM
Screen: ___ Customer: 9vvvvvvvvvvv0

Name: RESEARCH FOUNDATION EDUCATIONAL PSYCHOLOGY____
Billing Alternate
Address: MS 35 +-----+
|                                     |
|                                     |
| Should previous name be added to the |
| list of Aliases? (Y/N)  Y |
|                                     |
|                                     |
City: _____ State: _____
Zip: _____ Country: _____
Phone: _____ Ext: _____ Phone: _____ Ext: _____

Customer Type: RF      Retention Months: 18      SPR Sponsor ID: _____
Bill Type: 1          Bill Frequency: M          Credit Limit: 0.00_____

* ----- * System Information * ----- *
Established: 05/16/2007 Outstd. Bal:          0.00      Freeze Flag: N
Last Activity: 05/16/2007 Deposit Held:      0.00      Delete Flag: N
Last Invoice:                Last Billed:                Drop Flag: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

Drop Customer Aliases

Customer aliases may be dropped by entering a “Y” in the **Drop** field on Screen 607.

When a customer is dropped using Screen 643, the system will automatically drop all aliases created for that customer.

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

Action Line

◆ **Customer:** * Help 13 characters/digits
Enter the FAMIS customer identification number.

Screen Information

Customer Alias: PF2 Help 35 characters
Include names/alias associated with the customer identification number.

Drop: 1 character
Type “Y” to drop the alias from the system.

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

Correct a Customer Number

To change a customer number and all of its associated invoices to a new customer number, you will use Screen 608.

This should be used only when a customer has been set up with an incorrect number.

Screen 608 – Customer Number Modify

```
608 Customer Number Modify                                07/02/07 16:16
                                                         FY 2007 CC 02
Screen: ____ Customer: 6vvvvvvvvvvv0
                  Name: ALPHA VET LAB

Enter new Customer Number:
_____

This screen will change a customer number and all associated
invoices to a new customer number. This should be used only
when a customer has been set up with an incorrect number.

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

Basic Steps

- Advance to Screen 608.
- Type a customer identification number and press <ENTER>.
- Type the new customer identification number in the space provided and press <ENTER>.
- Type a “Y” in the pop-up window to record the new customer identification number and to continue.

Customer ID Modification Process

Modify the Customer Number

Type a new customer number and press <ENTER>. The following pop-up window will appear, asking for change verification. Type “Y” and press <ENTER> to continue the change process.

```
+-----+
| Please verify that the Customer Number is to be changed |
| from 6xxxxxxxxx0 to 6xxxxxxxxx1 |
|                                     |
| Change? Y (Y/N) |
+-----+
```

Screen 608 – Customer Number Modify (cont'd)

Customer Number

The customer number is assigned on Screen 603. The proper sequence is either 13 numbers or 2 alpha characters followed by 11 numbers (EX: SS12345678910). After entering the assigned number, press <ENTER>. The message "No record found - enter information to add the record" will appear if the number entered does not belong to an existing customer. The message "Please Enter Desired Modifications" will appear if the number entered already belongs to an existing customer. Customer number formats generally appear as follows:

Customers

Option 1:

SS (or UN) + Universal Identification Number of customer.

Example: SS101001234

Example: UN101001234

Option 2:

86 + Some unique number. (No SSN)

Example: 864443222212

Federal

Federal Identification Number of customer (if less than 13 digits, may begin or end with user defined sequence of numbers).

Example: 1234567891023

Other Agencies

Part/Agency Number (2 digits) + Subsidiary Ledger Account Number (6 digits) + Support Account Number (5 digits)

Example: 025555511111

SPR Customer

SPR the Sponsor ID is 0000187

FRS Accounts Receivable customer ID is SP00001870000

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

Action Line

- ◆ **Customer:** **Help** 13 characters/digits
Enter the FAMIS customer identification number.
- Name:** 30 characters
Displays the name of the FAMIS customer.

Screen 608 – Customer Number Modify (cont'd)

Screen Information

- ◆ **Enter New** 13 digits
- Customer Number:** Include the corrected customer identification number.

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

Set/Reset Customer Flags

The user can freeze customer activity, delete a customer from the customer file, or drop the customer from the system by using [Screen 643](#).

Flags may be set on or off. The possible values are as follows:

- Y (on) -- Indicates that an action will occur
- N (off) -- Indicates that the action will not occur

Screen 643- Customer Flag Set/Reset

```
643 Customer Flag Set/Reset      ATLAS VETERINARY LAB      11/18/10 12:56
                                  FY 2011 CC 02
Screen:  ___ Customer: 6xxxxxxxxxx0 Invoice:  _____ Account:  _____

                                  Customer Flags
Y - FREEZE this Customer
N - DELETE this Customer
N - DROP this Customer (must be deleted first)

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

Basic Steps

- Advance to [Screen 643](#).
- Type a customer identification number and press <ENTER>.
- Enter an invoice and account number, if desired, and press <ENTER>.
- Set/reset available flags as desired, and press <ENTER> to record the flag settings.

Customer Flag Process

Freeze Flag

The freeze flag is used to restrict invoice activity against a customer. If the freeze flag is set to “Y,” new invoices or invoice items cannot be created. Therefore, no new invoice transactions will be processed. However, further payments or adjustments on existing invoices are allowed.

Delete Flag

If the delete flag for a customer is set to “Y,” new invoices or invoice line items cannot be created. The delete flag cannot be set to “Y” unless the outstanding balance for the customer is zero. Further payments and adjustments to existing invoices are allowed.

Screen 643 – Customer Flag Set/Reset (cont'd)

**This flag is no longer used in the purge process.
The program bases selection on activity date rather than the delete flag.**

Marking the customer as deleted will prevent any new activity; therefore, the customer will be deleted when there is a match on the “last activity” as specified in the program parameters.

Drop Flag

The drop flag is used to identify customers that will be immediately purged from the system. If the drop flag is set to “Y,” the customer will be dropped physically from the customer file. The difference between a drop and a delete is that a deleted customer is removed at year end, whereas a dropped customer is removed from the database immediately.

The delete flag must be "on" (Y) before the drop flag can be set to "Y" (on).

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

Action Line

- ◆ **Customer:** * Help 13 characters/digits
Enter the current FAMIS customer identification number.
- Invoice:** 7 character/digits
Identify an invoice associated with the customer.
- Account:** 10 digits
Enter a six-digit account number plus the 4 digit subcode number associated with the customer.

Screen Information

Customer Flags

- FREEZE:** PF2 Help 1 character
Type “Y” to freeze the customer from further invoice transactions.
- DELETE:** PF2 Help 1 character
Type “Y” to delete the customer.
At year-end, the customer will be deleted from the system.
- DROP:** 1 character
Enter “Y” to remove the customer from the customer file.

Additional Functions

- PF KEYS** See Appendix for explanation of standard PF keys.
- PF12
Warns** **Warnings**
Displays nonfatal warning messages.

Section VII

Inquiry Screens

Search for Customers by Name

Screen 602 allows you to search for a customer by name. The customer names displayed are in alphabetical order. Even if you don't know the entire name of the customer, you may enter the first letter of the name or a partial name, and FAMIS will display any customers that match what you enter in the **Customer** field.

Screen 602 – Customer Name Search

```

602 Customer Name Search                                     11/18/10 12:42
                                                           FY 2011 CC 02
Screen: ___ Customer: A
Name                Customer Drop Alias      City      State
- AMECE PARAGON      6xxxxxxxxxxxx0  N  N HOUSTON TX
- AMERICAN EAST AIRLINES 6xxxxxxxxxxxx0  N  N FORT WORTH TX
- AMERICAN EXPRESSIONS 6xxxxxxxxxxxx0  N  N SALT LAKE CITY UT
- ANIMAL CARE PLUS    6xxxxxxxxxxxx0  N  N
- ANIMAL EMERGENCY HOSPITAL 6xxxxxxxxxxxx0  N  N
- ANIMAL MEDICAL SUPPLIER 6xxxxxxxxxxxx0  N  N
- APO VET CLINIC      6xxxxxxxxxxxx0  N  N
- AT&TV               6xxxxxxxxxxxx0  N  N ATLANTA GA
- ARMOT ENERGY CORPORATION 6xxxxxxxxxxxx0  N  N DALLAS TX
- AUTOMATION INDUSTRIALS 6xxxxxxxxxxxx0  N  N HOUSTON TX
- BANK OF AMECIE      6xxxxxxxxxxxx0  N  N NEW YORK NY
- BARRY COOK          6xxxxxxxxxxxx6  N  N HOUSTON TX
- BARTLETT COLSON     6xxxxxxxxxxxx5  N  N HOUSTON TX
- BELLE ANIMAL CLINIC 6xxxxxxxxxxxx0  N  N
- BEST ANIMAL HOSPITAL 6xxxxxxxxxxxx0  N  N
** More Customers **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
  
```

Basic Steps

- Type the name, or any part of the customer's name, in the **Customer** field, and press <ENTER> to display an alphabetical listing of customers that match what you entered in the **Customer** field.
- Type an "X" next to a customer's name and press <ENTER> to select it and to transfer the customer number to the Action Line.

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

Action Line

Customer: 13 characters/digits
Enter the desired FAMIS customer identification number, if known. If not, you may enter part or all of the customer's name.

Screen Information

Name: 30 characters
Displays the name of the customer.

Customer: 13 characters/digits
Enter the FAMIS customer identification number.

Screen 602 – Customer Name Search (cont'd)

Drop:	1 character "Y" Indicates the drop flag has been set for the customer.
Alias:	1 character "Y" indicates this is the customer alias.
City:	17 characters Displays the name of the city where the customer is located.
State:	2 characters Indicates the state where the customer is located.

Additional Functions

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

View Customer System Information

Detailed information about a customer, including the last recorded activity and total sales year-to-date, is displayed on [Screen 605](#).

Screen 605 – Customer System Information

605 Customer System Information		11/18/10 12:51
		FY 2011 CC 02
Screen: ___	Customer: 6xxxxxxxxxxx0	
Customer Name: BARTON HILLS VETERINARY HOSPITAL		
Established: 05/15/1998		Drop Flag: N
Last Activity: 05/19/2010		Delete Flag: N
Last Invoice: G097574		Freeze Flag: N
Last Billed:		Retention MM: 18
SPR Sponsor ID:		
Deposit Held: 0.00		Added Userid: HxxxxxP
Credit Limit: 0.00		Last Mod Userid: HxxxxxP
Outstnd. Bal: 0.00		Last Online Mod Date: 05/15/1998
Total Sales: 2069.50		Bill Type: 1
YTD Total Sales: 2069.50		Bill Frequency: M
		Customer Type: CP
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

Basic Steps

- Enter a customer identification number in the **Customer** field.
- Press <ENTER> to display the specified customer information.

Customer Information Process

Customer Type

The customer type is used to group customers by organization or classification. Typing your cursor on the **Customer Type** field and pressing **PF2** will access a pop-up window with a complete listing of valid customer types. Sample customer types include the following:

Values	Meaning
CP	Corporation
IN	Individual
NP	Non-Profit Organization
PT	Other TAMUS System Parts
RF	Research Foundation
SP	Sponsored Research

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

Action Line

- ◆ **Customer:** * Help 13 characters/digits
Enter the FAMIS customer identification number.
- Customer Name:** PF2 Help 30 characters
Shows the name of the customer associated with the identification number on the Action Line.

Screen Information

- Established:** 8 digits
Displays the date customer account was established.
- Last Activity:** 8 digits
Identifies the date of last activity (purchase, invoice mailed, etc.).
- Last Invoice:** 7 character/digits
Shows the number of the last invoice posted to this customer.
- Last Billed:** 8 digits
Identifies the date of most recent billing.
- SPR Sponsor ID:** 7 digits
Displays the identification number of the sponsor responsible for a Sponsored Research Project.
- Drop Flag:** 1 character
“Y” indicates the customer has been removed from the customer file.
- Freeze Flag:** PF2 Help 1 character
“Y” indicates the selected customer is frozen from further invoice transactions.
- Delete Flag:** PF2 Help 1 character
“Y” indicates the specified customer is deleted.
At year-end, the customer will be deleted from the system.
- Retention MM:** 2 digits
Displays the number of months to be retained after the last activity. Related to SPR.
- Deposit Held:** 15 digits
Shows the amount of deposit held on account.
- Credit Limit:** PF2 Help 15 digits
Identifies the amount of credit available to the customer.
- Outstnd. Bal:** 15 digits
Current outstanding balance on customer's account.

Screen 605 – Customer System Information (cont'd)

Added Userid:	7 characters/digits Shows the FAMIS identification number of the person who set the customer up on FAMIS.
Last Mod Userid:	7 characters/digits Displays the identification number of person who entered the most recent modifications for the customer.
Last Online Mod Date:	8 digits Identifies the date of last modification activity.
Total Sales:	15 digits Shows the total dollar amount in sales outstanding for this customer.
YTD Total Sales:	15 digits Displays the total dollar amount of year-to-date sales for the specified customer.
Bill Type:	PF2 Help 1 digit Identifies the bill type used to group bills for different invoice forms. The default value is "1." Currently, Accounts Receivable does not print bills. Related to SPR.
Bill Frequency:	PF2 Help 1 character Indicates the value in SPR which defines how often a project is billed before sending a new invoice. Sample bill frequency values are M (monthly), Q (quarterly), S (semi-annually), and A (annually). Related to SPR.
Customer Type:	PF2 Help 2 characters Indicates the type of the organization/ classification of the customer.

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

List Invoices by Customer

To list the open invoices attributed to a specific customer, use [Screen 632](#).

Screen 632 – Invoices by Customer (Panel 1)

632 Invoices by Customer							11/18/10 13:01		
ANIMAL EMERGENCY HOSPITAL							FY 2011 CC 02		
Screen:	Customer: 6XXXXXXXXXX0 Invoice: _____								
Include Invoices with Zero Balance: Y							PANEL: 01 MORE >>		
Sel	Invoice	Nbr	Inv Lns	Bill Type	Dept	Due Date	Amount	Amt Paid	Total Due
-	G063425	1	DP	VSAM		10/11/2007	25.00	25.00	0.00
-	G066712	1	DP	VSAM		01/11/2008	36.00	36.00	0.00
-	G067780	1	DP	VSAM		02/13/2008	36.00	36.00	0.00
-	G075968	1	DP	VSAM		09/10/2008	36.00	36.00	0.00
-	G105078	1	DP	VSAM		12/11/2010	19.00	0.00	19.00
* Total *							152.00	133.00	19.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							Left Right		
Hmenu Help EHelp									

Screen 632 - Invoices by Customer (Panel 2)

632 Invoices by Customer							11/18/10 13:01	
ANIMAL EMERGENCY HOSPITAL							FY 2011 CC 02	
Screen:	Customer: 6XXXXXXXXXX0 Invoice: _____							
Include Invoices with Zero Balance: Y							<< MORE PANEL: 02	
Sel	Invoice	Amount	Amt Paid	Amt Retain	Amt Disallow	Total Due		
-	G063425	25.00	25.00	0.00	0.00	0.00		
-	G066712	36.00	36.00	0.00	0.00	0.00		
-	G067780	36.00	36.00	0.00	0.00	0.00		
-	G075968	36.00	36.00	0.00	0.00	0.00		
-	G105078	19.00	0.00	0.00	0.00	19.00		
* Total *		152.00	133.00	0.00	0.00	19.00		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							Left Right	
Hmenu Help EHelp								

Basic Steps

- Type a customer number in the **Customer** field and press <ENTER> to display a numerical listing of all outstanding invoices for the customer.
- Type an invoice number in the **Invoice** field and press <ENTER> to begin the listing at the specified invoice.
- Type an "X" next to an invoice to advance to [Screen 635](#) to view additional invoice information.

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

Action Line

- ◆ **Customer:** * Help 13 characters/digits
Enter the customer identification number created on Screen 603.
- Invoice:** 7 character/digits
Include the first invoice number to display for the customer, if desired.
- ◆ **Include Invoices with Zero Balance:** 1 character
Type "Y" if invoices with zero balances should be included in the list.

Screen Information

→ Panel 1

- Sel:** 1 character
Type an "X" in this column to select an invoice for display on Screen 635.
- Invoice:** 7 character/digits
Shows the outstanding invoice number for the specified customer.
- Nbr Lns:** 3 digits
Indicates number of line items in the specified invoice.
- Inv Type:** PF2 Help 2 characters
Identifies the specific category for the type of invoice.
- Bill Dept:** PF2 Help 5 characters
Identifies the department which originated the invoice.
- Due Date:** 8 digits
Date invoice payment is due.
- Amount:** 9 digits
Displays the total dollar amount of the invoice, before payments.
- Amt Paid:** 9 digits
Identifies the total amount paid on the invoice.
- Total Due:** 9 digits
Shows the net dollar amount due for the invoice, after all deductions.

→ Panel 2

- Amt Retain:** PF2 Help 9 digits
Identifies the dollar amount retained by sponsor.
- Amt Disallow:** 9 digits
Shows the dollar amount of sponsor disallowance.

Screen 632 – Invoices by Customer (cont'd)

Total Due: 9 digits
Displays the actual total dollar amount due for the invoice.

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

List Invoices by Billing Department

Use [Screen 633](#) to view a list of invoices by billing department. This screen will list the invoices attributed to a department. You may also include invoices with a zero balance in the list displayed.

Screen 633 – Invoices by Billing Department (Panel 1)

```

F2407 Select Invoice to proceed to Screen 635
633 Invoices by Billing Department
11/18/10 13:04
FY 2011 CC 02

Screen: ___ Billing Dept: CHEM Invoice:
Include Invoices with Zero Balance: N

PANEL: 01 MORE >>

Nbr Inv
Sel Invoice Lns Type Customer Due Date Amount Amt Paid
- Q026254 1 DP CHARS ANALYTICAL SE 02/06/2010 780.00 0.00
- Q026255 1 DP CHARS ANALYTICAL SE 02/06/2010 360.00 0.00
- Q029795 1 DP 06 TAES BIOCHEMISTRY 05/07/2010 12.50 0.00
- Q035339 1 DP 06 BIOCHEMISTRY & BI 09/08/2010 37.67 0.00
- Q035468 1 DP 99 RESEARCH FOUNDATI 09/09/2010 287.42 0.00
- Q035674 1 DP 99 DAMON DENTON 09/11/2010 923.80 0.00
- Q035723 1 DP 99 RESEARCH FOUNDATI 09/11/2010 4.80 0.00
- Q035862 1 DP 99 RESEARCH FOUNDATI 09/12/2010 7.50 0.00
- Q036549 1 DP 99 DAMON DENTON 09/29/2010 254.28 0.00
- Q036579 1 DP 99 RESEARCH FOUNDATI 09/29/2010 88.20 0.00
- Q037237 1 DP 08 MECHANICAL ENGINE 10/23/2010 60.00 0.00
- Q037239 1 DP 08 TEES CHEMICAL ENG 10/23/2010 10.00 0.00

Sub Total 2826.17 0.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Left Right
  
```

Screen 633 - Invoices by Billing Department (Panel 2)

```

633 Invoices by Billing Department
11/18/10 13:07
FY 2011 CC 02

Screen: ___ Billing Dept: CHEM Invoice:
Include Invoices with Zero Balance: N

<< MORE PANEL: 02

Sel Invoice Amount Amt Paid Amt Retain Amt Disallow Net Due
Q026254 780.00 0.00 0.00 0.00 780.00
Q026255 360.00 0.00 0.00 0.00 360.00
Q029795 12.50 0.00 0.00 0.00 12.50
Q035339 37.67 0.00 0.00 0.00 37.67
Q035468 287.42 0.00 0.00 0.00 287.42
Q035674 923.80 0.00 0.00 0.00 923.80
Q035723 4.80 0.00 0.00 0.00 4.80
Q035862 7.50 0.00 0.00 0.00 7.50
Q036549 254.28 0.00 0.00 0.00 254.28
Q036579 88.20 0.00 0.00 0.00 88.20
Q037237 60.00 0.00 0.00 0.00 60.00
Q037239 10.00 0.00 0.00 0.00 10.00

Sub Total 2826.17 0.00 0.00 0.00 2826.17
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Left Right
  
```

Basic Steps

- Type a billing department in the **Billing Dept** field, and press <ENTER> to display a numerical list of all outstanding invoices for the department.
- Type an invoice number in the **Invoice** field, and press <ENTER> to begin the listing at the specified invoice.
- Type an "X" next to an invoice to advance to [Screen 635](#) for details.

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

Action Line

- ◆ **Billing Dept:** 5 characters
Enter the department which originated the invoice(s).
- Invoice:** 7 character/digits
Include the first invoice number to display.
- ◆ **Include Invoices with Zero Balance:** 1 character
Type "Y" if invoices with zero balances should be included in the list.

Screen Information

→ Panel 1

- Sel:** 1 character
Type an "X" to select an invoice for display on [Screen 635](#).
- Invoice:** 7 character/digits
Identifies outstanding invoice numbers for the specified customer.
- Nbr Lns:** 3 digits
Shows number of line items in the invoice.
- Inv Type:** PF2 Help 2 characters
Identifies the category for the type of invoice.
- Customer:** 20 characters
Displays the customer's name on the invoice.
- Due Date:** 8 digits
Identifies the date invoice payment is due.
- Amount:** 9 digits
Shows the total dollar amount of the invoice, before payments.
- Amt Paid:** 9 digits
Displays the total amount paid on the invoice.

→ Panel 2

- Amt Retain:** 9 digits
Identifies the dollar amount retained by sponsor.
- Amt Disallow:** 9 digits
Displays dollar amount of sponsor disallowance.
- Net Due:** 9 digits
Shows actual dollar amount due for the invoice.

Additional Functions

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

List Invoice Line Items by Account

A list of all invoice line items attributed to a specific account is found on Screen 634. All open invoices are listed, with each information line detailing an individual invoice line item. (i.e., all line items for an invoice will be shown).

Selecting an invoice on this screen will advance you to Screen 636, where you can view a display of the invoice line item information.

Screen 634 – Invoice Line Item by Account (Panel 1)

F2408 Select Line Item to proceed to Screen 636					11/18/10 13:11	
634 Invoice Line Item By Account					FY 2011 CC 02	
Screen: ___			Account: 270300 00000		Invoice: _____	
Include Line Items with Zero Balance: Y						
Supp					PANEL: 01 MORE >>	
Sel Invoice Ln	Acct	Customer	Due Date	Amount	Amt Paid	
- A490306	1 00000	ACCOUNTS RECEIV	09/30/2006	0.00	0.00	
- C476682	1 00000	99 RESEARCH FOU	07/20/2007	170.00	170.00	
- C480972	1 00000	VP RESEARCH REN	02/19/2009	11445.00	11445.00	
- C484239	1 00000	08 TEES MECHANI	09/19/2010	50990.00	50990.00	
- C566462	1 00000	10 TAMUG LIBRAR	10/20/2005	58.85	58.85	
- C566463	1 00000	BOOKS & MORE	10/20/2005	91.82	91.82	
- C566464	1 00000	99 RESEARCH FOU	10/20/2005	6.58	6.58	
- C566465	1 00000	07 TCE AGRICULT	10/20/2005	33.70	33.70	
- C566466	1 00000	07 TCE AGRICULT	10/20/2005	0.56	0.56	
- C566467	1 00000	07 TCE AGRICULT	10/20/2005	1.23	1.23	
- C566468	1 00000	23 HSC FAMILIES	10/20/2005	10.00	10.00	
- C566469	1 00000	23 HSC ASSOCIAT	10/20/2005	1.00	1.00	
- C566470	1 00000	06 TAES RANGELA	10/20/2005	40.00	40.00	
Sub Total				62848.74	62848.74	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10					PF11	PF12---
Hmenu Help EHelp					Left	Right

Screen 634 - Invoice Line Item by Account (Panel 2)

634 Invoice Line Item By Account					11/18/10 13:12	
					FY 2011 CC 02	
Screen: ___			Account: 270300 00000		Invoice: _____	
Include Line Items with Zero Balance: Y						
					<< MORE PANEL: 02	
Sel Invoice	Amount	Amt Paid	Amt Retain	Amt Disallow	Net Due	
- A490306	0.00	0.00	0.00	0.00	0.00	
- C476682	170.00	170.00	0.00	0.00	0.00	
- C480972	11445.00	11445.00	0.00	0.00	0.00	
- C484239	50990.00	50990.00	0.00	0.00	0.00	
- C566462	58.85	58.85	0.00	0.00	0.00	
- C566463	91.82	91.82	0.00	0.00	0.00	
- C566464	6.58	6.58	0.00	0.00	0.00	
- C566465	33.70	33.70	0.00	0.00	0.00	
- C566466	0.56	0.56	0.00	0.00	0.00	
- C566467	1.23	1.23	0.00	0.00	0.00	
- C566468	10.00	10.00	0.00	0.00	0.00	
- C566469	1.00	1.00	0.00	0.00	0.00	
- C566470	40.00	40.00	0.00	0.00	0.00	
Sub Total	62848.74	62848.74	0.00	0.00	0.00	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10					PF11	PF12---
Hmenu Help EHelp					Left	Right

Basic Steps

- Type an account number in the **Account** field, and press <ENTER> to display a numerical listing of all outstanding invoices for the account.
- Type an invoice number in the **Invoice** field, and press <ENTER> to begin the listing at the specified invoice.
- Type an "X" next to an invoice to advance to Screen 636 to view detailed invoice information.

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

Action Line

- ◆ **Account:** 11 digits
Enter the account number (Subsidiary Ledger Account Number + Support Account Number + Object Code) associated with the outstanding invoices to be displayed.
- Invoice:** 7 character/digits
Include the first invoice number to display for the customer, if desired.
- ◆ **Include Line Items with Zero Balance:** 1 character
Type "Y" if invoices with zero balances should be included in the list.

Screen Information

→ Panel 1

- Sel:** 1 character
Type an "X" in this column to select an invoice for display on Screen 636.
- Invoice:** 7 character/digits
Displays the invoice number for the specified customer.
- Ln:** 2 digits
Designates the line item for the invoice.
- Supp Acct:** 5 digits
Displays the support account number.
- Customer:** PF2 Help 15 characters
Shows the name of customer billed for the specified invoice.
- Due Date:** 8 digits
Identifies the date invoice payment is due.
- Amount:** 11 digits
Display the total dollar amount of the invoice, before payments.

Screen 634 – Invoice Line Items by Account (cont'd)

Amt Paid: 11 digits
Shows the total amount paid on invoice.

 **Panel 2**

Amt Retain: 11 digits
Displays the dollar amount retained by sponsor.

Amt Disallow: 11 digits
Shows the dollar amount of sponsor disallowance.

Net Due: 11 digits
Identifies the actual dollar amount due for the invoice.

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

View Invoice Information

All invoice information may be viewed on [Screen 635](#). This screen provides detailed information about an invoice and displays data entered on [Screen 610](#). This screen can also be accessed by selecting an invoice on [Screen 632](#) or [Screen 633](#).

Data entered on [Screen 104](#) and [Screen 109](#) is not fed over to [Screen 635](#).

To see the extended description, place the cursor on a line item and press **PF6**. There are two lines of description available for the field.

Screen 635 - Invoice Display

```

F2408 Select Line Item to proceed to Screen 636
635 Invoice Display                                02/18/14 14:06
                                                    FY 2014 CC 02

Screen: ____ Invoice: Q084395
Customer: 083xxxxxxxxx6        Name: 08 TEES CIVIL ENGINEERING

    Due Date: 02/12/2014  Cust PO:                Work Order:
Bill Per. Beg:              Cust Proj:            SPR Proj:
Bill Per. End:              Cust Acct:
Number of Lines: 1         Invoice Type: DP        Number of Past Dues: 0
                          Billing Dept: CLAR      Fiscal Year: 2014
    Total Amount:          128.50    Total Retained:          0.00
    Total Paid:            0.00      Total Disallowed:        0.00
    Total Due:             128.50    Net Due:                  128.50
* ----- Line Item Information ----- *
Sel Ln   Account      Description      Sale Date      Amount      Paid
  _  1   270500 00000 0598 Plotting Charge 01/13/14      128.50      0.00
** End of line items **
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp      Notes Desc
  
```

```

+-----+
| Description: Plotting Charges |
| CORE IPAY 2014013 127 001 001 |
|                               |
| PF4 = EXIT                    |
+-----+
  
```

Basic Steps

- Enter an invoice number in the **Invoice** field and press <ENTER>.
- Type an "X" in the **Sel** (Select) field next to a line item to advance to [Screen 636](#) to view additional detailed information about the line item.

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

Action Line

- ◆ **Invoice:** 7 character/digits
Enter the invoice to be displayed.

Screen 635 – Invoice Display (cont'd)

Customer: 13 characters/digits
Shows FAMIS customer identification number.

Name: 20 characters
Displays the customer's name.

Screen Information

Due Date: 8 digits
Identifies the date the invoice payment is due.

Cust PO: [PF2 Help](#) 10 digits
Shows the customer's purchase order number for the invoice.

Work Order: 10 digits
Identifies the work order number assigned by the Physical Plant.

Bill Per. Beg: 8 digits
Shows the date that the billing period begins.

Cust. Proj: 10 digits
Displays the Project number assigned by the customer.

SPR Proj: 10 digits
Identifies the Sponsored Research project number associated with sponsored billing.

Bill Per. End: 8 digits
Shows the date that the billing period ends.

Cust Acct: 20 digits
Displays account number used by the customer.

Number of Lines: 2 digits
Indicates number of line items in the detailed invoice.

Invoice Type: [PF2 Help](#) 2 characters
Identifies the specific category for the type of invoice displayed.

Number of Past Dues: [PF2 Help](#) 2 digits
Shows number of past due letters sent for this invoice.

Billing Dept: [PF2 Help](#) 5 characters
Shows the billing department initiating the invoice.

Fiscal Year: 4 digits
Displays fiscal year when items were purchased.

Total Amount: 14 digits
Shows total amount of invoice, before payments.

Screen 635 – Invoice Display (cont'd)

Total Retained:	14 digits Identifies the dollar amount retained by sponsor.
Total Paid:	14 digits Shows the total amount paid on the invoice.
Total Disallowed:	14 digits Displays dollar amount of sponsor disallowance.
Total Due:	14 digits Identifies the net dollar amount due for the invoice, after all deductions.
Net Due:	14 digits Shows net dollar amount due, after all deductions

Line Item Information

Sel:	1 character Type an "X" to select a line item for display on Screen 636 .
Ln:	2 digits Shows the number associated with a specific invoice line item.
Account:	11 digits Identifies the account number (Subsidiary Ledger Account + Support Account + Object Code) receiving payment for the specified line item.
Description:	15 characters/digits Shows a description of the line item for invoice.
Sale Date:	6 digits Identifies the date the purchase was made.
Amount:	11 digits Shows dollar amount for individual line items.
Paid:	11 digits Displays the total amount paid on line item.

Additional Functions

PF KEYS	See Appendix for explanation of standard PF keys.
PF5 Notes	Notes Use to enter notes. (Update access is required.)
PF6 Desc	Description Displays extended description of a line item.

View Invoice Line Items

A display of information about a specific line item for an invoice can be found on [Screen 636](#). The Audit History section displays complete records of all transactions and activity that posted against a particular invoice line item. Both charge and payment activities are provided.

Press **PF11** to view additional audit history information.

Screen 636 – Invoice Line Item Display (Panel 1)

```

636 Invoice Line Item Display                                02/18/14 14:14
                                                            FY 2014 CC 02

Screen: ___ Invoice: Q084351 Line Item: 01
Customer: 06xxxxxxxxx00 Name: 06 ALRSCH NUTRITION AND FOOD SCIENC

Account: 270590 00000 0616 Amount: 408.96
Desc: Services - Lab Animal Services Amount Fed: 408.96
CORE IPAY 2014013 030 049 001 Amount Paid: 408.96
Cost Ref1: 2: 3: Amount Paid Fed: 408.96
Line Net Due: .00 Amount Retained: 0.00
Line Total Due: .00 Amount Disallowed: 0.00

* ----- Audit History ----- *
Bat Date Bat Ref Amount C/P D/C Ref Feed Bank Description
01/13/14 OSC014 408.96 C D I013030 Y 06000 Services - Lab Animal S
01/28/14 OSP030 408.96- P C I028017 Y 06000 CORE IPAY 2014028 017 0

** End of Transactions **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Notes More
    
```

Screen 636 - Invoice Line Item Display (Panel 2)

```

636 Invoice Line Item Display                                02/18/14 14:14
                                                            FY 2014 CC 02

Screen: ___ Invoice: Q084351 Line Item: 01
Customer: 06xxxxxxxxx00 Name: 06 ALRSCH NUTRITION AND FOOD SCIENC

Account: 270590 00000 0616 Amount: 408.96
Desc: Services - Lab Animal Services Amount Fed: 408.96
CORE IPAY 2014013 030 049 001 Amount Paid: 408.96
Cost Ref1: 2: 3: Amount Paid Fed: 408.96
Line Net Due: .00 Amount Retained: 0.00
Line Total Due: .00 Amount Disallowed: 0.00

* ----- Audit History ----- *
Bat Date Bat Ref Amount C/P D/C Ref Check Date Entered By
01/13/14 OSC014 408.96 C D I013030 K702DAB1
01/28/14 OSP030 408.96- P C I028017 K702DAB1

** End of Transactions **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Notes More
    
```

Basic Steps

- Type an invoice and line item number in the fields provided and press <ENTER> to view detailed invoice line item information.

Screen 636 – Invoice Line Item Display (cont'd)

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

Action Line

- ◆ **Invoice:** 7 character/digits
Enter the invoice number to be displayed.
- ◆ **Line Item:** 2 digits
Designates the line item selected from the invoice for display.
- Customer:** 13 characters/digits
Shows the FAMIS customer's identification number.
- Name:** 35 characters
Displays the customer's name.

Screen Information

→ Panel 1

- Account:** 15 digits
Shows the account number (Subsidiary Ledger Account + Support Account + Object Code) initiating the invoice.
- Amount:** 14 digits
Displays the total dollar amount of invoice line item.
- Desc:** 35 characters
Provides a description of the invoice line item.
- Cost Ref 1, 2, 3:** 7 characters/digits
Identifies any user defined reference numbers.
- Line Net Due:** 14 digits
Shows the net dollar amount due for the invoice line item displayed.
- Line Total Due:** 14 digits
Displays the total dollar amount due for the invoice line item displayed.
- Amount:** 14 digits
Identifies the amount entered for this specific line item transaction.
- Amount Fed:** 14 digits
Shows the dollar amount fed to the account.
- Amount Paid:** 14 digits
Displays the total dollar amount paid on this particular line item.
- Amount Paid Fed:** 14 digits
Shows the dollar amount fed to the specified account for payments. Flag settings determine when this occurs.
- Amount Retained:** 14 digits
Identifies the dollar amount retained by the sponsor.

Screen 636 – Invoice Line Item Display (cont'd)

Amount Disallowed: 14 digits
Includes the dollar amount of the sponsor disallowance.

Audit History

Bat Date: 6 digits
Shows the batch date when the invoice was entered in FAMIS.

Bat Ref: 6 characters/digits
Identifies the batch reference number used to group entry of like transactions.
For a complete list of FAMIS batch/session header codes, see the Appendix.

Amount: 9 digits
Displays the amount entered for this specific line item transaction.

C/P: 1 character
Indicates whether the dollar amount displayed was a charge (C) or a payment (P).

D/C: 1 character
Identifies whether the transaction displayed was a debit (D) or credit (C).

Ref: PF2 Help 7 digits
Indicates the value for the user defined Ref 4. For charge transactions, this reference is entered on [Screen 610](#). For payment transactions, this is the check number entered on [Screen 615](#) or [Screen 616](#).

Feed: 1 character
Shows the setting of the Account Feed flag, as set on [Screen 630](#).

Bank: 5 digits
Identifies the bank number used in line item transaction.

Description: 23 characters
Displays a description of line item transaction.

Panel 2 (visible by using the **PF11** key)

Check Date: 6 digits
Shows the date check was processed.

Entered By: 7 characters/digits
Displays the UIN of the person that entered the information in the batch.

Additional Functions

PF KEYS See Appendix for explanation of standard PF keys.

PF5 **Notes**
Notes Use to enter notes. (Update access is required.)

PF11 **More Information**
More Displays additional screen information.

List Invoices by Invoice Number

To view invoices by invoice number, use [Screen 637](#). The invoices displayed are in numerical order. There is also an option to include invoices with a zero balance in the list displayed.

Screen 637 – Invoices by Invoice Number (Panel 1)

```

F2407 Select Invoice to proceed to Screen 635
637 Invoices by Invoice Number
11/18/10 13:26
FY 2011 CC 02

Screen: ___ Starting with Invoice: _____
Include Invoices with Zero Balance: N

PANEL: 01 MORE >>

Sel Invoice Type Dept Customer Due Date Amount Amt Paid
- A770110 DP FISC 10 TAMUG FOOD SER 01/31/2011 358.33 0.00
- B140196 DP PHPL 01 FACILITIES PLA 01/16/2010 71.50 240.25
- B141028 DP PHPL 23 HSC MEDICAL BI 02/20/2010 211.36 422.72
- B141500 DP PHPL 07 TCE SOIL & CRO 03/26/2010 4888.50 4073.75
- B142020 DP PHPL 01 FACILITIES PLA 05/22/2010 1359.68 0.00
- B142027 DP PHPL 01 COMBINED HEAT 05/22/2010 34775.40 0.00
- B142485 DP PHPL 01 FACILITIES PLA 06/24/2010 17.88 0.00
- B142487 DP PHPL 01 FACILITIES PLA 06/24/2010 1523.28 0.00
- B142875 DP PHPL 06 TAES ENTOMOLOG 06/24/2010 851.09- 0.00
- B142927 DP PHPL 08 TEES CHEMICAL 06/24/2010 17565.69 17494.19
- B142933 DP PHPL 09 TEEX EMERGENCY 06/24/2010 9215.90 7228.80
- B142952 DP PHPL 23 HSC SCHOOL OF 06/24/2010 5030.55 4490.90

** Press <Enter> to View more Invoices *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Left Right
  
```

Screen 637 - Invoices by Invoice Number (Panel 2)

```

637 Invoices by Invoice Number
11/18/10 13:28
FY 2011 CC 02

Screen: ___ Invoice: _____
Include Invoices with Zero Balance: N
<< MORE PANEL: 02

Sel Invoice Amount Amt Paid Amt Retain Amt Disallow Net Due
A770110 358.33 0.00 0.00 0.00 358.33
B140196 71.50 240.25 0.00 0.00 168.75-
B141028 211.36 422.72 0.00 0.00 211.36-
B141500 4888.50 4073.75 0.00 0.00 814.75
B142020 1359.68 0.00 0.00 0.00 1359.68
B142027 34775.40 0.00 0.00 0.00 34775.40
B142485 17.88 0.00 0.00 0.00 17.88
B142487 1523.28 0.00 0.00 0.00 1523.28
B142875 851.09- 0.00 0.00 0.00 851.09-
B142927 17565.69 17494.19 0.00 0.00 71.50
B142933 9215.90 7228.80 0.00 0.00 1987.10
B142952 5030.55 4490.90 0.00 0.00 539.65

** Press <Enter> to View more Invoices *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Left Right
  
```

Basic Steps

- Type an invoice number in the **Invoice** field and press <ENTER> to begin the displayed list with specified invoice.
- Type an "X" in the **Sel** (Select) field next to an invoice and press <ENTER> to advance to [Screen 635](#) and view additional invoice information.

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

Action Line

- Starting with Invoice:** 7 character/digits
Enter the starting invoice number, if desired. A specified invoice number will position it at the beginning of the screen list.
- ◆ **Include Invoices with Zero Balance:** 1 character
Type "Y" if invoices with a zero balance should be included in the display.

Screen Information

➔ Panel 1

- Sel:** 1 character
Type an "X" and press <ENTER> to select an invoice for display on Screen 635.
- Invoice:** 7 character/digits
Displays the customer's invoice number.
- Inv Type:** PF2 Help 2 characters
Identifies the type of invoice.
- Bill Dept:** PF2 Help 5 characters
Shows the department that originated the invoice.
- Customer:** 17 characters
Displays the customer's name on the invoice.
- Due Date:** 8 digits
Indicate the date the invoice should be paid.
- Amount:** 12 digits
Shows total dollar amount of all line items.
- Amt Paid:** 12 digits
Identifies dollar amount paid for entire invoice.

➔ Panel 2

- Amt Retain:** 12 digits
Displays dollar amount retained by the sponsor.
- Amt Disallow:** 12 digits
Shows the dollar amount of the sponsor disallowance.
- Net Due:** 12 digits
Identifies the dollar amount due, after all deductions.

Additional Functions:

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

List Invoices by Project

Information about a specific invoice related to a Sponsored Research project is displayed on [Screen 638](#).

Screen 638 – Invoices by Project (Panel 1)

638 Invoices by Project							04/23/12 17:00	
Screen: ___ SPR Project: 0000425407 Invoice: _____							FY 2012 CC 02	
Include Invoices with Zero Balance: N							PANEL: 01 MORE >>	
Sel	Invoice	Nbr	Customer	Due Date	Amount	Amt Paid		
_	R012233	1	NATIONAL ENDOWMENT F	03/30/2009	16181.95	16148.42		
* Total *					16181.95	16148.42		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							Left Right	
Hmenu Help EHelp								

Screen 638 - Invoices by Project (Panel 2)

638 Invoices by Project							04/23/12 17:01	
Screen: ___ SPR Project: 0000425407 Invoice: _____							FY 2012 CC 02	
Include Invoices with Zero Balance: _							<< MORE PANEL: 02	
Sel	Invoice	Amount	Amt Paid	Amt Retain	Amt Disallow	Net Due		
	R012233	16181.95	16148.42	0.00	0.00	33.53		
* Total *		16181.95	16148.42	0.00	0.00	33.53		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							Left Right	
Hmenu Help EHelp								

Basic Steps

- Type an SPR Project number in the **SPR Project** field and press <ENTER> to display a numerical list of all outstanding invoices.
- Type an invoice number in the **Invoice** field and press <ENTER> to begin the displayed list at the specified invoice.
- Type an "X" in the **Sel** (Select) field next to an invoice and press <ENTER> to advance to [Screen 635](#) to view additional invoice information will be displayed.

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

Action Line

- ◆ **SPR Project:** 10 digits
Enter the desired SPR Project number.
- Invoice:** 7 character/digits
Include the invoice number to position it at the beginning of the screen list.
- ◆ **Include Invoices with Zero Balance:** 1 character
Type "Y" if invoices with a zero balance should be included in the display.

Screen Information

→ Panel 1

- Sel:** 1 character
Type an "X" to select a particular invoice.
- Invoice:** 7 character/digits
Shows the invoice number.
- Nbr Lns:** 2 digits
Indicates the number of line items on the specified invoice.
- Customer:** 20 characters
Shows the name of the customer billed for the specified invoice.
- Due Date:** 8 digits
Display the date the invoice payment is due.
- Amount:** 12 digits
Identifies the total amount of the invoice, before payments.
- Amt Paid:** 12 digits
Shows total amount paid on indicated invoice.

→ Panel 2

- Amt Retain:** PF2 Help 12 digits
Identifies dollar amount retained by the sponsor.
- Amt Disallow:** 12 digits
Shows the dollar amount of the sponsor disallowance.
- Net Due:** 12 digits
Displays dollar amount due, after all deductions

Additional Functions

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

Section VIII

Control Screens

Accounts Receivable Control Record

To set the controls for all processing in the Accounts Receivable module of FAMIS, use [Screen 680](#). 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)

```

680 Accounts Receivable Control Record                               11/18/10 16:54
                                                                    FY 2011 CC 02
Screen:  ___

Cash or Accrual(C/A): A
Payments as Receipts or JEs(R/J): J
If JEs - GL Cash clearing Account: 0010171610
3rd digit of 06X for payments: 2

Asset or Liability      Single GL      If Single
Acct Cntl              or use        GL - enter
Map Code               6 digit GL

Receivables (asset)    1300          M             _____
Over Payments (Liability) 2130          M             _____
Deposits (Liability)   2500          M             _____

3rd digit of 06X for Receivables: 5

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

Screen 680 - Accounts Receivable Control Record (R)

```

680 Accounts Receivable Control Record                               11/18/10 16:55
                                                                    FY 2011 CC 02
Screen:  ___

Cash or Accrual(C/A): A
Payments as Receipts or JEs(R/J): R
If JEs - GL Cash clearing Account:
3rd digit of 06X for payments: 2

Asset or Liability      Single GL      If Single
Acct Cntl              or use        GL - enter
Map Code               6 digit GL

Receivables (asset)    1300          M             _____
Over Payments (Liability) 2130          M             _____
Deposits (Liability)   2500          M             _____

3rd digit of 06X for Receivables: 5

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

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

* 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.

* System processed transactions - no manual entry required.

Transaction Codes

The transaction codes, which indicate AR payments, and those which indicate the processing of a receivable, are set on Screen 680. **See the Appendix for a list of transaction codes and their associated processes.**

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

Screen Information

- ◆ **Cash or Accrual (C/A):** 1 character
Indicate whether 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."

- ◆ **Payments as Receipts or JEs (R/J):** 1 character
Determine which General Ledgers will be credited and debited for receivable transactions. R (receipts) or J (journal entries).

- If JEs - GL Cash Clearing Account:** 10 digits
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 for payments:** 1 digit
Indicate the 3rd digit of the transaction type for receivables when payments are posted. **See the Appendix for a list of transaction codes and their associated processes.**

Receivables/Over Payments/Deposits

- ◆ **Asset or Liability Acct Cntl:** 4 digits
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 a map code (M) will be used to determine the correct GL.
Receivables (asset)
Over Payments (Liability)
Deposits (Liability)

- If Single GL - Enter 6 digit GL:** 6 digits
Enter the General Ledger (GL) account to be used for processing accounts receivable transactions with the single GL option.
Receivables (asset)
Over Payments (Liability)
Deposits (Liability)

- ◆ **3rd Digit of 06x for Receivables:** 1 digit
Indicate 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 [Screen 681](#). Also, typing a character or digit in the **Invoice Prefix** field and pressing <ENTER> will access the last number used in the series for the specified prefix. The FAMIS Services staff 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

```
681 Invoice Prefix Create                                     11/18/10 13:56
                                                            FY 2011 CC AM
Screen: ___ Invoice Prefix: A (A-Z or 0-9)

Last Number Used: A 999999
Delete Prefix: _

-----
Note: A 'Last Number Used' of 999999 forces ALL invoices
to be manually assigned by the operator

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

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.

Invoice Prefix Process

Automatic Invoice Creation

If desired, FAMIS can automatically assign the seven characters/digits invoice number. This is accomplished by entering a zero (0) or a valid invoice prefix in the **Invoice** field of [Screen 610](#). Invoice prefixes may be viewed on [Screen 682](#).

Screen 681 – Invoice Prefix Create (cont'd)

Examples of valid invoice prefixes are as follows:

<u>Value</u>	<u>Meaning</u>	<u>Value</u>	<u>Meaning</u>
O	All general invoices	S	Stores
C	CSC	B	Transportation/etc.
P	Physical Plant	L	Large Animal
T	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 or digit of the invoice.

Screen Information

- ◆ **Last Number Used:** 7 characters/digits
Shows the last sequential invoice number assigned by FAMIS for the specified prefix.
Note: "999999" forces all invoices to be manually assigned by the operator.

- 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

Prefixes and numbers of the most recent invoice numbers used in the system are displayed on Screen 682. **It may be useful to view this screen before creating invoices on Screen 610.**

There are some prefixes that are reserved for special invoices, such as the following:

- “I” - used to indicate **insurance**
- “R” - used to indicate **sponsored research**

Screen 682 – Invoice Prefixes - Last Number Used

682 Invoice Prefixes - Last Number Used				11/18/10 13:58	
Screen: ____				FY 2011 CC 02	
Prefix	Last Number	Prefix	Last Number	Prefix	Last Number
A	999999	P	999999	2	999999
B	999999	Q	999999	5	999999
C	999999	R	013998	6	999999
D	999999	S	999999	7	999999
F	999999	T	999999		
G	999999	U	999999		
H	999999	V	999999		
I	999999	W	999999		
K	999999	X	001008		
L	999999	Z	904251		
M	999999	0	999999		
N	999999	1	999999		

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

Basic Steps

- View invoice prefixes set up and the last number used for your campus code.

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

Screen 683 is used to enter text for a past due letter for a specific invoice type. Past due notices are generated by the 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

```
683 Past Due Letter Text Maintenance                               11/18/10 13:58
                                                                FY 2011 CC 02
Screen:  ___ Invoice Type: SP
Past Due Number:  _1                                         Delete:  _

Text:  Our records indicate that payment for the following _____
invoice (s) is overdue. Please forward payment to Texas _____
A&M University - Financial Management Operations,Sales & _____
Receivables, 6000 TAMU, College Station TX 77843-6000. _____
If your books indicate that the invoice(s) has been paid, _____
please send copies of the cancelled checks, front and back, _____
to TX A&M University, Research Services,1260 TAMU, _____
College Station, TX 77843-1260. Contact TX A&M University _____
Research Services with questions at (979)845-0097 or for _____
add'l info go to http://tamurs.tamu.edu/contact-us. _____

* Please enter text in UPPER and LOWER case.
** To leave a blank line, put an '*' in the first column.

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

Basic Steps

- Advance to Screen 683.
- 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 the 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:

Value	Meaning
**	Default text
DP	Departmental
IN	Insurance
SP	Sponsored Research

Screen 683 – Past Due Letter Text Maintenance (cont'd)

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 Screen 620 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 that needs to be sent, the **Past Dues Sent** field on Screen 620 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. For example:
- ** = 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 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 IX

Appendix

Instructions

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

3270 Emulation Keys

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

PF Keys

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

At the bottom of the FAMIS screens, there are PF keys listed that can assist with use of the screen. For example, at the bottom of [Screen 164](#) (Voucher Inquiry by PO Number) there is a **PF11** key with the word "Right" under it. This means that by pressing **PF11**, the screen listing will scroll to the right for an additional panel of information.

TAB and BACKTAB Keys

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

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

CLEAR Key

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

RESET Key

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

Appendix – Instructions (cont'd)

ERASE END OF FIELD Key

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

HOME Key

From anywhere on the screen, the most efficient way to take the cursor back to the **Screen** field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the **ALT/RULE** keys. On most PCs, the **HOME** key on the numeric keypad will work.

Protected Area

The **Protected Area** is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your **reset** key followed by the **tab** key to release your system when it freezes.

Action Line/Context

The **Action Line** is usually the first line of information on each screen. The **Screen** field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, account, etc. are often found on the Action Line.

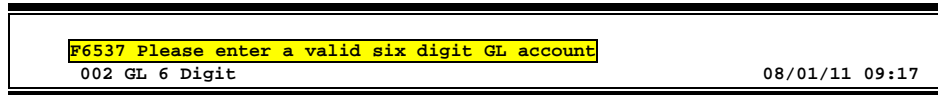
Data that is entered on the Action Line will be carried in “context” from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in “context” until the user keys a different account in the field.

The <ENTER> key must be pressed after entering **Action Line** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing <ENTER>, a message will be given at the top of the screen asking for modifications or providing further processing instructions.

F0002 Record has been successfully added		08/01/11 09:17
002 GL 6 Digit		FY 2011 CC 02
Screen: _____	Account: 032365	NAVSO, INC
Account Title: NAVSO, INC. _____		SRS: __

Message Line

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



Scrolling Through Data

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

Help

HELP functions are available for many screen fields in FAMIS. Typing a question mark (?) in the blank beside the desired field and pressing <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press **PF2**.

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

Escaping from a Pop-Up Window

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

Field Help Using the F2 Program Function Key

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

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

Screen 2 - GL 6 Digit

002 GL 6 Digit	08/01/11 09:15
	FY 2011 CC 02
Screen: ___ Account: 014000 ___ MEDICINE	
Account Title: MEDICINE	SRS: _
Resp Person: luuuuuuu7 COLLINS, CINDY C	Old Acct: 0284
Year-end Process: F	Reclassify: _ Reporting Group: ___ Aux Code: ___
AFR Fund Group: 10	Fund Group: FG Sub Fund Group: ___ Sub-Sub: ___

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

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

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

Question Mark (?) or Asterisk (*) Help

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

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

Screen 2 - GL 6 Digit

```

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

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

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

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

      Dept S-Dept Exec Div Coll Mail Cd Stmt
Primary:  REV  _      UN  AD      C6000  N
Secondary: VTEA _      AA  CD  VM  C4457  N

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

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

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

```

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

Accounts Receivable Screens List

	<u>PAGE</u>
M61 Accounts Receivable Menu	I-7
Contains a list of all the screens necessary to perform inquiries and processing of Accounts Receivable.	
M62 AR System Controls Menu	I-7
Contains a list of all the screens necessary for control of Accounts Receivables.	
602 Customer Name Search	VII-3
Entering either a complete or partial customer name will provide a listing with all customers containing the entered data.	
603 Customer Add/Modify	VI-3
Used to set up a new customer or make modifications to an existing customer.	
604 Customer Comments.....	VI-8
Provides a free-form section for comments about customers. They do not print.	
605 Customer System Information.....	VII-5
Lists general information about a specified customer.	
607 Customer Name Alias Maintenance	VI-9
Lists all aliases for a specified customer.	
608 Customer Number Modify.....	VI-11
Used only when customer is incorrectly set up in the system. Associates all invoices with the new customer number.	
610 Invoice Create	III-3
Used to create regular invoices.	
611 Line Item Create.....	III-8
Allows additional line items after an invoice has already been created.	
612 Line Item Adjust.....	III-11
Used to increase or decrease previously entered invoice amounts.	
615 Post Line Item Payments	IV-3
Used to post line item payments for a specific invoice.	
616 Search Invoices & Post Payments	IV-7
Allows partial or complete invoice payment. Also used to invoice searches.	
617 Retention/Disallowance Maintenance	IV-11
Used to maintain retention and disallowance for a particular invoice.	
620 Invoice Header Modify	III-14
Used to modify the header for a specific invoice.	
621 Transfer Invoice to another Customer	III-18
Used to transfer existing invoice to another customer.	
624 Session/Batch Header List – Processed.....	II-7
Provides a list of all Accounts Receivable batches processed in FAMIS.	
627 Transaction Inquiry by Batch	II-9
Provides a detailed listing of transactions processed in a given batch.	

Accounts Receivable Screens List (cont'd)

630	AR Batch Initialize II-3 Used to open/close a batch so accounts receivables may be entered.
632	Invoices by Customer VII-8 Lists the open invoices attributed to a specific customer.
633	Invoices by Billing Department VII-11 Lists the invoices attributed to a specific billing department
634	Invoice Line Item by Account VII-13 Lists all invoice line items attributed to a specific account.
635	Invoice Display VII-16 Displays all information pertaining to a specific invoice.
636	Invoice Line Item Display VII-19 Displays information about a specific line item for an invoice.
637	Invoices by Invoice Number VII-22 Lists invoices by invoice number in numerical order.
638	Invoices by Project VII-24 Displays invoice information related to a Sponsored Research project.
640	Credit Invoice Create V-3 Allows free-form text entry for past due letters for a specific invoice type.
641	Credit Line Item Create V-8 Used to create credit invoice line items.
643	Customer Flag Set/Reset VI-14 Used to freeze, delete or drop a customer. These settings determine the types of transactions that may be processed against each customer.
680	Accounts Receivable Control Record VIII-3 Control record used for values that determine the accounting methods used to post receivables (set by FAMIS Services).
681	Invoice Prefix Create VIII-6 Provides information on valid invoice prefixes for each system member (set by MIS Team).
682	Invoice Prefixes - Last Number Used VIII-8 Provides list of valid prefixes and numbers of most recent invoices for a specific system member.
683	Past Due Letter Text Maintenance VIII-9 Allows free-form text entry for past due letters for a specific invoice type.
SPR 116	Project Billing Information I-9 Used to create, maintain and view billing schedules for a project.

Standard PF Keys

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

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

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

To exit a pop-up window, press **PF4** to return to the previous window or inquiry screen. If multiple windows have been opened pressing **PF3** will return you directly to the screen where you started.

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

Extended Function Keys

- Bkwd** **Backwards**
Advances backward to the previous screen or scrolls one page back for a particular item.
- Frwd** **Forward**
Advances forward to the next screen or scrolls one page forward for a particular item.
- 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.

```
+-----+
| R R400007            **Document Item Inquiry ** |
| Item:    1.0 |
| |
| Line                                    Descriptions |
|-----|
| 1    1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK |
| 2    DRIVE FOR SGI INDIGO WITH INTERNAL MOUNTING |
| |
| Press <PF4> to Exit |
|-----+
+-----+
```


Appendix – Standard PF Keys (cont'd)

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

Notes **Notes**
Displays any notes attached to the document header. Use the **Position at Line** field to start the text at a particular line. The **Page (F/B/E)** field scrolls forward (F), and Backwards (B) through the text, or End (E) to exit the window.

```
+-----+
| F0013 Please enter desired modifications                                     |
| P600026  1.0                               Position at line:  ___         |
| Line      ***** Note Text *****                                     |
| 1         >>Notes Entered 10/12/95 BY CARSON, CARL C ___                 |
| 2         THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS ___                 |
| 3         PRIOR TO THE AWARD. ___                                         |
| 4         ___                                                             |
| 5         CONTACT DR. WILL W. WADDLESWORK FOR FURTHER ___                 |
| 6         DETAILS/CLARIFICATION ABOUT THE REQUESTED ___                 |
| 7         ITEMS. ___                                                       |
| 8         ___                                                             |
| 9         ___                                                             |
| 10        ___                                                             |
| 11        ___                                                             |
| 12        ___                                                             |
| PF4=Exit  PF7=PItem  PF8=NItem          Page (F/B/E):  _                 |
+-----+
```

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

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 - Budgets (Screens 10, 10A, 10B, 10C, 10D)		
020	Original Budgets & 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 - Receipts (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, Disbursement to Other. Receipt of funds via equity transfer from Members to System for share of benefits paid by System	Assigned by FAMIS
04x - Disbursements (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 - Encumbrances (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)

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 – Credit 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 voucher as charges)	Special FAMIS Processing
16x – Prepaid Vouchers (Screen 109) (Invoicing Screen 345)		
160-164	Prepaid Voucher (Regular) with reconciliation	User Defined
165	Prepaid Voucher with NO reconciliation (does a JE to cash voucher clearing and does not affect the bank)	Assigned by FAMIS
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 (no offset to the bank)	User Defined
175	NOT USED	User Defined
177-179	Prepaid vouchers with reconciliation	User Defined

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FAMIS Session Batch Header Codes

A session/batch reference code is used to group sessions of like transactions. The first three (3) characters typically identify the type of transactions entered during the session. For example, **ARP001** would signify an **Accounts Receivable Payment** transaction. We recommend that FAMIS users use these batch header codes where appropriate.

Accounts Payable		
AP ACH	APA	FAMIS Assigned
AP Check	APC	FAMIS Assigned
AP State Voucher	APV	FAMIS Assigned
Fee	FEE	FAMIS Assigned
Travel	TRV	
Corrections-Travel	TRC	
Purchase	PRV	
Prepaid Vouchers	PPV	
Corrections-Purchase	PVC	
Delete Vouchers	DEV	
Housing Interface	HSG	FAMIS Assigned
SIMS Interface	SIMS	FAMIS Assigned
Miscellaneous	MDS	
Procurement Card	PCC	FAMIS Assigned
Corrections-Payroll	CPR	
Accounts Receivable		
AR Accounting Feed	FAR	FAMIS Assigned
AR Payments	ARP	FAMIS Assigned
Bank Transfers		
Bank Transfers	BTR	
Budget		
Budget Brought Forward	BBF	FAMIS Assigned
Beginning Entries	BEG	
Regular	BJN	
Original Budgets	BUD	
Generated Exp Budget	GEB	FAMIS Assigned
Cash Receipts		
Cashier Deposits-Depts	CPD	
Corrections Receipts	CRC	
Departmental Deposits	DDP	
Distribution to S/L	DTR	
Gifts	GIF	
Interest	INT	
Investment Sales	INS	
Letter of Credit	LOC	
Miscellaneous	MDP	
V/MC Charge Back	CBK	
V/MC Deposits	VDD	

Encumbrances		
Encumbrance	ENC	
IDTs		
Regular	IDT	
Corrections	IDC	
Gift Fees	FEE	
Interface IDTs	(dept. code) Ex: PHPLxx	
Visa/MC Charges	VMC	
Interagency Payments	IAP	
Journal Entries		
Regular	JEN	
Corrections	JEC	
Investments	JIN	
Payroll		
EPA Adjustments	EPA	FAMIS Assigned
Insurance Billing	INS	FAMIS Assigned
Insurance Equity Transfer	INEQ	FAMIS Assigned
Payroll	PAY	FAMIS Assigned
Payroll Auto Adjustment	SEAA	FAMIS Assigned
Salary Encumbrance	SEN	FAMIS Assigned
Salary Savings	SSV	FAMIS Assigned
Fixed Assets (FFX)		
FFX Accounting Feed	FFX	FAMIS Assigned
FFX Depreciation	FFD	FAMIS Assigned
Sponsored Research (SPR)		
Indirect Cost	INDZ	FAMIS Assigned
Suspense		
Suspense	SUS	

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FAMIS Reference Codes

Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified below, along with related transactions. Samples of Screen 23 have been used to show each reference code with related transactions.

Reference # 1

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 1	Encumbrances		PO # or Doc #
	Vouchers		
	Credit Memos		
	Prepaid Vouchers	05x	
	Prepaid Credit Memos	06x	
	Revolving Vouchers		
	Revolving Prepaid Vouchers		
	Change Source of Funds		
Multi Vendor Vouchers (SL and GL)			
Budget (SL)		02x	Budget #
Budget Transfer			
Beg Balance #		098	Beginning Balance (GL)
AFR #		060	AFR Entries/Reversals (SL and GL)

Screen 23 – Transaction Inquiry by Account (Panel 1)

```

023 Transaction Inquiry by Account                                03/10/09 14:02
      VET MED - TEACHING HOSPITAL                                FY 2009 CC 02
Screen:  ___ Account: 144013 4010 Ref: 1 Direct/Indirect: D
      Bank Option: N
Sbcd TC  Ref 1 Date Description Amount I BatRef Offset Acct
-----
4010 054 L902781 09/16 DYLAN TROPHY DB 420.50 D 8576JF
4010 054 L904455 09/22 WINSTON'S OFFICEWOR 367.00 D 8576JF
4010 068 L903552 09/25 NASH NASWORTHY 131.49 F PVP308 014400 2100
4010 068 L904455 09/26 WINSTON'S OFFICEWOR 367.00 F PVP309 014400 2100
4010 061 09/26 STORES 646.71 PURS01 270260 0523
4010 061 09/26 STORES 107.47 PURS01 270260 0523
4010 061 09/26 STORES 434.10 PURS01 270260 0523
4010 061 09/26 STORES 51.41 PURS01 270260 0523
4010 061 09/26 STORES 72.35 PURS01 270260 0523
4010 061 09/26 STORES 90.57 PURS01 270260 0523
4010 061 09/26 STORES 11.96 PURS01 270260 0523
4010 061 09/26 STORES 417.24 PURS01 270260 0523
4010 061 09/26 STORES 322.99 PURS01 270260 0523
4010 061 09/26 STORES 98.66 PURS01 270260 0523
* Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp View DLoad Left Right
    
```

Reference # 2

Reference 2 is almost always assigned by FAMIS. In most cases, this will be the voucher number. There are various ways to view or report data by this reference number.

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 2	Disbursements Vouchers Credit Memos Prepaid Vouchers Prepaid Credit Memos Revolving Vouchers Change Source of Funds Multi-Vendor Vouchers Revolving Prepaid Vouchers	068	Voucher #
	Interdepartmental Transfers Receipts	030 061	Bill # or Receipt #
	A/R Addt'l Line Item Entry A/R Line Item Adjust A/R Line Item Payment		A/R Invoice
	Encumbrance (SL)	05x	Document #
	AFR Entries/Reversals (SL and GL)	060	Document #
	DBR Budget Transfer	022	DBR Document #

Screen 23 – Transaction Inquiry by Account (Panel 1)

```

023 Transaction Inquiry by Account                                03/10/09 14:01
      VET MED - TEACHING HOSPITAL                                FY 2009 CC 02
Screen:  ___ Account: 144013 4010 Ref: 2 Direct/Indirect: D
      Bank Option: N
Sbcd TC  Ref 2 Date Description Amount I BatRef Offset Acct
-----
4010 054 L902781 09/16 DYLAN TROPHY DB 420.50 D 8576JF
4010 054 L904455 09/22 WINSTON'S OFFICEWOR 367.00 D 8576JF
4010 068 1006899 09/25 NASH NASWORTHY 131.49 F PVP308 014400 2100
4010 068 1007488 09/26 WINSTON'S OFFICEWOR 367.00 F PVP309 014400 2100
4010 061 S054790 09/26 STORES 646.71 PURS01 270260 0523
4010 061 S054792 09/26 STORES 107.47 PURS01 270260 0523
4010 061 S054793 09/26 STORES 434.10 PURS01 270260 0523
4010 061 S054794 09/26 STORES 51.41 PURS01 270260 0523
4010 061 S054795 09/26 STORES 72.35 PURS01 270260 0523
4010 061 S054796 09/26 STORES 90.57 PURS01 270260 0523
4010 061 S054797 09/26 STORES 11.96 PURS01 270260 0523
4010 061 S054798 09/26 STORES 417.24 PURS01 270260 0523
4010 061 S054799 09/26 STORES 322.99 PURS01 270260 0523
4010 061 S054800 09/26 STORES 98.66 PURS01 270260 0523
* Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help EHelp View DLoad Left Right
    
```

Reference # 3

Reference 3 is less used than the others. There are some transactions where you will see entries in Reference 3. There are various ways to view the data for this reference number.

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE	AUTO OR MANUAL
REF 3	AP Disbursements (GL) Prepaid Vouchers	04x 068	AP Check #	A
	Receipts Disbursements	03x 04x	Teller # (if manually entered)	M

Screen 23 – Transaction Inquiry by Account (Panel 1)

```

023 Transaction Inquiry by Account                                03/10/09 13:58
      VET MED - TEACHING HOSPITAL                                FY 2009 CC 02
Screen:  ___ Account: 144013 4010 Ref: 3 Direct/Indirect: D
      Bank Option: N
Sbcd TC  Ref 3 Date Description Amount I BatRef Offset Acct
-----
4011 068      02/28 JT MOORE CHANCE      89.61 N PCV001 014400 2100
4011 041      02/28 WALLER-CREDIT INV       8.00- C PCR001
4011 054      03/06 ROY RASWELL DISTR     316.36 D 8576JF
4013 054      12/04 MMM VETERINARY SUP     21.82 D 7940EP
4013 054      12/04 MMM VETERINARY SUP     15.58 D 7940EP
4013 068      12/15 MMM VETERINARY SUP     21.82 F INV376 014400 2100
4013 068      12/15 MMM VETERINARY SUP     15.58 F INV376 014400 2100
4013 061 0106202 01/08 CARE PAY 20090000    2,089.64 OSJ009 001004 1610
4013 054      03/06 PNEUMON SERVICES       32.00 D 7940EP
4013 054      03/06 SHORE VETERINARY I     253.66 D 7940EP
4014 068      03/03 DYLAN TROPHY DB        7.50 F PVP410 014400 2100
4020 054      09/01 DALE MARKETING L P     593.92 D PUR001
4020 054      09/09 DALE MARKETING L P     79.99 D 8576JF
4020 054      09/15 DISK-O-TAPE INC       753.82 D 8576JF
* Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp View DLoad Left Right
    
```

FAMIS Reference Codes (cont'd)

Reference # 4

Reference 4 is typically used by departments to identify transactions by a number that is meaningful to them. There are various ways to view or report data by this reference number thereby aiding the departments to work with their accounting data.

FIELD	RELATED TRANSACTIONS	CODE	TYPE OF DATA or # TYPE
REF 4	Vouchers	068	Department Voucher #
	Credit Memo		
	Prepaid Vouchers		
	Prepaid Credit Memos		
	Revolving Prepaid Vouchers		
	Change Source of Funds		
REF 4	Multi-Vendor Vouchers	022	A/R Payment Check #
	A/R Additional Line Item Entry		
	A/R Line Item Adjust		
	A/R Line Item Payment	060	AFR Entries/Reversals (SL and GL)
	AFR #		

Screen 23 – Transaction Inquiry by Account (Panel 1)

Sbcd	TC	Ref 4	Date	Description	Amount	I	BatRef	Offset	Acct
023				Transaction Inquiry by Account					
				VET MED - TEACHING HOSPITAL					
				Screen: ___ Account: 144013 4010 Ref: 4 Direct/Indirect: D					
				Bank Option: N					
4010	054	84691	09/16	DYLAN TROPHY DB	420.50	D	8576JF		
4010	054	90248	09/22	WINSTON'S OFFICEWOR	367.00	D	8576JF		
4010	068	90105	09/25	NASH NASWORTHY	131.49	F	PVP308	014400	2100
4010	068	90248	09/26	WINSTON'S OFFICEWOR	367.00	F	PVP309	014400	2100
4010	061		09/26	STORES	646.71		PURS01	270260	0523
4010	061		09/26	STORES	107.47		PURS01	270260	0523
4010	061		09/26	STORES	434.10		PURS01	270260	0523
4010	061		09/26	STORES	51.41		PURS01	270260	0523
4010	061		09/26	STORES	72.35		PURS01	270260	0523
4010	061		09/26	STORES	90.57		PURS01	270260	0523
4010	061		09/26	STORES	11.96		PURS01	270260	0523
4010	061		09/26	STORES	417.24		PURS01	270260	0523
4010	061		09/26	STORES	322.99		PURS01	270260	0523
4010	061		09/26	STORES	98.66		PURS01	270260	0523
* Continued *									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHelp View DLoad Left Right									

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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 identification number for an account.

Account Number

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

Accounts Payable

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

Action/Context Line

The screen line (usually fourth from the top) or lines 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 vendor, other than the formal customer name (primary name), that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names once a vendor has been created.

AP

See Accounts Payable.

Attributes

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

Automatic Budget Reallocation (ABR)

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

B

Bank Transfer

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

Appendix – Glossary (cont'd)

Batch/Session

A collection of related transactions 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](#).

Beginning Balance

Balances posted during implementation.

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 Fiscal Year

Budgets are prepared in one fiscal year for the next fiscal year. The default is always the next fiscal year when using any Budget Preparation screen.

Budget Pattern

Used to group individual object codes (or ranges), into budget categories to establish new fiscal year budget. Tracks current and past year account activity in order to develop the new fiscal year budget.

Budget Pool

A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

Budget Version

Various versions of a budget can be created and names for comparative purposes.

Buying Account

Account which is allowed to “purchase” from a specific selling account via an interdepartmental transfer.

C

Capital

Assets, cash, means, property, resource.

Cash

Coins, currency, checks, and anything else a bank will accept for immediate deposit.

Cash Disbursement

A non-vouchered payment for goods received, services rendered, reduction of debt or purchase of other assets.

Cash Receipt

Cash received from cash sales, collections on accounts receivable and sale of other assets.

Chart of Accounts

A listing, at the 6-digit level, of all account numbers within FAMIS. Sometimes the COA defines the accounts at the 10-digit level as well.

Check Override

The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

Appendix – Glossary (cont'd)

Claim-On-Cash

The share of ownership that an account has in the institution's money.

Clearing Account

A temporary summary account (such as a payroll account) which is periodically set to zero.

COA

See Chart of Accounts.

Compound Journal Entry

A two-sided transaction that posts debits and credits.

Context

The information that identifies the record being displayed or to be displayed by the system.

Copy

The process that creates a new pattern from an existing version (specified on the Action Line) or ABR (specified in the resulting pop-up screen).

Credit Memo

The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

Currency Code

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

Cycle

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

D

Data

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

Database

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

Data Control

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

Data Element HELP

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

Data Entry

A means for adding information into the system.

Default

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

Default Mandatory

Flag indicating whether the transfer is mandatory. If no value is entered in the detail lines for this field, the transfer will be flagged with the default value after pressing <ENTER>.

Appendix – Glossary (cont'd)

Delete Flag

A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

Demand Voucher

Voucher to be paid during the next Check Cycle.

Diagnostic Message HELP

An on-line feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.

Diagnostics

The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC

The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

Disbursement

Record money paid out by the institution from GL, SL and SA or bank account. Can reverse an encumbrance. A payment for goods received, services rendered, reduction of debt or purchase of other assets that does not go through the AP/voucher system.

Discount Account

The account credited for discounts taken by the system when a check is written.

Discount Table

A table containing user-defined values representing discount terms for vendors.

Dollar Data

A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit

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

Drop Flag

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

E

Encumbrance

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

Endowment

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

Endowment Income

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

Entry Code

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

Expended

Depleted, used up.

Appendix – Glossary (cont'd)

Expense

Cost, disbursement, payments.

F**FA**

See Financial Accounting.

Feed

Transactions from other systems that are transferred to the FRS.

Field

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 database for organizing similar kinds of data.

Financial Accounting (FA)

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

Financial Records System (FRS)

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

Flag

A data element used to set controls or conditions on a process or program.

Freeze Flag

A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

FRS

See Financial Records System.

FTE

Full-time Equivalents. Used by the B/P/P System.

Function

Purpose.

Fund

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

Fund Balance

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

Fund Group

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

Fund Group ID

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

Fund Transfer

A movement of dollars from one fund balance to another.

G

General Ledger (GL)

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

GL

See General Ledger.

GL/SL Relationships

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

Global Subcode Edit (GSE)

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

GSE

See Global Subcode Edit.

H

Header

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

HEAF

Indicates a Higher Education Assistance Fund code number.

HELP

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

I

IDT

Interdepartmental Transfer.

Indirect Updating

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

Inquiry Screen

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

Interface

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

Interfund Borrowing

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

J

JCL

See Job Control Language.

Job Control Language (JCL)

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

Journal Entry

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

Appendix – Glossary (cont'd)

L

Ledger

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

Liability Account

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

Liquidate

Reduce encumbrance through payment; pay off debt.

M

Map Code

A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

Mandatory

Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value after pressing <ENTER>.

Memo Bank Account

An account that represents the balances of demand deposits for operating accounts.

Menu

A screen containing a list of available processes, screens or other menus.

N

Name Rotation

A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports.

O

Object Code

A four-digit number identifying specific items of revenue/expense or attribute records.

Open Commitment

An encumbrance.

P

Parameter

A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing or output requirements.

Purpose

The function.

R

Receipts

Cash received from cash assets, collections on account receivable and sale of other assets. The purpose is to record money received by the institution to the GL, SL and SA or bank accounts.

Recommendation

The budget projection version that is submitted to the Budget Office for approval.

Regular Order

A type or purchase order that denotes a typical order.

Appendix – Glossary (cont'd)

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.

Revenue

Income or receipts.

Run Parameter

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

S

Save

The process that creates a budget version.

6-Digit Account

For GL: An entity that consists of a self-balancing set of 10-digit accounts.

For SL: An entity of revenues and/or expenses

Screen HELP

An 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.

Secured Submitted Version

Submitted budget version that has been locked. It can be flagged to indicate it is an “official” version.

Selling Account

Account which is allowed to “sell” to specified buying accounts via interdepartmental transfers.

Session

A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

SL

See Subsidiary Ledger.

Split Encumbrance

An encumbrance which applies to several accounts.

Standing Order

A type of purchase order used for 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.

Appendix – Glossary (cont'd)

Submit

The process that attached a budget version to a budget account as a budget of an account.

Submitted Version

Version of the budget submitted for approval as the official budget of an account.

Subsidiary Ledger

Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

Suspense Account

A GL clearing account reflecting real dollar activity directed to the Suspense File.

T

1099 Vendor

A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

1099 Voucher

A voucher that must be reported to the IRS on Form 1099.

10-Digit Account

The six-digit account ID combined with the four-digit subcode, i.e. an account control or object code.

Tax Code

A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

Tax ID

A Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

Taxes

An additional charge on the acquisition of goods that is imposed by the taxing authority and should be paid with the invoice.

Temporary Vendor

A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

Transaction Code

A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

U

Update Screen

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

V

Valid Value

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

Value-Based

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

Appendix – Glossary (cont'd)

Vendor

A provider of goods and/or services.

Vendor Addresses

See Order-From Addresses and Remit-To Addresses.

Vendor Automatic

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

Vendor Commodity

A good or service purchased from a specific vendor.

Vendor File

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

Version

Account Budgets created by departments. These can later be submitted as the budget recommendation for the account. Once a version is locked, it will be called a “secure version” and can never again be changed.

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