Enterers User Manual

Version 4.2
February 2011

FAMIS Services
The Texas A&M University System

Introduction

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

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

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

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

College Station based:	FAMIS Services The Texas A&M University System 1144 TAMU College Station, TX 77843-1144
Non-College Station based:	FAMIS Services The Texas A&M University System 200 Technology Way College Station, TX 77845-3424

Table of Contents

Purchasing Menus

Menu **M20 - Purchasing Module Menu** displays a number of submenus that contain various functions of the Purchasing Module. **M22 - Purchasing Document Inquiry** show a list of all available inquiry screens, **M23 - PO and Master Order Menu** and **M24 - Requisition and Limited Purch Menu** list all screens for these various purchasing functions.

Menu M20 – Purchasing Module Menu

```
   M20 Purchasing Module Menu                                    03/02/11 10:46
                                                                  FY 2011 CC 02
   Screen: ___

         * ------ Purchasing Menus --------------- *

            M21  Purchasing Vendor Menu
            M22  Purchasing Document Inquiry Menu
            M23  PO and Master Order Menu
            M24  Requisitions, Limited, Exempt Menu
            M32  Receiving Menu
            M34  Invoice Menu
            M36  Departmental Fixed Assets Menu

            M41  Commodity and CMBL Bidders Menu
            M42  Bids and Bid Lists Menu
            M44  Bid List Inquiry
            M45  Purchasing Controls Menu



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

Menu M22 - Purchasing Inquiry Menu

```
   M22 Purchasing Inquiry Menu                                   03/02/11 10:46
                                                                  FY 2011 CC 02
   Screen: ___

    * ---------------* Document Inquiry *------------------------------ *

    271  Documents Closed But Not Routed  280  Document Browse by Number
    272  Documents by Status              281  Document Browse by Dept.
                                          282  Document Browse by Account
                                          283  Document Browse by Buyer
    275  Incomplete Receiving/Invoicing   284  Document Browse by User Ref.
    276  Document Inquiry - w/Paid Amts   285  Document Browse by Vendor
    277  Document Inquiry by Campus       286  Document Browse by State Req.
    278  Document Inquiry                 287  Document Browse by GSC Order
    279  Document Line Item Inquiry       288  Document Summary

    290  Document Tracking Inquiry        295  SciQuest Document Xref
    291  Document Tracking Cross Ref
    292  PIP Document Browse
    293  PIP Browse by Document
    294  PIP Browse by Invoice
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Menu M24 - Requisitions and Limited Purchase Entry Menu

```
  M24 Requisitions and Limited Purch Entry Menu                03/02/11 10:48
                                                                FY 2011 CC 02
  Screen: ___

   * -------- Requisitions * ------- *       * ----- Limited Purchases ---- *
   250  Req. Header Create/Modify            240  Limited Purch. Header
   251  Req. Shipping and Text Info.         241  Limited Purch. Items
   252  Req. Additional Header Text          242  Limited Purch. Close
   253  Req. Sole Source Justification       243  Limited Purch. Flag Maint.
   254  Req. Item Create/Modify              244  Limited Purch. Notes
   255  Req. Item Description Cont'd         245  Copy Limited to Limited
   256  Req. Document Close                  246  Limited Purch. GFE Response
   257  Req. Transfer/Copy
   258  Req. Flag Maintenance                * ----- Exempt Purchases ---- *
   259  Req. Notes                           232  Exempt Purch. GFE Response
                                             233  Copy Exempt to Exempt
                                             235  Exempt Purch. Header
   247  Copy Document to Req.                236  Exempt Purch. Items
                                             237  Exempt Purch. Close
   234  Part Description Maintenance         238  Exempt Purch. Flag Maint.
                                             239  Exempt Purch. Notes
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Menu M34 - Purchasing Invoice Menu

```
  M34 Purchasing Invoice Menu                                  03/02/11 10:48
                                                                FY 2011 CC 02
  Screen: ___

                    * -------- Invoice Updates -------- *
                    340  Invoice Header Create
                    341  Invoice Header Create (Dept.)
                    342  Invoice Line Create
                    343  Voucher Good Faith Effort Response
                    344  Invoice Frt/Tax/Ins/Oth Items
                    345  Invoice Pending Vchr Create/Mod
                    346  Invoice Document Close

                    * -------- Invoice Inquiry -------- *
                    350  Invoice Doc. Inq. by PO Doc Nbr
                    351  Invoice Doc. Inq. by Vendor Nbr
                    358  Invoice Document Inquiry
                    359  Invoice Item Summary

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

Menu M90 - Routing and Approval Menu

```
  M90 Routing and Approval Menu                                03/02/11 10:48
                                                                FY 2011 CC 02
  Screen: ___

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

   918 Documents by Department


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



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

Encumber Funds in Purchasing

Encumbrances

Encumbrances in the FAMIS purchasing module are established when a document is closed. The encumbrances are created at the account and object code level. An encumbrance is generated for each account and object code combination on a document. The encumbrance is keyed primarily by the document (requisition or purchase order number).

All encumbrances established by the purchasing module are posted into the financial accounting module. These encumbrances may be viewed on the Open Commitment Screens (see the Open Commitment Section below).

Requisitions

Encumbering in the FAMIS purchasing system begins with the requisition. Most requisitions, except for those which set up a blanket order or code UP (used by TAMU Physical Plant), are encumbered. The encumbrances are established using the 7-digit document ID created when the requisition is entered.

The encumbrances are not established until the document is closed on Screen 256. Once the document is closed, no changes can be made unless the document is reopened. If changes are made which affect any amount, adjustments will be made in the encumbrances when the document is closed again.

**If the document was submitted to routing when it was closed,
it cannot be reopened without recalling the document from routing.**

Purchase Orders

Purchase orders are also encumbered by FAMIS. In most cases, a purchase order will be established by the purchasing department transferring items from a requisition.

When a purchase order document is closed, the system will check to see if this purchase order was created from transferring a requisition. If it was, the system will release the encumbrances created from the requisition and establish new encumbrances under the purchase order number.

If a requisition is transferred to a bid document, the encumbrances will remain under the requisition number until the bids are opened and the purchase order is created and closed.

User Reference Number

The user reference number entered on the header of the requisition will be transferred to the purchase order. Therefore the encumbrances will contain the same user reference number for both the requisition and purchase order.

Open Commitment Screens

Screen 20 - OC 10 Digit List

This screen requires an object code for a 6 digit account. It shows a summary amount for a specific object code and the detail which make up the total. The 'REF' field contains the document

Screen 21 - OC File List

All encumbrances for a 6 digit account are listed on this screen.

Screen 22 - OC File List by User Ref or PO Number

This screen allows the encumbrances to be viewed either by the document number or by the User Reference number entered on the header of the document. Note only the characters that appear after the 6 digit account on the header are used.

Screen 26 - OC Inquiry by Reference

This screen lists the encumbrances for a particular reference number. The reference number for purchasing encumbrances is the 7-digit document number assigned by the system when the document was entered.

Section II
Requisitions

Requisitions - Basic Concepts

General Requisition Information

A requisition is used to capture information that pertains to the request for purchase of merchandise.

For each requisition you will use the following screens:

250 Requisition Header
251 Requisition Ship To/Invoice To addresses and text
254 Requisition Line Items
256 Requisition Document Close

Additional screens which may be used are:

252 Requisition Header Text Continued
253 Requisition Sole Source Justification
255 Requisition Item Description Continued
247 Copy Document
259 Requisition Note Text

Required Information

FAMIS requires you to enter standard information in order to process a purchase requisition on-line. The information required includes the following:

- You must specify the **DEPARTMENT** originating this requisition as well as any additional departments that may be splitting this order.

- The **CATEGORY**, which is used to define certain accounting and receiving characteristics about the requisition, must be identified prior to processing the requisition. Type a question mark (?) in the document category field (Cat.:) and press <ENTER> to access a pop-up window with a complete list of valid document categories. Type an 'X' next to the desired category and press <ENTER> to select the category and return to the screen. Some of the valid categories are explained below:

  RO **Regular Order**
  Category used for Requisitions and Purchase Orders with 'regular processing'; usually has a three-way match.

  BU **Blanket Unencumbered**
  A category of BU on your requisition instructs Purchasing to establish a vendor agreement for Quantity Discounts (MQ) or discount off list price (MD). Since funds are not encumbered separate requisitions (category BO) will have to be issued to purchase on the Master Order.

BO **Blanket Order referencing a Master Order**
The category BO identifies a blanket order that is issued to buy items referenced on an existing Master Order (MD or MQ) that would have been set up through a requisition sent to Purchasing with a category of BU.

BE **Blanket Order Encumbered**
A blanket encumbered requisition (category of BE) is issued for orders with estimated quantities, while still encumbering the necessary funds. You can order off this Blanket Order for the entire term of the contract without issuing another requisition.

CO **Catalogue Order**
A catalogue purchase is defined as purchasing, products or services that are associated with automation (computers) or telecommunication systems. Includes hardware, software, programming, maintenance, repair, and installation of systems.

xx **Other**
This denotes any requisition category that has been set up specifically for your agency/institution.

- You must provide the **USER REFERENCE NUMBER,** which is a unique identifier assigned by your department for tracking this purchase requisition. Typically, the User Reference number is made up of the subsidiary ledger account number that will be paying for the order followed by the departmental reference number (often the departmental voucher associated with the order).

- The **TYPE OF FUNDS** to be used for an order must be specified on the requisition header. The type of funds indicates the highest restricted fund used for purchases (i.e., whether they are state/local funds). You must also identify the **TYPE OF ORDER** for the requisition, which classifies the order based on Type of Funds.

- You must ask yourself, "Will the items being requested be used for **RESEARCH** purposes"? If so, you must indicate it on the requisition header (Screen 250).

- You should also ask yourself, "Is the merchandise I am requesting a **SOLE SOURCE** item?" (Meaning that you can only purchase the order from a single specific vendor). If so, Screen 253 (Sole Source) needs to be completed before the requisition may be processed.

- Is this an **EMERGENCY** purchase? Emergency purchases must be identified on the requisition header (Screen 250).

- You need to provide a **VENDOR IDENTIFICATION NUMBER** or Federal Employer Identification Number for all of your suggested vendors are required. If you are not sure of it, the Vendor Identification Number can be found on-line by typing the name, or a portion of the name, of your vendor in the vendor ID field. This accesses an alphabetical listing of all vendors found on the system.

- **ADDRESSES** for shipping and invoicing are also required in order to process your requisition.

- You must include a complete **DESCRIPTION** of all of the items you are requesting. Item descriptions are entered on Screen 254. If you run out of room, you may continue your item description on Screen 255.

- Finally, you must indicate all of the **ACCOUNTS** that will be responsible for the purchase of the items on the requisition.

Automatic Requisition Creation

FAMIS will automatically assign the seven (7) character requisition number. This is accomplished by entering the desired requisition prefix (R) followed by a zero (0) in the Doc: field on the Action Line.

Purchasing prefix values are set by the FAMIS Team using Screen 854 and may be viewed using Screen 855 (see below). The assigned requisition number will automatically be displayed on the Action Line after all of the header information has been successfully entered.

Screen 855 - Purchasing Type/Prefix Display

```
  855 Type/Prefix Display                                         09/11/09 13:43
                                                                  FY 2010 CC 02
  Screen: ___   Fiscal Year: 2010   Type: _______________

                              Next     Last    Number of
    Type          Fy    Prfx  Doc.     Number   Records  Class   Description

 ASSET TRANSFER   2010   N    000003   000502       500          TRNS DEPT PROPE
 BID              2010   B    000155   000655       500      B   BIDS
 BID              2010   C    000001   000501       500      B   CATALOGUE ORDER
 DEPT BUDGET      2010   U    000063   000263       200          DEPT BUDGET REQ
 DEPT CORRECT     2010   J    000005   000205       200          DEPT CORRECT RE
 EXEMPT PURCH     2010   E    000569   001039       500      E   EXEMPT PURCHASE
 INVOICE PROBLEM  2010   I    000196   000491       300          INVOICE PROB (P
 LIMITED PURCH    2010   A    000001   000501       500      L   LIMITED PURCHAS
 LIMITED PURCH    2010   L    002082   003976      2000      L   LIMITED PURCHAS
 LIMITED PURCH    2010   Z    000001   001001      1000      L   LIMITED PURCHAS
 MASTER ORDER     2010   M    000383   000482       100      M   MASTER ORDERS
 PURCHASE ORDER   2010   D    000001   000101       100      P   PHYS PLANT ORDE


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

After typing the prefix followed by a zero (0), press <ENTER> to display a pop-up window requesting departments and sub-departments. Enter all Department/Sub-Departments that will have approval and accounts on this document. **<u>At least one department is required to create a requisition</u>**. Press <PF4> to Exit and return to Screen 250.

```
+----------------------------------------------------------------+
|        Enter all Campus Codes and Departments/SubDepartments    |
|        that will have accounts on this document                 |
|                                                                 |
|                   Dept        SubDept       CC                  |
|                   ANTH_       _____         02                  |
|                   CLLA_       _____         02                  |
|                   _____       _____         __                  |
|                   _____       _____         __                  |
|                   _____       _____         __                  |
|                   _____       _____         __                  |
|                   _____       _____         __                  |
|                   _____       _____         __                  |
|                   _____       _____         __                  |
|                   _____       _____         __                  |
|                        Press <PF4> to Exit                      |
+----------------------------------------------------------------+
```

The creator's default department will automatically be filled in. The department for each account used in the requisition must be entered on the header. You can check the department on each account by using Screen 6 or Screen 29.

Catalogue Orders

Catalogue orders are determined by typing 'Y' in the Catalogue Order: field.

You may wish to set up a separate prefix for catalogue orders. This can be done by contacting FAMISHELP or the FAMIS Hotline. This is recommended for those who are using on-demand print. It will prevent the need to print a range of numbers twice.

For a catalogue order, type the prefix, usually 'C', then zero (0) in the Doc: field. You will also need to type 'Y' in the Catalogue Order: field. This Catalogue Order flag is displayed on Screen 220, and is required to be entered on Screen 410.

For <u>on-demand print</u>, when only one document is printed, the programs will default to the Bid/Catalogue form based on the catalogue flag on the document. For a range of documents, the program will default to printing bids. If the catalogue form is needed when printing a range, you must specify the catalogue flag on Screen 216. Because of the limitations of on-demand print, if a range of numbers is printed, the program will print only bids or only catalogue orders based on the flag on Screen 216. This would require printing the bids then changing the catalogue order flag and then printing the catalogue orders.

For <u>batch printing</u>, the catalogue orders will be separated to print on a different forms code based on the catalogue flag.

Change a Requisition

Sometimes you may need to make changes to your requisition. However, changes may only be processed when the requisition is reopened. To reopen a document, advance to Screen 258 and set the Reopen Document flag to 'Y'. If changes are made which affect any amount, adjustments will be made in the encumbrance when the document is closed again.

If the document is already in the routing and approvals system, it must be recalled from your Out-Box in order to open it.

You may open and close, reopen and close your document as many times as is necessary before you send it into the routing and approval system of FAMIS. But you may need to make changes to it after it has already been sent into routing. For example, you may need to change an account object code on a document after you have closed it and sent it into routing.

However, before you can make those changes, you must remove the document from the routing system. To do this, you should:

- Advance to Screen 912 (your document Out-Box).
- Locate the document you would like to reopen and type an 'X' next to it.
- Press PF5 to recall the document from the routing and approval system.
- Advance to Screen 258 to reopen the document.

Route the Document

A closed document may be submitted to the routing and approval process by pressing the PF7 key on the appropriate close screen (Screen 256).

If the document is submitted to routing when it is closed, it cannot be reopened without first recalling the document from routing.

Rejected Documents

If errors are detected to your document while in routing, it will be rejected and returned to your In-Box for correction. When this happens, you should:

1. Select the document by typing an 'X' next to it in your In-Box and then press the PF8 (Sel) key.

2. Once the Routing Document Information pop-up window appears, <TAB> down to the Action: prompt and type NOT to display the routing notes (which will contain the reason(s) for its rejection).

3. Re-open the document on Screen 258 by setting the Reopen Document flag to ‘Y’ and pressing <ENTER>.

4. Make the necessary changes using Screens 250-259.

5. Finally, advance to Screen 256 to close and re-route the document.

Create/Modify Requisition Headers

The first step to creating a requisition involves specifying header information pertaining to the entire order, regardless of individual line item information. You may use Screen 250 to enter this general requisition information. Header information typically includes the document category, the originating and, when necessary, supporting departments, people to contact, and suggested vendors.

Screen 250 - Requisition Header Create/Modify

```
 250 Req. Header Create/Modify                                     09/11/09 13:39
                           NOTES                                   FY 2010  CC 02
  Screen: ___ Doc: R905037
                           Doc. Year: 2009       Total Amount: 5265.60
          << Dates >>
 Document: 08/13/2009   Cat.: RO User Ref: 211720-NEOPOST    St Req: __________
 Required: 08/31/2009   Contact Person: TOMMY TILLIS ______ Ph: 979-862-1111
 Start   : 08/31/2009   Buyer:  LPS     PRESLEY, P           Ph: 979-845-3333
 End     : 08/31/2012   Research (Y/N): Y    Type Funds: L   Type Order: LOC_
 Change  : __________   No.      Print Doc?  _
                        Dept: PPRI_ SubDept: _____               Attachments: _
 Doc Summary: NEOPOST MAIL METER/STATE CONTRACT TXMAS-5-36010___

 Sole Source (Y/N): Y   Emergency(Y/N): N   Catalogue Order(Y/N): N
                              << Suggested Vendors >>
Vn ID: 1vvvvvvvvv0 or FEI: _________     Vn ID: ___________ or FEI: _________
       NEOPOSTIT_____________________           ______________________________
 Addr: 10005 HUNTINGTON DRIVE________     Addr: ______________________________
       WAYWARD CA 94544______________           ______________________________
       ______________________________           ______________________________
   PH: 713-690-3333 FAX: 713-690-4444      PH: ____________ FAX: ____________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next        SResn EResn Notes AdVen AdDpt
```

The Special Text Codes used are maintained on Screen 313.

Basic Steps

Create a New Requisition

- Advance to Screen 250.
- Type an 'R' prefix followed by a zero (0) and press <ENTER>. The Dept: and SubDept: fields will be filled in with the appropriate data. If not, you must enter the necessary codes in these fields. If no information is included, everything you enter on this screen will be lost when you press <ENTER>.
- Enter the category, indicate whether the requisition is for research, enter the User Reference number, type of funds, type of order, and document summary.
- Indicate whether the requisition is an emergency purchase, or a sole source purchase.
- Type additional information in the available fields, as desired, and press <ENTER> to record the requisition information.
- If all information has been successfully entered, the system assigned requisition number will be displayed on the Action Line.

Modify an Existing Requisition

- Advance to Screen 250.
- Type a valid requisition number in the Action Line and press <ENTER>.
- Type or modify valid data in the available fields, as desired, and press <ENTER> to record the requisition information.

See Basic Concepts for further explanation of the following:

Automatic Requisition Creation
Document Categories
Vendor Search and Select

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

Action Line

◆ **Doc:** 7 character/digits
Enter R and zero (0) to have FAMIS assign a requisition number, or type the existing requisition number to be modified.

Screen Information

Doc. Year: 4 digits
Indicate the fiscal year of the document. The field defaults to the current system fiscal year.

Total Amount: 15 digits
Shows the total dollar amount of all line items entered on the requisition, as calculated by the system.

Dates

◆ **Document:** 8 digits
Indicate the date the requisition is created. The field defaults to the current system date.

Required: 8 digits
Identify the date the requested order is required.

Start: 8 digits
Identify the start date (usually the first day of the fiscal year) for a Maintenance Agreement or a Blanket Order.

End: 8 digits
Identify the last date of a Maintenance Agreement or Blanket Order.

Change: 8 digits
Include the date that the last change was made to the requisition.

Screen 250 – Requisition Header Create/Modify (cont'd)

◆ **Cat:** Help 2 characters
Identify the document category used to define the accounting and receiving characteristics of the document.

◆ **User Ref:** 14 digits
Identify the User Reference number which indicates the subsidiary ledger (SL) account number used for the order followed by the departmental requisition number.

St Req: 10 digits
Include the state requisition number assigned by the State to reference the document.

Contact Person: 20 characters
Enter the name of the person to contact if there are any questions/ problems regarding the requisition.

PH: 10 digits
Indicate the area code and phone number for the requisition's contact person.

Buyer: Help 3 characters
Enter the initials of the buyer for the requisition.

Ph: 10 digits
Indicate the buyer's area code and phone number.

◆ **Research (Y/N):** 1 character
Indicate whether or not ('Y' or 'N') the purchase items are intended for research purposes.

◆ **Type Funds:** Help 1 character
Identify the type of funds (State or Local) to be used for the purchase of the requested item(s). The Special Text Codes used are maintained on Screen 313.

Type Order: 4 characters
Enter the type of order to be placed for the requested items.

No: 3 digits
Shows the number of times the purchase order has been changed.

Print Doc?: 1 character
Identify ('Y' or 'N') if document is to be printed.
Requisitions are not currently printed.

◆ **Dept:** Help 5 characters
Indicate the department of the primary account responsible for the requisition.

◆ **SubDept:** Help 5 characters
Enter the sub-department of the primary account responsible for the requisition.

Attachments: 1 character
Indicate whether or not ('Y' or 'N') there are attachments for the requisition.

- **Doc Summary:** 50 characters
Identify a brief summary of the requisition document as a whole. This description will be displayed on the document inquiry screens.

- **Sole Source (Y/N):** 1 character
Indicate whether or not ('Y' or 'N') the merchandise requested is a sole source item (i.e.: whether or not only one vendor may fulfill the order).

- **Emergency (Y/N):** 1 character
Identify whether or not ('Y' or 'N') this is an emergency purchase.

Catalogue Order (Y/N): 1 character
If this is a catalogue order you must type 'Y' in this field. If not, this field is not required.

Suggested Vendors (2 can be added on the screen. Press PF10 to add additional Suggested Vendors.)

> This allows the department to suggest vendors for the requisition.
> **Note**: You can access the vendor search and select pop-up window by typing an asterisk (*) in the Vendor ID fields.

Vn ID: **Help** 11 digits
Type '*' to select a vendor or enter the FAMIS Vendor Identification number.

or FEI: 9 digits
Identify the Federal Employer Identification number, if not using the vendor ID.

Addr: 90 characters
Shows mailing address of the suggested vendor.

PH: 10 digits
Provides the area code and phone number of the suggested vendor.

FAX: 10 digits
Includes the area code and FAX number of the suggested vendor.

Additional Functions

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

PF5 Next — **Next**
Used to advance to the next screen (Screen 251).

PF7 SResn — **Sole Source Reason**
Indicates the reason that the Sole Source flag has been set to 'Y.'

PF8 EResn — **Emergency Reason**
Displays the reason that the Emergency flag has been set to 'Y.'

PF9
Notes

Notes
Used to enter free-form notes about the requisition.

> These are on-line reference notes regarding the document. They will not be printed.

PF10
AdVen

Additional Suggested Vendors
Allows the addition of four additional suggested vendors for the requisition.

PF11
AdDpt

Additional Departments
Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this requisition.

Enter Requisition Shipping and Text

Before submitting a requisition, you must first identify where information and products are to be shipped. For example, you must provide the address to which items will be shipped as well as the address to which the invoice should be mailed. Special vendor instructions, in the form of text codes must also be specified before an order may be processed. You may enter all of the above information using Screen 251.

Screen 251 - Requisition Shipping and Text

```
 251 Req. Shipping and Text                                          09/11/09 13:55
                                                                     FY 2010  CC 02
  Screen: ___ Doc: R900071

  Ship To       Address Nbr: ___                Invoice To       Address Nbr: ___
  Name: VET MED SMALL ANIMAL MED & SUR          Name: VET MED SMALL ANIMAL MED & SUR
  Addr: SMALL ANIMAL HOSP. BLDG. 1085_          Addr: SMALL ANIMAL HOSP. BLDG. 1085_
        ATTN: GI LAB__________________                ATTN: HARRY HARRIS____________
        4474 TAMU_____________________                4474 TAMU_____________________
        ______________________________                ______________________________
  City: COLLEGE STATION_____  State: TX         City: COLLEGE STATION_____  State: TX
   Zip: 778434474     Country: __                Zip: 778434474     Country: __
 Phone: ____________ FAX: ____________         Phone: ____________ FAX: ____________

  Text codes:  046   ___   ___   ___   ___   ___   ___   ___   ___   ___
               ___   ___   ___   ___   ___   ___   ___   ___   ___   ___

  Additional   BLANKET ORDER FOR ITEMS AS LISTED BELOW FROM_
  Text Lines:  SEPTEMBER 1, 2007 THROUGH AUGUST 31, 2008.___          Continued
               QUANTITIES ARE ESTIMATED ONLY AND DO NOT_____
               GUARANTEE PURCHASE. DELIVERY TO BE MADE AT___          More text
                                                                       lines: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next                      Notes
```

Type 'Y' to access Screen 252, where 99 additional lines of text can be entered.

Basic Steps

- Advance to Screen 251.
- Type your requisition number on the Action Line and press <ENTER> to display existing information, if any.
- Enter a valid address number, if known, or type in the address where the requested items should be delivered as well as the address where the invoice should be mailed.
- Type up to 20 numeric text codes and/or enter additional vendor instructions on the lines provided.
- Press <ENTER> to record the information.

Requisition Text Entry Process

Text Codes

Text codes specify special instructions to the vendor about the requisition as a whole. Typing a question mark (?) in the Text codes: field and pressing <ENTER> will access a pop-up window with a complete list of valid text codes. Type an 'X' next to as many as 20 text codes to be applied to the requisition. To view an extended description of a text code, place the cursor on a code and press PF5.

Press PF4 to return to Screen 251 where the text codes selected will be displayed.

```
+------------------------------------------------------------+
| More Text Codes - Select or Press <ENTER> to scroll         |
|                                                             |
|  Search Criteria:     Text Code: ___   Drop: N              |
|                                      Selected    of 18      |
|    Code       Description                               Drop |
| _  001  DELIVERY MAY BE A FACTOR IN THE AWARD.          N   |
| _  002  IF QUOTING OTHER THAN SPECIFIED, BIDDERS            |
| _  003  BIDDERS MUST GIVE ESTIMATED DELIVERY            N   |
| _  004  BULK PACKAGING AND SINGLE SHIPMENT ARE              |
| _  005  VENDOR MAY BE REQUESTED TO SUBMIT A             N   |
| _  006  ONCE THE ORDER IS PLACED, SUBSTITUTIONS             |
| _  007  TEXAS A&M UNIVERSITY RESERVES THE RIGHT             |
| _  008  LENGTH OF DELIVERY TIME MAY BE A FACTOR         N   |
| _  009  ATTENTION: DO NOT USE THIS TEXT CODE, UNABLE        |
| _  010  NO SUBSTITUTION OF MANUFACTURER WILL BE         N   |
| _  011  PRESENT CONTRACT WILL BE IN EFFECT              N   |
| _  012  UNACCEPTABLE PERFORMANCE BY VENDOR MAY              |
|                                                             |
|  Select up to 18 Text Codes or Press <PF4> to Quit          |
|  Press <PF5> for extended description.                      |
+------------------------------------------------------------+
```

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

Action Line

◆ **Doc:** 7 character/digits
Identify the requisition document number to be modified.

Screen Information

Ship To

◆ **Address Nbr:** Help 3 digits
Indicate the address number code which identifies the address where items purchased are to be delivered.

◆ **Name:** 30 characters
Identify the name of the person or vendor items are to be shipped to.

◆ **Addr:** 30 characters/digits (4 lines each)
Enter the street address to which items purchased will be delivered.
Filled in automatically if an Address Nbr: is specified.

◆ **City:** 20 characters/digits
Enter the name of the city where purchases are to be delivered.
Filled in automatically if an Address Nbr: is specified.

◆ **State:** 2 characters
Include the state code.
Filled in automatically if an Address Nbr: is specified.

◆ **Zip:** 9 digits
Enter the ship to zip code.
Filled in automatically if an Address Nbr: is specified.

◆ **Country:** 3 characters
Identify the ship to country code if outside the United States.
Filled in automatically if an Address Nbr: is specified.

Phone: 10 digits
Include the phone number of the contact person where items will be shipped.
Filled in automatically if an Address Nbr: is specified.

FAX: 10 digits
Include the fax number.
Filled in automatically if an Address Nbr: is specified.

Invoice To

◆ **Address Nbr:** Help 3 digits
Enter the address number code for the address where items purchased are to be billed.

◆ **Name:** 30 characters/digits
Identify the name of the department to which items purchased are to be billed.
Filled in automatically if an Address Nbr: is specified.

◆ **Addr:** 30 characters/digits (4 lines each)
Indicate the street address to which items purchased are to be billed.
Filled in automatically if an Address Nbr: is specified.

◆ **City:** 20 characters/digits
Enter the name of the city where the invoice is to be sent.
Filled in automatically if an Address Nbr: is specified.

◆ **State:** 2 characters
Include the state code.
Filled in automatically if an Address Nbr: is specified.

◆ **Zip:** 9 digits
Enter the invoice to zip code.
Filled in automatically if an Address Nbr: is specified.

◆ **Country:** 3 characters
Identify the country code where the invoice is to be sent, if outside the United States. ***Filled in automatically if an Address Nbr: is specified.***

Phone: 10 digits
Include the phone number of the contact person for the invoice.
Filled in automatically if an Address Nbr: is specified.

FAX: 10 digits
Include the fax number.
Filled in automatically if an Address Nbr: is specified.

Text codes: Help 3 characters
Include up to 20 special vendor instruction codes that need to be added to the purchase requisition. Enter PF5 for extended description of Text codes.

Additional Text Lines: 180 characters
Enter any special instructions that need to be added to purchase requisition that do not have an assigned text code in FAMIS.

More text lines: 1 character
Indicate whether or not ('Y' or 'N') additional lines of text are required.

Type "Y" to access Screen 252 where 99 additional lines of text can be entered.

Additional Functions

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

PF5 Next **Next**
Advances to the next required screen (Screen 254), for entering additional line item information.

PF9 Notes **Notes**
Used to enter free-form notes about the requisition.

These are on-line reference notes regarding the document. They will not be printed.

Create/Modify Requisition Line Items

Entering item information is perhaps the most important step in the process of creating your requisition. It is here, on Screen 254, that you provide information about the items you are requesting for purchase. Each individual line item for the requisition must be entered separately. You may input up to 900 different lines for a single requisition. You must specify the unit price, the description, and provide a list of all accounts responsible for payment for each of the items requested.

Screen 254 - Requisition Line Item Create/Modify

```
  254 Req. Line Item Create/Modify                               09/11/09 14:03
                                                                 FY 2010 CC 02
  Screen: ___  Doc: R900095  Item: __1.0
                                  Estimated
                   Quantity  UOM     Unit Price                 Extended Price
                  ______1.00 LOT_ ______1669.0000                      1669.00


Commodity: 939-60_________ Proc Cd: X Cost Ref 1: _______ 2: _______ 3: _______
 Part Nbr: _______________ Desc: Card Tech Card Embosser______________________
           _                     Serial #100-296______________________________
                                 Location:  Room 103 Building 1194____________
                                 TAMU #9000561000_____________________________
                                 _____________________________________________
    FY  CC  ---- Account ----  Pct.   Amt $
  2009  02  144013 44000 5513 100.00 ______________
  ____  __  ______ _____ ____ ______ ______________
  ____  __  ______ _____ ____ ______ ______________
  ____  __  ______ _____ ____ ______ ______________

 More Desc (Y/N): _   More Items (Y/N): _   Print Line: Y   Item Deleted:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next                    Notes CAcct MAcct
```

Basic Steps

- Advance to Screen 254.
- Type a valid requisition number on the Action Line and press <ENTER> to display existing line item information.
- Type the quantity you are requesting, the unit of measure, the unit price, the commodity code, and the line item description.
- Type the account number(s) and object code(s).
- Enter either a percentage <u>or</u> a dollar amount to be paid by the account.

  *Do NOT enter **both** a percentage and a dollar amount.*

- Type additional data in the available fields, as desired, and press <ENTER> to record the line item information.

Requisition Line Item Process

<u>Line Item Entry</u>

Documents may have up to 500.0 items. The item number will default to **1.0** when the document is being created. FAMIS automatically increments the item number by one for each additional item you need to enter on the document. Use the decimal position of the item number to represent a **text only** item for the document.

Multiple Accounts

When payment of an item is split across several accounts, each account must be entered separately for that item. Up to 40 accounts may be specified for a single item. Press PF11 to access the multi-account pop-up window where additional accounts may be entered.

Payment by an account may be specified either by dollar amount or percentage of the line item balance. Either the percentage of the line item balance or the amount paid by each account must be entered to process the line item information. The total percentage amounts must equal 100%. It is recommended that percentage be used rather than dollar amounts. If any dollar amount is specified for an account, these amounts are subtracted from the extended price and the percentages are applied to the remaining balance to calculate each account total.

Master Orders

Requisitions that have a category of BO will display the master order information, including the master order document number, the master order line item, and the master order category (see below).

Screen 254 - Req. Line Item Create/Modify

```
   254 Req. Line Item Create/Modify    ARMSTRONG REPAIR CENTER I  09/11/09 14:38
                                                                   FY 2009 CC 02
   Screen: ___  Doc: R700856  Item: __1.0
                                 Estimated
  - Master Order -- Quantity  UOM     Unit Price                 Extended Price
  Number Item  Type ______3.00 HR__ ________69.0000                      207.00
  M700276 __1.0 MQ    498.00 HR          69.0000

 Commodity: 931-30_________ Proc Cd: X Cost Ref 1: _______ 2: _______ 3: _______
  Part Nbr: _______________ Desc: Technician's Hourly Rate_____________________
            _                     _____________________________________________
                                  _____________________________________________
                                  _____________________________________________
                                  _____________________________________________

    FY   CC   ---- Account ----  Pct.   Amt $
   2007  02   300210 00000 5512 100.00 ______________
   ____  __   ______ _____ ____ ______ ______________
   ____  __   ______ _____ ____ ______ ______________
   ____  __   ______ _____ ____ ______ ______________

  More Desc (Y/N): _   More Items (Y/N): _   Print Line: _   Item Deleted: N
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next                     Notes CAcct MAcct
```

Processing Codes

Important here is the ‘M’ (multiple invoices) processing code. An ‘M’ means there can be multiple invoices so the document will not automatically finalize when quantity has been reached. If the Proc Cd: field is left blank, the document matches and completes when all items are received.

For example, the quantity of "1 lot" causes the purchase document to "complete" as soon as the first invoice is processed because the UOM is matched. But using the ‘M’ code overrides that match and completed instead based on dollars. The receiving document does not contain dollar information, so FAMIS uses one-to-one matching for receiving documents and invoicing documents.

Inventory Part Number

The inventory part number is used to define specific inventory items within a department. This is especially useful for supplies that are repeatedly ordered. It may also be used to tie FAMIS purchasing information to departmental inventory records.

The inventory part number is based on the first department on the requisition. Departments may use Screen 234 (below) to set up inventory part numbers. When the part number is entered on Screen 254 its description will automatically be filled in by the system.

```
 234 Part Description Maintenance                                 09/11/09 14:25
                                                                   FY 2010 CC 02
 Screen: ___   Dept: CHEM_   Part Nbr: AX0073-9_______
                                                      Delete: _

 Text:  175-13-30004-0, ACETIC ACID, GLACIAL, 2.5L___
        6/CS_____________________________________
        AX0073-9_________________________________
        _________________________________________




       *   Please enter text in UPPER and LOWER case.

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

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

Action Line

◆ **Doc:** 7 character/digits
Identify the requisition document number to add or modify line item information.

◆ **Item:** 4 digits
Enter the item number to be created or modified.

Screen Information

◆ **Quantity:** 10 digits
Indicate the purchase quantity of the specified line item.

◆ **UOM:** Help 4 characters
Identify the Unit of Measure for the line item to be printed on the requisition.

◆ **Estimated Unit Price:** 16 digits
Include the estimated dollar amount to be paid per unit of measure.

Extended Price: 16 digits
Displays the total item amount calculated by the system.

Commodity: Help 15 digits
Identify the commodity code for classifying goods and services.

Proc Cd: Help 1 character
Indicate the processing code if the item needs special processing (i.e.: vendor discount, trade in, no charge), or if the item has been transferred to a Purchase Order.

Cost Ref 1, 2, 3: 7 characters/digits
Enter the user-defined cost accounting reference number, if desired. This reference number is used to provide additional details about the processing of the specified line item.

Part Nbr: Help 15 digits
Include the part number for specific inventory items within a department.

◆ **Desc:** 4 lines (45 characters each)
Enter a description of the specified line item.

FY: 4 digits
Identify the fiscal year the requisition will be paid. If left blank, the year will default to current fiscal year.

CC: 2 digits
Indicate the Campus Code of the agency purchasing items. If left blank, it defaults to the current campus code.

◆ **Account:** 15 digits
Identify the account number (subsidiary ledger + support account + object code) responsible for payment.

◆ **Pct.:** 5 digits
Specify the percentage of the total dollar amount of the line item to be paid by the specified account.

Amt $: 14 digits
Indicate the dollar amount to be paid by the specified account.

> If a percentage was not specified in the previous field, then the dollar amount to be paid will be required.

More Desc (Y/N): 1 character
Indicate whether or not ('Y' or 'N') additional lines of description are needed for the specified line item.

More Items (Y/N): 1 character
Signify whether or not ('Y' or 'N') additional line items are to be processed for the requisition.

Print Line: 1 character
Indicate whether or not ('Y' or 'N') line item information should be printed.
This field is not currently in use for requisitions.

Item Deleted: 1 character
Signify whether or not ('Y' or 'N') the item has been marked for deletion from the requisition.

Additional Functions

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

PF5
Next
Next
Advances to next screen required screen (Screen 256).

PF9
Notes
Requisition Notes
Used to enter free-form notes about the requisition.
These are on-line reference notes and will not be printed.

PF10
CAcct
Copy Account
Used to copy account information from the previous item to the current item. All dollar amounts are left blank and require either amount or percentage for a new item to be specified.

PF11
MAcct
Multiple Accounts
Used to add as many as forty accounts for a specified item.

Close a Requisition

You should close your requisition after you have entered all of the required information. This prevents further changes from accidentally being made to your requisition. Closing your document will also encumber the funds you have requested to pay for the purchase.

> You may close and reopen your document multiple times in order to make changes, as long as it has not yet entered the routing and approval system of FAMIS.

Screen 256 - Requisition Document Close

```
 256 Requisition Document Close                                  09/11/09 14:30
                                                                 FY 2009  CC 02
  Screen: ___ Doc: R905256

          << Dates >>
 Document: 09/01/2009   Cat: RO   User Ref: 5119250001       St Req:
 Start    :             Contact Person: ALICE ALLEN          Ph: 979-458-8888
 End      :             Buyer:  KGK     KING, KARLA          Ph: 979-845-5555
 Required:              Research (Y/N): N    Type Funds: L   Type Order: LOC
 Change   :             No. 00   Last Print Date:
                        Sole Source: N   Emergency: N

     Doc Summary: FLAT PANEL TV AND COMPUTER

Total Amount:          4,998.25    Untransferred Total:          4,998.25

                       I n   P r o c e s s

                        Close Document?  N

  Budget Balance Override: _                Session: 1586JC   Date:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next  Item  Route                             Warns
```

Basic Steps

- Advance to Screen 256.
- Type a valid requisition number in the Action Line.
- Press <ENTER> to display existing requisition information.
- Set the Close Document: flag to ‘Y’ and press <ENTER>.
- Indicate whether or not you would like to send the requisition into the routing and approval system of FAMIS.
- If all required information has been properly entered, the message “Document closed successfully” will appear in the message line.

Requisition Close Process

<u>Encumbrance Process</u>

Closing the document generates encumbrances which set aside funds to pay for the requested purchase. All requisitions, except those that set up a blanket order, are encumbered. The encumbrances are established using the 7-digit document ID created when the requisition is entered. The user reference number entered on the header of the requisition will be transferred to the purchase order and the encumbrances. These encumbrances may be viewed on Screens 20, 21, 22, and 26.

See Basic Concepts for further explanation of the following:

Changing a Requisition
Routing the Document
Rejected Documents

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

Action Line

◆ **Doc:**	7 character/digits Identify the document number selected to be closed.

Screen Information

Dates

Document:	8 digits Indicates the date the document was created by the system.
Start:	8 digits Identifies the start date (usually the first day of the fiscal year) for a Maintenance Agreement or Blanket Order.
End:	8 digits Shows the end date for a Maintenance Agreement or Blanket Order.
Required:	8 digits Displays the date by which the requested order is required.
Change:	8 digits Identifies the date the last change was made to the requisition.
Cat:	2 characters Displays the document category which defines the accounting and receiving characteristics of the requisition.
User Ref:	14 digits Represents the user reference number which is used to identify the SL account number for the order followed by the departmental reference number.
St Req:	10 digits Indicates the State Requisition number assigned by the State to reference the document.
Contact Person:	20 characters Displays the name of the person to contact regarding the requisition.
Ph:	10 digits Indicates the area code and phone number for the requisition's contact person.

Buyer:	3 characters Identifies the initials of the buyer for the purchase.
Ph:	10 digits Indicates the area code and phone number of the buyer for the requisition.
Research (Y/N):	1 character Indicates whether or not ('Y' or 'N') the purchase items are intended for research purposes.
Type Funds:	1 character Identifies the type of funds to be used for the purchase of the requested item.
Type Order:	4 characters Indicates the type of order to be placed for the requested items.
No.	2 digits Shows the number of times purchase order has been changed.
Last Print Date:	8 digits Identifies the date the document was last printed. Requisitions are not currently printed.
Sole Source:	1 character Indicates whether or not ('Y' or 'N') the merchandise requested is a sole source item (i.e. whether or not only one vendor may fulfill the order).
Emergency:	1 character Indicates whether or not ('Y' or 'N') this is an emergency purchase.
Doc Summary:	50 characters Displays a brief summary of the requisition which will be seen on inquiry screens.
Total Amount:	17 digits Identifies the total dollar amount required for purchase of the requested items.
Untransferred Total:	17 digits Shows the total dollar amount that has not been transferred to a purchase order.
◆ **Close Document?:**	1 character Indicate whether or not ('Y' or 'N') the selected document should be closed.
Budget Balance Override:	1 character Identify whether or not ('Y' or 'N') the purchase will be allowed to exceed the available budget.
Session:	6 characters/digits Shows the batch session number.

Date: 8 digits
Displays the date of the batch session.

Additional Functions

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

PF5
Next
Next
Advances to the next screen.

PF6
Item
Item
Displays the document inquiry pop-up window to view all items for the document.

PF7
Route
Route Document
Sends a closed document into the routing and approval process.

PF12
Warns
Warns
Identifies any FAMIS warnings.

Add Additional Requisition Header Text

You may find it necessary to include instructions to the vendor about your requisition that do not already have a text code assigned to them in FAMIS. When this happens, or when you run out of room for instructions on Screen 251, you may use Screen 252 to enter these instructions on your requisition.

You may add as many as ninety-nine lines of additional instruction using this screen.

There is no word wrap feature. To prevent a word from being split between two lines, use the TAB key to advance to the next available text line.

Screen 252 - Requisition Header Text Continued

```
    252 Req. Header Text Continued                                 09/11/09 14:42
                                                                    FY 2009 CC 02
    Screen: ___  Doc: R900856
                                                      Position at line: ___ of 75
                                                      Page (F/B/E): F
      Line               Additional Text
      1          TEXAS A&M UNIVERSITY IS ISSUING THIS PURCHASE
      2          ORDER FOR A BLANKET AGREEMENT FOR POOL_______
      3          CHEMICALS FOR THE RECREATIONAL SPORTS________
      4          DEPARTMENT PER THE TERMS, CONDITIONS, AND____
      5          SPECIFICATIONS.______________________________
      6          _____________________________________________
      7          *********************************************
      8          THE VENDOR SHALL PROVIDE AND MAINTAIN, UNTIL_
      9          THE EXPIRATION OF THIS BLANKET AGREEMENT, ALL
      10         INSURANCE COVERAGES AS SPECIFIED WITHIN BID__
      11         _____________________________________________
      12         NO DELIVERIES WILL BE RECEIVED UNTIL THE_____
      13         REQUIRED CERTIFICATES OF INSURANCE ARE_______
      14         RECEIVED AND ON FILE AT TEXAS A&M UNIVERSITY_
      15         PURCHASING SERVICES._________________________
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 252.
- Type a valid requisition number in the Action Line and press <ENTER> to display existing requisition text, if any.
- Add or modify requisition instructions in the available fields, as desired, and press <ENTER> to save the information to the requisition.

Requisition Text Entry Process

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 252. Entering an ‘F’ will scroll one page forward. Entering a ‘B’ will scroll one page backwards. Entering an ‘E’ will “end” the editing session and take you to the next required requisition screen.

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

Action Line

◆ **Doc:**	7 character/digits Identify the requisition document number to be modified.

Screen Information

Position at line __ of __:	3 digits Indicate which line of text should be positioned at the top of the screen. Also shows how many pages of text are included.
Page (F/B/E):	1 character Signify whether to scroll forward (F) through text lines, scroll backward (B) through text lines, or end (E) the editing session and advance to the next required requisition screen.
Line:	2 digits Displays the line number(s) of additional text to help track and/or search for specific text.
Additional Text:	99 lines Enter additional information or instructions. There is no word wrap feature.

Additional Functions

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

Enter the Sole Source Justification

Requisitions that have been flagged as a sole source purchase will need to have the reason for sole source purchasing recorded. The purpose for the item(s) to be requested, proprietary functions or features, any other companies with similar items, and why they are unsatisfactory will be required on Screen 253. Need for installation and use with other equipment are also indicated on this screen.

If the sole source flag is set to “N” on the document header screens, you will be able to remove the information from this sole source screen.

All information must be removed from the screen (including the PF10 pop-up window) or you will receive an error message.

Screen 253 - Requisition Sole Source

```
 253 Req. Sole Source             ARMSTRONG REPAIR CENTER INC    09/11/09 14:43
                                                                FY 2009  CC 02
  Screen: ___ Doc: R900830

1) Is this item required for use in: Research?  _  Classroom?  _
                                  Lab?  _       Other?  WASTEWATER PLANT____
2) List proprietary functions or features.  List qualities that are essential
   to accomplish your work.
   REQUESTING THAT THIS BE DIESEL ENGINE AND MEET ALL SPECS LISTED ON THE
   REQUSISITION.________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________
3) List other companies who manufactures a similar item with similar functions.
   TWO COMPANIES WERE CONTACTED FOR QUOTES AND COUFAL PRATER PROVIDED____
   THE BEST PRICE.______________________________________________________
4) Why won't these competing products be satisfactory?
   AS THERE MAY BE OTHERS WITH SIMILAR COMPONETS THE GATRO HPX 4X4_______
   DIESEL APPEARS TO BE THE MOST OUTSTANDING.___________________________
   _____________________________________________________________________
5) Will installation be required?  Y  (Y/N)
6) Will this item be used with existing equipment?  N  (Y/N)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next                    Notes ExEq
```

Basic Steps

- Advance to Screen 253.
- Type a valid requisition number in the Action Line and press <ENTER> to display existing document sole source information.
- Add or modify information for the questions, as applicable, and press <ENTER> to record the information.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the requisition document number to add or modify sole source justification information.

Screen Information

◆ **Is this item required for use in:**	1 character/3 fields/20 characters Identify the area for which the item is required.: Research, Classroom, Lab, Other. Type 'X' in the appropriate field or enter information in the Other? field.
◆ **List proprietary functions or features.**	280 characters Indicate why the item requested is essential to accomplish your work.
List other companies who manufacture a **similar item with similar functions.**	140 characters Enter other manufacturers that may be used to purchase the requested item.
Why won't these competing products be satisfactory?	210 characters Include the reason alternate vendors should not be used for the purchase of the requested item.
◆ **Will installation be required?**	1 character Identify whether or not ('Y' or 'N') installation will be required for the requested item.
◆ **Will this item be used with existing equipment?**	1 character Indicate whether or not ('Y' or 'N') the requested item will be used in conjunction with existing equipment.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **Next**	**Next** Advances to the next required screen (Screen 254).
PF9 **Notes**	**Notes** Used to enter on-line notes about the requisition. $\boxed{\text{These will not be printed.}}$
PF10 **ExEq**	**Existing Equipment** Used to enter information about any existing equipment the requested item will be used in conjunction with.

Enter the Requisition Line Item Description

Sometimes there is not enough space to type in the whole description for the items you have entered on Screen 254. When this happens, you may have to use Screen 255 to add more information. Screen 255 can hold up to ninety-nine additional lines of text about your line item. Any text you enter on this screen **will appear** on the purchase order when printed.

> There is no word wrap feature. To prevent a word from being split between two lines, use the TAB key to advance to the next available text line.

Screen 255 - Requisition Item Description

```
    255 Req. Item Description                                         09/11/09 14:44
                                                                       FY 2009 CC 02
    Screen: ___     Doc: R900848  Item: __1.0
                                                      Position at line: ___ of  11
      Line                   Description                      Page (F/B/E): F
      1            ACETONE, 100%, VIRGIN MATERIAL NOT RECYCLED__
      2            MATERIAL, APPROXIMATELY 362 POUND DRUM_______
      3            APPROXIMATELY 55 GALLONS.____________________
      4            _____________________________________________
      5            CONTAMINATED DRUMS WILL NOT BE ACCEPTED______
      6            _____________________________________________
      7            *********************************************
      8            DUE TO LIMITED STORAGE SPACE AVAILABLE, IT___
      9            IS REQUIRED THAT DELIVERY BE MADE WITHIN_____
      10           24 HOURS OF REQUESTED SHIPMENT.______________
      11           *********************************************
      12           _____________________________________________
      13           _____________________________________________
      14           _____________________________________________
      15           _____________________________________________
      16           _____________________________________________
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 255.
- Type a valid requisition number on the Action Line and press <ENTER> to display existing requisition text.
- Add or modify requisition text in the available fields, as desired, and press <ENTER> to record the information.

Requisition Line Item Process

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 252. Entering an ‘F’ will scroll one page forward. Entering a ‘B’ will scroll one page backwards. Entering an ‘E’ will “end” the editing session and take you to the next required requisition screen.

You may also type in a line number in the Position at line: field to advance to a specific line in the additional text.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the requisition document number to add or modify line item descriptions.

◆ **Item:** 4 digits
Enter the item number to be created or modified.

Screen Information

Position at line __ of __: 3 digits
Indicate which line of text should be positioned at the top of the screen.

Line: 3 digits
Displays line number(s) of the description to help track and/or position the display.

Description: 45 characters each (99 lines)
Type a complete description of your line item. There is no word wrap feature.

Page (F/B/E): 1 character
Signify whether to scroll forward (F) or backward (B) through text lines or end (E) the editing session and advance to the next required requisition screen.

Additional Functions

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

Set/Reset Requisition Flags

There are many functions you can perform on your requisition that are just not addressed on the main data entry screens. Some of these functions include reopening your requisition, deleting items from your requisition, or even canceling it all together. You may use Screen 258 to perform these general maintenance functions on your requisition.

Screen 258 - Requisition Flag Maintenance

```
    258 Req. Flag Maintenance       NO VENDOR ON DOCUMENT          09/11/09 14:46
                                                                    FY 2009 CC 02
    Screen: ___ Doc: R900962                 I n   P r o c e s s


                   Cancel / Delete Document: Y

                            Freeze Document: N

                            Reopen Document: N

                           Delete all Items: N

                       Delete/Undelete Item: _____ thru Item: _____
 --------------------------------------------------------------------------




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

Basic Steps

- Advance to Screen 258.
- Type a valid requisition number in the Action Line and press <ENTER> to display current requisition flag settings.
- Modify flags as necessary and press <ENTER> to record requisition flag changes.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the document number on which flags will be set/re-set.

Screen Information

Cancel / Delete Document: 1 character
Indicate whether or not (‘Y’ or ‘N’) the document should be removed from the system.

Freeze Document: 1 character
Signify whether or not (‘Y’ or ‘N’) the requisition should be restricted from further activity.

Reopen Document: 1 character
Specify whether or not ('Y' or 'N') a document that has been closed should be returned to an open status so that additions and modifications may be processed.

Delete all Items: 1 character
Identify whether or not ('Y' or 'N') all items from the specified document should be marked for deletion by the system.

Delete/Undelete Item: 5 digits
Enter the specific line item or the first item in a range of items on the requisition you wish to delete.

thru Item: 5 digits
Identify the specific line item, or the last item in a range of items on the requisition you wish to delete.

> If you are only deleting a single line item, place the same line item number in this field as well as the previous field.

Additional Functions

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

PF7 Track — **Track**
Shows the action taken on a document.

PF9 Accts — **Accounts**
Identifies the account(s) used.

> Press PF5 to see if there is any over budget message displayed.

PF10 Extnd — **Document Header Extended Information**
Shows extended information for the document.

PF11 Items — **Items**
Displays the line items on the document.

PF12 Warns — **Warnings**
Identifies any FAMIS warnings on document.

Enter Notes on a Requisition

You may have an occasion to make a note about your requisition. For example, you may need to note an alternate contact person for the order or a condition that needs to be addressed before the order can be processed. Screen 259 has been provided for you to enter such notes about your requisition. Using this screen, you may enter as many as 99 lines of notes on an open or a closed requisition.

There is no word wrap feature. To avoid splitting text between two lines, use the TAB key to advance to the next available text line.

Line item number zero (0.0) pertains to the entire requisition.

Screen 259 - Requisition Note Text

```
  259 Req Note Text                                               09/11/09 14:49
                                                                   FY 2009 CC 02
  Screen: ___  Doc: R900995  Item: __0.0    T r a n s f e r r e d
                                                      Position at line: ___
    Line                       Description
    1            >>Note entered 10/13/08 BY KING, KANDY K.____
    2            INVOICE # GE809027___________________________
    3            FULL PAGE ADVERTISEMENT FOR DISTANCE_________
    4            EDUCATION IN THE G. I. EDUCATION HANDBOOK.___
    5            _____________________________________________
    6            _____________________________________________
    7            _____________________________________________
    8            _____________________________________________
    9            _____________________________________________
    10           _____________________________________________
    11           _____________________________________________
    12           _____________________________________________

                                                             Page (F/B/E): _


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

Basic Steps

- Advance to Screen 259.
- Type a valid requisition number in the Action Line and press <ENTER> to display existing requisition notes, if any.
- Add or modify requisition text in the available fields and press <ENTER> to record the information.

Requisition Notes Entry Process

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 259. Entering 'F' will scroll one page forward, 'B' will scroll one page backwards, 'E' will "end" the editing session and take you to the next required requisition screen.

View Requisition Notes

When notes are attached to document items they can be viewed with the NOTES PF Key indicated at the bottom of the screens. The document header and all items that have notes attached will display the word **"NOTE"** at the top of the screens.

Header Notes vs. Item Notes

Using Screen 259, you may enter a note that pertains to the requisition as a whole or you may enter a note that applies only to a selected line item on the requisition. You should use the Item: field on the Action Line to distinguish between line items.

To enter a note that pertains to the entire requisition, enter a line item number of zero (0.00).

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

Action Line

◆	**Doc:**	7 character/digits Identify the requisition document number to which you want to add notes.
	Item:	4 digits Indicate the item number to attach the note.

Screen Information

Position at line __:	3 digits Identify which line of text should be positioned at the top of the screen.
Line:	3 digits Shows line numbers for the notes entered.
Description:	45 characters each (99 lines) Enter notes about the requisition. There is no word wrap feature.
Page (F/B/E):	1 character Indicate whether to scroll forward (F) or backward (B) through text lines or end (E) the editing session and advance to the next required requisition screen.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF7 **PItem**	**Previous Item** Allows you to back up to the previous line item.
PF8 **NItem**	**Next Item** Allows you to advance to the next line item.

Copy a Document to a Requisition

You may find it beneficial to copy or transfer frequently purchased items (i.e. general supplies) from existing documents to requisitions. Screen 247 allows you to retrieve a purchasing document previously entered and copy or transfer its line items to an existing or newly created requisition.

Screen 247 - Copy Documents to Requisition

```
 247 Copy Documents - to Requisition                             09/11/09 15:03
                                                                   FY 2009 CC 02
  Screen: ___ Doc: P700100 Item: _____  From Vendor: AUTODESK INC.
                                        From Doc FY: 2007
       New    Doc: R0_____   FY: 2007   Cat.: RO   Dt: __________
          or
     Existing Doc: _______
 ------------------------------------------------------------------------------
Header Screen: _
                                                                           Proc
Func Item   ----- Desc ------   Quantity     Unit Price   UOM   Ext. Price   Cd
 _      0.1  Autodesk Preferre                                                T
 _      1.0  Site License, Ann        1.00      90842.0000 EA        90842.00  M
 _      1.1                                                                   D
 _      2.0  Additional Site f        1.00       5999.0000 YR         5999.00
 _      3.0  Additional System        1.00        100.0000 YR          100.00
 _      4.0  Shipping/Handling        1.00                 LOT                N



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

Basic Steps

Copy Items to a New Requisition

- Advance to Screen 247.
- Type a valid document number in the Action Line and press <ENTER>.
- Type a valid requisition prefix followed by a zero (0) in the Doc: field and a valid category in the Cat: field.
- Press <ENTER> to view a list of line items available for copy.
- Type a valid function code next to all line items you want to copy and press <ENTER> to copy the items and create the new requisition number.

Copy/Transfer Requisition Items to an Existing Requisition

- Advance to Screen 247.
- Type a valid document number in the Action Line and press <ENTER>.
- Type a valid requisition number in the Doc: field and press <ENTER> to view a list of line items available for copy.
- Type a valid function code next to all line items you want to copy.
- Press <ENTER> to copy the selected items.

Requisition Copy/Transfer Process

Transfer/Copy Functions

There are two distinct functions on this screen. Function "C" allows a line item to be copied to either an existing document or create a new document for the item. Function "T" allows a line item to be transferred to an existing document or create a new document for the item

When an item is transferred, the transfer is noted in the document tracking system. The encumbrances created for the source document will be liquidated when the "To" document is closed. After transferring, items on the source document cannot be updated. Once a line item has been transferred, it will be marked with an "X" in the "Proc. Cd" column and can only be copied to other documents.

Items that are copied are not tracked and encumbrances for the source document are not liquidated. Copying an item does not affect the ability to update the source item. Only requisitions may be created by this screen.

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

Action Line

◆ **Doc:**	7 character/digits Enter the desired requisition document number.
Item:	4 digits Indicate the item number to be positioned on the first line of the display.
From Vendor:	25 characters Provides the name of the vendor from which the items were originally purchased.
From Doc FY:	4 digits Identifies the fiscal year in which the original purchase document was created.
◆ **New Doc:**	7 character/digits Identify the document prefix followed by a **zero** (0) that instructs FAMIS to automatically assign a new requisition number.
--**OR**-- **Existing Doc:**	7 character/digits Include the existing requisition number you wish to copy items to.
◆ **FY:**	4 digits Indicate the fiscal year items are purchased in. The field defaults to the current system fiscal year if left blank.

◆ **Cat.:** Help 2 characters
Enter the document category that defines the accounting and receiving characteristics of the requisition.

Dt: 8 digits
Indicates the date the new requisition or purchase order is created.
Will default to the current system date if left blank.

Screen Information

Header Screen: 1 character
Indicate ('Y' or 'N') if the system should advance to the header of the new document after line items are copied.

Func: Help 1 character
Identify the function to be performed: items should be copied (C) from the source document to the new or existing document specified or leave blank if no action is to be taken.

Item: 5 digits
Indicates the item number to be copied.

Desc: 20 characters
Displays a short description of the line item.

Quantity: 9 digits
Identifies the purchase quantity of the line item.

Unit Price: 11 digits
Indicates the line item price per unit of measure.

UOM: 3 characters
Shows the Unit of Measure for the line item.

Ext. Price: 12 digits
Reflects the total extended price of the item, as computed by the system.

Proc Cd: 1 character
Indicates if the processing code for the requisition, if the requisition needs special processing or if it has been transferred to a Purchase Order.

Additional Functions

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

PF11
AdDpt **Additional Departments**
Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this document.

Section III
Purchasing Inquiry Information

Document Inquiry Basic Concepts

Inquiry Access

Access to any particular document depends on a number of factors. For example, your user security must match certain data on the document you wish to view in order for it to be displayed on the screen. With the exception of TAMU, most users will only be able to access documents for their individual department.

Position the Display

Several document inquiry screens allow you to position a particular document at the top of the inquiry screen. This is accomplished by entering as much information on the Action Line as possible. For example, entering a particular document number on the Action Line of Screen 280 will display that document on the first informational line of the listing.

Document Classes

Classes are used to group documents by function. Placing a question mark (?) in the Class: field and pressing <ENTER> will access a pop-up window with a complete listing of valid document classes. Type an 'X' next to the desired class and press <ENTER> to return to the document inquiry screen. Press PF4 to return to the inquiry screen without selecting a document class. Valid values are:

```
+-------------------------------------------+
|  M  VALUES MEANING                        |
|  -  -----  ----------------------------   |
|     B      BID                            |
|     E      EXEMPT PURCH                   |
|     L      LIMITED PURCH                  |
|     M      MASTER ORDER                   |
|     P      PURCHASE ORDER                 |
|     R      REQUISITION                    |
|                                           |
|  Field:  PD-CLASS                         |
|                                           |
|   Select a Value or Press <PF4> to Quit   |
+-------------------------------------------+
```

Use the PF Keys

The PF keys are used to provide additional information about a particular document. In order to view information about a document using the PF keys, you must first select it for display. To select a document, move the cursor to the desired line by tabbing or by using your arrow keys. Then press the PF keys to display additional information as desired.

Document Browse

Screen 280 is a useful screen that displays all purchasing documents created, and shows the status of the document in the routing and approval process. Users may limit the selection displayed by typing a document class type in the Class: field. For example, if you want to view only Limited Purchase documents, type 'L' in this field.

PF keys have been added to the bottom of this screen to provide additional information about each document.

Screen 280 - Document Browse

```
  280 Document Browse                                              09/11/09  3:06PM
                                                                      FY 2010 CC 02
  Screen: ___   Class: L   Doc: L000125

 S C N
 L L T   Doc       Vendor Name      Date      User Ref     Buy    Amount      St
 - - - ------- ------------------ -------- ------------- --- ------------- ---
 _ L   L000125 APPLIED BIOLOGY    08/26/09 210930-00000           205.00  CL
 _ L   L000126 ALLIED GLASS       08/26/09 270860-09100           165.00  CL
 _ L   L000127 AMERICAN PEPTIDES  08/26/09 210930-00000            75.00  CO
 _ L   L000128 MCMILLAN-CANE SUPP 08/26/09 270860-09100            60.11  CO
 _ L   L000129 D W  MEDICAL SUPPL 08/26/09 225360-32501            58.82  CO
 _ L   L000130 SETON-ALDERS INC   08/26/09 225360-32501           158.63  CO
 _ L   L000131 AVANTAGE LIPIDS    08/26/09 225360-32501           300.00  CL
 _ L   L000132 ELLINGTON ADHESIVE 08/26/09 225360-32502           103.20  CO
 _ L   L000133 INSULATORS INC     08/18/09 270490-0000                    IP
 _ L   L000134 DALE MARKETING LP  08/28/09 270490-0015             59.98  CL
 _ L   L000135 ROGERS DIAGNOSTICS 08/26/09 200520-00012           550.85  CL
 _ L   L000136 DALE COMPUTERS     08/28/09 270490-0000                    IP
 _ L * L000137 SEQUEL SYSTEMS     08/26/09 270300-10064           764.00  CO
                    More Entries - Press <ENTER> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Advance to Screen 280.
- Type a valid document class in the Class: field on the Action Line and press <ENTER>. You may also include a document number to advance it to the top of the display list.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the SL: field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

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

Action Line

Class: Help 1 character
Enter the class of document to be displayed. The system will default the search to the first defined class.

Doc: 7 character/digits
Identify the first document number to be displayed.

Screen Information

SL: 1 character
Type an 'X' to select a document for display on Screen 278.

CL: 1 character
Identifies the class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

NT: 1 character
An asterisk (*) indicates whether or not notes are attached to the document.

Doc: 7 character/digits
Identifies document numbers for the class of document specified.

Vendor Name: 18 characters
Identifies the vendor name on the document.

Date: 6 digits
Indicates the date the document was set-up in FAMIS.

User Ref: 14 digits/characters
Displays the user reference used to indicate the subsidiary ledger (SL) account number used for the order, followed by the departmental reference number.

Buy: 3 characters
Displays the initials of the buyer for the document, as defined by the system.

Amount: 10 digits
Indicates the total dollar amount of all line items for the document.

St: 3 characters
Indicates the status of the document. Common document status codes include:
CL = Closed
CO = Completed
FR = Frozen
IP = In Process
TR = Transferred
PRT = Printed
DL = Deleted

Additional Functions

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

PF5
Invc
Invoice
Used to view the invoice details.

PF6
Recv
Receive
View the receiving information associated with the selected document.

Screen 280 – Document Browse (cont’d)

PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the selected document.

Document Browse by Department

Browsing information on requisitions and purchase orders by the department and sub-department is accomplished using Screen 281. By default, this screen displays those documents that are currently incomplete (have not been paid). However, you can also specify that only completed documents are displayed.

If the Class: field is left blank, the system will search each class in alphabetical order, and Bid documents will be displayed before Limited Purchases, etc.

Screen 281 - Document Browse By Dept/SubDept

```
  281 Document Browse By Dept/SubDept                            09/11/09  3:08PM
                                                                    FY 2010 CC 02
  Screen: ___  Dept: CHEM_  SubDept: _____  Class: P  Doc: P901712
                                           Completed Docs: N

 S C N               P U R C H A S E   O R D E R
 L L T   Doc    Buy        Vendor Name           Date    S-Dept   Amount      St
 - - - ------- --- ------------------------- -------- ----- ------------- ---
 _ P * P901712 PKP DUNAWAY STOCK SUPPLIES     12/03/08                      DL
 _ P * P902269 MEY XERON CORP                 01/13/09             3,211.92  PRT
 _ P * P902375 AGC VTR INTERNATIONAL          01/21/09                      DL
 _ P * P902615 SAP VTR INTERNATIONAL INC      02/03/09            51,707.88  PRT
 _ P   P902961 SAP VTR INTERNATIONAL INC      02/20/09             2,378.38  PRT
 _ P * P903168 VJE XERON CORP                 03/04/09                      DL
 _ P * P903210 MEY XERON CORP                 03/05/09            38,402.18  PRT
 _ P   P903212 MEY XERON CORPORATION          03/05/09            15,456.00  PRT
 _ P * P903213 MEY XERON CORPORATION          03/05/09            10,408.68  PRT
 _ P * P905045 LPS UNIVERSAL WINDOWS          06/24/09            12,149.10  PRT
 _ P * P905073 MEY XERON CORP                 06/24/09             7,933.68  PRT
 _ P   P905119 MEY XERON CORPORATION          06/25/09             6,116.76  PRT
                     More Entries - Press <Enter> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Advance to Screen 281.
- Type a valid department code in the Dept: field on the Action Line. If you want to include completed documents, type 'Y' in the Completed Docs: field.
- Type additional data in the available fields, if desired, and press <ENTER> to view a complete list of all documents for the specified department.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place cursor in the SL: field next to a document and use the PF keys available to view additional information.

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

Action Line

◆ **Dept:** Help 5 characters
Identify the department for which you want to browse documents.

SubDept: 5 characters
Indicate the sub-department to be included in the display.

Class: Help 1 character
Enter the class of document to inquire on.

Doc: 7 character/digits
Identify the first document number to be displayed.

Completed Docs: 1 character
Enter 'Y' to include completed documents in the display.

Screen Information

SL: 1 character
Type 'X' and press <Enter> to select a document for display on Screen 278.

CL: 1 character
Identifies class of document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

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

Doc: 7 character/digits
Identifies document numbers for the class of document specified.

Buy: 3 characters
Displays the initials of the buyer for the document.

Vendor Name: 26 characters
Identifies the vendor's name.

Date: 6 digits
Indicates the date the document was set-up in FAMIS.

S-Dept: 5 characters
Identifies the sub-department on the document.

Amount: 10 digits
Shows the total dollar amount of all line items for the document.

St: 3 characters
Indicates the status of the document. Common document status codes include:

CL	=	Closed
CO	=	Completed
FR	=	Frozen
IP	=	In Process
TR	=	Transferred
PRT	=	Printed
DL	=	Deleted

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the document.

Document Browse by Account

FAMIS allows you to browse through purchase documents, sorted by their buying account, fiscal year, and campus code using Screen 282. This screen automatically displays incomplete documents (those that have not been paid).

If the Class: field is left blank, the system will search each class in alphabetical order, and Bid documents will be displayed before Limited Purchases, etc.

To view completed documents, type "Y" in the Completed Docs: field.

Screen 282 - Document Browse by Account

```
  282 Document Browse By Account                                   09/11/09  3:15PM
                                          Acct      Acct              FY 2010 CC 02
  Screen: ___   Class: R  Acct: 144013 00000 CC: 02   FY: 2008     Doc: _______
                                                    Completed Docs: N
 S C N          Supp      R E Q U I S I T I O N
 L L T   Doc    Acct   Vendor Name      Date      User Ref        Amount     St
 - - - ------- ----- --------------- -------- ------------- ------------- ---
 _ R * R800294 00000                 07/24/07 144013-M008       68,915.00  TR
 _ R   R804676 00000                 07/03/08 144013-99999                 DL















 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Advance to Screen 282.
- Type a valid document class and account number on the Action Line.
- Type additional data in the available fields, if desired, and press <ENTER> to view a complete list of all documents for the specified account and document class.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place cursor in the SL: field next to a document and use the PF keys available to view additional information.

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

Action Line

Class: Help 1 character
Identify the class of document to be displayed.

◆ **Acct:** 11 digits
Enter the account number for the documents to be displayed.

◆ **Acct CC:** 2 digits
Indicate the campus code for the account purchasing the items. **This will default to the current campus code if not otherwise specified.**

◆ **Acct FY:** 4 digits
Identify the fiscal year for the documents to be displayed. **This will default to the current fiscal year unless otherwise specified.**

Doc: 7 character/digits
Type the first document number to be displayed at the top.

Completed Docs: 1 character
Enter 'Y' to include completed documents in the display.

Screen Information

SL: 1 character
Type 'X' and press <Enter> to select a document for display on Screen 278.

CL: 1 character
Identifies the class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

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

Doc: 7 character/digits
Identifies document numbers for the class of document specified.

Supp Acct: 5 digits
Identifies the Support Account number used to purchase the items.

Vendor Name: 16 characters
Identifies the vendor name.

Date: 6 digits
Indicates the date the document was set-up on the system.

User Ref: 14 digits/characters
Shows the user reference that indicates the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.

Amount: 8 digits
Indicates the total dollar amount of all line items for the document.

St: 3 characters
Shows the status of the document. For example:

CL	=	Closed
CO	=	Completed
FR	=	Frozen
IP	=	In Process
TR	=	Transferred
PRT	=	Printed
DL	=	Deleted

Additional Functions

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

PF5
Invc
Invoice
Used to view the invoice details.

PF6
Recv
Receive
View the receiving information associated with the selected document.

PF7
Audit
Audit Information
View the audit information for the selected document.

PF8
Accts
Accounts
Shows the account distribution used for the document selected.

PF9
PIP
PIP
Shows the PIP documents.

PF10
Headr
Header
Shows the document header information that was entered when the document was created.

PF11
Items
Items
Lists the line item information for the document.

PF12
Track
Track
Allows you to track the routing history of the selected document.

Document Browse by User Reference

The user reference field is used to group documents by account. The first six digits typically represent the subsidiary ledger account number that will be charged for the purchase(s). This is generally followed by a hyphen and the departmental reference number, assigned to uniquely identify the document.

The user reference number may be used to trace purchase documents from requisition to payment. You may browse purchasing documents on-line, sorted by their user reference number using Screen 284.

Include the User Reference number on the Action Line to view only matching documents.

Screen 284 - Document Browse by User Reference

```
   284 Document Browse By User Ref                                  09/11/09  3:20PM
                                                                       FY 2010 CC 02
   Screen: ___   User Ref.:  ______________
                 Include: Only Class: _
  S C N
  L L T    User Ref       Doc       Vendor Name      Date    Buy      Amount       St
  - - - ------------- ------- --------------- -------- --- --------------- ---
  _ L   001014--01     Z805960 DARLA D*DANIELS  07/21/08                45.88  CO
  _ L   001014--01     Z805964 JANICE J*JONES   07/21/08                22.86  CO
  _ L   001014--01     Z805969 JOHN J*JIMENEZ   07/21/08                13.61  CO
  _ E   001014--1      E523021 ROSE R*ROGERS    06/29/05             8,164.65  CL
  _ E   001014--1      E523438 ROSE R*ROGERS    07/12/05             8,164.65  CL
  _ E   001014--1      E935137 KILEY K*KING     07/27/09             5,751.42  CL
  _ L   001014--1      A514983 GRANDLAKES EDUCA 03/11/05                28.74  CL
  _ L   001014--1      A525659 TEXAS A&M UNIVER 04/18/05                17.23  CL
  _ L   001014--1      A623838 MMSTA            04/18/06                       IP
  _ L   001014--1      A700111 NETNEL           02/01/07             4,238.19  IP
  _ L   001014--1      A717009 JIM J*JOHNSON    04/03/07                       IP
  _ L   001014--1      A717010 JIM J*JOHNSON    04/03/07                       IP
  _ L   001014--1      A717013 JIM J*JOHNSON    04/03/07                       IP
                            More Entries - Press <Enter> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Advance to Screen 284.
- Type a valid user reference on the Action Line, if desired, and press <ENTER> to view a complete list of all documents.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the SL: field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

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

Action Line

User Ref: 14 digits/characters
Identify the user reference number to be displayed at the top of the list.

Include: Help 1 character
Only Class: Enter the class of document to be displayed.

Screen Information

SL: 1 character
Type an 'X' to select a document for display on Screen 278.

CL: 1 character
Identifies the class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

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

User Ref: 14 digits/characters
Displays the user reference used to indicate the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.

Doc: 7 character/digits
Identifies document number(s) for the class of document specified.

Vendor Name: 16 characters
Identifies the vendor's name.

Date: 6 digits
Indicates the date the document was set up on the system.

Buy: 3 characters
Displays the initials of the buyer for the document.

Amount: 13 digits
Indicates the total dollar amount of all line items for the document.

St: 3 characters
Shows the status of the specified document. Common document status codes include:
CL = Closed
CO = Completed
FR = Frozen
IP = In Process
TR = Transferred
PRT = Printed
DL = Deleted

Additional Functions

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

PF5
Invc
Invoice
Used to view the invoice details.

PF6
Recv
Receive
View the receiving information associated with the selected document.

PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the selected document.

Document Browse by Vendor

To find a document when the best information you have available is the name of the vendor, use Screen 285. This is a good choice when a vendor calls for information about a purchase. This screen automatically displays incomplete documents (those that have not been paid).

To view completed documents, type “Y” in the Completed Docs: field.

Screen 285 - Document Browse by Vendor

```
  285 Document Browse By Vendor                                       09/11/09  3:2 PM
                      XERON CORPORATION                                  FY 2010 CC 02
  Screen: ___   Vendor: 1vvvvvvvvv0  Class: L  Doc: _______        Completed Docs: Y
                                                                   All Mail Codes: _
 S C N         M First     L I M I T E D   P U R C H
 L L T   Doc   C Dept  Doc Summary Buy  Date       User Ref        Amount    St
 - - - ------- - ----- ----------- --- -------- -------------- ------------ ---
 _ L   A305895 0 PHPL  MAINTENANCE     01/17/03 150003-153           639.00  CO
 _ L   A310289 0 SEF   SN-COPIER R     02/03/03 301110-0389          290.00  CO
 _ L   A413716 0 PHPL  MAINTENANCE     01/15/03 150012-13            402.66  CO
 _ L   A413984 0 CHEM  STAPLES-FYP     03/09/04 225360-12190         188.00  CO
 _ L   A429510 0 SGPS  MAINTENANCE     04/16/04 290130-4437         1034.10  CO
 _ L   A505048 0 PHYS  XERON ON-SI     01/13/05 510408-1053          539.00  CO
 _ L   A512680 0 MEEN  REPAIRS ON      02/25/05 241408-3431         1227.00  CO
 _ L   A719494 0 ENTO  SUMMERS/MAI     03/10/07 510154-EN7216        591.30  CO
 _ L   A738917 0 MEEN  SERVICE ON      05/17/07 241408-9236          819.00  CO
 _ L * A836560 0 CLSC  XERON SERVI     06/10/08 241890-00000        1124.10  CO
 _ L   L223666 0 BCBP  COPIER PAPE     10/01/01 240905-6207          422.76  CO
 _ L   L245554 0 BCBP  MAINTENANCE     11/26/01 240905-5270          509.00  CO
 _ L   L246478 0 CLEN  REPAIR TO C     01/18/02 241490-2021          377.81  CO
                                    More Entries - Press <Enter> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Advance to Screen 285.
- Type the vendor identification number or name and document class on the Action Line. You may also type an asterisk (*) in the Vendor: field to select the desired vendor from the pop-up window.
- Type additional data in the available fields, as desired, and press <ENTER> to view a complete list of all documents for the specified vendor and document class.
- Type an ‘X’ in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the SL: field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

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

Action Line

◆ **Vendor:** Help 11 digits
Enter the desired FAMIS vendor identification number or name.

Class: Help 1 character
Identify the class of document to be displayed.

Doc: 7 character/digits
Enter the first document number to be displayed.

Completed Docs: 1 character
Type 'Y' to include completed documents in the display.

All Mail Codes: 1 character
Enter 'Y' to display all documents for the vendor.

Screen Information

SL: 1 character
Type an 'X' to select a document for display on Screen 278.

CL: 1 character
Identifies the class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

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

Doc: 7 character/digits
Identifies document numbers for the class of document specified.

MC: 1 character
Shows the state mail code for the specified vendor.

First Dept: 5 characters
Identifies the first department listed on the document header.

Doc Summary: 11 characters
Displays a brief summary description of the document header.

Buy: 3 characters
Displays the initials of the buyer for the document.

Date: 6 digits
Indicates the date the document was set-up on the system.

User Ref: 11 digits/characters
Displays the user reference used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.

Amount: 10 digits
Indicates the total dollar amount of all line items for the document.

St: 3 characters
Shows the status of the document. Common document status codes include:
CL = Closed
CO = Completed
FR = Frozen
IP = In Process
TR = Transferred
PRT = Printed
DL = Deleted

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the selected document.

Documents by State Requisition Number

When looking for a document and the only information that you have available is the state requisition number, you can use Screen 286 to search for your document. This screen automatically displays incomplete documents (those that have not been paid).

To include completed documents, type "Y" in the Completed Docs: field.

Screen 286 - Document Browse by State Requisition Number

```
  286 Document Browse By State Requisition Nbr                  09/11/09  3:41PM
                                                                   FY 2010 CC 02
  Screen: ___   State Req: ___________   Class: L  Doc: _______ Completed Docs: N

 S C N    State
 L L T  Req Number  Doc     Vendor Name   Date     User Ref        Amount     St
 - - - ----------- ------- ------------- ----- ------------- ------------- ---
 _ R   4/30/07     R703822                05/07 219960-0000         345.00  TR
 _ R   453316      R202088                01/02 250422-0000                 DL
 _ B   51          B600204                09/05 270280-000002   14,916.00  TR
 _ R * 51          R600308                08/05 270280-000002   14,916.00  TR
 _ R * 556-4-1279  R403523                05/04 805188-8963                 DL
 _ R   5757641118  R302768                02/03 218190-3039       6,460.00  TR
 _ R   5787        R403922                06/04 219490-0001       5,938.40  TR
 _ M * 711-0-022   M200189 TEXAS A & M RE 08/01 241505-0001     285,000.00  PRT
 _ M * 711-0-022   M300182 TEXAS A & M RE 08/02 241505-0001     315,000.00  PRT
 _ M * 711-0-022   M400016 TEXAS A & M RE 04/03 241505-0001     315,000.00  PRT
 _ P   711-0-101   P000188 KONI MINOT     08/99 212390-20001      3,983.04  PRT
 _ P * 711-0-194   P000199 SHARE ELECTRON 08/99 132005-0000       1,421.28  PRT
 _ P   711-0-2     P000248 XERON CORP     09/09 246549-0429      38,932.20  PRT
                                    More Entries - Press <Enter> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Advance to Screen 286.
- Type valid data in the available fields to limit the display and press <ENTER> to view a complete list of all documents with a state requisition number.
- Type an 'X' in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the SL: field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

Document Browse Process

State Requisition Number

The State Requisition field is used to group documents by a State assigned reference number. Entering a state requisition number on the Action Line will display a list of all documents with a state requisition number, beginning with the requisition number specified.

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

Action Line

State Req: 11 digits/characters
Identify the first state requisition number to be displayed.

Class: Help 1 character
Signify the class of document to inquire on.

Doc: 7 character/digits
Enter the first document number to be displayed.

Completed Docs: 1 character
Type 'Y' to include completed documents in the display.

Screen Information

SL: 1 character
Type an 'X' to select a document for display on Screen 278.

CL: 1 character
Identifies the class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

NT: 1 character
An asterisk (*) indicates there are notes attached to the document.

State Req Number: 9 digits/characters
Identifies the State Requisition Number of the specified document.

Doc: 7 character/digits
Identifies document numbers for the class of document specified.

Vendor Name: 14 characters
Identifies the name of the vendor the items were purchased from.

Date: 2 digits
Indicates the date the document was set-up on the system.

User Ref: 11 digits/characters
Displays the user reference used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.

Amount: 10 digits
Indicates the total dollar amount of all line items for the document.

St: 3 characters
Shows the status of the document: Common document status codes include:

CL = Closed
CO = Completed
FR = Frozen
IP = In Process
TR = Transferred
PRT = Printed
DL = Deleted

Screen 286 – Document Browse by State Requisition Number (cont'd)

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the selected document.

Document Browse by State Order Number

If the state order number is the best or only identification you have for a document, you can use Screen 287 to view on-line document information. This screen automatically displays incomplete documents (those that have not been paid).

To include completed documents, type “Y” in the Completed Docs: field.

Screen 287 - Document Browse by State Order Number

```
   287 Document Browse By State Order Nbr                          09/11/09  3:43PM
                                                                      FY 2010 CC 02
   Screen: ___  State Order: ______  Class: L  Doc: _______  Completed Docs: Y

  S C N St Ord.
  L L T Number   Doc      Vendor Name       Date     User Ref         Amount     St
  - - - ------ ------- ------------------ ----- ------------- ------------- ---
  _ P * 100026 P300048 BUELA FIXTURE COM  05/02 241801-95105        467.40  CO
  _ P   100032 P300058 ERIN ARLAN INCORP  05/02 241801-9509         112.74  CO
  _ P   100033 P300057 ADVANCED MEDS      05/02 241801-9513          65.13  CO
  _ P   100034 P300049 FINER SCIENTIFIC   05/02 241801-9508         145.80  CO
  _ P   100035 P300056 FSN SCIENTIFIC INC 05/02 241801-9507         167.10  CO
  _ P   100036 P300055 GRANTS INDUSTRIAL  05/02 141801-9517          25.52  CO
  _ P   100037 P300054 BTA SCIENTIFIC INC 05/02 241801-9512          44.45  CO
  _ P   100038 P300053 ACTION MEDICAL     05/02 241801-9514          96.00  CO
  _ P   100039 P300052 ACTION MEDICAL     05/02 241801-9515         480.00  CO
  _ P   100040 P300051 PT GLOVES INC      05/02 241801-9516          51.76  CO
  _ P   100041 P300050 NORTHEAST SCIENTIF 05/02 241801-9508         361.10  CO
  _ P   100209 P300087 POLLARD PAPER DIST 06/02 241801-9520          89.35  CO
  _ P * 100212 P700050 MINOR CORP         06/06 289010-25000       3,360.00  CO
                                     More Entries - Press <Enter> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Invc  Recv  Audit Accts PIP   Headr Items Track
```

Basic Steps

- Advance to Screen 287.
- Type valid data in the available fields to limit the display and press <ENTER> to view a complete list of all documents with a state order number.
- Type an ‘X’ in the SL: (select) column to the left of a document to advance to Screen 278, where detailed document information will be displayed.
- Place the cursor in the SL: field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

Document Browse Processes

State Order Number

The State Order field is used to group documents by a State assigned reference number. Entering a state order number on the Action Line will display a list of all documents with a state order number, beginning with the number specified.

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

Action Line

State Order: 6 digits
Identify the first State Order Number to be displayed.

Class: Help 1 character
Enter the class of document to inquire on.

Doc: 7 character/digits
Identify the first document number to be displayed.

Completed Docs: 1 character
Type 'Y' to include completed documents in the display.

Screen Information

SL: 1 character
Type 'X' and press <ENTER> to select a document for display on Screen 278.

CL: 1 character
Identifies the class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

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

St Ord. Number: 6 digits
Identifies the State Order Number of the document.

Doc: 7 character/digits
Displays document numbers for the class of document specified.

Vendor Name: 18 characters
Shows the name of the vendor the items were purchased from.

Date: 4 digits
Indicates the date the document was set-up on the system.

User Ref: 11 digits
Displays the user reference number used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.

Amount: 10 digits
Indicates the total dollar amount of all line items for the document.

St: 3 characters
Shows the status of the specified document. Common document status codes include:

CL = Closed
CO = Completed
FR = Frozen
IP = In Process
TR = Transferred
PRT = Printed
DL = Deleted

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **Invc**	**Invoice** Used to view the invoice details.
PF6 **Recv**	**Receive** View the receiving information associated with the selected document.
PF7 **Audit**	**Audit Information** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF9 **PIP**	**PIP** Shows the PIP documents.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the selected document.

Browse Documents Closed but Not Routed

There are many steps along the line to getting a purchase document paid. Sometimes the only thing holding up the payment of a document is that it has not received the proper approvals because it was never sent into the on-line routing and approval system.

Screen 271 is available for you to display your documents that have been closed, but have not been sent into the routing and approval system.

Screen 271 - Documents Closed But Not Routed

```
    271 Documents Closed But Not Routed                           02/22/10  2:25PM
                                                                     FY 2010 CC 02
    Screen: ___  Dept: ANTH_  SubDept: _____  Class: _  Doc: _______


   S C N
   L L T   Doc    Buy    Vendor Name      User Ref.     Date   S-Dept   Amount
   - - - ------- --- ----------------- ------------- -------- ----- -------------
   _ L   A000007     JJ MORRIS CHANCE  2416092010    01/28/10              479.99
   _ M   M500352 DMK JAMES J*JENSON    214910 5689   10/14/04           31,200.00
   _ M   M600046 JWP JAMES J*JENSON    214910 5689   06/16/05           31,200.00
   _ M * M600470 SSB JAMES J*JENSON    214910 5689   04/26/06           31,200.00
   _ M * M700004 SSB JAMES J*JENSON    214910 5689   04/26/06           31,200.00
   _ P   P001424 AGC PERCUSIVE         500262EN8330  11/12/09           74,335.00
   _ P   P001958 AGC CANTON INDUSTRY   41100000025   12/11/09           21,340.20
   _ P   P002111 AGC JAUL MEDICAL INC  2152801019    12/21/09           11,270.00
   _ P * P002114 AGC DAYTIME SOLUTIONS 80501000000   12/21/09           47,500.00
   _ P * P002120 AGC COHN TECHNOLOGIES 27049000920   12/21/09           11,308.00
   _ P   P002139 AGC WINSTON PLAINS    27049000919   12/21/09           12,620.00
   _ P * P002153 AGC PERSH SCIENTIFIC  23008201146   12/22/09            7,075.00
                       More Entries - Press <Enter> to continue
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp Print Invc  Recv  Audit Accts       Headr Items Track
```

Basic Steps

- Advance to Screen 271.
- Type the desired department code on the Action Line. Enter the SubDept code if you wish to include it in the list to be displayed.
- Press <ENTER> to view a complete list of all documents in your department/sub-department that have been closed but not routed.
- Type an 'X' in the SL: field to select a document and advance to Screen 278, where detailed information will be displayed.

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

Action Line

◆ **Dept:** Help 5 characters
Enter the department whose documents you would like to display.

◆ **SubDept:** Help 5 characters
Identify the sub-department to be included in the display.

Class: Help 1 character
Enter the class of document to inquire on.

Doc: 7 character/digits
Identify the first document number to be displayed.

Screen Information

SL: 1 character
Type 'X' and press <ENTER> to select a document for display on Screen 278.

CL: 1 character
Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

NT: 1 character
An asterisk (*) indicates there are notes attached to the document.

Doc: 7 character/digits
Identifies document numbers for the class of document specified.

Buy: 3 characters
Displays the initials of the buyer for the purchase document.

Vendor Name: 18 characters
Identifies the name of the vendor the items were purchased from.

User Ref.: 11 digits/characters
Displays the user reference which is used to identify the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.

Date: 6 digits
Indicates the date the document was set-up on the system.

S-Dept: 5 characters
Displays the sub-department associated with the purchase document.

Amount: 10 digits
Indicates the total dollar amount of all line items for the document.

Additional Functions

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

PF4
Print
Print
Used to print document information from FAMIS using Entire Connection. **See the FAMIS Entire Connection User's Manual for greater details.**

PF5
Invc
Invoice
Used to view the invoice details.

PF6
Recv
Receiving
View the receiving information associated with the selected document.

PF7 **Audit**	**Audit** View the audit information for the selected document.
PF8 **Accts**	**Accounts** Shows the account distribution used for the document selected.
PF10 **Headr**	**Header** Shows the document header information that was entered when the document was created.
PF11 **Items**	**Items** Lists the line item information for the document.
PF12 **Track**	**Track** Allows you to track the routing history of the selected document.

Document Browse by Status Code

FAMIS makes it possible for you to browse through your purchase documents, sorted by their status code. Using Screen 272, you can also filter your list by subdepartment, class or route status.

Screen 272 - Documents by Status

```
 272 Documents By Status                                      09/11/09  4:03PM
                                                                 FY 2010 CC 02
 Screen: ___  Dept: ATHL_  SubDept: _____  Class: _  Doc: _______
              Status:  IP  Route Status:  __

S C N
L L T   Doc    Buy Vendor Name St Rt   User Ref.     Date    S-Dept   Amount
- - - ------- --- ---------- -- -- ------------  -------- ----- ------------
_ L   A336008     RICHARD A*S IP    3000903508    02/18/03
_ L   A339162     TEXAS A&M U IP    3000903603    05/26/03
_ L   A400727     BRYAN/COLLE IP    3000902276    10/03/03
_ L   A401191     ALLIED SUPP IP    3000800230    01/22/04
_ L   A402763     INTERNATION IP    5112010029    01/22/04               820.25
_ L   A403639     READING ING IP    3000800256    02/03/04             3,887.28
_ L   A404596     PERPETUAL P IP CN 3000901741    09/19/03
_ L   A404707     CENTRAFLEX  IP    3000902512    02/02/04
_ L   A409119     TEXAS A&M U IP    3000902741    02/09/04
_ L   A414809     BRIARCREST  IP    5106160000    12/31/03             1,840.00
_ L   A417540     301 CHURCH  IP CN 5106160055    01/05/04
_ L   A418248     BENTON COA  IP    3000902926    01/31/04               100.00
                   More Entries - Press <Enter> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  Audit Accts       Headr Items Track
```

Basic Steps

- Advance to Screen 272.
- Type a department code on the Action Line.
- You must enter a status code. For example: In Progress (IP); Closed (CL), Deleted (DL), Completed (CO), and Transferred (TR).
- Press <ENTER> to view a list of documents in your department that match the status code entered.
- Type an 'X' in the SL: field to select a document and press <ENTER> to advance to Screen 278, where detailed information will be displayed.
- Place the cursor in the SL: field next to the desired document number and use the PF keys at the bottom of the screen to view additional document information.

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

Action Line

◆ **Dept:** Help 5 characters
Enter the department whose documents you would like to display.

◆ **SubDept:** Help 5 characters
Identify the sub-department to be included in the display.

Class: Help 1 character
Enter the desired class of document.

Doc:	7 character/digits Include the first document number to be displayed.
◆ **Status:**	Help 2 characters Identify a status code to limit the display. Valid values are: IP = In Process CL = Closed DL = Deleted CO = Completed TR = Transferred
Route Status:	Help 2 characters Signify which routing status code to display. Valid routing status codes include: RJ = Rejected – returned to creator RC = Recalled – in creator's In-Box DR = Routing at Department Level ER = Routing at Executive Level PR = Routing at Processing office FY = Routing to Person FYA/FRA FN = Final – Completed Routing CN = Cancelled – Doc cancelled

Screen Information

SL:	1 character Type 'X' and press <ENTER> to select a document for display on **Screen 278**.
CL:	1 character Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).
NT:	1 character An asterisk (*) indicates notes are attached to the document.
Doc:	7 character/digits Identifies document numbers for the class of document specified.
Buy:	3 characters Displays the initials of the buyer for the purchase document.
Vendor Name:	11 characters Identifies the name of the vendor the items were purchased from.
St:	3 characters Shows the current status of the documents for the status specified on the Action Line. Common document status codes include: IP = In Process CL = Closed DL = Deleted CO = Completed TR = Transferred

Rt: 2 characters
Displays the current routing status of the document.

User Ref.: 13 digits/characters
Displays the user reference used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.

Date: 6 digits
Indicates the date the document was set-up on the system.

S-Dept: 5 characters
Identifies the sub-department associated with the document.

Amount: 10 digits
Indicates the total dollar amount of all line items for the document.

Additional Functions

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

PF5
Invc
Invoice
Used to view the invoice details.

PF6
Recv
Receiving
View the receiving information associated with the selected document.

PF7
Audit
Audit
View the audit information for the selected document.

PF8
Accts
Accounts
Shows the account distribution used for the document selected.

PF10
Headr
Header
Shows the document header information that was entered when the document was created.

PF11
Items
Items
Lists the line item information for the document.

PF12
Track
Track
Allows you to track the routing history of the document.

Incomplete Receiving and Invoicing

Screen 275 is useful in determining why a payment has not been made. This screen displays the document number and whether or not receiving or invoicing has been completed. Status and matching information is also available.

Several PF keys are available at the bottom of this screen to provide additional information regarding each document listed. To access this information, place the cursor either in the SL: field to select the item, or anywhere on the first line of the item description line and press the desired PF key. A pop-up screen will be displayed showing the information requested.

Screen 275 – Incomplete Receiving/Invoicing

```
  275 Incomplete Receiving/Invoicing                           09/11/09  4:06PM
                                                                  FY 2010 CC 02
  Screen: ___  Dept: CHEM_  SubDept: _____  Class: L  Doc: _______
               Number Of Days: ___

 S                                                   St Cat Sub
 L   Doc                Summary              Date    Cd /MS Dept   Amount
 - ------- ------------------------------- ---------- -- -- ----- -------------
 _ A705667 SUPPLIES - RESEARCH STOCKROOM   01/20/2007 CL LP                68.92
   INV:    8151700  VCH: 1774590           01/22/2007 IP                   68.92

 _ A706303 SUPPLIES - HILTY                02/22/2007 CL LP                22.80
   INV:    *** NO INVOICING ***
   SHIP:   ** NO RECEIVING **

 _ A712167 SCANTRON - CHEM 101             03/13/2007 CL LP              1522.00
   INV:    *** NO INVOICING ***
   SHIP:   ** NO RECEIVING **


                    More Entries - Press <Enter> to continue
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                   Audit Accts       Headr Items Track
```

Invoice is in process (IP)

Basic Steps

- Advance to Screen 275.
- Type a valid department code on the Action Line, and subdepartment code, if needed. You may also add a specific document class or document number to narrow the search for the desired information.
- Press <Enter> to view a list of documents that have not completed the matching process. “No Invoicing” and/or “No Receiving” will be displayed on these documents.
- Type an “X” in the SL: field to advance to Screen 278 to view detailed information about the selected document.
- Additional information is available by placing the cursor on the first line of a document’s information, or in the SL: field, and press the desired PF key shown at the bottom of the screen.

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

Action Line

◆ **Dept:** Help 5 characters
Enter the department code to be displayed.

SubDept: 5 characters
Indicate the sub-department to be included in the display.

Class: Help 1 character
Identify the class of document to be displayed.

Doc: 7 character/digits
Enter the document number to be displayed on the first line.

Number Of Days: 3 digits
Used to include the incomplete documents that are over the specified number of days old. (For example, over 10 days old.)

Screen Information

SL: 1 character
Type 'X' to select a document for display on Screen 278.

Doc: 7 character/digits
Shows the document number assigned when created.

Summary: 3 lines/30 characters
Shows the document summary information, including invoicing and receiving status.

Date: 8 digits
Indicates the date the document was set up on the system.

St Cd: 2 characters
Indicates the status code.

Cat/MS: 2 characters
Displays the category/matching status.

SubDept: 5 characters
Indicates the sub-department for which you want to browse documents.

Amount: 10 digits
Displays the total dollar amount of all line items for the document.

Additional Functions

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

PF7 Audit **Audit**
View audit information for selected document.

PF8 **Accts**	**Accounts** Shows the account distribution of funds used for the items on this selected document.
PF10 **Headr**	**Header** Displays extended document header detail for the created document.
PF11 **Items**	**Items** Shows the line items on file for the document.
PF12 **Track**	**Track** Allows you to see the tracking history of a document through creation process.

Document Summary

A complete view of the entire document in a format similar to that of a printed document may be viewed on Screen 288.

The screen defaults to five (5) lines of display per item on the item description screen, if a number is not specified in the Number of Desc Lines: field.

The number of pages displayed varies from document to document.

Screen 288 - Document Summary (Page 1)

```
   288 Document Summary                                            09/11/09  4:09PM
                                                                      FY 2010 CC 02

   Screen: ___    Doc: P600465    Number of Desc  Lines: 5_      Page: 1__ Of  5

   VENDOR:                                             +-------------------------+
  1vvvvvvvvv1                                          | DOC: P600465            |
  AMERICAN SW MERCANTILE INC DBA ABCO WHOLESALE        |                         |
  P O BOX 88888                                        | USER REF: 300210-7089   |
  AUSTIN, TX  78706                                    +-------------------------+



   INVOICE TO:                                    SHIP TO:
  FOOD SERVICES DEPARTMENT                       FOOD SERVICES DEPARTMENT
  AGRONOMY ROAD                                  AGRONOMY ROAD
  1374 TAMU                                      1374 TAMU
  COLLEGE STATION TX 77843-1374                  COLLEGE STATION TX 77843-1374



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

Screen 288 - Document Summary (Page 2)

```
   288 Document Summary                                            09/11/09  4:09PM
                                                                      FY 2010 CC 02

   Screen: ___    Doc: P600465    Number of Desc  Lines: 5_      Page: 2__ Of  5

  << ADDITIONAL TEXT >>
  CONFIRMATION:  DO NOT DUPLICATE
  M600187

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

Screen 288 - Document Summary (Page 3)

```
  288 Document Summary                                          09/11/09  4:09PM
                                                                   FY 2010 CC 02

  Screen: ___    Doc: P600465   Number of Desc  Lines: 5_      Page: 3__ Of  5

 ITEM          DESCRIPTION         QUANTITY  UOM    UNIT PRICE   EXTENDED PRICE
 ----- -------------------------- --------- ---- -------------- -------------
   1    White paper grocery bags       200.00 BAL          10.60       2,120.00
        pack:  500 per bale
        size:  #8

   2    White paper grocery bags        70.00 BAL          17.23       1,206.10
        pack:  500 per bale
        size:  #10
                                                           Total       3,326.10
               >> Account Distribution <<
     02 2006 300210-00000-4015  FOOD SERVICES                          3,326.10
                                               Account Total           3,326.10

 CATALOGUE ORDER:

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

Screen 288 - Document Summary (Page 4)

```
  288 Document Summary                                          09/11/09  4:09PM
                                                                   FY 2010 CC 02

  Screen: ___    Doc: P600465   Number of Desc  Lines: 5_      Page: 4__ Of  5

 DOCUMENT DATE: 09/20/2005
      Disc Pct:  0.000
   Disc Due DD: 0
      Disc Ind: N
        Pay DD: 30
        F.O.B.: DP
    Vendor Ref: ZOE ZILLER 555-555-5555
    Delivery Date: 08/31/2006
 Delivery Reqd By:
     Dept Contact: DARLENE DILLARD
        Phone No.: 979-458-8888



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

Screen 288 - Document Summary (Page 5)

```
  288 Document Summary                                          09/11/09  4:09PM
                                                                   FY 2010 CC 02

  Screen: ___    Doc: P600465   Number of Desc  Lines: 5_      Page: 5__ Of  5

      Bidding Vendor               Vendor Contact            Bid Amount
 ABCO WHOLESALE               ZOE ZILLER                          13649.00
 BEN E KEITH FOODS            CANDY CARTER                        15951.00
 F N SUPPLY CO                F.F. FIELDS                         62040.00

 REASON FOR AWARD TO OTHER THAN LOW BIDDER:







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

Basic Steps

- Advance to Screen 288.
- Enter the document number you wish to display.
- Enter the number of description lines to display per item, and press <ENTER> to retrieve document information.
- Continue to press <ENTER> to scroll through the pages of the document or use PF7 and PF8 to scroll backwards and forwards through the pages.

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

Action Line

◆ **Doc:**	7 character/digits Identify the document number to be displayed.
◆ **Number of Desc Lines:**	2 digits Indicate the number of description lines to display per item. The screen will default to 5 lines to match those on the item create screen if not specified.
◆ **Page__of:**	2 digits Indicate the document summary page number to be displayed. Will default to the current page.

The number of summary pages displayed may vary, depending on the information available.

Screen Information

Page 1

Vendor:	5 lines/30 characters Displays the vendor's ID number, name, and address.
Doc:	7 character/digits Displays the document number.
User Ref:	10 digits Identifies the user reference number for the document.
Invoice to:	5 lines/30 characters Indicates the address where items purchased will be invoiced.
Ship to:	5 lines/30 characters Indicates the address where items purchased will be shipped.

Page 2

<<Additional Text>> **OR** **<<Sub Text>>**	Additional information for document summary, if available.

Page 3

Item: 3 digits
Identifies line item number(s) on the document.

Description: 27 characters
Displays a brief description of the line item.

Quantity: 10 digits
Indicates the purchase quantity of the line item.

UOM: 4 characters
Identifies the Unit of Measure for the line item to be printed on the purchase order.

Unit Price: 10 digits
Displays the dollar amount to be paid per unit of measure.

Extended Price: 10 digits
Indicates the total item amount as calculated by the system.

>>Account Distribution<< 60 characters
Displays a breakdown of accounts responsible for payment of the items.

Page 4

Catalogue Order: 1 character
'Y' indicates this is a catalogue order.

Document Date: 8 digits
Identifies the date the document was processed by the system.

Disc Pct: 5 digits
Identifies the discount percentage applied to the purchase by the vendor.

Disc Due DD: 8 digits
Displays the discount due date, or the date by which the invoice has to be paid in order to receive the discount.

Disc Ind: 1 character
Signifies the discount indicator. This is usually 'N' (for net) which indicates the net (invoice amount discount) may be paid. **An 'I' indicates that no discount is allowed.**

Pay DD: 8 digits
Displays the pay due date, or the date by which the invoice must be paid.

F.O.B.: 2 characters
Indicates the freight code defining conditions by which purchased goods will be transported/delivered.

Vendor Ref: 35 digits/characters
Displays the reference number assigned by the vendor, if any.

Delivery Date: 8 digits
Identifies the date the items were delivered.

Delivery Reqd By: 8 digits
Indicates the day by which the delivery of items requested is required.

Dept Contact: 10 characters
Displays the name of the person in the department to contact regarding the purchase.

Phone No.: 10 digits
Identifies area code and phone number for the document's contact person.

Sole Source Reason: 50 characters
Displays the reason for the sole source purchase.

Page 5

Bidding Vendor: 3 lines/30 characters
Identifies a vendor submitting a bid for the purchase.

Vendor Contact: 25 characters
Displays the name of the person to contact with the vendor regarding bids for this order.

Bid Amount: 15 digits
Indicates the total dollar amount the vendor bids for the purchase.

Reason for Award to Other Than Low Bidder: 15 digits
Indicates the reason why the purchase did not go to the lowest bidder, if applicable.

Document Notes: 150 characters
Displays the document notes, if available.

Additional Information

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

Document Inquiry

When the document number is known, the most comprehensive information available is found on Screen 278. You may also advance to Screen 278 after selecting a document for display from one of the other document inquiry screens.

To see more information on a specific line item, select the item and the system will advance to Screen 279 for that document line item.

Screen 278 - Document Inquiry (Panel 1)

```
  278 Document Inquiry                                        09/11/09  4:23PM
                                                                 FY 2010 CC 02
  Screen: ___   Document: P900247
                                                              Panel: 01 More >>
 Doc Summary: SERVICE AGREEMENT FOR WATER SYSTEM
      Vendor: 2vvvvvvvvv1  AMY ANDERSON DBA*SERVICE TECH
Reimburse ID:                 Doc FY: 2009        Doc Amt: 6174.00
    User Ref: 241801-0415A    Status: CO          Amt Inv: 6174.00
    Doc Date: 09/05/2008    Route St:            Amt Vchr: 6174.00
       Class: P          Oth A/P Src:          Inv Forced:
    Category: RO       USAS Doc Type:   Req Delivery Date:
 LP Received:                                       Buyer: PARKS, PAUL
Nbr Invoices: 1      Catalogue Order: N  Delg:    Contact: ARIEL AUSTIN

 S Line  Quantity   UOM        Description        P  Unit Price  Extended Price
 - ----- ---------- ---- ------------------------ - ------------- -------------
 _   1.0      12.00 EA   Service Agreement to inc M    514.5000        6174.00
 _   1.1                 Note to Bidder:          D

                     *** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  DlPrt Accts Print Left  Right
```

If the Proc Cd: field is left blank, the document matches and completes when all items are received. An 'M' means there can be multiple invoices so the document will not automatically finalize.

Screen 278 - Document Inquiry (Panel 2)

```
  278 Document Inquiry                                        09/11/09  4:24PM
                                                                 FY 2010 CC 02
  Screen: ___   Document: P900247
 << More                                                      Panel: 02 More >>
 Doc Summary: SERVICE AGREEMENT FOR WATER SYSTEM
      Vendor: 2vvvvvvvvv1  AMY ANDERSON DBA*SERVICE TECH
Reimburse ID:                 Doc FY: 2009        Doc Amt: 6174.00
    User Ref: 241801-0415A    Status: CO          Amt Inv: 6174.00
    Doc Date: 09/05/2008    Route St:            Amt Vchr: 6174.00
       Class: P          Oth A/P Src:          Inv Forced:
    Category: RO       USAS Doc Type:   Req Delivery Date:
 LP Received:                                       Buyer: PARKS, PAUL
Nbr Invoices: 1      Catalogue Order: N  Delg:    Contact: ARIEL AUSTIN

 S Line  Received   Date Recvd  Invoiced  Date Invcd   Matched   Date Mtchd
 - ----- ---------- ---------- ---------- ----------  ---------- ----------
 _   1.0      12.00 08/31/2009      12.00 09/01/2008       12.00 09/15/2008
 _   1.1       0.00

                     *** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  DlPrt Accts Print Left  Right
```

Screen 278 - Document Inquiry (Panel 3)

```
  278 Document Inquiry                                        09/11/09  4:26PM
                                                                 FY 2010 CC 02
  Screen: ___    Document: P900247
 << More                                                      Panel: 03
 Doc Summary: SERVICE AGREEMENT FOR WATER SYSTEM
      Vendor: 2vvvvvvvvv1  AMY ANDERSON DBA*SERVICE TECH
Reimburse ID:                  Doc FY: 2009        Doc Amt: 6174.00
    User Ref: 241801-0415A     Status: CO          Amt Inv: 6174.00
    Doc Date: 09/05/2008    Route St:             Amt Vchr: 6174.00
       Class: P          Oth A/P Src:           Inv Forced:
    Category: RO       USAS Doc Type:   Req Delivery Date:
 LP Received:                                     Buyer: PARKS, PAUL
Nbr Invoices: 1       Catalogue Order: N  Delg:     Contact: ARIEL AUSTIN
               INV                          Paid             Paid       Remaining
 S Line        UOM       Description      P   Quantity          Amount        Balance
 - ------ ---  ------------------ - -------------- -------------- --------------
 _   1.0  EA   Service Agreement  M          12.00        6174.00           0.00
 _   1.1       Note to Bidder:    D                                         0.00


                     *** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Invc  Recv  DlPrt Accts Print Left  Right
```

The INV UOM field is filled in each time an invoice posting occurs to this line. It comes from **Screen 342**. Each subsequent posting will overly this value.

Basic Steps

- Advance to Screen 278.
- Enter the document number to be displayed and press <ENTER. Each line item is listed at the bottom of the screen.
- Type an 'X' next to the line item or position the cursor in the S: field to select, and press <ENTER> to advance to Screen 279 where detailed information will be provided.

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

Action Line

◆ **Document:** 7 character/digits
Identify the document number to be displayed.

Screen Information

Panel 1

Doc Summary: 50 characters/digits
Displays a summary description of the document selected.

Vendor: 11 digits/30 characters
Displays the vendor's identification number and name.

Reimburse ID: 11 characters/digits
Shows the ID number of the individual who is being reimbursed for items already purchased.

Doc FY: 4 digits
Indicates the fiscal year in which the document is processed.

Doc Amt: 15 digits
Displays the total dollar amount for document.

User Ref: 14 digits
Shows the user reference that is used to identify the subsidiary ledger (SL) account number for the order followed by the departmental reference number.

Status: 2 characters
Indicates the status of the document. For example: In Process (IP), Closed (CL), Deleted (DL), and Completed (CO).

Amt Inv: 15 digits
Shows the total dollar amount invoiced for document.

Doc Date: 8 digits
Identifies the date the document was processed by the system.

Route St: 2 characters
Displays a purchasing document's status in the Routing and Approval System.

Amt Vchr: 15 digits
Shows the total dollar amount vouchered.

Class: 1 character
Identifies the class code of the document.

Oth A/P Src: 2 characters
Shows any additional accounts payable source.

Inv Forced: 1 character
'Y' indicates an invoice has been forced for the document selected.

Category: 2 characters
Defines the accounting and receiving category of the document.

USAS Doc Type: 1 digit
Displays the document type for USAS processing.

Req Delivery Date: 8 digits
Shows the date items were requested to be delivered.

LP Received: 10 digits
Indicates whether or not goods/services for a limited purchase were received before it was closed/routed. **If the items were received, the date they were received will be displayed.**

Buyer: 20 characters/digits
Displays the name of the buyer for the document, and phone extension, if available.

Nbr Invoices: 3 digits
Indicates the number of invoices processed.

Catalogue Order: 1 character
'Y' indicates the document is a catalogue order.

Delg: 1 character
'Y' identifies this as a delegated purchase.

Contact: 15 characters
Shows name of the person to contact regarding the document.

S: 1 character
Type an 'X' to select a line item for display on **Screen 279**.

Line: 3 digits
Shows the line item number for the document.

Quantity: 10 digits
Identifies the purchase quantity of the line item.

UOM: 3 characters
Represents the unit of measure for line item.

Description: 25 characters
Displays a brief description of the line item.

P: 1 character
Indicates any special processing needs for the document.

Unit Price: 10 digits
Displays the dollar amount to be paid per unit of measure.

Extended Price: 10 digits
Indicates the total item amount as calculated by the system.

Panel 2

Received: 10 digits
Shows the quantity of items received.

Date Recvd: 8 digits
Identifies the date the line item was received.

Invoiced: 10 digits
Displays the quantity of items invoiced.

Date Invcd: 8 digits
Signifies the date the line item was invoiced.

Matched: 10 digits
Indicates the quantity of matched items.

Date Mtchd: 8 digits
Shows the date the line item was matched.

Panel 3

INV UOM: 4 characters
Identifies the invoiced unit of measure. This field is filled in each time an invoice posting occurs to this line. It comes from Screen 342.
Each subsequent posting will overly this value.

Paid Quantity: 10 digits
Shows the quantity paid.

Paid Amount: 10 digits
Shows the amount paid.

Remaining Balance: 10 digits
Identifies the remaining amount to be paid.

Additional Information

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

PF5
Invc
Invoice
Used to view the invoice details.

PF6
Recv
Receive
View the receiving information associated with the selected document.

PF7
DlPrt
Download Print
Allows you to download the screen information through Entire Connection.
See the FAMIS Entire Connection User's Manual for details.

PF8
Accts
Accounts
Shows the account distribution used.

PF9
Print
Print
Used to print document information from FAMIS using Entire Connection.
See the FAMIS Entire Connection User's Manual for details.

Document Line Item Inquiry

Detailed information for line items may be viewed on Screen 279. This is a detailed follow up screen from Screen 278.

This screen is helpful in determining if an item has passed the three-way match requirement in order to be paid. It displays the date an item was received, invoiced, and matched.

Screen 279 - Document Line Item Inquiry

```
  279 Document Line Item Inquiry                                09/11/09  4:28PM
                                                                   FY 2010 CC 02
  Screen: ___   Document: P900247   Item: 1.0__ of 2

          Vendor: 2vvvvvvvvv1  AMY ANDERSON DBA*SERVICE TECH
        User Ref: 241801-0415A
        Item UOM: EA                           Received   Invoiced   Matched
        Item Qty: 12.00                       ---------- ---------- ----------
 Item Unit Price: 514.5000                UOM:         EA         EA
   Item Discount:                          Dt: 08/31/2009 09/01/2008 09/15/2008
  Item Ext Price: 6174.00                 Qty:      12.00      12.00      12.00
    Item Proc Cd: M
  Commodity Code: 93862
   First Account: 241801-00099-xxxx  Cost Ref1:         2:         3:
       Item Desc: Service Agreement to include the following
                  four (4) Reverse Osmosis Water Systems:
       TIBH Code:
     Delete Flag:
     Freeze Flag:
Capital/Inv Flag:

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

Use PF7 to view all invoices against the item that is currently being displayed on the screen. The information in the pop-up window will display a total of all invoices at the end of the list of invoices. The pop-up window allows the user to view all invoices except cancelled invoices.

To include completed documents, type "Y" in the Completed Docs: field.

Screen 279 – PF7 Invoice Detail

```
  279 Document Line Item Inquiry                                09/11/09  4:29PM
                                                                   FY 2010 CC 02
  Screen: ___   Document: P900247   Item: 1.0__ of 2
+----------------------------------------------------------------------------+

          *** Invoice Inquiry for Item   1.0 of Document P900247 ***
                                                     Completed Docs: N
                           M
  Invoice Nbr   Vch Nbr St St Inv Date   Quantity     Unit Price     Ext Price
 ------------- ------- -- -- -------- ------------  ------------ -------------
 10076          1xxxxx7 CO MS 09/01/08        12.00      514.5000       6174.00
 *** Inv Totals                               12.00                     6174.00



                 End of Valid Invoices Found
                 PF3= Back to 279   PF4=Exit
+----------------------------------------------------------------------------+
```

Basic Steps

- Most of the time you will reach this screen by selecting an item on Screen 278. However, if you want to view a line item on a specific document, advance to Screen 279.
- Enter the document and item number you want to display on the Action Line and press <ENTER> to view the detailed line item information.

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

Action Line

◆ **Document:**	7 character/digits Enter the document number to be displayed.
Item: __ of __:	4 digits Indicate the item number to be displayed. The default is the first line item number.

Screen Information

Vendor:	11 digits/30 characters Displays the identification number and name of the vendor from which items are purchased.
User Ref:	14 digits/characters Signifies the user reference used to identify the subsidiary ledger (SL) account number for the order, followed by the departmental reference number.
Item UOM:	3 characters Shows the unit of measure for the line item.
Item Qty:	10 digits Identifies the purchase quantity of the line item.
Item Unit Price:	10 digits Displays the dollar amount to be paid per unit of measure.
Item Discount:	5 digits Shows the discount percentage for the line item.
Item Ext Price:	10 digits Indicates the total extended item amount, as calculated by the system.
Item Proc Cd:	1 character Shows the processing code for any special processing needs for the document.
Commodity Code:	5 digits Displays the commodity code for classifying goods and services.
First Account:	15 digits Identifies the first FAMIS account number for this document.

Cost Ref 1, 2, 3: 7 characters
Identifies the user-defined cost accounting reference for the line item.

Item Desc: 50 characters/digits
Displays a short description of the line item purchased.

TIBH Code: 1 character/digit
Shows the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as vendor for the bid/purchase. Valid values are:
N = Not Provided by TIBH
T = TIBH Purchase
1 = Quantity
2 = Quality
3 = Delivery Time
4 = Life Cycle
5 = Price

Delete Flag: 1 character
'Y' indicates the item has been deleted from the system.

Freeze Flag: 1 character
'Y' identifies the item has been frozen from further activity within the system.

Capital/Inv Flag: 1 character
'Y' indicates the item will be inventoried or capitalized within the system.

Received, Invoiced, Matched

UOM: 3 characters
Represents the unit of measure for the line item.

Dt: 8 digits
Indicates the date item was received, invoiced, and/or matched.

Qty: 10 digits
Identifies the purchase quantity of the line item received, invoiced, or matched.

Additional Information

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

PF7 InDtl **Invoice Detail**
Displays detailed invoice information about the document.

PF8 Accts **Accounts**
Identifies the accounts used to pay for the item.

PF11 Idesc **Item Description**
Place cursor on line item and press this key to see detailed description of the item.

Document Tracking Inquiry

Document activity may be monitored using Screen 290. This screen is used to track actions that are performed on a document and see the User ID of the last person who took action on the document.

Press ENTER to scroll through the list, or type a document number on the Action Line to advance to the number specified. If the document number is not known, but you know the class of document, you may type the document prefix and press ENTER to view all documents for the class specified.

Screen 290 - Document Tracking Inquiry

```
   290 Document Tracking Inquiry                                09/11/09  4:35PM
                                                                   FY 2010 CC 02
   Screen: ___    Doc: P900007

  C                     To    To        To                Action  Action
  L   Document  Item   Cls  Document   Item   Action       Date    Time    By User
  -   -------   -----   -   -------    -----  -------    --------  -----   --------
  P   P900007                                 CREATE     05/09/08  09:55   ExxxxxP
  P   P900007                                 CLOSED     05/09/08  10:23   KxxxxM
  P   P900007                                 COMPLET    07/07/09  11:26   KxxxxM
  P   P900008                                 CREATE     05/12/08  09:57   KxxxxY
  P   P900008                                 CLOSED     05/12/08  10:00   KxxxxY
  P   P900008     1.0   P   P000106      1.0  TRNSFR     07/22/09  08:54   WxxxxxP
  P   P900008     2.0   P   P000106      2.0  TRNSFR     07/22/09  08:54   WxxxxxP
  P   P900009                                 CREATE     05/13/08  09:27   BxxxxxP
  P   P900009                                 CLOSED     05/13/08  15:10   KxxxxM
  P   P900009     0.1   M   M900062      0.1  TRNSFR     05/21/08  14:24   BxxxxxP
  P   P900009     1.0   M   M900062      1.0  TRNSFR     05/21/08  14:24   BxxxxxP
  P   P900010                                 CREATE     05/15/08  11:26   MxxxxxP

                 More records - Press ENTER to scroll
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 290.
- Press ENTER to scroll through the list, or type a valid document number on the Action Line to display it at the top of the list. You may also enter the document prefix (without a number) to view a list of documents for a specific document class.
- Press <ENTER> to view the desired list of all documents.

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

Action Line

◆ **Doc:** 7 character/digits
Enter the document number to be displayed.

Screen Information

CL: 1 character
Identifies the class of the document: Requisition (R), Purchase Order (P), Master Order (M), Bid (B), Exempt Purchase (E), or Limited Purchase (L).

Doc: 7 character/digits
Identifies the document number for the class of document specified.

Item: 3 digits
Shows the number of line items on the document.

To Cls: 1 character
Identifies the class of document the document item was transferred to.

To Document: 7 character/digits
Displays the document number the item was transferred to.

To Item: 3 digits
Identifies the item number on the document it was transferred to.

Action: 7 characters
Designates the type of action that was taken against the document.

Action Date: 6 digits
Shows the date the action was performed on the document.

Action Time: 4 digits
Displays the time the action was performed on the document.

By User: 8 characters/digits
Indicates the user ID of the person performing the action on the document.

Additional Information

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

Document Tracking Cross Reference

FAMIS allows you to cross reference a document from its original source document. Cross references for purchasing documents may be viewed using Screen 291. The "To Document" number is created when items are transferred on the "From Document."

If a PO or LPO document completes normally, no tracking record is created and you will not see these documents displayed on this screen.

If a purchase order is completed by using the flag on Screen 228 or Screen 242, then a tracking record will appear on Screen 291.

Screen 291 - Document Tracking Cross Reference

```
 291 Document Tracking Cross Reference                      09/11/09  4:34PM
                                                               FY 2010 CC 02
 Screen: ___      Doc: P900012

C    To       To    From  From     From            Action  Action
L  Document  Item   Cls  Document  Item   Action    Date    Time   By User
-  -------   -----   -   -------   -----  -------  -------- -----  --------
P  P900012    1.0    R   R900084    1.0   TRNSFR   05/19/08 09:16  TxxxxxP
P  P900012    1.1    R   R900084    1.1   TRNSFR   05/19/08 09:16  TxxxxxP
P  P900012    2.0    R   R900084    2.0   TRNSFR   05/19/08 09:16  TxxxxxP
P  P900012    3.0    R   R900084    3.0   TRNSFR   05/19/08 09:16  TxxxxxP
P  P900013    0.1    R   R803603    0.1   TRNSFR   05/20/08 09:38  KxxxxxP
P  P900013    1.0    R   R803603    1.0   TRNSFR   05/20/08 09:38  KxxxxxP
P  P900013    2.0    R   R803603    2.0   TRNSFR   05/20/08 09:38  KxxxxxP
P  P900013    3.0    R   R803603    3.0   TRNSFR   05/20/08 09:38  KxxxxxP
P  P900013    4.0    R   R803603    4.0   TRNSFR   05/20/08 09:38  KxxxxxP
P  P900013    5.0    R   R803603    5.0   TRNSFR   05/20/08 09:38  KxxxxxP
P  P900013    6.0    R   R803603    6.0   TRNSFR   05/20/08 09:38  KxxxxxP
P  P900013    7.0    R   R803603    7.0   TRNSFR   05/20/08 09:38  KxxxxxP

                More records - Press ENTER to scroll
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 291.
- Enter the document number on the Action Line to display it at the top of the list and press <ENTER>. Type only the document prefix to view a list of documents for a specific class.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the document number to be displayed.

Screen Information

CL: 1 character
Shows the class of the document: Requisition (**R**), Purchase Order (**P**), Master Order (**M**), Bid (**B**), Exempt Purchase (**E**), or Limited Purchase (**L**).

To Document: 7 character/digits
Displays the document number the item was transferred to.

To Item: 3 digits
Identifies the item number on the document it was transferred to.

From Cls: 1 character
Identifies the class of document the document item was transferred from.

From Document: 7 character/digits
Identifies the document number the item was transferred from.

From Item: 3 digits
Identifies the item number on the document from which the item was transferred.

Action: 7 characters
Designates the type of action that was taken against the document.

Action Date: 6 digits
Date the action was performed on the document.

Action Time: 4 digits
Time the action was performed on the document.

By User: 8 characters/digits
Indicates the user ID of the person performing the action on the document.

Additional Information

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

Section IV
Document Boxes

FAMIS Bulletin Board

When you logon to FAMIS, the first screen you will see is the FAMIS Bulletin Board.

FAMIS Bulletin Board

```
 09/11/09                    FAMIS Bulletin Board                     16:37:28
                                PAGE: 1  OF  1
                              Welcome to FAMIS
  *
    Users of TAMU Procurement Services:                                    *
          DEADLINES-Purchase Requisitions for FY 2009 and 2010 are now      *
  *       available on FAMIS Bulletin Board Screen B21.                     *
  **                                                                        *
  *                                                                         *
  *                                                                         *
  *                                                                         *
  *                                                                         *
  * ********************************************************************** *
  TAMU CIS performs maintenance on Sunday mornings - FAMIS may be unavailable
  until noon.  Call CIS Help Desk Central at 979.845.8300 if you have concerns.

  FAMIS Website - www.tamus.edu/offices/famis             Message Last Changed:
  FAMIS Hotline (979) 458-6464    Email:  famishelp@tamus.edu          07/21/09


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

If you have documents that you must approve or sign, a pop-up window will display across the Bulletin Board to let you know. You may then proceed to Screen 910, your document In-Box, to see the documents that await your approval.

```
            +--------------------------------------------------------+
            |                                                        |
            |   *** DOCUMENTS IN YOUR IN-BOX - SEE SCREEN 910 ***    |
            |                                                        |
            +--------------------------------------------------------+
```

The Routing and Approval Menu, M90, will help you identify which screens to see when working with documents that are being routed.

FAMIS Bulletin Board

```
  M90 Routing and Approval Menu                                 09/11/09 16:38
                                                                 FY 2010 CC 02
  Screen: ___

   910 Document In-Box
   911 Document In-Box by Name
   912 Document Out-Box
   913 Document Out-Box by Name
   914 Document Routing History
   915 Approval Profile by Name

   918 Documents by Department


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

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

Document In-Box

The document In-Box displays all the documents awaiting your action. Documents listed on this screen may be there because they:

- are on a routing desk on which you serve as a primary assignee, **or**
- have been forwarded to you specifically for approval or review, **or**
- have been referenced back to you as the creator.

When someone routes or re-routes a document, they have the ability to send the document as an “FYI” or “FYA” to an additional person or desk. This allows the submitter to route the document for additional approval before the document goes to the next desk or signer desk.

Documents will appear in the following order:

1. FRA/FYA documents. This will include any documents (including “rejects” and “recalls”) routed to an individual.
2. All Desk routed documents
3. Information/Notification copies of documents.

Within each of these groups, the documents are displayed in document-ID order.

The PF keys and some of the fields displayed on Routing & Approvals screens **WILL BE DIFFERENT DEPENDING OF THE TYPE OF DOCUMENT YOU ARE VIEWING.** For example, a PIP document will display differently than a BID document. Also, if you don’t have approval authority for a particular document, you **WILL NOT SEE the Action: field on the Cover Sheet**.

Section I – Main Screen

Screen 910 - Document In-Box (Panel 1)

```
  910 Document In-Box                                           09/15/09 13:24
                                                                         CC AM
  Screen: ___   Document: ____________  Office: __________   Desk: __________
                              Approvals Only: N          Panel: 01 More>>
                                                       Requested
Sel Document ID  N            Doc Summary                Action        Status
--- ------------ - ----------------------------------- -----------  -----------
 _  PRQSAR000013 * COPIER RENTAL FOR 4-1-00 THROUGH 8- FYA/Approve  FYA/FRA Rt
 _  PLPAML400008 * COFFEE                              Revise       Rejected
 _  PRQSAR000009 * FURNITURE FOR MY OFFICE             Notify       Final
 _  PRQSAR000019 * RE                                               lled
 _  PRQSAR000024 * FU                                               l
 _  PRQSAR000024 * FU                                               
 _  PRQSAR000030 * DR. JOHN JONES' ORBITAL SHAKER      Ntfy/Signed  In Proc Rt
 _  PLPSAL000006 * OFFICE FURNITURE                    Notify       Recalled
 _  PLPSAL000075   MAHOGANY DESK                       Notify       Recalled
 _  PRQSAR100001 * COMPUTER MONITOR FOR JULIE JENSEN   Notify       Rejected
 _  PRQSAR100004   RENTAL OF XEROX COPIER 1090_FOR 9/1 Ntfy/Signed  In Proc Rt
 _  PRQSAR100006   COMPUTER MONITOR FOR JULIE JENSEN   Ntfy/Signed  In Proc Rt

          *** End of List 12 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             Discd RHist Sel   All   Left  Right
```

Type 'Y' to view only documents for approval.

Screen 910 - Document In-Box (Panel 2)

```
  910 Document In-Box                                           09/15/09 13:25
                                                                         CC AM
  Screen: ___   Document: ____________  Office: __________   Desk: __________
   <<More                     Approvals Only: N          Panel: 02 More>>
                                                                  ---Current---
Sel Document ID   FY       Submitted by       Submitted   Arrived    CC    Unit
--- ------------ ---- --------------------- ---------- ---------- -- ----------
 _  PRQSAR000013 2000 STRIKER, SONDRA S     03/27/2000 03/27/2000    INRE FAMIS
 _  PLPAML400008 2004 JENSEN, JULIE J       11/13/2006 09/02/2008
 _  PRQSAR000009 2000 JENSEN, JULIE J       03/27/2000 04/18/2000 SA
 _  PRQSAR000019 2000 JENSEN, JULIE J       03/27/2000 03/28/2000 SA
 _  PRQSAR000024 2000 JENSEN, JULIE J       03/27/2000 04/03/2003
 _  PRQSAR000024 2000 JENSEN, JULIE J       03/27/2000 11/06/2003
 _  PRQSAR000030 2000 JENSEN, JULIE J       03/28/2000 06/23/2008 SA
 _  PLPSAL000006 2000 JENSEN, JULIE J       03/28/2000 03/29/2000 SA
 _  PLPSAL000075 2000 JENSEN, JULIE J       03/28/2000 03/28/2000 SA
 _  PRQSAR100001 2001 JENSEN, JULIE J       11/21/2000 04/03/2003 SA
 _  PRQSAR100004 2001 JENSEN, JULIE J       11/21/2000 06/23/2008 SA
 _  PRQSAR100006 2001 JENSEN, JULIE J       11/21/2000 06/23/2008 SA

          *** End of List 12 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp             Discd RHist Sel   All   Left  Right
```

Screen 910 - Document In-Box (Panel 3)

```
  910 Document In-Box                                        09/15/09 13:26
                                                                      CC AM
  Screen: ___  Document: ____________  Office: __________  Desk: __________
   <<More                     Approvals Only: N          Panel: 03
                     ----------  Current  -----------
Sel Document ID    Office       Desk        View
--- ------------  ---------- ---------- ----------
 _  PRQSAR000013              INDIVIDUAL
 _  PLPAML400008              INDIVIDUAL
 _  PRQSAR000009
 _  PRQSAR000019
 _  PRQSAR000024
 _  PRQSAR000024
 _  PRQSAR000030  PURC
 _  PLPSAL000006
 _  PLPSAL000075
 _  PRQSAR100001
 _  PRQSAR100004  PURCHASING CENTRA DSK PURS
 _  PRQSAR100006  PURCHASING CENTRA DSK PURS

          *** End of List 12 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp              Disc  RHist Sel   All   Left  Right
```

Place cursor on an item on the current row and press PF7 to view the routing history.

```
+----------------------------------------------------------------------------+
|                                                                            |
|                                                                            |
|  PLPAML400008                                      Position at line: __    |
| Ln         ******** Routing History ********                               |
|  1 The following people have seen this document:                          |
|  2    Submitted     11/03/03 09:39  DREW, DORA D         **Voided**        |
|  3    Approved/FYA  11/03/03 16:03  DREW, DORA D         **Voided**        |
|  4    Rejected      11/03/03 17:21  LEE, LINDA L         **Voided**        |
|  5    Cancelled     11/05/03 14:05  DREW, DORA D         **Voided**        |
|  6    Submitted     11/05/03 14:08  DREW, DORA D         **Voided**        |
|  7    Signed        11/06/03 15:50  LEE, LINDA L         **Voided**        |
|  8    Discarded     06/03/04 13:19  DREW, DORA D         **Voided**        |
|  9    Submitted     11/13/06 15:01  JENSEN, JULIE J      **Voided**        |
| 10    Rejected      09/02/08 08:19  MOORE, MARLA M       (979-845-9212)    |
| 11 This document has been rejected back to JENSEN, JULIE J                 |
| 12                                                                         |
| 13                                                                         |
| 14                                                                         |
| 15                                                                         |
|                     PF4=Exit    PF7=Bck   PF8=Fwd                          |
+----------------------------------------------------------------------------+
```

Document In-Box Process

Position the Display

The Document, Office and Desk fields can be used to filter the display of documents shown on the screen. For example, if you type "PRQ*" in the Document: field on the Action Line, the screen will display all the requisition documents in your In-Box. Press PF11 to scroll to the right and view additional information.

If you wish to view documents on desks where you serve as a substitute, you would go to Screen 911, key in the name for a primary approver on the desk and press <ENTER>.

Basic Steps

Approve or Reject Documents

- Advance to Screen 910.
- Press <ENTER> to scroll through documents in your In-Box.
- Type an 'X' next to all documents you would like to approve and press PF8.

  -OR-
- Press PF9 to select all of the documents in your In-Box.
- This will bring up the Routing Document Information Pop-Up Window.
- Type **APP** in the Action: field, type 'Y' in the pop-up box to confirm that you would like to approve the document and press <ENTER>.
- If you are rejecting a document, type **REJ** in the Action: field, enter the reason that you are rejecting the document in the pop-up window provided and press <ENTER> to return the document to its creator.
- This will return you to the Routing Document Information window. Press PF5 to move to the next document requiring action or press PF4 to return to Screen 910.

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

Action Line

Document: 12 characters/digits
Enter the document number, if known, or leave blank to display all documents. You can also use wildcards to search for types of documents (for example: PP*).

Office: 10 characters
Enter the title of the electronic office for the documents awaiting action. Must be used in conjunction with the Desk: field.

Desk: 10 characters
Type the name of the desk where the documents are awaiting action. Must be used in conjunction with the Office: field.

Approvals Only: 1 character
Indicate whether or not ('Y' or 'N') to display only items that need to be approved.

Screen Information

Panel 1

Sel: 1 character
Type an 'X' in this field and press PF8 to select a document for further review.

Document ID: 12 characters/digits
Displays the document identification number used in routing and approval; consists of the form (3 characters) + the campus code (2 digits) + the document number (7 character/digits).

N:	1 character An asterisk (*) indicates that routing notes are attached to the document.
Doc Summary:	40 characters/digits Displays a summary description of the document.
Requested Action:	11 characters Shows the requested action that needs to be taken on the document.
Status:	14 characters Identifies status of the document's progress through the Routing and Approval system: Blank = In Process CN = Cancelled CO = Completed DR = In Dept routing ER = In Exec routing FN = Final FY = FYA/FRA routing PR = In Proc routing RC = Recalled RJ = Rejected

Panel 2

FY:	4 digits Indicates the fiscal year that the document was created.
Submitted by:	21 characters Displays the name of the person who submitted the document for routing and approval.
Submitted:	8 digits Identifies the date the document was submitted for routing and approval.
Arrived:	8 digits Shows the date the document arrived at the In-Box.

Current

CC:	2 digits Identifies the current location of the document by TAMUS member campus code.
Unit:	10 characters Shows the current department/sub-department in which the document is being routed.

Panel 3

Current

Office:	10 characters Displays the current office the document is being routed through.

Desk: 10 characters
Indicates the current desk/PID where the document is awaiting action.

View: 10 characters
Displays the name of the view where a person has approval authority on a signer or creator desk. This is only applicable to signer/creator desks.

Additional Functions

PF KEYS See the Appendix for a detailed description of the standard PF keys.

PF6
Discd
Discard
Discards selected document(s) from the In-Box.

PF7
RHist
Routing History
Displays the routing history of the document and shows who has seen it.

PF8
Sel
Select
Displays the Routing Document Information pop-up window for the document(s) you have selected.

PF9
All
Select All Documents
Selects all the documents in your In-Box and displays the routing document information pop-up window. The documents are displayed sequentially.

Section II – Cover Sheet Pop-Up Window

This is the cover sheet of the document. From this screen you can view all the information about the document and you can take action on the document.

If routing notes exist, a message **'*ROUTING NOTES*'** will be displayed near the top of the screen. If not, there will be no message.

Screen 910 – Cover Sheet Window

```
+----------------------------------------------------------------------------+
|                                                                            |
|  Screen: ___                                              09/15/09 13:34   |
|              *** Purchasing Document Cover Sheet ***               CC AM   |
|                                                                            |
|     Action: ___                    *Routing Notes Exist*                   |
|                                                                            |
|       Doc ID: PLPSAL000006             Status: Recalled                    |
|                             Requested Action:                              |
|  Doc Summary: OFFICE FURNITURE                                             |
|     Released: 03/28/2000   by: CARSON, COLEEN C                             |
|                                                                            |
|                                                                            |
|  Limited Purch : L000006                                                   |
|  Contact Person:                                                           |
|       Dept Name: SYSTEM BUDGETS & ACCOUNTING                               |
|       Doc Total:                  Untransferred Total:                     |
|                                                                            |
|                          *Document Notes                                   |
|                --PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--    |
|                  Exit  NDoc  Summ  RHist Audit Notes Headr Items Track     |
+----------------------------------------------------------------------------+
```

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

Action Line

Action: 3 characters
Enter the action you wish to take on the document.
If you don't have approval authority, you will not see this field displayed.

*If routing notes exist, a message '***ROUTING NOTES***' will be displayed near the top of the screen. If not, there will be no message.*

Screen Information

Doc ID: 12 characters/digits
Displays the document identification number used in Routing & Approval; consists of Form (3 characters), Campus Code (2 digits), Document Number (7 character/digits).

Status: 14 characters
Indicates the status of the document's progress through the Routing & Approval system:

Blank	=	In Process
CN	=	Cancelled
CO	=	Completed
DR	=	In Dept routing
ER	=	In Exec routing
FN	=	Final
FY	=	FYA/FRA routing
PR	=	In Proc routing
RC	=	Recalled
RJ	=	Rejected

Requested Action: 12 characters
Displays the requested action that needs to be taken on the routed document.

Doc Summary: 40 characters
Shows a summary description taken from the original document.

Released: 8 digits
Identifies the date the document was released to Routing & Approval system.

by: 25 characters
Shows the name of the person routing the documents.

(Type of Document): 7 characters/digits
Displays the type of document and indicates the identification number (i.e., "Limited Purch" and document number.)

Contact Person: 25 characters
Identifies the name of the person to contact about the document.

Dept Name: 25 characters
Name of first department listed on the purchasing document header.

Doc Total: 15 digits
Shows total dollar amount on the purchasing document before any transfers are processed.

Untransferred Total: 15 digits
Identifies the total dollar amount on the purchasing document that has not been transferred to another document.

Additional Functions

PF KEYS See the Appendix for a detailed description of the standard PF keys.

PF4 Exit — **Exit Cover Sheet Pop-Up Window**
Used to exit current Cover Sheet pop-up window and return to Screen 910.

PF5 NDoc — **Next Document**
Used to view the next document selected.

PF6 Summ — **Document Summary**
View the document summary information.

PF7 RHist — **Routing History**
Displays the routing history of the document to track where a document is in the routing process.

PF8 Audit — **Audit Information**
Shows the audit trail of who created or modified the document.

PF9 Notes — **Notes**
Displays a pop-up window to select the type of notes to view: Document Notes or Routing Notes. Select type of notes to view by typing "X" and press <ENTER>.

PF10 Headr — **Document Header Extended Information**
Displays the document header extended information for the document.

PF11 Items — **Line Items**
Shows information about the line items on the document.

PF12 Track — **Document Tracking**
Identifies the actions taken on the document.

Document In-Box by Name

If you are a substitute on an approval desk, you will not receive documents directly to your document In-Box (displayed on Screen 910).

To see the documents at a desk where you are a substitute, advance to Screen 911 and enter the name of the desk's **primary assignee** and press <Enter>. The name search will allow you to choose the correct person and display this person's In-Box.

The documents in the In-Box which are on desks to which you are assigned will be accessible. Others will be protected and you may not select them.

Security element "10" allows security officers, and certain members of the Purchasing Office/Fiscal Office to have viewing access to the cover sheet and all routing documents on Screens 911 and 913 in order to provide assistance in resolving routing and approval problems.

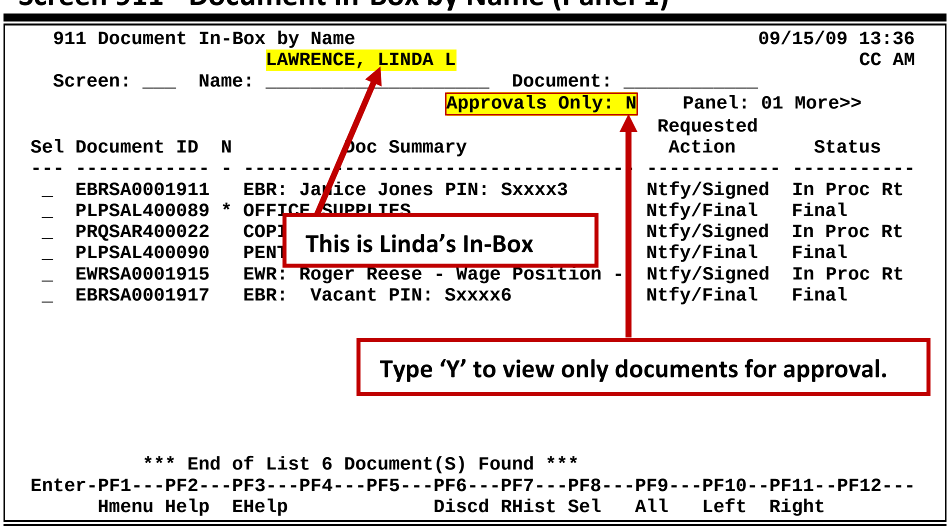
Section I – Main Screen

Documents will appear in the following order:

1. FRA/FYA documents. This will include any documents routed to an individual. Rejects and Recalls fall into this category.
2. All Desk routed documents
3. Information/Notification copies of documents

Within each of these groups the documents are displayed in document-ID order.

Screen 911 - Document In-Box by Name (Panel 1)


```
  911 Document In-Box by Name                                  09/15/09 13:36
                     LAWRENCE, LINDA L                                  CC AM
  Screen: ___  Name: ____________________  Document: ____________
                                Approvals Only: N      Panel: 01 More>>
                                                     Requested
Sel Document ID  N           Doc Summary               Action       Status
--- ------------ - ---------------------------------- ----------- -----------
 _  EBRSA0001911   EBR: Janice Jones PIN: Sxxxx3      Ntfy/Signed  In Proc Rt
 _  PLPSAL400089 * OFFICE SUPPLIES                    Ntfy/Final   Final
 _  PRQSAR400022   COPI                               Ntfy/Signed  In Proc Rt
 _  PLPSAL400090   PENT                               Ntfy/Final   Final
 _  EWRSA0001915   EWR: Roger Reese - Wage Position - Ntfy/Signed  In Proc Rt
 _  EBRSA0001917   EBR:  Vacant PIN: Sxxxx6           Ntfy/Final   Final

          *** End of List 6 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                Discd RHist Sel   All   Left  Right
```

Screen 911 - Document In-Box by Name (Panel 2)

```
  911 Document In-Box by Name                                 09/15/09 13:47
                     LAWRENCE, LINDA L                                 CC AM
  Screen: ___  Name: ____________________  Document: ____________
   <<More                             Approvals Only: N    Panel: 02 More>>
                                                                ---Current---
Sel Document ID   FY       Submitted by      Submitted   Arrived    CC    Unit
--- ------------ ---- -------------------- ---------- ---------- -- ----------
 _  EBRSA0001911 2005 LAWRENCE, LINDA L     11/04/2004 06/23/2008 SA
 _  PLPSAL400089 2004 LAWRENCE, LINDA L     09/21/2004 06/23/2008
 _  PRQSAR400022 2004 LAWRENCE, LINDA L     09/21/2004 06/24/2005 SA
 _  PLPSAL400090 2004 LAWRENCE, LINDA L     09/21/2004 06/23/2008
 _  EWRSA0001915 2005 LAWRENCE, LINDA L     11/04/2004 06/23/2008 SA
 _  EBRSA0001917 2005 LAWRENCE, LINDA L     11/04/2004 07/18/2008






          *** End of List 6 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp              Discd RHist Sel    All   Left  Right
```

Screen 911 - Document In-Box by Name (Panel 3)

```
  911 Document In-Box by Name                                 09/15/09 13:49
                     LAWRENCE, LINDA L                                 CC AM
  Screen: ___  Name: ____________________  Document: ____________
   <<More                             Approvals Only: N    Panel: 03
                   ---------- Current ----------
Sel Document ID     Office     Desk       View
--- ------------ ---------- ---------- ----------
 _  EBRSA0001911 PAYROLLWS  BUDGET-1   PAYROLL
 _  PLPSAL400089
 _  PRQSAR400022 PURCHASING CENTRALDSK PURS
 _  PLPSAL400090
 _  EWRSA0001915 PAYROLLWS  BUDGET-1   PAYROLL
 _  EBRSA0001917






          *** End of List 6 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp              Discd RHist Sel    All   Left  Right
```

Place cursor on an item in the "Current Desk" column and press PF7 to view routing history.

```
+-----------------------------------------------------------------------------+
|   EWRSA0001915                                     Position at line: __    |
|  Ln         ******** Routing History ********                              |
|   1 The following people have seen this document:                         |
|   2    Submitted      11/04/04 10:18  LAWRENCE, LINDA L    (979-458-6111)   |
|   3    Signed         06/23/08 09:55  PETERS, PAULA P      (979-458-6222)   |
|   4    Approved       06/23/08 10:05  PETERS, PAULA P      (979-458-6222)   |
|   5 This document is currently in CC SA office PAYROLLWS                   |
|   6    on desk BUDGET-1 - Arrival Date: 06/23/2008 10:05                   |
|   7    Desk workers are:                                                   |
|   8       DOLAN, DUKE D                   (979-458-0000)                   |
|   9       WILSON, WANDA W  A   (sub)      (979-458-1111)                   |
|  10       GRANT, GINA G                   (979-845-2222)                   |
|  11       JONES, JAMES J                  (979-458-3333)                   |
|  12       STRALEY, STARLA S               (979-458-4444)                   |
|  13 The following people have an Info/Notify copy of this document:        |
|  14    Info           06/23/08 09:55  LAWRENCE, LINDA L    **Voided**      |
|  15                                                                        |
|                       PF4=Exit    PF7=Bck    PF8=Fwd                       |
+-----------------------------------------------------------------------------+
```

Basic Steps

Approve or Reject Documents

- Advance to Screen 911.
- Press <ENTER> to scroll through documents in the In-Box.
- Type an 'X' next to all documents you would like to approve and press PF8.

-OR-

- Press PF9 to select all of the documents in your In-Box.
- This will bring up the Routing Document Information Pop-Up Window.
- Type **APP** in the Action: field, type 'Y' in the pop-up box to confirm that you would like to approve the document and press <ENTER>.
- If you are rejecting a document, type **REJ** in the Action: field, enter the reason that you are rejecting the document in the pop-up window provided and press <ENTER> to return the document to its creator.
- This will return you to the Routing Document Information window. Press PF5 to move to the next document requiring action or press PF4 to return to Screen 911.

See **Screen 910** for field descriptions and PF Keys.

Section II – Cover Sheet Pop-Up Window

This is the cover sheet for the document. From this screen you can view all the information about the document and you also take action on the document.

Screen 911 – Cover Sheet Window

```
+--------------------------------------------------------------------------+
|                                                                          |
|  Screen: ___                                             09/15/09 13:57 |
|              *** Purchasing Document Cover Sheet ***              CC AM |
|                                                                          |
|     Action: ___                                                          |
|                                                                          |
|       Doc ID: PLPSAL400090              Status: Final                    |
|                                Requested Action:                         |
|  Doc Summary: PENTIUM 3 COMPUTERS                                        |
|     Released: 09/21/2004   by: LAWRENCE, LONA L                          |
|                                                                          |
|                                                                          |
|  Limited Purch : L40009                                                  |
|  Contact Person:                                                         |
|       Dept Name: FAMIS                                                   |
|       Doc Total:                                                         |
|                                                                          |
|                                                                          |
|              --PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--   |
|                Exit  NDoc  Summ  RHist Audit Notes Headr Items Track     |
+--------------------------------------------------------------------------+
```

The Action Field does not display unless you have authority to "take an action" for that document.

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

Action Line

Action: 3 characters
Enter the action you wish to take on the document.

If you don't have approval authority, you will not see this field displayed.

If routing notes exist, a message '*ROUTING NOTES' will be displayed near the top of the screen. If not, there will be no message.)

Screen Information

Doc ID: 12 characters/digits
Displays the document identification number used in Routing & Approval; consists of Form (3 characters), Campus Code (2 digits), Document Number (7 character/digits).

Status: 14 characters
Indicates status of the document's progress through the Routing and Approval system:

Blank	=	In Process
CN	=	Cancelled
CO	=	Completed
DR	=	In Dept routing
ER	=	In Exec routing
FN	=	Final
FY	=	FYA/FRA routing
PR	=	In Proc routing
RC	=	Recalled
RJ	=	Rejected

Requested Action: 12 characters
Shows action to be taken with routed document.

Doc Summary: 40 characters
Displays a summary description taken from the original document.

Released: 8 digits
Identifies the date the document was released to routing.

by: 25 characters
Shows the name of the person routing the documents.

Attachments: 1 character
'Y' indicates attachments are included. This is only displayed on requisitions.

(Type of Document): 7 characters/digits
Displays the type of document and indicates the identification number (i.e., "Limited Purch" and document number.)

Contact Person: 25 characters
Identifies the name of the person to contact about the document.

Dept Name: 25 characters
Name of first department listed on the purchasing document header.

Doc Total: 15 digits
Indicates the total dollar amount on the purchasing document before any transfers are processed.

Untransferred Total: 15 digits
Identifies the total dollar amount on purchasing document that has not been transferred to another document.

Additional Functions

PF KEYS See the Appendix for a detailed description of the standard PF keys.

PF4
Exit
Exit Cover Sheet Pop-Up Window
Used to exit current the Cover Sheet pop-up window and return to Screen 910.

PF5
NDoc
Next Document
Used to view the next document selected.

PF6
Summ
Document Summary
View the document summary information.

PF7
RHist
Routing History
Displays the routing history of the document to track where a document is in the routing process.

PF8
Audit
Audit Information
Shows audit trail of who created and modified the document.

PF9
Notes
Notes
Displays a pop-up window to select the type of notes to view: Document Notes or Routing Notes. Type "X" to select and press <ENTER> to view notes.

PF10
Headr
Document Header Extended Information
Displays the document header extended information for the document.

PF11
Items
Line Items
Shows information about the line items on the document.

PF12
Track
Document Tracking
Identifies the actions taken on the document.

Document Out-Box

The document Out-Box displays all the documents that you have taken action on and lists them in order of the date the action was taken. You can filter the data by using the “Date From” and “Date To” fields.

Use the “Include Finished” field to determine the documents to be displayed: type ‘Y’ to include finished documents; type ‘N’ to exclude them.

Screen 912 - Document Out-Box (Panel 1)

```
   912 Document Out-Box                                          09/15/09 13:59
                                                                          CC AM
   Screen: ___  Document: ____________           Include Finished: Y
            Actions From: 08/16/2000  Thru: 09/15/2009
                                                              Panel: 01 More>>
 Sel Document ID  N      Doc Summary                    Status       Action
 --- ------------ - --------------------------------- ------------ -----------
  _  PLPAML400006 * CANDY FOR HALLOWEEN               Final        Discarded
  _  PLPAML400008 * COFFEE                            Rejected     Submitted
  _  PLPAML400006 * CANDY FOR HALLOWEEN               Final        Submitted
  _  PBDAMB000003   FURNITURE FOR BUYERS              Cancelled    Cancelled
  _  PLPSAL000030   LEATHER CHAIR                     Cancelled    Discard/Cncl
  _  PLPAML000305 * OFFICE FURNITURE                  Cancelled    Discard/Cncl
  _  PLPSAL000022   NET DIALOG                        Final(CO)    Deleted
  _  PLPAML100143   CHEMICALS                         In Dept Rt   Approved
  _  PRQSAR100004   RENTAL OF XEROX COPIER 1090_FOR 9/ In Proc Rt   Approved
  _  PRQSAR100006   COMPUTER MONITOR FOR JULIE JONES  In Proc Rt   Approved



         *** End of List 10 Document(S) Found ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Recal       RHist Sel   Notes Left  Right
```

Screen 912 - Document Out-Box (Panel 2)

```
   912 Document Out-Box                                          09/15/09 14:02
                                                                          CC AM
   Screen: ___  Document: ____________           Include Finished: Y
            Actions From: 08/16/2000  Thru: 09/15/2009
    <<More                                                    Panel: 02 More>>
 Sel Document ID   Action Date/Time   Form Name      FY      Submitted by
 --- ------------  ----------------  ------------   ----   --------------------
  _  PLPAML400006  06/07/2007 11:19  LIMITED PRCH   2004   CARSON, CARLA C
  _  PLPAML400008  11/13/2006 15:01  LIMITED PRCH   2004   CARSON, CARLA C
  _  PLPAML400006  11/13/2006 14:57  LIMITED PRCH   2004   CARSON, CARLA C
  _  PBDAMB000003  03/04/2004 14:53  BID            2000   YEATS, YOLANDA Y
  _  PLPSAL000030  01/13/2004 17:04  LIMITED PURC   2000   CARSON, CARLA C
  _  PLPAML000305  12/15/2003 14:11  LIMITED PRCH   2000   CARSON, CARLA C
  _  PLPSAL000022  07/13/2001 00:00  LIMITED PURC   2000   CARSON, CARLA C
  _  PLPAML100143  12/08/2000 14:11  LIMITED PRCH   2001   CARSON, CARLA C
  _  PRQSAR100004  11/21/2000 15:53  REQUISITION    2001   CARSON, CARLA C
  _  PRQSAR100006  11/21/2000 15:52  REQUISITION    2001   CARSON, CARLA C



         *** End of List 10 Document(S) Found ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Recal       RHist Sel   Notes Left  Right
```

Screen 912 - Document Out-Box (Panel 3)

```
   912 Document Out-Box                                                09/15/09 14:06
                                                                                CC AM
   Screen: ___   Document: ____________              Include Finished: Y
            Actions From: 08/16/2000  Thru: 09/15/2009
    <<More                                                       Panel: 03
 Sel Document ID    Submitted   Finished
 --- ------------   ----------  --------
  _  PLPAML400006   11/13/2006      Y
  _  PLPAML400008   11/13/2006      N
  _  PLPAML400006   11/13/2006      Y
  _  PBDAMB000003   02/10/2000      N
  _  PLPSAL000030   03/28/2000      N
  _  PLPAML000305   03/20/2000      N
  _  PLPSAL000022   03/21/2000      Y
  _  PLPAML100143   12/08/2000      N
  _  PRQSAR100004   11/21/2000      N
  _  PRQSAR100006   11/21/2000      N



        *** End of List 10 Document(S) Found ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Recal       RHist Sel   Notes Left  Right
```

Basic Steps

- Advance to Screen 912.
- Optionally, complete the Action Line information to limit the display to a specific type of document and press <ENTER> to display all of the documents that you +have take action on.

Routing Process

Browse Your Out-Box

The current status and location of a document and when it arrived there can be checked using your Out-Box.

Various pop-up screens are available using the PF keys at the bottom of the screen. To access this information, type an 'X' in the Sel field or position the cursor anywhere on the line of the desired document and press the PF key that indicates the information/action you want. For example, pressing PF8 will display a pop-up window with document routing information about the document, whereas PF7 will display routing history information.

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

Action Line

Document: 12 characters/digits
Enter the routing document number to be positioned on the first line of the display.

Include Finished: 1 character
Indicate whether or not ('Y' or 'N') to include finished documents that have completed routing.

Actions From: 8 digits
The default is one month back, but this can be changed to view documents within a specified date range.

Thru: 8 digits
The default is one month back, but this can be changed to limit the date range when displaying documents.

Screen Information

Panel 1

◆ **Sel:** 1 character
Type 'X' to select documents one at a time.

Document ID: 12 characters/digits
Displays the document identification number used in Routing and Approval which consists of the Form (3 characters), the Campus Code (2 digits), and the Document Number (7 character/digits).

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

Doc Summary: 34 characters
Displays a summary description taken from entry of the original document.

Status: 14 characters
Identifies the status of the document as it relates to the user. For example:
Blank = In Process
CN = Cancelled
CO = Completed
DR = In Dept routing
ER = In Exec routing
FN = Final
FY = FYA/FRA routing
PR = In Proc routing
RC = Recalled
RJ = Rejected

Action: 14 characters
Shows the last action taken on the document in the routing process.

Panel 2

Action Date/Time: 12 digits
Identifies the date and time document was sent to the Out-Box.

Form Name 12 characters
Indicates the document form name: requisition, purchase order, limited purchase order, or an exempt purchase order.

FY: 4 digits
Shows the fiscal year for the document.

Submitted by: 21 characters
Displays the name of the person who submits the document for approval.

Panel 3

Submitted: 8 digits
Identifies the date the document was submitted for approval.

Finished: 1 character
Indicates whether the document has finished the routing process.

Additional Functions

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

PF5
Recal

Recall the Document
Recall the document back to your In-Box.

This is valid for only the creator of the document and the last person who approved the document.

A recall reason (note) is required. If the user is the creator, all approvals and other actions are erased. However, routing notes will be retained. If resubmitted to routing, the approvals must start over.

PF7
RHist

Routing History
Displays routing history of the selected document. See Screen 914. Auto approves are designated by "(A)".

PF8
Sel

Select
After selecting document(s), displays the Purchasing Document Cover Sheet.

PF9
Notes

Routing Notes
Displays routing notes on the document.

Document Out-Box by Name

Screen 913 displays all the documents that another user has taken action on and lists them in order of the date the action was taken. The current status and location of a document may be checked using this screen. Use the “Include Finished” field to determine the documents to be displayed: type ‘Y’ to include finished documents; type ‘N’ to exclude them.

This screen will be helpful for security officers and Purchasing Office/Fiscal Office personnel who may need special access for troubleshooting and help desk functions.

Security element “10” allows viewing access to the Cover Sheet and all routing documents on Screens 911 and 913 in order to provide assistance in resolving routing and approval problems.

Screen 913 – Document Out-Box by Name (Panel 1)

```
  913 Document Out-Box by Name                                  09/15/09 14:07
                   LAWRENCE, LINDA L                                     CC 02
  Screen: ___  Name: ____________________  Document: ____________
       Actions From: 08/16/2009  Thru: 09/15/2009  Include Finished: Y
                                                         Panel: 01 More>>
Sel Document ID  N      Doc Summary                       Status      Action
--- ------------ - --------------------------------- ------------ -----------
 _  PLP02Z911242   FREIGHT                           Final        Approved
 _  DBR02U907178   TRANSFER OVERREALIZED INCOME      Final        Discarded
 _  PLP02Z911006 * PROPERTY REFUND                   Final        Approved
 _  PLP02Z911099 * DOMESTIC MAIL CHARGES  M900557    Final        Approved
 _  DBR02U907188   transfer of fund balance          Final        Discarded
 _  EWR020478035   EWR: Karl Koonze - Wage Position  Final        Approved
 _  EWR020478018   EWR: Darryl Donaldson - Wage Posit Final       Approved
 _  EWR020478006   EWR: Erin Edwards - Wage Position Final        Approved
 _  EWR020477994   EWR: Anna Andrews - Wage Position Final        Approved
 _  EWR020477986   EWR: Janice Jefferson - Wage Posit Final       Approved
 _  EWR020477964   EWR: Roland Richter - Wage Positio Final       Approved
 _  EWR020478037   EWR: Joan Jewel - Wage Position   Final        Approved

         *** Press ENTER To View More Documents ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Recal       RHist Sel   Notes Left  Right
```

Screen 913 – Document Out-Box by Name (Panel 2)

```
  913 Document Out-Box by Name                                  09/15/09 14:11
                   LAWRENCE, LINDA L                                     CC 02
  Screen: ___  Name: ____________________  Document: ____________
       Actions From: 08/16/2009  Thru: 09/15/2009  Include Finished: Y
  <<More                                                 Panel: 02 More>>
Sel Document ID   Action Date       Form Name     FY     Submitted by
--- ------------  ----------------  ------------  ----  --------------------
 _  EWR020467243  08/24/2009 10:46  WAGE EPA      2009  RHINE, RHONDA R
 _  EWR020467271  08/24/2009 10:46  WAGE EPA      2009  RHINE, RHONDA R
 _  PLP02Z908070  08/19/2009 17:21  LIMITED PRCH  2009  WOODS, WYNONA W
 _  PLP02Z908084  08/19/2009 17:21  LIMITED PRCH  2009  WOODS, WYNONA W
 _  PLP02Z908095  08/19/2009 17:20  LIMITED PRCH  2009  WOODS, WYNONA W
 _  PLP02Z908104  08/19/2009 17:20  LIMITED PRCH  2009  WOODS, WYNONA W
 _  PLP02Z908112  08/19/2009 17:20  LIMITED PRCH  2009  WOODS, WYNONA W
 _  PLP02Z908126  08/19/2009 17:20  LIMITED PRCH  2009  WOODS, WYNONA W
 _  PLP02Z908214  08/19/2009 17:19  LIMITED PRCH  2009  WOODS, WYNONA W
 _  EBR020466740  08/18/2009 17:34  BUDGET EPA    2010  LINDSEY, LEONA L


         *** End of List 58 Document(S) Found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Recal       RHist Sel   Notes Left  Right
```

Screen 913 – Document Out-Box by Name (Panel 3)

```
   913 Document Out-Box by Name                                  09/15/09 14:13
                  LAWRENCE, LINDA L                                       CC 02
   Screen: ___  Name: ____________________  Document: ____________
        Actions From: 08/16/2009  Thru: 09/15/2009  Include Finished: Y
   <<More                                                     Panel: 03
 Sel Document ID    Submitted  Finished
 --- ------------   ---------- --------
  _  EWR020467243   08/18/2009     Y
  _  EWR020467271   08/18/2009     Y
  _  PLP02Z908070   08/19/2009     Y
  _  PLP02Z908084   08/19/2009     Y
  _  PLP02Z908095   08/19/2009     Y
  _  PLP02Z908104   08/19/2009     Y
  _  PLP02Z908112   08/19/2009     Y
  _  PLP02Z908126   08/19/2009     Y
  _  PLP02Z908214   08/19/2009     Y
  _  EBR020466740   08/18/2009     Y



          *** End of List 58 Document(S) Found ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Recal       RHist Sel   Notes Left  Right
```

Basic Steps

- Advance to Screen 913.
- Type the name of the user whose Out-Box is to be displayed, including additional desired criteria.
- Press <ENTER> to display the contents of the selected person's Out-Box.
- Type 'X' in the Sel: field and press <ENTER> to view the document cover sheet, or press one of the PF keys at the bottom of the screen. For example, to view details of the document routing history, press PF7.

Out-Box Process

PF Keys

Various pop-up screens are available using the PF keys at the bottom on the screen. To access this information, type an 'X' in the Sel: field or position the cursor anywhere on the line of the desired document and press the PF key that indicates the information/action you want. For example, pressing PF9 will display a pop-up window with any notes on the document, while PF7 will display the routing history of the document. **See the Appendix for a more detailed description of the PF Keys and their functions**.

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

Action Line

◆ **Name:** 20 characters
Enter the name of person whose Out-Box is to be displayed.

Document: 12 characters/digits
Enter the routing document number to be positioned on the first line of the display.

Actions From: 8 digits
The default date is one month prior to the current date. You may change this date to view documents within a specified date range.

Thru: 8 digits
Displays the current date, but you may change it to limit the date range for displaying documents.

Include Finished: 1 character
'Y' in this field includes documents that have successfully completed the routing process; 'N' excludes finished documents.

Screen Information

Panel 1

Sel: 1 character
Type an 'X' to select and press <ENTER> to view the Document Cover Sheet.

Document ID: 12 characters/digits
Displays the document identification number used in routing and approval; which consists of the form (3 characters) + campus code (2 digits) + document number (7 character/digits).

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

Doc Summary: 40 characters
Displays a summary description taken from the original document.

Status: 14 characters
Indicates a document's status through the routing and approval system.
Blank = In Process
CN = Cancelled
CO = Completed
DR = In Dept routing
ER = In Exec routing
FN = Final
FY = FYA/FRA routing
PR = In Proc routing
RC = Recalled
RJ = Rejected

Action: 14 characters
Shows the last action taken on the document in the routing process.

Panel 2

Action Date: 12 digits
Identifies the date and time action was taken on the document.

Form Name: 12 characters
Shows the type of purchasing document displayed.

FY: 4 digits
Indicates the fiscal year of the document.

Submitted by: 21 characters
Identifies the name of the person who submitted the document to the Routing and Approval system.

Panel 3

Submitted: 8 digits
Shows date the document was submitted for approval.

Finished: 1 character
Indicates whether the document has finished the routing process.

Additional Functions

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

PF5
Recal
Recall
Recalls the document back to your In-Box.

> This is valid for only the creator of the document and the last person who approved the document.

> **A recall reason (note) is required.** If the user is the creator, all approvals and other actions are erased; however, routing notes will be retained. If resubmitted to routing, the approvals must start over.

PF7
RHist
Routing History
Used to display the routing history of the document. This is also available on Screen 914. Auto approves are designated by "(A)".

PF8
Sel
Select
After selecting document(s), displays the Purchasing Document Cover Sheet.

PF9
Notes
Notes
Used to display routing notes for the selected document.

Section V
Document History

Documents by Department

You may use Screen 918 to access routing documents by department. If you wish to include finished documents in the list displayed, type 'Y' in the Finished: field on the Action Line.

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

Screen 918 – Documents by Department (Panel 1)

```
  918 Documents by Department                                 09/15/09 14:59
                                                                       CC 02
  Screen: ___   Dept: CHEM_   SubDept: _____   Form: ___   Finished: N

                                                        PANEL: 01MORE>>
 Sel Document ID  N   Creator                    Doc Summary
 --- ------------ - ---------------------- ------------------------------
  _  PIP02I612202 * REINERD, RHONDA R      SUPPLIES - BATTEAS
  _  PIP02I616240 * KENSINGTON, KARLA K    CHEMICAL - SIMANEK
  _  PIP02I616453 * KENSINGTON, KARLA K    LASER SYSTEM - RUSSELL
  _  PIP02I616454 * KENSINGTON, KARLA K    SERVICE CONTRACT - SIMANEK
  _  PLP02L000230 * HARRIS, HARRIETT H     SUPPLIES-YANG
  _  PLP02L002043   HARRIS, HARRIETT H     INSURANCE-ROAD SHOW
  _  PLP02L002114   HARRIS, HARRIETT H     SUPPLIES-GLADYSZ
  _  PLP02L002214   HARRIS, HARRIETT H     SUPPLIES-GOODMAN
  _  PLP02L002721   HARRIS, HARRIETT H     SUPPLIES-ELECTRONIC SHOP
  _  PLP02L002723   HARRIS, HARRIETT H     SUPPLIES-ELECTRONIC SHOP
  _  PLP02L002736   HARRIS, HARRIETT H     SUPPLIES-GLASS SHOP
  _  PLP02L002755   HARRIS, HARRIETT H     CYLINDER-GLADYSZ

          *** PRESS ENTER TO VIEW MORE DOCUMENTS ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                   RHist Cover Notes Left  Right
```

Screen 918 – Documents by Department (Panel 2)

```
  918 Documents by Department                                 09/15/09 15:11
                                                                       CC 02
  Screen: ___   Dept: CHEM_   SubDept: _____   Form: ___   Finished: N

                <<MORE                                  PANEL: 02
 Sel Document ID     Form Name     FY     Status       Created    SubDept
 --- ------------   ------------  ----  ------------  ---------- -------
  _  PIP02I612202   INVOICE PROB        Rejected      06/14/2006
  _  PIP02I616240   INVOICE PROB        Rejected      08/28/2006
  _  PIP02I616453   INVOICE PROB        Rejected      08/31/2006
  _  PIP02I616454   INVOICE PROB        Rejected      08/31/2006
  _  PLP02L000230   LIMITED PRCH  2009  In Dept Rt    09/15/2009
  _  PLP02L002043   LIMITED PRCH  2010  In Dept Rt    09/15/2009
  _  PLP02L002114   LIMITED PRCH  2010  In Dept Rt    09/11/2009
  _  PLP02L002214   LIMITED PRCH  2010  In Dept Rt    09/11/2009
  _  PLP02L002721   LIMITED PRCH  2010  In Dept Rt    09/15/2009
  _  PLP02L002723   LIMITED PRCH  2010  In Dept Rt    09/15/2009
  _  PLP02L002736   LIMITED PRCH  2010  In Dept Rt    09/15/2009
  _  PLP02L002755   LIMITED PRCH  2010  In Dept Rt    09/15/2009

        *** PRESS ENTER TO VIEW MORE DOCUMENTS ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                   RHist Cover Notes Left  Right
```

Basic Steps

- Advance to Screen 918.
- Type a valid department on the Action Line.
- Include subdepartment and form type to narrow the search and display list.
- Enter 'Y' in the Finished: field if you wish to include finished documents in the list displayed.
- Press <ENTER> to display a list of documents for the specified department.
- Type an 'X' next to the document you wish to select.
- Press the PF Keys, as desired, to obtain detailed information about the documents.

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

Action Line

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

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

Form: Help 3 characters
Specify the type of document to be displayed, if desired.

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

Screen Information

Panel 1

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

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

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

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

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

Panel 2

Form Name: 12 characters
Displays the type of purchasing document displayed.

FY: 4 digits
Indicates the fiscal year in which the document was processed.

Status: 15 characters
Identifies the status of the document.

Blank	=	In Process
CN	=	Cancelled
CO	=	Completed
DR	=	In Dept routing
ER	=	In Exec routing
FN	=	Final
FY	=	FYA/FRA routing
PR	=	In Proc routing
RC	=	Recalled
RJ	=	Rejected

Created: 8 digits
Displays the date the document was created.

Sub Dept: 5 characters
Indicates the sub-department code of the unit on the document.

Additional Functions

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

PF7
RHist
Routing History
Shows routing history of the document. See Screen 914.

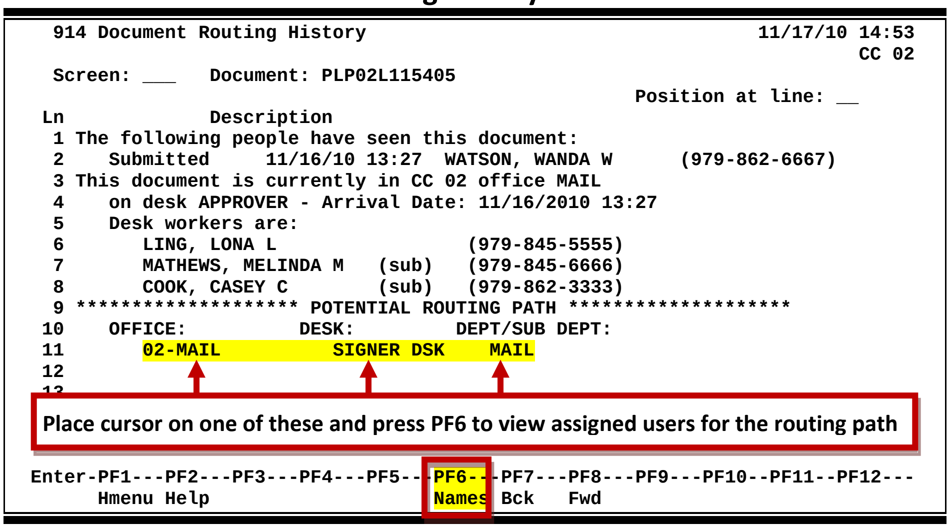
PF8
Cover
Cover Sheet
Displays cover sheet information and gives access to document browse pop-ups.

PF9
Notes
Notes
Used to display routing notes for the selected document.

Document Routing History

The history of a document's routing history is available online on Screen 914. Each line is numbered along with a description of the action taken on the document.

Screen 914 - Document Routing History



```
  914 Document Routing History                                  11/17/10 14:53
                                                                         CC 02
  Screen: ___    Document: PLP02L115405
                                                     Position at line: __
 Ln            Description
  1 The following people have seen this document:
  2    Submitted     11/16/10 13:27  WATSON, WANDA W      (979-862-6667)
  3 This document is currently in CC 02 office MAIL
  4    on desk APPROVER - Arrival Date: 11/16/2010 13:27
  5    Desk workers are:
  6       LING, LONA L                 (979-845-5555)
  7       MATHEWS, MELINDA M   (sub)   (979-845-6666)
  8       COOK, CASEY C        (sub)   (979-862-3333)
  9 ******************** POTENTIAL ROUTING PATH ********************
 10    OFFICE:          DESK:         DEPT/SUB DEPT:
 11       02-MAIL          SIGNER DSK     MAIL
 12

Place cursor on one of these and press PF6 to view assigned users for the routing path

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

Basic Steps

- Advance to Screen 914.
- Type a valid document number on the Action Line and press <ENTER> to display the routing history.
- Press <ENTER> to scroll through the display, if necessary.

Routing Process

Position the Display

The Position at Line: field can be used to position the screen at a specific line number. This will aid in bringing history items into view on the same screen.

The PF7 and PF8 keys allow you to page forward and backwards through the displayed list.

Information Displayed on Screen 914

Actions cancelled by a later "reject" or "recall" of the document are shown with "voided" in the phone number area of the display.

The date and time of the action taken on the specified document have been added to this screen.

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

Action Line

Document: 12 characters/digits
Identify the document number to be displayed. The document ID consists of:Form + Campus Code + Document Number.

Position at line: 2 digits
Indicate the line number to be displayed at the top of the screen.

Screen Information

Ln: 2 digits
Displays sequential line numbers to identify historical actions.

Description: 70 characters/digits
Describes the routing history of the document, including actions taken, date and time, person involved and their phone number.

Additional Functions

PF KEYS See the Appendix for a detailed description of the standard PF keys.

PF6 Names **Names**
Place the cursor on the Office, Desk, or Dept/Sub Dept displayed in the Potential Routing Path area of the screen and press this key to view names of assigned users.

```
+---------------------------------------------------------------+
|                                                               |
|  DESK: SIGNER DSK                                             |
|                                                               |
|               STATUS      NAME                                |
|                                                               |
|                 S      LING, LONA L                           |
|                        MATHIS, MARTIN M                       |
|                 S      HUGHES, HANNA H                        |
|                                                               |
|                                                               |
|                                                               |
|    *** END OF LIST - 3 WORKERS FOUND                          |
|                                                  PF4 to Quit  |
|                                                               |
+---------------------------------------------------------------+
```

Section VI
Approval Profiles

Approval Profile by Name

Screen 915 displays all of the approval structures that a person is attached to within each campus code. Each office, desk and view is displayed along with the status of the person for that approval structure.

Screen 915 - Approval Profile by Name

```
   915 Approval Profile by Name                                       09/15/09 15:19
                     LINDSEY, LEONA L                                          CC 02
   Screen: ___   Name: ____________________

   Campus Cd     Office       Desk      Status       View
   ---------   ----------   ----------   ------    ----------
       02      PURCHASING   APPROVER       S
       12      PURCHASING   CREATE DSK             PURCHASING
       02      GRAPHICS     SIGNER DSK             VIEW01
       02      PURCHASING   CREATE PIP             PURCHASING
       23      PURCHASING   ADMIN          S
       02      MAIL         MAIL
       02      MAIL         SIGNER DSK     S       MAILVW
       02      MAIL         CREATE DSK             MAILVW
       02      MAIL         APPROVER
       02      LOGISTICS    LOGISTICS
       02      LOGISTICS    SIGNER DSK     S       LOGISTICS
       02      LOGISTICS    CREATE DSK             LOGISTICS
       02      LOGISTICS    CREATE E**             LOGISTICS
       02      LOGISTICS    CREATE DBR             LOGISTICS
                 More Entries - Press <ENTER> to continue
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

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

Basic Steps

- Advance to Screen 915.
- Type the name of the person whose approval structure you wish to display on the Action Line and press <ENTER> to view all of the approval structures that the person is attached to within your campus code.
- Press <ENTER> to scroll through the listing.

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

Action Line

◆ **Name:** 20 characters
Identify the name of the person whose approval profile you want to see. You can do a name search and select by typing an asterisk (*) in the Name: field and pressing <ENTER>.

Screen Information

Campus Cd: 2 digits
Identifies the campus code of the TAMUS Member to which the profile belongs. **This is especially useful when a person has approval authority with more than one TAMUS member.**

Office: 10 characters
Displays the title of the office in which the person has approval authority.

Desk: 10 characters
Identifies the name of the desk where the person has approval authority.

Status: Help 1 character
Indicates the status of how the document should go to the desk.
Blank = Approval
I = Information
N = Notification

View: 10 characters
Displays the name of the view where a person has approval authority on a signer or creator desk. This is only applicable to signer/ creator desks.

Additional Information

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

Section VII
Limited Purchases

Limited Purchases - Basic Concepts

A limited purchase screen is entered to capture information that pertains to the purchase of merchandise that is below a certain dollar amount not requiring a bid.

For each limited purchase entered into the system you will use the following screens:

240	Limited Purchase Header
241	Limited Purchase Items
242	Limited Purchase Close
341	Invoice Header Create (Dept.)

Additional screens which may be used are:

243	Limited Purchase Flag Maintenance
244	Limited Purchase Note Text
245	Copy Limited Purchase Order to Limited Purchase Order

Information required to enter a limited purchase will need to be acquired in order to complete the transaction. This information consists of the following:

- **Department** for which this purchase is originating and any additional departments that may be splitting this purchase.

- **Vendor,** if known prior to making the purchase. It will have to be supplied in order to close the document.

- **Reimburse ID** for the person who paid for the items and will receive the check generated for reimbursement.

- **User reference,** which is a unique identifier assigned by your department for tracking this purchase.

- **Address** for shipping and invoicing.

- All **accounts** that will be responsible for the purchase of the items.

Handle Credit Memos

The procedures listed below are for processing credit memos. As soon as the credit memo is processed by Accounts Payable the account(s) listed will reflect the entry. The next payment to the vendor will be combined with the credit memo. Both the invoice and the credit memo will be listed on the check stub to the vendor.

1. It is the department's responsibility to first verify that the credit memo has not previously been used OR that the original invoice was not "short paid" by the credit memo amount. The credit should always be processed using the same account and expenditure codes as the original invoice.
2. Create a new Limited Purchase document (Screens 240-242) for the credit memo:
3. On Screen 241 use a processing code of "V" to create a negative amount.
4. The description must reference the original invoice number AND the original purchase document (limited, exempt, or purchase document). If the original voucher number (i.e., 270420-0120).
5. The description must also explain why the company issued a credit memo to the department.
6. Mark the new limited purchase document number on the credit memo and forward to your Fiscal Office.
7. If you have both the original and the credit memo you may enter the credit memo as a separate line item at the same time you enter the limited or exempt purchase document for the original invoice.

Screen 240 – Limited Purchase Header

```
   240 Limited Purchase Header                                    06/25/08 08:53
                                                                  FY 2008  CC 02
   Screen: ___  Doc: A100610           C o m p l e t e d
            Doc Year: 2001   Order Date: 08/01/2001       Cat.: LP  State:
                Dept: BEUT_     Subdept: _____        Total Amt: -148.76

    Doc Summary: RX-CREDIT FOR RETURNED MEDICAL ITEMS______________
         Vendor: 1vvvvvvvvv0 DILLON ENTERPRISES INC                LDT Cd: __
   Reimburse ID: ___________                                   FOB: __
       User Ref: 300370-1273___                   All Items Received: Y
                                                       Date Received: 08/01/2001
  Ship To       Address Nbr: 106            Invoice To       Address Nbr: 106
  Name: DEPARTMENT OF STUDENT HEALTH__      Name: DEPARTMENT OF STUDENT HEALTH__
  Addr: SERVICES______________________      Addr: SERVICES______________________
        ATTN: ACCOUNTS PAYABLE________            ATTN: ACCOUNTS PAYABLE________
        1112 TAMU_____________________            1112 TAMU_____________________
        ______________________________            ______________________________
  City: COLLEGE STATION_____ State: TX      City: COLLEGE STATION_____ State: TX
   Zip: 778431264   Country: ___             Zip: 778431264   Country: ___
 Phone: 409-845-5555 Fax: 409-845-3333     Phone: 409-845-5555 Fax: 409-845-3333

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

Credit Memo Example

Screen 241 – Limited Purchase Item

```
    241 Limited Purchase Item                                       06/25/08 08:50
                      DILLON ENTERPRISES INC                         FY 2008 CC 02
    Screen: ___  Doc: A100610  Item: 1.0__
                                                   Unit                    Ext.
   Item  St        Account        Qty.       UOM     Price    --Disc.--   Price
     1.0 CO 300370 00000 4045   1.00______ LOT_ 148.7600_____ _ ______       148.76
        Comm: _______________ Desc: CREDIT FOR RETURNED MEDICAL ITEMS____________
        Part: _______________       INV#CM4545___________________________________
        Proc cd: V St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _

            ______ ______ ____  __________ ____ _____________ _ ______
        Comm:                 Desc: ____________________________________________
                                    ____________________________________________
                                 1: _______ 2: _______ 3: _______ TIBH: _

            ______ ______ ____  __________ ____ _____________ _ ______
        Comm: _______________ Desc: ____________________________________________
        Part: _______________       ____________________________________________
        Proc cd: _ St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _
  Page (F/B): _                               Document Total:          -148.76

  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       Next  IDesc Bkwd  Frwd        CAcct MAcct Warns
```

"V" Processing Code

Screen 242 – Limited Purchase Close

```
    242 Limited Purchase Close                                      06/25/08 08:52
                                                                    FY 2008  CC 02
    Screen: ___  Doc: A100610             C o m p l e t e d


                      Close Document: _


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

       Doc Summary: RX-CREDIT FOR RETURNED MEDICAL ITEMS
          Doc Year: 2001     Doc Date: 08/01/2001      Cat: LP  State:
              Dept: BEUT     Sub Dept:           Total Amt: -148.76

          Vendor: 1vvvvvvvvv0 DILLON ENTERPRISES INC           LDT Cd:
    Reimburse Id:                                                 FOB:
        User Ref: 300370-1273                      All Items Received: Y
                                                       Date Received: 08/01/2001



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

Create/Modify Limited Purchase Header

The limited purchase document was designed to purchase smaller items that do not need to be processed by the purchasing office. The total for this document may not exceed the threshold amount requiring a bid set by each agency. For example, the threshold amount currently set by TAMU is $5,000.00 for local accounts and $5,000.00 for state accounts.

General information that pertains to the entire purchase such as the category defaults depending on whether you are on Limited or Exempt Screen (240 or 235), departments, vendor, and ship to/invoice to addresses should be entered using Screen 240.

Screen 240 - Limited Purchase Header

```
  240 Limited Purchase Header                                      09/15/09 15:32
                                                                   FY 2010  CC 02
  Screen: ___  Doc: L000183             I n   P r o c e s s
           Doc Year: 2010   Order Date: 08/28/2009       Cat.: LP  State:
               Dept: CLAR_     Subdept: _____       Total Amt:

   Doc Summary: DALE - DOCKING STATION FOR ALICE ANDERSON_________
        Vendor: 1vvvvvvvvvI DALE MARKETING L P             LDT Cd: __
  Reimburse ID: ___________                                   FOB: __
      User Ref: 500225-0000___                   All Items Received: N
                                                      Date Received: ___________
 Ship To       Address Nbr: 572          Invoice To       Address Nbr: 572
 Name: COLLEGE OF ARCHITECTURE_______    Name: COLLEGE OF ARCHITECTURE_______
 Addr: LANGFORD ROOM A999____________    Addr: LANGFORD ROOM A999____________
       ______________________________          ______________________________
       3137 TAMU_____________________          3137 TAMU_____________________
       ______________________________          ______________________________
 City: COLLEGE STATION_____ State: TX    City: COLLEGE STATION_____ State: TX
  Zip: 778433137   Country: __            Zip: 778433137   Country: __
Phone: ____________ Fax: ____________   Phone: ____________ Fax: ____________

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

"GFE Solicited" field is displayed if the LP Good Faith Effort Required: field is required on Screen 311.

Basic Steps

Create a New Limited Purchase Header

- Advance to Screen 240, type a document prefix followed by zero in the Action Line and press <ENTER>.
- Enter the department, document summary, and user reference.
- Indicate whether or not the items have been received and the date they arrived (if they have been received), as well as the ship to and invoice to addresses.
- Type additional data in the available fields, as desired, and press <ENTER> to record the purchase information.
- If all information has been successfully entered, the system assigned limited purchase order number will be displayed on the Action Line.

Modify an Existing Limited Purchase Header

- Advance to Screen 240, type a valid limited purchase order number in the Action Line and press <ENTER>.
- Enter valid data in the available fields, as desired, and press <ENTER> to record the information.

Limited Purchase Creation Process

Create Limited Purchase Order Document Numbers

Type a document prefix (usually an **“L,”** abbreviation for limited purchase) followed by a **zero (0)** to have the system automatically assign a document number and then press <ENTER>. You may also manually assign the number using the following format (xxxxnnn), where “xxxx” represents the first department on the document and “nnn” is a sequentially assigned number logged by the department.

A pop-up window for entering departments and sub-departments will then be displayed. Type all department/sub-departments that will have accounts on this document. **At least one department is required to create a limited purchase document.** Up to 10 extra departments/sub-departments can be added on the header of a limited purchase order document that will have approval and accounts. This pop-up window also allows you to split purchase orders between two or more accounts with different department/subdepartment codes.

Press <PF4> to exit this pop-up window.

Department/Sub-Department Pop-Up Window

```
+-------------------------------------------------------------------+
|                                                                   |
|        Enter all Campus Codes and Departments/SubDepartments      |
|        that will have accounts on this document                   |
|                                                                   |
|                   Dept        SubDept      CC                     |
|                   CHEM_       _____        02                    |
|                   _____       _____        __                    |
|                   _____       _____        __                    |
|                   _____       _____        __                    |
|                   _____       _____        __                    |
|                   _____       _____        __                    |
|                   _____       _____        __                    |
|                   _____       _____        __                    |
|                   _____       _____        __                    |
|                   _____       _____        __                    |
|                        Press <PF4> to Exit                        |
|                                                                   |
+-------------------------------------------------------------------+
```

The creator’s default department will automatically be filled in. The department for each account used in the requisition must be entered on the header. You can check the department on each account by using Screen 6 or Screen 29.

Once the system has returned to the limited purchase header screen you will receive the message **“Document number will be created automatically”** above the Action Line.

Vendor Search and Select

Vendor search and selection is available for all vendor ID numbers. If the vendor ID is unknown, type an asterisk (*) in the Vendor: field and press <ENTER> to access a pop-up window. This window will display a list of vendors and their ID numbers. Type an 'X' next to the desired vendor and press <ENTER> to select the vendor and return to Screen 240. Press PF4 if you wish to return to Screen 240 without selecting a vendor. The vendor is not required to create a new limited purchase order, but it must be entered before the document may be closed.

LDT Codes

Legal Descriptive Text (LDT) codes specify certain attributes of the purchase as a whole. Placing a question mark (?) in the LDT Cd: field and pressing <ENTER> will access a pop-up window with a complete list of valid codes. Type an 'X' next to the code to be applied to the purchase and press <ENTER> to select an LDT code and return to Screen 240. Press PF4 to return to Screen 240 without selecting a code.

Processing Codes

If the Proc Cd: field is left blank, the document matches and completes when all items are received. An 'M' means there can be multiple invoices so the document will not automatically finalize.

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

Action Line

◆	**Doc:**	7 character/digits Type "L0" (zero) to create a new header document, or type the existing limited purchase order document number to be modified.

Screen Information

	Doc Year:	4 digits Indicates the fiscal year the document was created. **The field always defaults to the current fiscal year**.
◆	**Order Date:**	8 digits The date the limited purchase is made. This can be modified once a date is entered. A future date in this field is not allowed.
	Cat.:	2 characters Displays the document category which is used to define accounting and receiving characteristics of the selected document. It will be filled in automatically by the system.
	State:	1 character 'Y' indicates that state funds are used for this purchase.
◆	**Dept:**	Help 5 characters Indicate the department for the primary account responsible for the purchase.

Subdept: Help 5 characters
Indicates the sub-department for the primary account responsible for the purchase.

Total Amt: 15 digits
Displays the total dollar amount of all items that have been added to this document. **This field is blank until items are entered against this document.**

◆ **Doc Summary:** 50 characters
Identify a brief description of the entire purchase.

Vendor: 11 digits
Indicates the FAMIS vendor identification number.

LDT Cd: Help 2 characters
Represents the Legal Descriptive Text Code that identifies any special instructions for the purchase.

Reimburse ID: 11 digits
Identifies the vendor ID number to whom the reimbursement check should be made out, if the items were paid for at the time of purchase.

FOB: Help 2 characters
Indicates the freight code defining conditions by which purchased goods will be transported/delivered.

◆ **User Ref:** 14 digits
Identify the User Reference number used to indicate the subsidiary ledger (SL) account number for the order followed by the departmental reference number.

All Items Received: 1 character
Indicates whether or not ('Y' or 'N') all items purchased have been received.
◆ Entry required if 'Y' is entered.

GFE Solicited: 1 character
This field is displayed and required if set up on Screen 311.

Date Received: 8 digits
Identifies the date the items purchased were received.

Ship To

◆ **Address Nbr:** Help 3 digits
Indicate the code which identifies the address to which items purchased will be delivered.

◆ **Name:** 30 characters/digits
Enter the name of the department to which items purchased will be delivered. **This is filled in automatically if an Address Nbr: is specified.**

- **Addr:** 120 characters/digits
  Indicate the street address to which items purchased will be delivered. Will be filled in automatically if an Address Nbr is specified.

- **City:** 20 characters/digits
  Enter the name of the city where purchases are to be delivered. Will be filled in automatically if an Address Nbr: is specified.

- **State:** 2 characters
  Include the state code.

- **Zip:** 9 digits
  Enter the ship to zip code.

- **Country:** 3 characters
  Identify the ship to country code if outside the United States.

Phone: 10 digits
Include the phone number of the contact person where items will be shipped.

Fax: 10 digits
Include the fax number.

Invoice To

- **Address Nbr:** Help 3 digits
  Enter the code which identifies the address to which items purchased will be billed.

- **Name:** 30 characters/digits
  Identify the name of the department to which items purchased will be billed. **This is filled in automatically if an Address Nbr is specified.**

- **Addr:** 120 characters/digits
  Indicate the street address to which items purchased will be billed. **Will be filled in automatically if an Address Nbr is specified**.

- **City:** 20 characters/digits
  Enter the name of the city where the invoice is to be sent. **Will be filled in automatically if an Address Nbr: is specified.**

- **State:** 2 characters
  Include the state code.

- **Zip:** 9 digits
  Enter the invoice to zip code.

- **Country:** 3 characters
  Identify the country code where the invoice is to be sent, if outside the United States.

Phone: 10 digits
Include the phone number of the contact person for the invoice.

Fax: 10 digits
Include the fax number.

Additional Functions

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

PF4
ADDR
Address
Displays the vendor's address and business information.

PF5
Next
Next
Advances to the next screen.

PF7
Resn
Reason
Used to enter a reason code why no GFE was solicited.

PF9
Notes
Notes (Document Notes)
Used to enter notes about the purchase.

> These are on-line reference notes regarding the document. They will not be printed.

PF11
AdDpt
Additional Departments
Used to enter up to 10 additional departments/sub-departments on the header of a limited purchase order document that will have approval and accounts.

> This allows you to split purchase orders between two or more accounts with different department/subdepartment codes.

Create/Modify Limited Purchase Items

Information that pertains to each item on the limited purchase document, such as account, quantity, and unit price, are entered on this screen.

Flags set on Screen 310 determine if the Commodity Code and TIBH Code (Texas Industries for the Blind and Handicapped) on Screen 241 are required.

These flags are set on a campus by campus basis.

Screen 241 - Limited Purchase Item

```
  241 Limited Purchase Item                                     09/15/09 15:38
                    MOTOROLA INC                                 FY 2010 CC 02
  Screen: ___   Doc: L000627   Item: 1.0__
                                                     Unit               Ext.
 Item  St        Account        Qty.      UOM       Price     --Disc.--  Price
   1.0 CO 270280 20000 xxxx   1.00______ EA__ 56.1000______ _ ______      56.10
      Comm: _______________ Desc: Belt Clip for Radio__________________________
      Part: _______________       INV# 89954485________________________________
      Proc cd: _ St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _

   2.0 CO 270280 20000 xxxx   1.00______ EA__ 54.4000______ _ ______      54.40
      Comm: _______________ Desc: Battery______________________________________
      Part: _______________       INV# 89937755________________________________
      Proc cd: _ St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _

   3.0 CO 270280 20000 xxxx   1.00______ EA__ 778.2600_____ _ ______     778.26
      Comm: _______________ Desc: Batteries____________________________________
      Part: _______________       INV# 89952466________________________________
      Proc cd: _ St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _
 Page (F/B): _                                     Document Total:       888.76

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next  IDesc Bkwd  Frwd        CAcct MAcct Warns
```

If a plus sign (+) is displayed between the "Account" and "Qty" fields, there are multiple accounts on that line item.

```
 Item  St        Account          Qty.       UOM       Price     --Disc.--   Price
     1.0 CO 110512 00000 xxxx + 1.00______ LOT_ 552.9800_____ _ ______      552.98
        Comm: _______________ Desc: FAMIS PRINTING SERVICES______________________
        Part: _______________       _____________________________________________
        Proc cd: _ St: Y Cost Ref 1: _______ 2: _______ 3: _______
```

Basic Steps

- Advance to Screen 241.
- Type a valid limited purchase order number in the Action Line and press <ENTER> to display existing line item information.
- Enter a valid account number, support account number (if used) and object code.
- Enter a valid quantity, unit of measure, unit price, and line item description.
- Enter additional information in the available fields, as desired.
- You may search for the desired commodity code by typing a question mark (?), at least three alpha characters, or surround the commodity name by asterisks, such as *PAPER*.
- Press <ENTER> to record the line item information.

Line Item Process

Line Item Entry
Documents may have up to 900.0 items. The item number will default to **1.0** when the document is being created. FAMIS automatically increments the item number by one for each additional item you need to enter on the document. Use the decimal position of the item number to represent a **text only** item for the document.

Copy Account Number from Item to Item
To copy the account number from item 1 to item 2, enter the information for the line item first, then press PF10 instead of <ENTER>. This copies all the accounts from the previous item to the current item.

Multiple Accounts
When payment of an item is split across several accounts, each account must be entered for that item. Up to 40 accounts may be specified for an item by using <PF11> to access an additional pop-up window.

Payment by an account may be specified either by dollar amount or percentage of the line item balance. Either the percentage of the line item balance or the amount paid by each account must be entered to process the line item information. The total percentage amounts must equal 100%. It is recommended that percentage be used rather than dollar amounts. If any dollar amount is specified for an account, these amounts are subtracted from the extended price and the percentages are applied to the remaining balance to calculate each account total.

Change the Document
Closing a document encumbers the estimated amount. The document may be reopened using Screen 242 once the purchase is made so that adjustments can be made. The vendor may also be changed at this time. When the document is closed again, any changes to amounts will adjust the encumbrances from a previous close.

Inventory Part Number
The inventory part number is used to define specific items within a department. This is especially useful for supplies that are repeatedly ordered. It may also be used to tie FAMIS purchasing information to departmental inventory records.

The inventory part number is based on the first department on the limited purchase document. Departments may use Screen 234 to set up inventory part numbers. When the part number is entered on Screen 241 its description will automatically be filled in by the system.

Part Number and Description Maintenance

Screen 234 is used to maintain the part numbers and descriptive text to be displayed.

Screen 234 – Part Description Maintenance

```
   234 Part Description Maintenance                                 09/15/09 15:40
                                                                     FY 2010 CC 02
   Screen: ___   Dept: CHEM_   Part Nbr: AX0102-8_______
                                                       Delete: _

   Text:  175-13-60014-2, ACETONE, GR, 4X4L____________
          AX0120-8_____________________________________
          _____________________________________________
          _____________________________________________





         *   Please enter text in UPPER and LOWER case.


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

Processing Codes – (See Basic Concepts for further explanation)

These codes are used to tell the system about any special processing the item may need. Valid processing codes include the following:

Processing Codes

Code	Meaning
BLANK	Normal Processing
N	Treats this item as a NO CHARGE item.
R	Treats this item as a TRADE-IN or a REDUCTION IN INVENTORY.
V	Vendor Discount
M	Multiple invoice (QTY NOT MATCHED)

Not all Parts use this “M” code.

Valid Object Codes-Use of Revenue Object Codes

Typically we only think of expense object codes being used on limited and exempt purchase order line items. However, there are instances where you might need to use a revenue code.

For example, let's say that your department is sponsoring a seminar and you take in money for registration. You deposit all of this money using a specific revenue object code, but someone cancels their registration and you need to issue them a refund. You can use the same revenue object code on your limited or exempt purchase order to generate their refund without having to pull funds from somewhere else. ***This is only allowed when Screen 310 is set to include revenue codes.***

No encumbrances are generated when a revenue code is used.

TIBH (Texas Industries for the Blind and Handicapped)
The TIBH field is used to indicate the reason that TIBH was or was not used as the vendor for the bid/purchase. This field is optional and can be set to be required on a campus by campus basis. If the TIBH flag is set, the TIBH field is required on both Screen 224 and Screen 241.

It is also on Screen 236 but is not required if the TIBH required flag is set.

TIBH reporting must be done on the commodity code level.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the limited purchase document number to add or modify line item information.

◆ **Item:** 4 digits
Identify the item number to be created or modified.

Screen Information

Item: 3 digits
The number assigned to this line item.

St: 2 characters
Shows the status of the specified item.

◆ **Account:** 15 digits
Identify the account number (subsidiary ledger + support account + object code) used for payment of the specified line item.

◆ **Qty.:** 10 digits
Indicate the purchase quantity of the line item.

◆ **UOM:** Help 4 characters
Identify the unit of measure for the specified line item to be printed on the purchase order.

◆ **Unit Price:** 16 digits
Indicate the estimated dollar amount to be paid per unit of measure.

Disc.: Help 1 character/5 digits
Signify whether the discount entered is a dollar amount (D) or a percentage (P) followed by the amount of the discount to be taken for the specified line item.

Ext. Price: 16 digits
Displays the total item amount as calculated by the system.

Screen 241 – Limited Purchase Item (cont'd)

Comm: Help 15 digits
Include the code for classifying goods and services.

◆ **Desc:** 2 lines (45 characters each)
Identify a detailed description of the specified line item.

Part: Help 15 digits
Represents the number that is used to define specific items within a department's inventory.

Proc cd: Help 1 character
Include the processing code which indicates whether or not the item needs special processing (i.e.: vendor discount, trade in, no charge).

St: 1 character
'Y' indicates the document has a state bank on it in the account PE.

Cost Ref 1, 2, 3: 7 characters/digits
Represents the user-defined cost accounting reference number. This reference number is used to provide additional details about the processing of the selected line item.

TIBH: 1 character/digit
Shows the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as the vendor for the bid/purchase. Valid values include:

N = Not Provided by TIBH
T = TIBH Purchase
1 = Quantity
2 = Quality
3 = Delivery Time
4 = Life Cycle
5 = Price

Page (F/B): 1 character
Indicate whether to scroll forward (F) or backward (B) one page through the line items.

Document Total: 16 digits
Displays the total of all line items for the document.

Additional Functions

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

PF5
Next
Next
Advances to the next screen.

PF6
IDesc
Item Description
Displays the extended item description for the item the cursor is placed on.

PF10 **CAcct**	**Copy Account** Used to copy account information from the previous item to the current item. All dollar amounts are left blank and require either amount or percentage for a new item to be specified.
PF11 **MAcct**	**Multiple Account** Provides a pop-up window to continue adding accounts, support accounts or expense object codes to the document.
PF12 **Warns**	**Warnings** Identifies any FAMIS warnings.

Close a Limited Purchase Order

You should close the limited purchase document after all required information has been successfully entered in order to prevent changes from being inadvertently added. Closing a document will also encumber the necessary funds.

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

Screen 242 - Limited Purchase Document Close

```
 242 Limited Purchase Close                                    09/15/09 15:45
                                                               FY 2010  CC 02
 Screen: ___  Doc: L000105            C l o s e d


                  Close Document: Y


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

    Doc Summary: VALVES
       Doc Year: 2010    Doc Date: 08/04/2009      Cat: LP  State:
           Dept: CYCL    Sub Dept:           Total Amt: 2942.60

       Vendor: 1vvvvvvvvv2 KURTZ PARTS COMPANY              LDT Cd:
 Reimburse Id:                                                 FOB:
      User Ref: 270490-0034                       All Items Received: Y
                                                       Date Received: 09/08/2009



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

Basic Steps

- Advance to Screen 242.
- Type a valid limited purchase document number in the Action Line and press <ENTER> to display existing document information.
- Type a 'Y' in the pop-up window to Close Document and press <ENTER>.
- Type a 'Y' in the pop-up window and press <ENTER> to submit to Routing and Approval; or type an 'N' and press <ENTER>. The document will not be submitted to Routing and Approval if an 'N' is typed in the pop-up window.

Limited Purchase Close Process

Encumbrance Process

Closing the document generates encumbrances which set aside funds to pay for the purchase. All documents, except those which set up a blanket order, are encumbered. The encumbrances are established using the 7-digit document id created when the limited purchase is entered. The User Reference number entered on the header of the limited purchase will be transferred to the encumbrances. The encumbrances may be viewed on Screens 20, 21, 22, and 26.

Change the Document

Closing a document encumbers the estimated amount. The document may be reopened using Screen 243 once the purchase is made so that adjustments can be made. The vendor may also be changed at this time. When the document is closed again, any changes to amounts will adjust the encumbrances from a previous close.

You may open and close, reopen and close your limited purchase order as many times as is necessary before you send it into the routing and approval system of FAMIS. But you may need to make changes to it after it has already been sent into routing. For example, you may need to change an account object code on a document after you have closed it and sent it into routing. However, before you can make those changes, you must remove the document from the routing system. To do this, you should:

- Advance to Screen 912 (your document Out-Box).
- Locate the document you would like to reopen and type an 'X' next to it.
- Press PF5 to recall the document from the routing and approval system.
- Advance to Screen 243 to reopen the document.

Route the Document

A closed document may be submitted to the routing and approval process by pressing the PF7 key.

If the document is submitted for routing after it is closed, it cannot be reopened without recalling the document from routing. (**See above for instructions on recalling a document.**)

Rejected Documents

If errors are detected to your document while in routing, it will be rejected and returned to your In-Box for correction. When this happens, you should:

1. Select the document by typing an 'X' next to it in your In-Box and then pressing the PF8 (Sel) key.
2. Once the Routing Document Information pop-up window appears, <TAB> down to the Action: prompt and type NOT to display the routing notes (which will contain the reason(s) for its rejection).
3. Reopen the document on Screen 243 by setting the Reopen Document flag to 'Y' and pressing <ENTER>.
4. Make the necessary changes using Screens 240-244.
5. Finally, advance to Screen 242 to close and re-route the document.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the limited purchase document number to be closed.

Screen Information

◆ **Close Document:** 1 character
Indicate whether or not ('Y' or 'N') the selected document should be closed.

Doc Summary: 50 characters
Displays a description of the purchase.

Doc Year: 4 digits
Indicates the fiscal year the document was created.

Doc Date: 8 digits
Indicates the date on which the purchase was entered into the system.

Cat: 2 characters
Displays the category which is used to define the accounting and receiving characteristics of the document.

State: 1 character
'Y' indicates a State account is used for this purchase.

Dept: 5 characters
Indicates the department for the primary account responsible for the purchase.

Sub Dept: 5 characters
Shows the sub-department for the primary account responsible for the purchase.

Total Amt: 15 digits
Displays the total dollar amount of all items that have been entered.

Vendor: 11 digits
Identifies the FAMIS identification number for the vendor.

LDT Cd: 2 characters
Represents the Legal Descriptive Text Codes which are used to indicate any special instructions for the purchase.

Reimburse Id: 11 digits
Identifies the vendor ID number to whom the reimbursement check should be made out, if the items were paid for at the time of purchase.

FOB: 2 characters
Indicates the freight code defining conditions by which purchased goods will be transported/delivered.

User Ref: 14 digits
Shows the user reference number that identifies the subsidiary ledger (SL) account used for the order followed by the departmental reference number.

All Items Received: 1 character
'Y' indicates all items have been received.

Date Received: 8 digits
Signifies the date the items purchased were received.

Additional Functions

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

PF5 **Next**
Next Advances to the next screen.

PF6 **Item**
Item Displays a list of all items entered on the limited purchase document.

PF7 **Route the Document**
Route Submits the document through routing and approval system in order to be paid.

PF8 **Recall Document**
Recal Recalls the document for further processing or changes.

PF12 **Warnings**
Warns Identifies any FAMIS warnings.

Set/Reset Limited Purchase Flags

Maintenance to a limited purchase document or items on a limited purchase document is performed using Screen 243. A document may be canceled/deleted, frozen, or reopened. Specific items or all items on a limited purchase document may also be deleted using this screen.

If you type 'Y' in the Complete PO: field, a tracking record will be created and displayed on Screen 291. **Documents that are completed normally will not be displayed on Screen 291**.

Screen 243 - Limited Purchase Flag Maintenance

```
243 LP Flag Maintenance          MERRICKS COMPANY                  09/15/09 15:50
                                                                    FY 2010 CC 02
Screen: ___ Doc: L800498                        D e l e t e d


                 Cancel / Delete Document: Y

                          Freeze Document: N

                          Reopen Document: N

                         Delete all Items: Y

                   Delete/Undelete Item: _____ thru Item: _____

Completing a document finalizes it and liquidates all encumbrances
This process CANNOT be reversed.  Do NOT complete a document unless
you are certain that no invoicing or receiving will be done in the future

                              Complete PO  N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                   Track CnclR Accts Extnd Items Warns
```

If a document is **cancelled** or **uncancelled**, you must enter a reason in the pop-up window provided.

```
+-------------------------------------------------------------------------+
| PNMWDCR  0013 NAT1011 Requested function key not allocated.             |
|                                                                         |
|   Cancel/Delete Reason: MERCHANDISE PURCHASED ON ANOTHER ORDER__        |
|                         ________________________________________        |
|                                                                         |
+-------------------------------------------------------------------------+
```

Basic Steps

- Advance to Screen 243.
- Type a valid limited purchase document number in the Action Line and press <ENTER> to display current flag settings.
- Modify flags as necessary.
- Press <ENTER> to record limited purchase flag changes.

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

Action Line

◆ **Doc:**	7 character/digits Identify the document number on which flags will be set/re-set.

Screen Information

Cancel / Delete Document:	1 character Indicate whether or not ('Y' or 'N') the document should be removed from the system.
Freeze Document:	1 character Indicate whether or not ('Y' or 'N') the document should be restricted from further activity.
Reopen Document:	1 character Signify whether or not ('Y' or 'N') a document that has been closed should be returned to an open status so that additions and modifications may be processed.
◆ **Delete all Items:**	1 character Signify whether or not ('Y' or 'N') all items from the specified document should be marked for deletion by the system.
◆ **Delete/Undelete Item:**	5 digits Identify the specific line item, or the first item in a range of items, on the document you wish to delete/undelete.
◆ **thru Item:**	5 digits Include the specific line item, or the last item in a range of items, on the document you wish to delete/undelete. If you are deleting a single item, place the same number in this field as you entered in the previous field.
◆ **Complete PO:**	1 character Indicate whether or not ('Y' or 'N') a document status should be changed to complete. Completing a document finalizes it and liquidates all encumbrances. It may not be reopened after it has been completed.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF7 **Track**	**Track** Displays the routing history of the selected document.
PF8 **CnclR**	**Cancel/Delete Reason** A reason for canceling or deleting a document is required.

PF9 **Accounts**
Accts Displays the accounts distribution used on the document.

PF10 **Document Header Extended Information**
Extnd Shows the extended document header data.

PF11 **Document Items**
Items Displays a list of the items on the document.

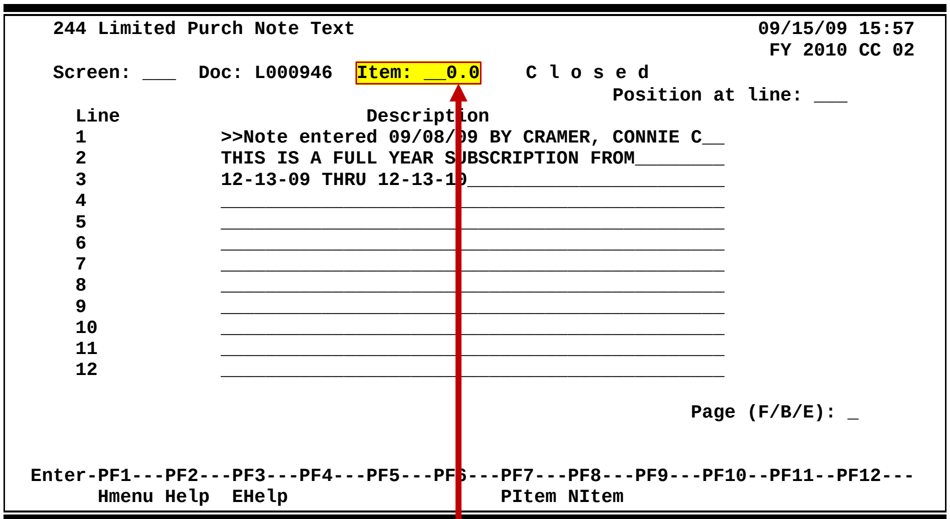
PF12 **Warnings**
Warns Identifies any FAMIS warnings.

Enter Notes to a Limited Purchase

You may enter informational notes about your limited purchase document using Screen 244. With this screen, you may type as many as ninety-nine lines of notes on an open or closed document.

There is no word wrap feature on this screen. To avoid splitting a word between two lines, use the TAB key to advance to the next available text line.

Screen 244 - Limited Purchase Note Text



```
  244 Limited Purch Note Text                                09/15/09 15:57
                                                              FY 2010 CC 02
  Screen: ___   Doc: L000946  Item: __0.0    C l o s e d
                                                     Position at line: ___
    Line                Description
    1             >>Note entered 09/08/09 BY CRAMER, CONNIE C__
    2             THIS IS A FULL YEAR SUBSCRIPTION FROM________
    3             12-13-09 THRU 12-13-10_______________________
    4             _____________________________________________
    5             _____________________________________________
    6             _____________________________________________
    7             _____________________________________________
    8             _____________________________________________
    9             _____________________________________________
    10            _____________________________________________
    11            _____________________________________________
    12            _____________________________________________

                                                       Page (F/B/E): _


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

To view the document header notes, type 0.0 in the Item: field.

Basic Steps

- Advance to Screen 244.
- Type a valid limited purchase document number in the Action Line. To view the header notes, type 0.0 in the Item: field.
- Press <ENTER> to display existing document notes.
- Add or modify text in the available lines, as desired, and press <ENTER> to record the information.

Document Notes Entry Process

<u>Enter Document Notes</u>

When notes have been entered regarding the limited purchase, the top line will automatically show the enterer and the date the entry was made.

<u>Page through Text</u>

The F/B/E: field is used to scroll through all of the lines of text added on Screen 244. Entering an 'F' will scroll one page forward. Entering a 'B' will scroll one page backwards. Entering an 'E' will take you to the "end" of the document notes.

View Document Notes

When notes are attached to document items they may be viewed with the NOTES PF Key indicated at the bottom of certain screens. The document header and all items that have notes attached will display the word "NOTE" at the top of these screens.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the limited purchase document number to be modified.

Item: 4 digits
Indicate the item number to attach the note.

Screen Information

Position at line: 3 digits
Identify which line of text should be positioned at the top of the screen.

Line: 2 digits
Shows the line number of each line of note text.

Description: 45 characters (99 lines)
Record information about the limited purchase.

Page (F/B/E): 1 character
Signify whether to scroll forward (F) or backward (B) through text lines, or scroll to the end (E) of the document notes.

Additional Functions

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

PF7
PItem
Previous Item
Go to the previous item.

PF8
NItem
Next Item
Go to the next item.

Copy Your Limited Purchase Order

When you process similar orders over and over (i.e. general supplies), you may find it convenient to copy old limited purchase documents to new ones. Screen 245 allows you to retrieve a limited purchase order that you previously entered and copy its line items to an existing or newly created limited purchase order.

Screen 245 - Copy Limited Purchase to Limited Purchase

```
 245 Copy Limited Purchase to Limited Purch.                    09/15/09 16:06
                                                                 FY 2010 CC 02
  Screen: ___ Doc: L700052 Item: _____   From Vendor: FISHER MICRO SUPPLIES
                                         From Doc FY: 2010
       New    Doc: L0_____   FY: 2010   Cat.: LP   Dt: 09/15/2010
          or
     Existing Doc: _______
 ------------------------------------------------------------------------------
Header Screen: _
                                                                          Proc
Func Item   ----- Desc ------   Quantity     Unit Price   UOM   Ext. Price   Cd
  _    1.0  T340-4 TRICHLOROE        1.00        126.8600 EA          126.86









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

Basic Steps

Copy Limited Purchase Items to a New Document

- Advance to Screen 245.
- Indicate the limited purchase order from which you wish to copy line items on the Action Line and press <ENTER>.
- Type the limited purchase document prefix followed by a zero (0) in the New Doc: field and press <ENTER>.
- Indicate whether or not you wish to advance to the limited purchase header (Screen 240) after copying items to the new document.
- Type a ‘C’ next to the item(s) you wish to copy to the new document.
- Press <ENTER> to create the new limited purchase order with the copied item information.

Copy Limited Purchase Items to an Existing Document

- Advance to Screen 245.
- Indicate the limited purchase order from which you wish to copy line items on the Action Line and press <ENTER>.
- Type the limited purchase order to which you would like to copy the line item(s).
- Indicate whether or not you wish to advance to the limited purchase header (Screen 240) after copying items to the specified document.
- Type a ‘C’ next to the item(s) you wish to copy to the specified document and press <ENTER> to copy the line items to the document.

Document Copy Process

Automatic Limited Purchase Order Creation

FAMIS will automatically assign the seven character limited purchase order number. This is accomplished by entering the limited purchase prefix followed by a zero (0) in the Doc: field. Purchasing prefix values are set by the FAMIS Services Team using Screen 854. However, you may view these values using Screen 855. The newly assigned limited purchase order number will be displayed after all items have been successfully copied to the new document.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the limited purchase order number from which you wish to copy line item information.

Item: 4 digits
Indicate the item number to position on the first line of the display.

From Vendor: 25 characters
Shows the name of the vendor from whom the items were purchased.

From Doc FY: 4 digits
Identifies the fiscal year in which the original limited purchase order was processed.

◆ **New Doc:** 7 character/digits
Enter the limited purchase document prefix followed by a **zero (0)** that instructs FAMIS to automatically assign a new document number.

-- or --

◆ **Existing Doc:** 7 character/digits
Include the existing limited purchase document number to which you wish to copy line item.

◆ **FY:** 4 digits
Indicate the fiscal year in which items are purchased. The field defaults to the current system fiscal year if left blank.

Cat.: Help 2 characters
Enter the category that defines the accounting and receiving characteristics of the document. This defaults to LP for limited purchase orders.

Dt: 8 digits
Indicate the date the new document is created. Defaults to the current system date if left blank.

Screen information

Header Screen: 1 character
Type 'Y' if system should advance to the header of the new document upon completion of copy.

Func: **Help** 1 character
Identify the function (i.e. copy line items) you wish perform on the selected line item(s).

Item: 5 digits
Shows the number of the document line item.

Desc: 20 characters
Displays a description of line item to be copied.

Quantity: 9 digits
Identifies the purchase quantity of the line item.

Unit Price: 11 digits
Indicates the line item price per unit of measure.

UOM: 3 characters
Represents the Unit of Measure for the line item.

Ext. Price: 12 digits
Reflects the total extended price of the item, as computed by the system.

Proc Cd: 1 character
Shows the processing code indicating if item has been transferred to another document.

Additional Functions

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

PF11
AdDpt
Additional Departments
Allows the addition of 10 extra department/sub-departments that will have approval and accounts on this requisition.

Section VIII
Exempt/Delegated Purchases

Exempt/Delegated Purchases Basic Concepts

An **exempt purchase** is a type of purchase where the merchandise or service is exempt from the Member or State of Texas purchasing requirements.

A **delegated purchase** is one where the 'delegation of authority' to purchase certain goods or services has been granted by the Member to a specific department.

Both types of purchases can only use specific object codes that are defined on Screen 306. The specific list of object codes is verified before the purchase document is closed.

For each exempt purchase entered into the system you will use the following screens:

235 Exempt/Delegated Purchase Header
236 Exempt Purchase Items
237 Exempt Purchase Close

Additional screens which may be used are:

233 Copy Exempt Purchase Order to Exempt Purchase Order
238 Exempt Purchase Flag Maintenance
239 Exempt Purchase Note Text

Information required to enter an exempt purchase consists of the following:

- **Department** for which this purchase is originating and any additional departments that may be splitting this purchase.

- **Vendor** if known prior to making the purchase. It will have to be supplied in order to close the document.

- **Reimburse ID** for the person who paid for the items and will receive the check generated for reimbursement.

- **User reference** which is a unique identifier assigned by your department for tracking this purchase.

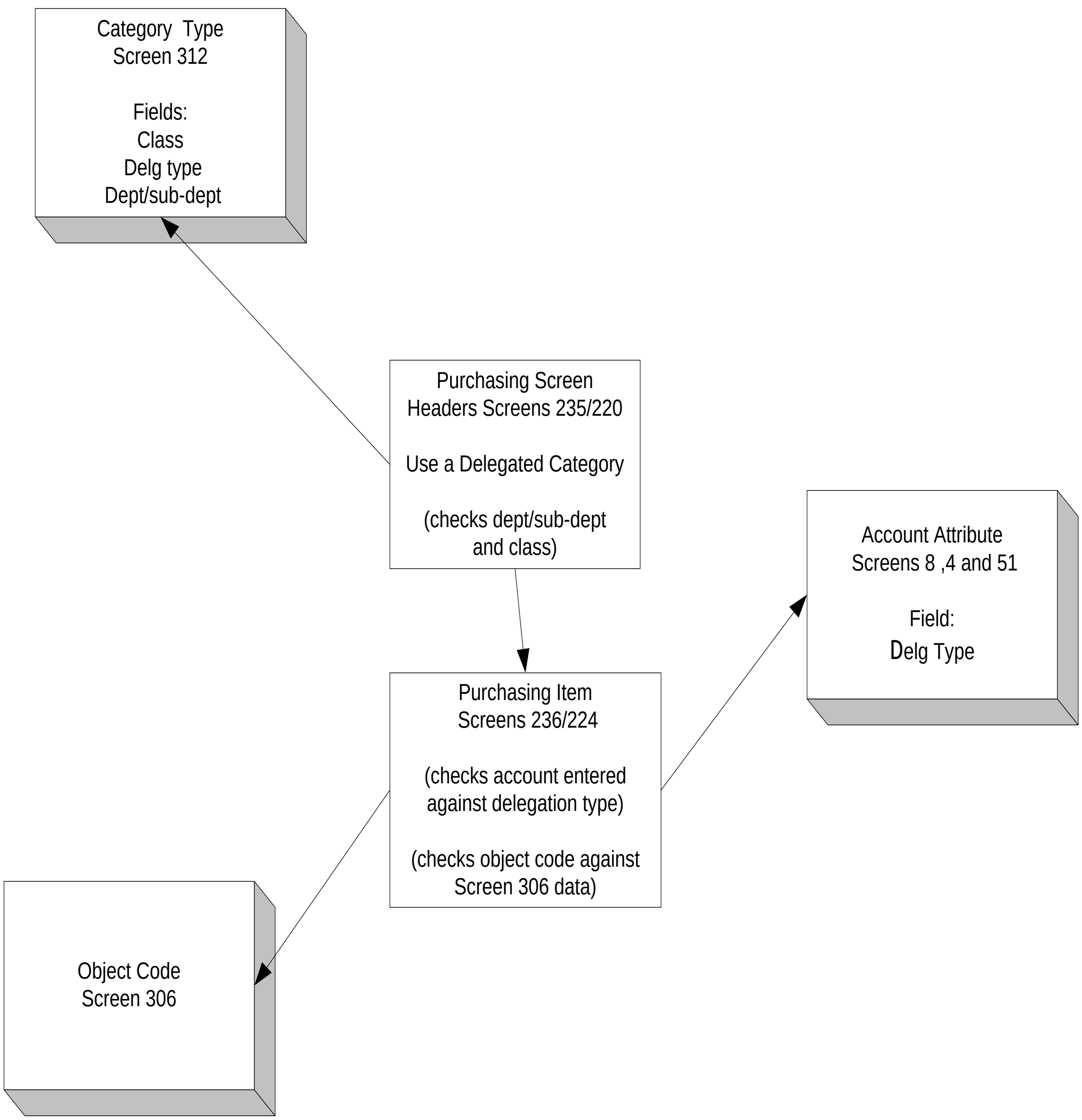
- **Address** for shipping and invoicing.

- All **accounts** that will be responsible for the purchase of the items.

Exempt/Delegated Purchases Setup

Delegated purchases may be entered on either the Exempt Purchasing screens or the Purchase Order screens. They are controlled by class (only P or E), department/subdepartment, account, object code and delegation type.

The following chart displays the connection of the various Screens and fields that are used to create and execute a Delegated purchase.



When Purchase Orders are used for delegated purchases, the entity security for the user should be set up with a specific department. This ensures that the user is restricted by department and object codes that can be used. If the entity security is set up with a specific department the user cannot use non-delegated categories such as "RO" which do not limit the subcodes that can be used on a document.

In order to use delegated purchases, five fields must be set up on Screen 312. A new purchasing **document category** must be established by FAMIS personnel. The **document class**, the **delegation type**, and the **department** and **subdepartment** fields must be entered with the appropriate values. The subdepartment may be all asterisks ('*') to allow all subdepartments to use the category.

> A separate category must be set up for each combination of class, department / subdepartment and delegation type.

Screen 312 – Doc. Category Maintenance

```
  312 Doc. Category Maintenance                                09/15/09 16:08
                                                                FY 2010 CC 02
  Screen: ___     Doc. Cat: UP

  Document Description: UNENCUMB - PHYS PL__

   * ------------------- * Processing Control Switches * ---------------- *
  Verify Account Numbers........... Y  Feed Requisitions to Accounting.. N
  Check Budget Balance............. N  Feed Encumbrances to Accounting.. N
  Check Commodity Code............. N  Perform 3-way Match.............. Y
  Delegation Type.................. C  Drop Flag......................... N

  Dept.... CONS_    Subdept.... *****  Class........................... P

  * ----------------------- * Tolerance Checking * ----------------------- *
Unit Price Control (UPC) $: __________    Ext. Price Control (XPC) $: ______
           *----- UPC CONTROL -----*     *----- XPC CONTROL -----*
            Unit Price  Ext. Price       Extended Price   Quantity
             Percent    Cap Amount          Percent       Percent
  Above (A): ______     ________            ______        ______
  Below (B): ______     ________            ______        ______
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

The Class: field indicates the type of document. The class may be either E (exempt) or P (purchase order).

You can place your cursor on the Doc. Cat: field, press PF2 and press <ENTER> to view a list of document categories:

Screen 312 – Doc. Category Maintenance Pop-Up Window

```
+----------------------------------------------------------+
|   F2202 Mark field with an "X" to select                  |
|                                                           |
| Screen: ___       Search Criteria: Doc. Cat.: __          |
|                                          Drop: N          |
|                                                           |
|      Cat.      Description              Drop              |
|  _    BE       BLANKET ENCUMBERED         N               |
|  _    BO       REF. BLANKET ORDER         N               |
|  _    BU       BLANKET UNENCUMBERED       N               |
|  _    EP       EXEMPT PURCHASES           N               |
|  _    LP       LIMITED PURCHASE           N               |
|  _    MD       MASTER ORDER (DISC)        N               |
|  _    MQ       MASTER ORDER (QTY)         N               |
|  _    RO       REGULAR ORDERS             N               |
|  X    UP       UNENCUMB - PHYS PL         N               |
|  _                                                        |
|  _                                                        |
|  _                                                        |
+----------------------------------------------------------+
```

When a purchasing document is entered with a delegated category, the department/subdepartment will be checked against the Screen 312 data. If "*****' is entered in the subdepartment on Screen 312, any subdepartment for the specified department can be used.

The delegation type field has been added to Screens 4, 8, and 51. If a delegation type exists on the category entered on the purchasing document, then all accounts on the document must match the delegation type on the document.

Screen 4 – GL Attributes 2

```
    004 GL Attributes 2                                        09/15/09 16:11
                                                                FY 2010 CC 02
    Screen: ___ Account: 026000 ____        DISTANCE LEARNING - NONFUNDED CLR
                                           ---Endowment Earnings Distribution---
   Element of Instit. Cost: ___ Sub-El: __  Acct: ______ _____ ____ Pct: ______
                Restricted: _               Acct: ______ _____ ____ Pct: ______
     Payroll Acct Analysis: ____            Acct: ______ _____ ____ Pct: ______
                Bond Issue: ________        Acct: ______ _____ ____ Pct: ______
    Accountant Responsible: 5uuuuuuu4       Acct: ______ _____ ____ Pct: ______
                 CRAMER, CHARLES C              ------ Subcode Edits ------
           Interest Exempt: _                      Low      High  Match
    Interest Exempt Reason: __                     ____     ____    _
          Interest GL Acct: ______                 ____     ____    _
          Capital Campaign: _                      ____     ____    _
           Delegation Type: _                      ____     ____    _
                                                   ____     ____    _

   Comments: DISTANCE LEARNING CLASSES ARE FOR OUT OF STATE RESIDENTS____
             ONLY.  NO EXPENSES RELATED TO IN STATE WEB CLASSES ALLOWED._
             SOF: STUDENT FEES___________________________________________
             ____________________________________________________________
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       Next
```

Screen 8 – Support Account Attributes

```
  008 SL Attributes 2                                            09/26/09 14:21
                                                                  FY 2009 CC 02
  Screen: ___  Account: 270190 ____ MAINTENANCE & REPAIR DEPARTMENT

      Element of Cost: ___  Sub-El: __      Foreign Tvl: 5    Gen Exp Bud: _
      Effort Category: USVC_                Rev Pledged: _     Restricted: _
     Salary Sav. Dist: ______ _____ ____ Pyrl Acct Anal: 5012  Delg Type: C
 Fac Salary Sav. Dist: ______ _____ ____    Int Exempt: _ Int Exe Reason: __
 Fac Savings Form 500: ______ _____ ____  Interest Acct: ______ _____
Grad Savings Form 500: ______ _____ ____     Obj Trans   --- Subcode Edits ---
          Bond Issue: ________               Cat Type     Low     High    Match
         Budget Sort: ______     Cost Ref 1:  _    _     ____    ____     _
     Gift Fee Exempt: _          Cost Ref 2:  _    _     ____    ____     _
       A/R  Clerk Cd: __      Cap. Campaign:  8          ____    ____     _
GCP/Constr.Proj: __________                              ____    ____     _
Accountant Resp: 5uuuuuuu4  CRAMER, CHARLES C            ____    ____     _
 Title to Equip: ________________________________________
Comments: TO ACCOUNT FOR INCOME AND EXPENSES.__________________________
          ____________________________________________________________
          ____________________________________________________________
          ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Next  CAcct
```

A program has been written to set the delegation type on the accounts. This program will set the type based on department and sub-department. A range of accounts may also be specified. The program name is XXFGDLG. It can be run for GLs, SLs and SAs.

The delegation type is a one character field. The user entering a document is not required to enter the delegation type. The only thing required by the enterer is the document category. The delegation type may be determined by each agency. **These codes are set up by the FAMIS team on Screen 899 (table IAFRS-FG-FS-DELG-TYPE).** Some options might be:

C	=	Physical Plant Construction
F	=	Food Services
G	=	Graphic Services
L	=	Library
P	=	Printing Center

Screen 306 has been changed to allow object codes to be specified for a delegation type. Account controls as well as object codes can be specified on Screen 306. Only the object codes/account controls defined on Screen 306 for the delegation type can be entered on a document if a special delegated category is entered. The current Exempt codes are viewable by typing 'E' in the "Exempt/Delg" field.

Screen 306 – Maintain Exempt/Delegation Type Object Code Table

```
   306 Maintain Exempt/Delegation Type Object Code Table          09/15/09 16:19
                                                                   FY 2010 CC 02
   Screen: ___        Acct Type: SL        Exempt/Delg: E

             Low      High
   Func      Obj      Obj                     Description
     _      0290     0292     PRIVATE GIFTS - VARIOUS___________________________
     _      0688     0688     COMPONENT PATENT INCOME___________________________
     _      1516     1516     QATAR PAYROLL_____________________________________
     _      1517     1517     QATAR PAYROLL_____________________________________
     _      1782     1782     TAMUQ HOUSING ALLOWANCE___________________________
     _      1790     1790     TAMUQ LOCAL HIRE ALLOWANCE________________________
     _      1792     1792     QATAR PAYROLL_____________________________________
     _      1900     1990     EXEMPT - BENEFITS_________________________________
     _      3010     3420     EXEMPT - TRAVEL___________________________________
     _      4015     4015     EXEMPT - SUPPLIES FOOD SERVICES/SOFC ONLY_________
     _      4017     4017     SOFC - OFFICE SUPPLIES____________________________
     _      4025     4025     DIRECT PUBS ONLY - SUBS, PERIODICALS, & INFO SYS__
     _      4045     4045     TAMU PHARMACY ONLY - MEDICAL SUPPLIES_____________
     _      5010     5035     EXEMPT - UTILITIES________________________________
     ********** More Data -- Press <ENTER> to View
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Screen 306 – Maintain Exempt/Delegation Type Object Code Table

```
   306 Maintain Exempt/Delegation Type Object Code Table          09/15/09 16:19
                                                                   FY 2010 CC 02
   Screen: ___        Acct Type: SL        Exempt/Delg: C

             Low      High
   Func      Obj      Obj                     Description
     _      5450     5451     ARCH. AND ENG. SERVICES___________________________
     _      6930     6930     SPECIAL TRADE CONSTRUCTION CONTRACTS______________
     _      6931     6931     HEAVY CONSTRUCTION OTHER THAN BUILDING CONTRACTS__
     _      6932     6932     BLDG CONST, INCLUDING GEN CONTR AND OPERATIVE BLDR
     _      6933     6933     OTHER SERVICES CONTRACTS__________________________
     _      6934     6934     PROFESSIONAL SERVICES CONTRACTS___________________
     _      6935     6935     COMMODITIES CONTRACTS_____________________________
     _      8711     8733     C.I.P_____________________________________________
     _      ____     ____     __________________________________________________
     _      ____     ____     __________________________________________________
     _      ____     ____     __________________________________________________
     _      ____     ____     __________________________________________________
     _      ____     ____     __________________________________________________
     _      ____     ____     __________________________________________________
          **** End of Data ****
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

PF2 Key used on Exempt/Delg: field

```
+------------------------------------------------+
|                                                |
|   *** D I C T I O N A R Y - H E L P ***        |
|                                                |
|  M  VALUES MEANING                             |
|  -  -----  ------------------------------------ |
|  _  BLANK  NO DELEGATION TYPE                  |
|  _  C      CONSTRUCT/ PHPL                     |
|  _  F      FOOD SERVICES                       |
|  _  G      GRAPHIC SERVICES                    |
|  _  L      LIBRARY                             |
|                                                |
|   Select a Value or Press <PF4> to Quit        |
+------------------------------------------------+
```

Exempt/Delegated Purchase Headers

An exempt/delegated purchase order is entered on Screen 235 to capture information that pertains to the purchase of merchandise that is either exempt from Member and GSC purchasing requirements or where the purchasing authority has been delegated to the department.

General information that pertains to the entire purchase such as the category, all departments, the vendor, and the ship to/invoice to addresses will be found on this screen.

Screen 235 – Exempt/Delegated Header

```
  235 Exempt/Delegated Header                                       09/15/09 16:21
                                                                    FY 2010  CC 02
  Screen: ___  Doc: E000073            I n   P r o c e s s
           Doc Year: 2010   Order Date: 09/04/2009        Cat.: EP  State:
               Dept: PHPL_     Subdept: _____        Total Amt:

   Doc Summary: ONE YEAR RENEWAL__________________________________
        Vendor: 1vvvvvvvvv1 SAGE SOFTWARE INC              LDT Cd: __
  Reimburse ID: ___________                                   FOB: __
      User Ref: 150003-00143__                  All Items Received: Y
                                                     Date Received: 09/04/2009
 Ship To       Address Nbr: 462          Invoice To       Address Nbr: 462
 Name: PHYSICAL PLANT ACCTG._________    Name: PHYSICAL PLANT ACCTG._________
 Addr: AGRONOMY ROAD_________________    Addr: AGRONOMY ROAD_________________
       ______________________________          ______________________________
       1371 TAMU_____________________          1371 TAMU_____________________
       ______________________________          ______________________________
 City: COLLEGE STATION_____ State: TX    City: COLLEGE STATION_____ State: TX
  Zip: 778431371   Country: __            Zip: 778431371   Country: __
Phone: ____________ Fax: ____________   Phone: ____________ Fax: ____________

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

Basic Steps

Create a New Exempt/Delegated Purchase Header

- Advance to Screen 235, type a document prefix followed by zero in the Doc: field on the Action Line and press <ENTER>.
- Enter the department, document summary, and user reference.
- Indicate whether or not the purchase items have been received, the date they arrived (if they have been received), as well as the ship to and invoice to addresses.
- Type additional information in the available fields, as desired, and press <ENTER> to record the purchase information.
- If all information has been successfully entered, the **system-assigned exempt/delegated purchase order number** will be displayed on the Action Line.

Modify an Existing Exempt/Delegated Purchase Header

The document must be open to make any changes.

- Advance to Screen 235, type a valid exempt/delegated purchase order number in Doc: field on the Action Line and press <ENTER>.
- Enter valid data in the available fields, as desired, and press <ENTER> to record the information.

Exempt/Delegated Purchase Creation Process

When to Create an Exempt/Delegated Purchase Order

Exempt/delegated purchase orders are created in order to record the purchase of merchandise that is exempt from TAMU and State of Texas (GSC) purchasing requirements. Purchase of exempt items is signified by the use of Exempt Object Codes. These codes are recorded on Screen 306. See below for a sample list of exempt object codes and their description, as displayed on Screen 306.

Type "GL" or "SL" in the Acct Type: field to view codes for the desired account type.

Screen 306 – Maintain Exempt/Delegation Type Object Code Table

```
    306 Maintain Exempt/Delegation Type Object Code Table          09/15/09 16:22
                                                                    FY 2010 CC 02
    Screen: ___       Acct Type: SL      Exempt/Delg: E

              Low     High
    Func      Obj     Obj                     Description
      _      0290    0292     PRIVATE GIFTS - VARIOUS___________________________
      _      0688    0688     COMPONENT PATENT INCOME___________________________
      _      1516    1516     QATAR PAYROLL_____________________________________
      _      1517    1517     QATAR PAYROLL_____________________________________
      _      1782    1782     TAMUQ HOUSING ALLOWANCE___________________________
      _      1790    1790     TAMUQ LOCAL HIRE ALLOWANCE________________________
      _      1792    1792     QATAR PAYROLL_____________________________________
      _      1900    1990     EXEMPT - BENEFITS_________________________________
      _      3010    3420     EXEMPT - TRAVEL___________________________________
      _      4015    4015     EXEMPT - SUPPLIES FOOD SERVICES/SOFC ONLY_________
      _      4017    4017     SOFC - OFFICE SUPPLIES____________________________
      _      4025    4025     DIRECT PUBS ONLY - SUBS, PERIODICALS, & INFO SYS__
      _      4045    4045     TAMU PHARMACY ONLY - MEDICAL SUPPLIES_____________
      _      5010    5035     EXEMPT - UTILITIES________________________________
      ********** More Data -- Press <ENTER> to View
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Create Exempt/Delegated Purchase Order Document Numbers

Type a document prefix (usually an **"E,"** the abbreviation for exempt purchase) followed by a **zero** and then press <ENTER> to have the system automatically assign a document number. You may also manually assign the number using the following format (xxxxnnn), where "xxxx" represents the first department on the document and "nnn" is a sequentially assigned number logged by the department.

Screen 235 – Exempt/Delegated Header (cont'd)

A pop-up window requesting departments and sub-departments will then be displayed. Type all Departments/Sub-Departments that will have accounts on this document. **At least one department is required to create an exempt purchase document.** Press <PF4> to exit this pop-up window.

Department/Sub-Department Pop-Up Window

```
+-------------------------------------------------------------------+
|        Enter all Campus Codes and Departments/SubDepartments       |
|        that will have accounts on this document                    |
|                                                                    |
|                   Dept        SubDept        CC                    |
|                   ANTH_       _____          02                    |
|                   _____       _____          __                    |
|                   _____       _____          __                    |
|                   _____       _____          __                    |
|                   _____       _____          __                    |
|                   _____       _____          __                    |
|                   _____       _____          __                    |
|                   _____       _____          __                    |
|                   _____       _____          __                    |
|                   _____       _____          __                    |
|                        Press <PF4> to Exit                         |
+-------------------------------------------------------------------+
```

Once the system has returned to the exempt purchase header screen you will receive the message **"Document number will be created automatically"** above the Action Line.

Before you can close your exempt purchase order, the primary department must be entered for each account on the document.

Vendor Information

Vendor search and selection is available for all vendor ID numbers. If the vendor ID is unknown, enter an asterisk (*) in the Vendor: field and press <ENTER> to access a pop-up window. This window will display a list of vendors and their ID numbers. Type an 'X' next to the desired vendor and press <ENTER> to select the vendor and return to Screen 235. Press PF4 if you wish to return to Screen 236 without selecting a vendor. The vendor is not required to create a new exempt purchase order, but it must be entered before the document may be closed.

LDT Codes

Legal Descriptive Text (LDT) codes specify certain attributes of the purchase as a whole. Type a question mark (?) in the LDT Cd: field and press <ENTER> to access a pop-up window with a complete list of valid codes. Type an 'X' next to the code to be applied to the purchase and press <ENTER> to select the code and return to Screen 235. Press PF4 to return to Screen 235 without selecting a code.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the exempt/delegated purchase order document number to be created/modified.

Screen Information

Doc Year: 4 digits
Indicate the fiscal year the document was created. **This field always defaults to the current system fiscal year.**

◆ **Order Date:** 8 digits
The date the limited purchase is made. This can be modified once a date is entered. A future date in this field is not allowed.

Cat.: 2 characters
Shows document category used to define the accounting and receiving characteristics of the exempt/delegated purchase document. **It will be filled in automatically by the system.**

State: 1 character
'Y' indicates a State account is used for this purchase.

◆ **Dept:** Help 5 characters
Indicate the department for the primary account responsible for the purchase.

Subdept: Help 5 characters
Indicate the sub-department for the primary account responsible for the purchase.

Total Amt: 15 digits
Displays the total dollar amount of all items that have been added to this document. This field is blank until items are entered against this document.

◆ **Doc Summary:** 50 characters
Include a brief description of the entire purchase.

Vendor: 11 digits
Indicate the FAMIS vendor identification number.

LDT Cd: Help 2 characters
Include the Legal Descriptive Text codes which are used to identify any special instructions that need to be added to the purchase.

Reimburse ID: 11 digits
Identify the vendor ID number to whom the reimbursement check should be made out, if the items were paid for at the time of purchase.

FOB: Help 2 characters
Indicate the freight code defining conditions by which purchased goods will be transported/delivered.

◆ **User Ref:** 14 digits
Identify the user reference number which is used to indicate the subsidiary ledger (SL) account number used for the purchase followed by the departmental reference number.

◆ **All Items Received:** 1 character
Indicate whether or not ('Y' or 'N') all items purchased have been received.

Date Received: 8 digits
Identify the date the items purchased were received.
Entry required if 'Y' is entered in All Items Received: field.

Ship To

◆ **Address Nbr:** Help 3 digits
Indicate the code which identifies the address to which items purchased will be delivered.

◆ **Name:** 30 characters
Identify the department to which items purchased will be delivered. **This will be filled in automatically if an "Address Nbr" is specified.**

◆ **Addr:** 120 characters/digits
Type the street address to which items purchased will be delivered. **This will be filled in automatically if an "Address Nbr" is specified.**

◆ **City:** 20 characters
Indicate the city to which items purchased will be delivered. **Will be filled in automatically if an "Address Nbr" is specified.**

◆ **State:** 2 characters
Enter the state to which items purchased will be delivered. **This will be filled in automatically if an "Address Nbr" is specified.**

◆ **Zip:** 9 digits
Identify the zip code to which items purchased will be delivered. **This will be filled in automatically if an "Address Nbr" is specified.**

◆ **Country:** 3 characters
If shipment is to be made outside the United States, enter the country code. **This will be filled in automatically if an "Address Nbr" is specified.**

Phone: 12 digits
Include the phone number for the contact person at the address where items are being shipped. **This will be filled in automatically if an "Address Nbr" is specified.**

Fax: 12 characters
Enter the fax number for the contact person at the address where items are being shipped. **This will be filled in automatically if an "Address Nbr" is specified.**

Invoice To

◆ **Address Nbr:** Help 3 digits
Include the code which identifies the address to which items purchased will be billed. **This will be filled in automatically if an "Address Nbr" is specified.**

◆ **Name:** 30 characters
Enter the name of the department to which items purchased will be billed. **This will be filled in automatically if an "Address Nbr" is specified.**

◆ **Addr:** 120 characters/digits
Identify the street address to which items purchased will be billed. **This will be filled in automatically if an "Address Nbr" is specified.**

◆ **City:** 20 characters
Indicate the city to which items purchased will be billed. **This will be filled in automatically if an "Address Nbr" is specified.**

◆ **State:** 2 characters
Enter the state to which the invoice will be sent. **This will be filled in automatically if an "Address Nbr" is specified.**

◆ **Zip:** 9 digits
Identify the zip code for the invoice address. **This will be filled in automatically if an "Address Nbr" is specified.**

◆ **Country:** 3 characters
If invoice is sent to an address outside the United States, enter the country code. **This will be filled in automatically if an "Address Nbr" is specified.**

Phone: 12 digits
Include the phone number for the contact person at the billing address. **This will be filled in automatically if an "Address Nbr" is specified.**

Fax: 12 characters
Enter the fax number for the contact person at the billing address. **This will be filled in automatically if an "Address Nbr" is specified.**

Additional Functions

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

PF8
ADDR
Address
Displays vendor's address and addition vendor information.

PF5
Next
Next
Advances to the next screen.

PF9
Notes
Notes (Document Notes)
Used to enter free-form notes about the purchase.

> These are on-line reference notes regarding the document. They will not be printed.

PF11
AdDpt
Additional Departments
Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this document.

Create/Modify Exempt Purchase Items

Screen 236 is used to enter information for each item on the exempt purchase document. This screen is also used to make any necessary changes on the items purchase. Use the PF keys at the bottom of this screen to view additional information about the exempt purchase item.

Screen 236 - Exempt Purchase Item

```
   236 Exempt Purchase Item                                         09/15/09 16:27
                     JAMES J*JOHNSON                                 FY 2010 CC 02
   Screen: ___  Doc: E000260  Item: 1.0__
                                                 Unit                    Ext.
  Item  St        Account         Qty.      UOM      Price    --Disc.--  Price
    1.0 CO 241607 10000 xxxx   1.00______ EA__ 627.7700_____ _ ______      627.77
       Comm: _______________ Desc: Airfare, roundtrip, IAH to Toronto, Canada.__
       Part: _______________       _____________________________________________
       Proc cd: _ St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _

    2.0 CO 241607 10000 xxxx   1.00______ EA__ 77.2300______ _ ______       77.23
       Comm: _______________ Desc: Meals from 9/3-4/09._________________________
       Part: _______________       _____________________________________________
       Proc cd: _ St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _

    3.0 CO 241607 10000 xxxx   1.00______ EA__ 95.0000______ _ ______       95.00
       Comm: _______________ Desc: Registration 9/3-6/09. Max reimbursement for_
       Part: _______________       this trip is $800.00.________________________
       Proc cd: _ St:   Cost Ref 1: _______ 2: _______ 3: _______ TIBH: _
 Page (F/B): _                               Document Total:              800.00

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Next  IDesc Bkwd  Frwd        CAcct MAcct Warns
```

Basic Steps

- Advance to Screen 236.
- Type a valid exempt purchase order number in the Doc: field on the Action Line and press <ENTER> to display existing line item information.
- Enter a valid account number, support account number (if used) and object code.
- Enter a valid quantity, unit of measure, unit price, and line item description.
- Enter additional information in the available fields, as desired, and press <ENTER> to record the line item information.
- You may search for the desired commodity code by typing a question mark (?), at least three alpha characters, or surround the commodity name with asterisks (i.e. *PAPER*).

Line Item Process

Line Item Entry

Documents may have up to 900.0 items. The item number will default to **1.0** when the document is being created. FAMIS automatically increments the item number by one for each additional item you need to enter on the document. Use the decimal position of the item number to represent a **text only** item for the document.

Multiple Accounts

When payment of an item is split across several accounts, each account must be entered for that item. Up to 40 accounts may be specified for an item by using <PF11> to access an additional pop-up window.

Payment by an account may be specified either by dollar amount or percentage of the line item balance. Either the percentage of the line item balance or the amount paid by each account must be entered to process the line item information. The total percentage amounts must equal 100%. It is recommended that percentage be used rather than dollar amounts. If any dollar amount is specified for an account, these amounts are subtracted from the extended price and the percentages are applied to the remaining balance to calculate each account total.

Change the Document

Closing a document encumbers the estimated amount. The document may be reopened using Screen 237 once the purchase is made so that adjustments can be made. The vendor may also be changed at this time. When the document is closed again, any changes to amounts will adjust the encumbrances from a previous close.

Inventory Part Number

The inventory part number is used to define specific items within a department. This is especially useful for supplies that are repeatedly ordered. It may also be used to tie FAMIS purchasing information to departmental inventory records.

The inventory part number is based on the first department on the exempt purchase document. Departments may use Screen 234 (below) to set up inventory part numbers. **When the part number is entered on Screen 236 its description will automatically be filled in by the system.**

Screen 234 – Part Description Maintenance

```
 234 Part Description Maintenance                              09/15/09 16:31
                                                                FY 2010 CC 02
 Screen: ___   Dept: CHEM_   Part Nbr: AX0120-8_______
                                                    Delete: _

 Text:  175-13-60014-2, ACETONE, 4L, ACS, 99.5%______
        AX0120-8_____________________________________
        _____________________________________________
        _____________________________________________




       *   Please enter text in UPPER and LOWER case.


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

TIBH (Texas Industries for the Blind and Handicapped)

The TIBH field is used to indicate the reason that TIBH was or was not used as the vendor for the bid/purchase. This field is optional and can be set to be required on a campus by campus basis. **If the TIBH flag is set, the TIBH field is required on both Screen 224 and Screen 241.**

It is also on Screen 236 but is not required if the TIBH required flag is set.

TIBH reporting must be done on the commodity code level.

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

Action Line

◆ **Doc:**	7 character/digits Identify the exempt purchase document number to add or modify line item information.
◆ **Item:**	4 digits Type the item number to be created or modified.

Screen Information

Item:	3 digits Shows the line item number assigned.
St:	3 characters Indicates the status of the specified item.
◆ **Account:**	15 digits Identify the account number (subsidiary ledger + support account + object code) responsible for payment of the specified line item.
◆ **Qty.:**	10 digits Indicate the purchase quantity of the specified line item.
◆ **UOM:**	Help 4 characters Identify the Unit of Measure for the specified line item to be printed on the purchase order.
◆ **Unit Price:**	16 digits Indicate the estimated dollar amount to be paid per unit of measure.
Disc.:	Help 1 character/6 digits Identify whether the discount entered is a dollar amount (D) or a percentage (P) followed by the amount of the discount to be taken for the specified line item.
Ext. Price:	16 digits Displays the total item extended amount calculated by the system.
Comm:	Help 15 digits Include the commodity code for classifying goods and services.
◆ **Desc:**	2 lines (45 characters each) Identify a detailed description of the specified line item.
Part:	Help 15 digits Include the part number that is used to define specific items within a department's inventory.

Proc cd: Help 1 character
Identify the processing code which indicates whether or not the item needs special processing (i.e.: vendor discount, trade in, no charge).

St: 1 character
'Y' indicates State funds were used for purchase.

Cost Ref 1, 2, 3: 7 characters/digits
Enter the user-defined cost accounting reference number. This reference number is used to provide additional details about the processing of the selected line item.

TIBH: 1 character/digit
Include the reason TIBH (Texas Industries for the Blind and Handicapped) was or was not used as the vendor for the bid/purchase. Valid values include:

N	=	Not Provided by TIBH
T	=	TIBH Purchase
1	=	Quantity
2	=	Quality
3	=	Delivery Time
4	=	Life Cycle
5	=	Price

Page (F/B): 1 character
Indicate whether to scroll forward (F) or backwards (B) one page through the line items.

Document Total: 16 digits
Shows total dollar amount of all line items.

Additional Functions

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

PF5 Next — **Next**
Advances to the next screen (Screen 237) to close the document.

PF6 IDesc — **Item Description**
Place cursor on an item and press this key to view extended item description.

PF10 CAcct — **Copy Account**
Used to copy account information from the previous item to the current item. All dollar amounts are left blank and require either amount or percentage for a new item to be specified.

PF11 MAcct — **Multiple Account**
Provides a pop-up window to continue adding multiple accounts, support accounts or expense object codes to the document.

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

Close an Exempt Purchase Order

You should close your exempt purchase document after all required information has been successfully entered to prevent changes from being inadvertently added. Closing your document will also encumber the necessary funds.

> It is possible to close and reopen a document as many times as necessary in order to make changes, providing the exempt purchase document has not entered the routing and approval system of FAMIS.

Screen 237 - Exempt Purchase Close

```
  237 Exempt Purchase Close                                 09/15/09 16:37
                                                            FY 2010  CC 02
  Screen: ___  Doc: E000818            C l o s e d


                    Close Document: Y


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


     Doc Summary: REFERENCE MATERIAL
        Doc Year: 2010    Doc Date: 09/11/2009      Cat: EP  State:
            Dept: LIBR    Sub Dept:            Total Amt: 165.00

        Vendor: 1vvvvvvvvv1 EDISON ELECTRIC INSTITUTE       LDT Cd: LE
  Reimburse Id:                                                FOB:
      User Ref: 289010-40000                  All Items Received: Y
                                                   Date Received: 10/26/2009



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

Basic Steps

- Advance to Screen 237.
- Type a valid exempt purchase document number on the Action Line.
- Press <ENTER> to display existing document information.
- Set the Close Document: flag to 'Y' and press <ENTER>. If all required information has been properly entered, the message "Document closed successfully" will appear in the message line.
- Type 'Y' to submit to routing and approval.

Exempt Purchase Close Process

<u>Encumbrance Process</u>

Closing the document generates encumbrances which set aside funds to pay for the purchase. All documents, except those which set up a blanket order, are encumbered. The encumbrances are established using the 7-digit document ID created when the exempt purchase is entered. The User Reference number entered on the header of the exempt purchase will be transferred to the encumbrances. The encumbrances may be viewed on Screens 20, 21, 22, and 26.

Change the Document

Closing a document encumbers the estimated amount. The document may be reopened using Screen 238 once the purchase is made so that adjustments can be made. The vendor may also be changed at this time. When the document is closed again, any changes to amounts will adjust the encumbrances from a previous close.

You may open and close, or reopen and close your document, as many times as is necessary before you send it into the Routing and Approval system of FAMIS. But you may need to make changes to it after it has already been sent into routing. For example, you may need to change an account object code on a document after you have closed it and sent it into routing. However, before you can make those changes, you must remove the document from the routing system. To do this, you should:

- Advance to Screen 912 (your document Out-Box).
- Locate the document you would like to reopen and type an 'X' next to it.
- Press PF5 to recall the document from the Routing and Approval system.
- Advance to Screen 238 to reopen the document.

Route the Document

A closed document may be submitted to the routing and approval process by pressing the PF7 key.

If the document is submitted for routing after it is closed, it cannot be reopened without recalling the document from routing (see above for instructions on recalling a document).

Rejected Documents

If errors are detected to your document while in routing, it will be rejected and returned to your In-Box for correction. When this happens, you should:

1. Select the document by typing an 'X' next to it in your In-Box and press the PF8 (Sel) key.
2. When the Purchasing Document Cover Sheet pop-up window appears, type 'NOT' in the Action: field to display the routing notes that explain the reason for the rejection.
3. Reopen the document on Screen 238 by setting the Reopen Document flag to 'Y' and press <ENTER>.
4. Make the necessary changes using Screens 235 to 239.
5. Finally, advance to Screen 237 to close and re-route the document.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the exempt purchase document number to be closed.

◆ **Close Document:** 1 character
Indicate whether or not ('Y' or 'N') the selected document should be closed.

Screen Information

Doc Summary: 50 characters
Displays a brief description of the entire purchase.

Doc Year: 4 digits
Shows the fiscal year the document was created.

Doc Date: 6 digits
Indicates the date on which the purchase was entered into the system.

Cat: 2 characters
Displays the category which is used to define the accounting and receiving characteristics of the document.

State: 1 character
Indicates whether or not ('Y' or 'N') State funds were used for this purchase.

Dept: 5 characters
Indicates the department for the primary account responsible for the purchase.

Sub Dept: 5 characters
Indicates the sub-department for the primary account responsible for the purchase.

Total Amt: 15 digits
Displays the total dollar amount of all items that have been entered.

Vendor: 11 digits/30 characters
Identifies the FAMIS identification number for the vendor associated with the purchase.

LDT Cd: 2 characters
Represents the Legal Descriptive Text Codes which are used to indicate any special instructions that need to be added to the purchase.

Reimburse Id: 11 digits
Identifies the vendor ID number to whom the reimbursement check should be made out, if the items were paid for at the time of purchase.

FOB: 2 characters
Indicates the freight code defining conditions by which purchased goods will be transported/delivered.

User Ref: 14 digits
Displays the User Reference number which identifies the subsidiary ledger (SL) account number used for the order followed by the departmental reference number.

All Items Received: 1 character
Indicates whether or not ('Y' or 'N') all items purchased have been received.

Date Received: 8 digits
Displays the date the items purchased were received. This date is required.

Additional Functions

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

PF5
Next
Next
Advances to the next screen (Screen 235).

PF6
Item
Item
Displays a list of all items entered on the exempt purchase document.

PF7
Route
Route the Document
Submits the document through the Routing and Approval system in order to be paid.

PF8
Recal
Recall the Document
Select this PF key to recall the document for further processing.

PF12
Warns
Warnings
Identifies any FAMIS warnings.

Set/Reset Exempt Purchase Flags

Maintenance to an exempt purchase document or items on an exempt purchase document is performed using Screen 238. A document may be canceled/deleted, frozen, or reopened. Specific items or all items on an exempt purchase document may also be deleted using this screen.

Screen 238 - Exempt Purchase Flag Maintenance

```
   238 EP Flag Maintenance          DARLA D*DREW                    09/15/09 16:44
                                                                     FY 2010 CC 02
   Screen: ___ Doc: E000021                        D e l e t e d


                  Cancel / Delete Document: Y

                            Freeze Document: N

                            Reopen Document: N

                          Delete all Items: Y

                       Delete/Undelete Item: _____ thru Item: _____
  ---------------------------------------------------------------------------
   Completing a document finalizes it and liquidates all encumbrances
   This process CANNOT be reversed.  Do NOT complete a document unless
   you are certain that no invoicing or receiving will be done in the future

                              Complete PO   N

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                    Track CnclR Accts Extnd Items Warns
```

If a document is cancelled or uncancelled, you must enter a reason in the pop-up window provided.

```
+-----------------------------------------------------------------------+
|                                                                       |
|   Cancel/Delete Reason: NEED TO CHANGE OBJECT CODE AND SHOULD BE      |
|                         LIMITED DOCUMENT.______________________       |
+-----------------------------------------------------------------------+
```

Basic Steps

- Advance to Screen 238.
- Type a valid exempt purchase document number on the Action Line and press <ENTER> to display current flag settings.
- Modify flags as necessary and press <ENTER> to record exempt purchase flag changes.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the document number on which flags will be set/re-set.

Screen Information

◆ **Cancel / Delete Document:** 1 character
Indicate ('Y' or 'N') if the document should be removed from the system.

- **Freeze Document:** 1 character
  Indicate whether or not ('Y' or 'N') the document should be restricted from further activity.

- **Reopen Document:** 1 character
  Identify whether or not ('Y' or 'N') a document that has been closed should be returned to an open status so that additions and modifications may be processed.

- **Delete all Items:** 1 character
  Indicate whether or not ('Y' or 'N') all items from the specified document should be marked for deletion by the system.

- **Delete/Undelete Item:** 5 digits
  Identify the specific line item, or the first item in a range of items, on the document you wish to delete/undelete.

- **thru Item:** 5 digits
  Enter the specific line item, or the last item in a range of items, on the document you wish to delete/undelete. **If you are deleting a single item, type the same number in this field as you entered in the previous field.**

- **Complete PO:** 1 character
  Indicate whether or not ('Y' or 'N') a document status should be changed to complete.

Completing a document finalizes it and liquidates all encumbrances. It may not be reopened after it has been completed.

Additional Functions

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

PF7 Track — **Track**
Displays the routing history of the selected document.

PF8 CnclR — **Cancel/Delete Reason**
Enter the reason for canceling or deleting a document is required.

PF9 Accts — **Accounts**
Displays the accounts distribution used on the document.

PF10 Extnd — **Document Header Extended Information**
Shows the extended document header data.

PF11 Items — **Document Items**
Displays a list of the items on the document.

PF12 Warns — **Warnings**
Identifies any FAMIS warnings.

Enter Notes to an Exempt Purchase

You may enter informational notes about your exempt purchase document using Screen 239. With this screen, you may type as many as ninety-nine lines of notes on an open or closed document.

To view the document header notes, type 0.0 in the Item: field.

There is no word wrap feature on this screen. To keep a word from being split between two text lines, use the TAB key to advance to the next available text line.

Screen 239 - Exempt Purchase Note Text

```
  239 Exempt Purch Note Text                                        09/16/09 09:05
                                                                     FY 2010 CC 02
  Screen: ___  Doc: E000004  Item: __0.0    C o m p l e t e d
                                                   Position at line: ___
    Line                     Description
    1            >>Note entered 08/24/09 BY KAISER, KAITLYN___
    2            MEMBERSHIP DUES 9/1/09 - 8/31/2010___________
    3            MEMBERSHIP IN THE AMERICAN COUNCIL OF________
    4            LEARNED SOCIETIES ENABLES TAMU TO INTERACT___
    5            WITH OTHER UNIVERSITIES, FACULTY AND_________
    6            STUDENTS THROUGHOUT THE COUNTRY TO EXCHANGE__
    7            IDEAS REGARDING EDUCATION.___________________
    8            _____________________________________________
    9            "THIS PAYMENT SERVES A PUBLIC PURPOSE AND____
    10           THE AGENCY IS RECEIVING ADEQUATE_____________
    11           CONSIDERATION"_______________________________
    12           _____________________________________________

                                                          Page (F/B/E): F


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

Basic Steps

- Advance to Screen 239.
- Type a valid exempt purchase document number in the Doc: field on the Action Line.
- Type the item number in the Item: field. Enter '0.0' to view the document header notes.
- Press <ENTER> to display existing document notes.
- Add or modify text in the available lines, as desired, and press <ENTER> to record the information.

Document Notes entry Process

Enter Document Notes

When notes have been entered regarding the exempt purchase, the top line will automatically show the enterer and the date the entry was made.

Page through Text

The F/B/E: field is used to scroll through all of the lines of text added on Screen 239. Entering an 'F' will scroll one page forward. Entering a 'B' will scroll one page backwards. Entering an 'E' will take you to the "end" of the document notes.

Document Notes

When notes are attached to document items they may be viewed with the NOTES PF Key indicated at the bottom of certain screens. The document header and all items that have notes attached will display the word **"NOTE"** at the top of these screens.

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

Action Line

◆ **Doc:**	7 character/digits Identify the exempt purchase document number to be modified.
Item:	4 digits Indicate the particular item number to attach the note.

Screen Information

Position at line:	3 digits Enter which line of text should be positioned at the top of the screen.
Line:	2 digits Provides a line number for each line of description entered.
Description:	45 characters (99 lines) Enter the desired notes to be included on the document.
Page (F/B/E)	1 character Indicate whether to scroll forward, (F) or backward (B) through text lines, or scroll to the end (E) of the document notes.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF7 **PItem**	**Previous Item** Go to previous line item.
PF8 **NItem**	**Next Item** Go to next line item.

Copy Your Exempt Purchase Order

When you process similar orders over and over (i.e. general supplies), you may find it convenient to copy old exempt purchase documents to new ones. Screen 233 allows you to retrieve an exempt purchase order that you previously entered and copy its line items to an existing or newly created exempt purchase order.

Screen 233 - Copy Exempt Purchase to Exempt Purchase

```
 233 Copy Exempt Purchase to Exempt Purchase                    09/16/09 09:07
                                                                 FY 2010 CC 02
  Screen: ___ Doc: E710059 Item: _____   From Vendor: AWARDS ETC
                                         From Doc FY: 2007
       New    Doc: E0_____   FY: 2010   Cat.: EP   Dt: 09/16/2010
          or
     Existing Doc: _______
 ------------------------------------------------------------------------------
Header Screen: _
                                                                          Proc
Func Item   ----- Desc ------    Quantity     Unit Price   UOM   Ext. Price   Cd
  _    1.0  picture frames          1.00        102.3000 LOT         102.30




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

Basic Steps

Copy Exempt Purchase Items to a New Document

- Advance to Screen 233.
- Indicate the exempt purchase order from which you wish to copy line items on the Action Line and press <ENTER>.
- Type the exempt purchase document prefix followed by a zero (0) in the New Doc: field and press <ENTER>.
- Indicate whether or not you wish to advance to the exempt purchase header (Screen 235) after copying items to the new document.
- Type a ‘C’ next to the item(s) you wish to copy to the new document.
- Press <ENTER> to create the new exempt purchase order with the copied item information.

Copy Exempt Purchase Items to an Existing Document

- Advance to Screen 233.
- Indicate the exempt purchase order from which you wish to copy line items on the Action Line and press <ENTER>.
- Type the exempt purchase order to which you would like to copy the item(s).
- Indicate whether or not you wish to advance to the exempt purchase header (Screen 235) after copying items to the specified document.
- Type a ‘C’ next to the item(s) you wish to copy to the specified document.
- Press <ENTER> to copy the line items to the document.

Document Copy Process

Automatic Exempt Purchase Order Creation
FAMIS will automatically assign the seven character/digits exempt purchase order number. This is accomplished by entering the exempt purchase prefix followed by a zero (0) in the Doc: field. Purchasing prefix values are set by the FAMIS Services Team using Screen 854. However, you may view these values using Screen 855. The newly assigned exempt purchase order number will be displayed after all items have been successfully copied to the new document.

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

Action Line

◆ **Doc:** 7 character/digits
Enter the exempt purchase order document number from which you wish to copy line item information.

Item: 4 digits
Indicate the item number to be copied.

From Vendor: 25 characters
Shows the name of the vendor from which the items were purchased.

From Doc FY: 4 digits
Identifies the fiscal year in which the original exempt purchase order was processed.

◆ **New Doc:** 7 character/digits
Identify the exempt purchase document number prefix followed by a **zero** that instructs FAMIS to automatically assign a new document number.

--OR--

◆ **Existing Doc:** 7 character/digits
Identify the existing exempt purchase document number to which you wish to copy line item information.

◆ **FY:** 4 digits
Indicate the fiscal year in which items are purchased. **The field defaults to the current system fiscal year if left blank.**

Cat.: Help 2 characters
Identify the category that defines the accounting and receiving characteristics of the document. This field defaults to "EP" for exempt purchase orders.

Dt: 8 digits
Indicate the date the new document is created. **Will default to the current system date if left blank.**

Screen information

Header Screen: 1 character
Indicate whether or not ('Y' or 'N') the system should take you to the header of the new document upon completion of the copy of line items.

Func: Help 1 character
Identify the function you wish perform on the selected line item(s). (For example, "C" to copy line items.)

Item: 5 digits
Indicates the number of the specified document line item.

Desc: 20 characters
Displays a short description of the line item to be copied.

Quantity: 9 digits
Identifies the purchase quantity of the specified line item.

Unit Price: 11 digits
Indicates the line item price per unit of measure.

UOM: 3 characters
Represents the Unit of Measure for the specified line item.

Ext. Price: 12 digits
Reflects the total extended price of the item computed by the system.

Proc Cd: 1 character
Shows the processing code that indicates whether or not the item has been transferred to another document.

Additional Functions

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

PF11 AdDpt **Additional Departments**
Allows the addition of 10 extra departments/sub-departments that will have approval and accounts on this requisition.

Section IX
Purchasing Invoice Documents

Invoice Header Create (Department)

In order to meet the legislative requirements for Prompt Pay interest calculations, Screen 341 was created to enable the system to determine the goods or services received date once a purchasing document is closed. It will then determine the payment due date based on the invoice received date and the delivery date.

The PF11 key has been added to allow an invoice to be canceled. An invoice can be cancelled using this screen if no items have been entered by the Fiscal Office. Once any items have been entered, the invoice must be cancelled using Screen 346.

A change has been made to this screen to allow an invoice to be cancelled even if the purchasing document has been flagged as completed.

The various types of notes (invoice, receiving and document) may be viewed by pressing PF9.

Screen 341 – Invoice Header Create (Dept.)

```
 341 Invoice Header Create (Dept.)                                   09/16/09 09:15
                                                      *ACH VENDOR*  FY 2010 CC 02
  Screen: ___   Doc: P000283  Inv: 100011269_____
                                                                 Vendor ID's
      Vendor: 1vvvvvvvvv4          VTW INTERNATIONAL INC     Tax: 9xxxxxxx0
 Invoice Amt: ____________ Cr: _   PO BOX 644449          St: 19xxxxxxxx2-021
  Invoice Dt: __________           PITTSBURGH, PA  15264-0169
       Terms: ______ ___ N 30_
      Due Dt: __________
Disc. Due Dt:
  Req Pay Dt: __________    Receive Dt: Invoice: __________
Original Inv: ______________
 Cust AR Nbr: _________________________     Enclosure Code: _
  Alt.Vendor: ___________   IC: _ Reason: __   Wire Transfer: _



       Vchr Amt:                Other Parts Amt:                Dup Inv Ovrd: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp ACH   Next         VSrch Info  Notes Accts Cncl
```

Press PF8 to view Purchase Order information:

```
------------------------- Purchase Order Information -------------------------
        Vndr: 1vvvvvvvvv4 VTW INTERNATIONAL INC               Tax ID: 9xxxxxxx0
Document  Dt: 09/09/2009 Cat.: RO User Ref: 144002-53029
Start     Dt:            Contact Person: MORRIS MILES          Ph: 979-866-2222
End       Dt:            Buyer:  CKA     ANDERSON, AMY         Ph: 979-844-3333
Exp.Dlvry Dt: 10/06/2009 FOB: DP Type Funds/Ord: S GROU PO Total: 8537.32
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp ACH   Next         VSrch Info  Notes Accts Cncl
```

Wire Transfer

Entering 'Y' in the Wire Transfer: field indicates payment is made or to be made by use of a wire transfer. The resulting transaction will post with a transaction type of '6' (TC=146) and the Prepaid Voucher: field on Screen 345 will be set to 'Y'.

FAMIS does not make the wire transfer to the bank; the actual wire transfer must still be made by someone in the Business Office.

When originally entered on Screen 340 or Screen 341, the value in the Wire Transfer: field will 'carry forward' and display on Screen 345.

On the other hand, if you enter 'Y' in the Wire Transfer: field directly on Screen 345, this will <u>not</u> change the value in the Wire Transfer: field originally entered and displayed on Screen 340 or Screen 341. To change that value, you must return to Screen 340 or Screen 341 to make the change.

Basic Steps

- Advance to Screen 341.
- Type in the document number and the invoice number on the Action Line and press <ENTER>.
- Enter the total amount of the invoice being paid and press <ENTER>.
- Type the date of the invoice being paid. If there is no invoice, type the date the invoice was received in the department and press <ENTER>.
- Fill in the remaining information, as required by your department and press <ENTER> to record the information in FAMIS.

Invoice Header Create Process

<u>Tips</u>

- Key the invoice number exactly as it is on the invoice.

- All punctuation such as dashes, commas, or slashes needs to be entered.

- Key one space between letters or numbers.

- If the invoice number is too long to fit in the Inv: field, take out the punctuation starting at the beginning of the number. If it is still too long, take off letters or numbers at the beginning of the number until it fits in the field. For example: if invoice #D-1234 is entered as D1234, and someone tries to pay the same invoice but enters D-1234, FAMIS will not recognize the invoice number as a duplicate.

Screen 341 – Invoice Header Create (Dept.) (cont'd)

- The Vendor ID is pulled automatically from the information entered on Screens 240 or 234, and from what Purchasing entered on Screens 220, 227 or 417 when they transferred your R document to a P. In some cases it will pull from what you entered in the department on Screen 257. The corresponding vendor name and mailing address information will pull to the right of this field.

- The invoice amount is the total on the invoice or the amount that you are paying. If you are not paying the full amount of the invoice, an explanation is required stating why the amount paid is different.

- On a credit memo, enter "Y" in the Cr: field. After the information has been entered on this screen, press <ENTER> and the cursor will move to the Invoice Amt: field, and a dash ("-") will appear in front of the amount. There will also be an error message: "Please enter a positive invoice amount." Press the space bar to remove the dash and press <ENTER> to submit the information.

- If there is no invoice date on the invoice, enter the date it was received in your department.

- Documentation is required to substantiate your request to mail a copy of the invoice with the check to the vendor, and should be included in the Doc Notes or on the invoice.

- On **STATE ACCOUNTS ONLY**, enter today's date for all advance payments, membership subscription, conference registration fee, professional license fee, advance payment for books and software, rentals, and maintenance agreements. Documentation is required to substantiate your request either in Doc notes or on the invoice. For both **STATE AND LOCAL** accounts, enter the date the discount is due.

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

Action Line

Doc: 7 character/digits
Enter an L, E or P document number.

Inv: 14 characters/digits
Type exactly as it appears on the invoice keying in all punctuation.

Screen Information

Vendor: 11 digits
Number is pulled from information entered on Screens 240 or 235, and from information Purchasing entered on Screen 220, 227 or 417 when they transferred an R document to a P document. Also displays vendor's name and address.

Vendor ID's: 9 digits
Displays the vendor's Tax ID numbers.

Invoice Amt:	12 digits Enter the total amount on the invoice or the amount being paid. If not paying the full amount, you must include an explanation.
Cr:	1 character Enter "Y" if this is a credit memo.
Invoice Dt:	Help 8 digits Enter the date of the invoice. **If none is available, enter the date it was received in the department.**
Terms:	4 fields If needed, enter the payment terms from the invoice.
Due Dt:	Help 8 digits Enter the due date.
Disc. Due Dt:	8 digits Displays the payment due date to receive the discount.
Req Pay Dt:	8 digits Specify the requested payment date.
Receive Dt Invoice:	Help 8 digits Enter the date the invoice was received in your department.
Original Inv:	14 characters/digits If needed, enter the number from the original invoice. **This is for information only.**
Cust AR Nbr:	25 characters/digits Include the customer's Accounts Receivable number assigned by vendor: account number, customer number, or department name as billed on invoice.
Enclosure Code:	Help 1 character/digit Enter "Y" to mail a copy of the invoice to the vendor. Enclosure code valid values are: A = Auditor BLANK = Not Specified C = Comptroller L = Local S = Audit Services Y = Enclosures 1 = Housing Deposit Refunds 2 = SIMS Stipends
Alt.Vendor:	11 digits The alternate vendor ID number is automatically pulled from information entered in the Reimburse ID: field on Screen 240 or 235.

IC: Help 1 character
Enter the interest control code. If not blank, include information in the Reason: field. Valid values are:

A	=	Accept scheduling of late payment
Blank	=	None
F	=	Force interest calculation
R	=	Refuse interest calculation

Reason: Help 2 characters
Indicate reason for code used in IC: field. Valid values are:

AD	=	Agency discretion exercised
AI	=	Automation issue(s)
DP	=	Disputed payment
DT	=	Direct payment of travel expenses
FC	=	Fed. Contract / terms prohibit payment
GE	=	GSC exemption granted and documented
MI	=	Mailing instructions on PO not followed
NI	=	No invoice received

Wire Transfer: 1 character
'Y' indicates payment is made or to be made by use of wire transfer.
FAMIS does not make the wire transfer to the bank.

Vchr Amt: 11 digits
Displays the total dollar amount of all items that have been entered.

Other Parts Amt: 11 digits
Identifies the total dollar amount from other A&M System parts.

Dup Inv Ovrd: 1 character
Enter "Y' to override warning of duplicate invoice and include reason in Doc Notes or on invoice.

PF8 - Purchase Order Information

Vndr: 11 digits and 31 characters
Shows the FAMIS vendor ID number and vendor name for the suggested vendor.

Tax ID: 9 digits
Displays a Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

Document Dt: 8 digits
Indicates the date the requisition was created.

Cat.: Help 2 characters
Shows the document category which is used to define the accounting and receiving characteristics of the document.

User Ref: 14 digits
Identifies the user reference number which indicates the subsidiary ledger (SL) account number used for order followed by departmental requisition number.

Start Dt: 8 digits
Identifies the start date (usually the first day of the fiscal year) for a Maintenance Agreement or a Blanket Order.

Contact Person: 20 characters
Displays the name of the person to contact if there are any questions/ problems regarding the purchase voucher.

Ph: 10 digits
Shows area code and phone number for purchase voucher's contact person.

End Dt: 8 digits
Identifies the last date of a Maintenance Agreement or Blanket Order.

Buyer: Help 3 characters
Displays the initials of the buyer for the requisition.

Ph: 10 digits
Shows the area code and phone number for the buyer's contact.

Exp. Dlvry Dt: 8 digits
Displays the date by which the requested order is expected.

FOB: Help 2 characters
Shows freight code defining conditions by which purchased goods will be transported/delivered.

Type Funds/Ord: 4 characters
Identifies the type of funds or order (State or Local).

PO Total: 12 digits
Displays the total amount of the purchase order.

Additional Functions

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

PF4 ACH **ACH**
View vendor's ACH information.

PF5 Next **Next**
Advances to next screen (Screen 342).

PF7 VSrch **Vendor Search**
Used to search for vendor.

PF8 **Information**
Info Displays the Purchase Order Information.

PF9 **Notes**
Notes Allows you to view document, invoice and receiving notes included on the document. Type 'X' to select the type of notes to be displayed and press ENTER.

PF10 **Accounts**
Accts Displays the account distribution used.

PF11 **Cancel**
Cncl Cancel document.

List Invoices by Purchase Order Numbers

To access invoice information when you know the purchase order (PO) number, use Screen 350. This screen gives you summary information about invoices sorted by their PO number. A specific invoice may be viewed by typing an ‘X’ in the S (select) column and pressing <ENTER>. The system will then take you to Screen 358 to show you more detailed information about that invoice.

Screen 350 - Invoice Inquiry by PO Document

```
 350 Invoice Inquiry by PO Document                              09/16/09 09:21
                                                                 FY 2010 CC 02
  Screen: ___  Doc: P000092
                                         Pg 1__ of   1 Viewed Pg(s)
   N         P                Nbr                      M  Invoice
 S T  Doc    I   Invoice      Itm Invoice Tot  St Voucher St   Date    Vndr Name
 - - ------- - -------------- --- -----------  -- ------- -- -------- ---------
 _   P000092   24290            1     5292.00  CO 1201702 MS 09/01/09 CLINICLAB
 _   P000093   10458418        23    14193.45  CO 1200250 MS 07/24/09 KROYOS IN
 _   P000093   10458419        22    17389.84  CO 1200246 MS 07/24/09 KROYOS IN
 _   P000093   10458420         4      225.22  CO 1200289 MS 07/24/09 KROYOS IN
 _ * P000094   96658428         1     7779.85  CO 1200789 MS 09/01/09 APPLIED B
 _   P000097   4094203                6796.80  IP            09/01/09 BERTMAN C
 _ * P000098 * 9736             2    15120.00  CO 1201358 MS 08/31/09 TREEHOUSE
 _   P000099   11053            1    10060.00  CO 1202745 MS 09/01/09 MONITORIN
 _   P000100   728358           2     1531.60  CO 1200765 MS 09/02/09 RITA R*RI
 _   P000104 * 115301           4     7911.75  CO 1200318 MS 08/26/09 QWERT
 _   P000105   12989            1    12051.00  CO 1201004 MS 09/02/09 CTG SYSTE
 _ * P000107   10231856         1     5950.00  CO 1200869 MS 09/03/09 NEVA BIOM
 _   P000108   150166                 2616.00  IP            09/01/09 INDUSTRIA
             *** Press ENTER To view more Items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                  Bkwd  Frwd
```

Basic Steps

- Advance to Screen 350.
- Type a specific purchase order number in the Doc: field and press <ENTER> to display it at the top of the list. You may use the backward and forward PF keys at the bottom of the screen to scroll through the invoice list. You may also type a page number in the Pg: field to quickly move to a specific page.
- Type an ‘X’ in the S: (select) column to the left of a document and press <ENTER> to advance to Screen 358 where detailed invoice information will be displayed.

Invoice Browse Process

Position the Listing

The invoice listing may be positioned by entering a valid purchase order number in the Doc: field on the Action Line. The document number specified will be displayed on the first information line of the listing.

Document Status

The status field is used to group documents by their level of processing. This field indicates whether or not the document is available for further corrections. Sample values include:

Value	Meaning
IP	In Process (open and available for additions/corrections)
RE	Re-opened (re-opened for additions/corrections)
CL	Closed (not currently available for additions/corrections)
CN	Cancelled / Deleted (removed from the system)
CO	Completed (no longer available for corrections)

Matching Status

The matching status field indicates whether or not all information has been processed for the document. All information must be processed before the documents may be completed. Valid values include:

Value	Meaning
NR	No Receiving (meaning no receiving processed or did not match)
MF	Match Forced
MS	Match Successful

PF Keys

The PF keys are used to provide additional information for a particular document. To select a document with a PF key, first move the cursor to the desired line by tabbing or by using the arrow keys. Then press the PF key to display additional information.

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

Action Line

Doc: 7 character/digits
Identify the first document number to display, if desired.

Pg __ of __ Viewed Pg(s): 3 digits
Shows the current page number and the number of pages to be displayed. Enter the desired page number to advance forward or backward to a specific page.

Screen Information

S: 1 character
Type an 'x' in this field to select an invoice for display on Screen 358.

NT: 1 character
An asterisk (*) indicates that there are notes attached to the invoice.

Doc: 7 character/digits
Identifies the document number associated with the invoice.

PI: 1 character
An asterisk (*) in this field indicates that a PIP (purchasing invoice problem) has been processed for this invoice.

Invoice: 14 characters/digits
Displays the invoice number. This number is used to identify the invoice header (created on Screen 340 or 341).

Nbr Itm: 3 digits
Shows the number of items processed on the invoice.

Invoice Tot: 14 digits
Displays the total dollar amount processed for this invoice.

St: 2 characters
Indicates the status of the invoice. Valid values are:
IP = In Process
CL = Closed
CN = Cancelled / Deleted
RE = Re-opened for process
CO = Completed

Voucher: 7 digits
Identifies the pending voucher number assigned when the invoice was processed.

M St: 2 characters
Displays the matching status for the specified document. Valid values are:
MS = Match Successful
NR = No Receiving
MF = Match Forced

Invoice Date: 8 digits
Indicates the date the invoice was processed by the system.

Vndr Name: 11 characters
Identifies the name of the vendor for the specified purchase.

Additional Functions

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

List Invoices by Vendor

You may display all invoices for a specific vendor using Screen 351. Invoice header records for a vendor are displayed sorted by Purchase Order (PO) document number. You may key in a particular PO document number as a starting point.

Screen 351 - Invoice Inquiry by Vendor

```
 351 Invoice Inquiry by Vendor                                    09/16/09 09:34
                      VTW INTERNATIONAL INC                        FY 2010 CC 02
  Screen: ___  Vendor: 1vvvvvvvvv4  Doc: P000092
                                            Pg 1__ of   1 Viewed Pg(s)
   N         P                Nbr                      M  Invoice
 S T   Doc   I    Invoice     Itm Invoice Tot  St Voucher St   Date    Doc Summ
 - - ------- - -------------- --- -----------  -- ------- -- -------- ---------
 _   P000167   39466913              913.48  IP            08/21/09 TAMUZ - G
 _   P000167   39460371             2217.54  IP            08/21/09 TAMUZ - G
 _   P000167   39318348              146.21  IP            08/21/09 TAMUZ - G
 _   P000167   39521506             2588.70  IP            08/21/09 TAMUZ - G
 _   P200034   8526713         7    1037.15  CO 1209913 MS 09/04/01 MEDIC PRE
 _   P200034   8548260         1     122.12  CO 1209870 MS 09/06/01 MEDIC PRE
 _   P200034   8680554         1     115.76  CO 1217611 MS 09/19/01 MEDIC PRE
 _   P200034   8584045         1     374.08  CO 1217605 MS 09/10/01 MEDIC PRE
 _   Pxxxxx4   8651084         2     370.12  CO 1217604 MS 09/17/01 MEDIC PRE
 _   P200034   8665737         2     487.59  CO 1217471 MS 09/18/01 MEDIC PRE
 _   P200036   8513913         2     161.45  CO 1209687 MS 08/31/01 BIOHAZARD
 _   P200036   8541069         2     428.94  CO 1209686 MS 09/05/01 BIOHAZARD
 _   P200036   8513912         3     259.28  CO 1209681 MS 08/31/01 BIOHAZARD
             *** Press ENTER To view more Items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                   Bkwd  Frwd
```

Basic Steps

- Advance to Screen 351.
- Type a valid vendor ID number in the Vendor: field on the Action Line.
- If desired, type a specific document number to place it at the top of the list displayed.
- Press <ENTER> to view a complete list of all invoices for the specified vendor.
- Type an 'X' in the S: field to the left of a document number and press <ENTER> to select the document and advance to Screen 358 where additional detailed invoice information will be displayed.

Invoice Browse Process

Vendor Search and Select

Vendor search and selection is available for all vendor ID numbers. If the vendor ID is unknown, enter an asterisk (*) in the Vendor: field and press <ENTER> to access a pop-up window. This window will display a list of vendors and their ID numbers. Type an 'X' to the left of the desired vendor and press <ENTER> to select the vendor and return to Screen 351. Press PF4 if you wish to return to Screen 351 without selecting a vendor.

Position the Listing

The invoice listing may be positioned by entering a valid purchase order number in the Doc: field on the Action Line. The document number specified will be displayed on the first information line of the listing.

Document Status

The status field is used to group documents by their level of processing. This field indicates whether or not the document is available for further corrections. Sample values include:

Value	Meaning
IP	In Process (open and available for additions/corrections)
RE	Re-opened (re-opened for additions/corrections)
CL	Closed (not currently available for additions/corrections)
CN	Cancelled / Deleted (removed from the system)
CO	Completed (no longer available for corrections)

Matching Status

The matching status field indicates whether or not all information has been processed for the document. All information must be processed before the documents may be completed. Valid values include:

Value	Meaning
NR	No Receiving (meaning no receiving processed or did not match)
MF	Match Forced
MS	Match Successful

Use the PF Keys

The PF keys are used to provide additional information for a particular document. To select a document with a PF key, first move the cursor to the desired line by tabbing or by using the arrow keys. Then press the PF key to display additional information.

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

Action Line

◆ **Vendor:** 11 digits
Identify the vendor whose invoice information is to be displayed.

Doc: 7 character/digits
Enter a specific PO document number to be displayed at the top of the list.

Pg __ of __ Viewed Pg(s): 3 digits
Shows number of the current page and number of pages to be viewed. You may enter desired page number to advance to a specific page.

Screen Information

S: 1 character
Type an 'X' in this field to select an invoice for display on Screen 358.

NT: 1 character
An asterisk (*) indicates that there are notes attached to the invoice.

Doc: 7 character/digits
Shows document number associated with invoice.

PI: 1 character
An asterisk (*) in this field indicates that a PIP (purchasing invoice problem) has been processed for this invoice.

Invoice: 14 characters/digits
Displays the invoice number. This number is used to identify the invoice header (created on Screen 340 or 341).

Nbr Itm: 3 digits
Shows number of items processed on invoice.

Invoice Tot: 14 digits
Displays the total dollar amount processed for this invoice.

St: 2 characters
Indicates status of the invoice. Valid values are:
IP = In Process
CL = Closed
CN = Cancelled / Deleted
RE = Reopened for process
CO = Completed

Voucher: 7 digits
Identifies the pending voucher number assigned when the invoice was processed.

M St: 2 characters
Displays the matching status for the specified document. Valid values are:
MS = Match Successful
NR = No Receiving
MF = Match Forced

Invoice Date: 8 digits
Indicates the date the invoice was processed by the system.

Doc Summ: 11 characters
Displays a brief summary of the document as a whole

Additional Functions

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

Invoice Document Inquiry

Detailed invoice information, including its status, its matching status, and its voucher number and status can all be displayed by keying a valid Purchase Order (PO) and invoice number on the Action Line of Screen 358. You can see more information on a specific invoice line item by typing an 'X' next to it and pressing <ENTER> to advance to Screen 359.

You may also select a document on Screen 351 and view the details on Screen 358.

Screen 358 - Invoice Document Inquiry

```
  358 Invoice Document Inquiry                                    02/15/11 10:16
                                                                   FY 2011 CC 02
  Screen: ___  Doc: P000257  Inv: TO-84128______
     Vendor: 1vvvvvvvvv4 TILLEY OIL                         Voucher: 1200875
 Inv Amount: 2535.50              Status: CO 09/10/2009       Vchr FY: 2010
     Inv Dt: 09/02/2009       Matched St: MS Match Successfu  Encl Cd:
Inv Rcvd Dt: 09/02/2009       Routing St:                  PO Liq Ind: P
      Terms:                  Voucher St: PAID                 Posted: Y
   Orig Inv:                SciQuest Inv:
 Force Pymt: N Reason:

     Last Modified by: JENSON, JENNY                   Date: 09/10/2009
   Itm                  Conv                Inv
 S Nbr  Quantity  UOM  UOM    Unit Price   Ext Price      Item Description
 - --- ---------- ---- ---- ------------ ------------ -----------------------
 _ 001     110.00 GAL  GAL        8.0300       883.30  SUPER SELECT MOTOR OIL,
 _ 002     220.00 GAL  GAL        7.5100      1652.20  DEXRON/MERCON III ATF



                 *** End of Items List ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       SqMlt PIP   Audit       Notes
```

Basic Steps

- Advance to Screen 358.
- Type valid document and invoice numbers in the Action Line.
- Press <ENTER> to display the invoice information. Each line item will be listed at the bottom of the screen.
- Type an 'X' in the S: (select) column to the left of a line item to advance to Screen 359, where more detailed invoice information will be provided.

Invoice Browse Process

Document Status

The status field is used to group documents by their level of processing. This field indicates whether or not the document is available for further corrections. Sample values include:

Value	Meaning
IP	In Process (open and available for additions/corrections)
RE	Re-opened (re-opened for additions/corrections)
CL	Closed (not currently available for additions/corrections)
CN	Cancelled / Deleted (removed from the system)
CO	Completed (no longer available for corrections)

Matching Status

The matching status field indicates whether or not all information has been processed for the document. All information must be processed before the documents may be completed. Valid values include:

Value	Meaning
NR	No Receiving (no receiving processed or did not match invoicing)
MF	Match Forced
MS	Match Successful

Routing Status

The routing status field indicates a document's progress through the routing and approval system. Valid values include:

Value	Meaning
RJ	Rejected and sent back to the creator.
RC	Recalled.
DL	Routing at the Departmental Level.
EL	Routing at the Executive Level.
RL	Routing at the Regulatory Level.
PL	Routing at the Processing Level.
CO	Successfully completed routing and approval.

PF Keys

The PF keys are used to provide additional information for a particular document. To select a document with a PF key, first move the cursor to the desired line by tabbing or by using the arrow keys. Then press the PF key to display additional information.

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

Action Line

◆ **Doc:** 7 character/digits
Identify the PO document number used to create the invoice header.

◆ **Inv:** 14 digits
Indicate the invoice number used to create the invoice header.

Screen Information

Vendor: 11 digits
Identifies the vendor ID number and name on the invoice.

Voucher: 7 digits
Identifies voucher number assigned when pending voucher was created.

Inv Amount: 11 digits
Displays the total dollar amount of the invoice.

Screen 358 – Invoice Document Inquiry (cont'd)

Status: 2 characters
Identifies the status of the invoice as well as the date the status was assigned to the invoice.

Vchr FY: 4 digits
Displays the fiscal year in which the voucher was processed.

Inv Dt: 8 digits
Indicates the date on the invoice.

Matched St: 2 characters
Displays the matching status for the specified document.

Encl Cd: 1 digit
Shows the code for how enclosures are to be handled.

This will force separate checks for local vouchers. Vouchers will be grouped by identical codes.

Inv Rcvd Dt: 8 digits
Displays the date the invoice was received.

Routing St: 2 characters
Indicates a document's status through the routing and approval system.

PO Liq Ind: 1 character
Displays the PO liquidation indicator that is used to signify whether the encumbrances for the document have been fully liquidated (F), partially liquidated (P), or not liquidated (N).

Terms: 6 digits/3 digits/1 character/3 digits
Identifies the payment terms for the invoice. (Ex: 2/10/n/30 - 2% discount if paid before the 10th, pay net amount if paid after the 10th and by the 30th.)

Voucher St: 4 characters
Indicates the status of the voucher. Common voucher status codes include: outstanding **(OUT)**, reconciled **(RECN)**, paid **(PAID)**, and in cycle **(CYCL)**.

Posted: 1 character
'Y' indicates a pending voucher has been posted to the system.

Orig Inv: 14 digits
Indicates the invoice number entered on the original invoice (if this is a follow-up invoice).

SciQuest Inv: 14 digits
Identifies the SciQuest invoice number.

Force Pymt: 1 character
'Y' indicates payment for the invoice has been forced.

Reason:	70 characters Displays the reason for the forced payment.
Last Modified by:	25 characters Shows the person's name who last modified document.
Date:	8 digits Displays the session date entered on the batch header.
S:	1 character Type 'X' and press <ENTER> to select an invoice for display on Screen 359.
Itm Nbr:	3 digits Identifies the number for the specified line item.
Quantity:	10 digits Indicates the item quantity invoiced.
UOM:	4 characters Displays the unit of measure for the item as invoiced.
Conv UOM:	4 characters Represents the converted item unit of measure (if needed to match the PO).
Unit Price:	12 digits Displays the dollar amount to be paid per unit of measure for the line item.
Inv Ext Price:	12 digits Indicates the total extended price for the item, as calculated by the system.
Item Description:	25 characters Displays a brief description of the specified line item.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 **SqMlt**	**SciQuest Multi-Voucher** If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.
PF6 **PIP**	**Purchasing Invoice Problems** Used to display any purchasing invoice problems (PIPs) associated with the selected invoice.
PF7 **Audit**	**Audit** View the audit information for the selected Vendor.
PF9 **Notes**	**Notes** Free form notes can be entered on a document. These are on-line reference notes regarding the document. They will not be printed.

Invoice Line Item Summary

Screen 359 displays detailed invoice line item information for a valid purchase order (PO) number, invoice number, and line item number.

Screen 359 - Invoice Item Summary

```
   359 Invoice Item Summary                                       02/09/10 09:42
                                                                   FY 2009 CC AB
   Screen: ___  Doc: 000440A  Inv: 34-000440A____  Item: 1__
      Vendor: 1vvvvvvvvv0 STERNIS CORPORATION              -   Voucher: 9000197
  Inv Amount: 100.00                Status: CO 11/06/2009      Vchr FY: 2009
      Inv Dt: 04/13/2009       Matched St: MS Match Successfu  Encl Cd: L
 Inv Rcvd Dt:                  Routing St:                  PO Liq Ind: P
       Terms:                  Voucher St: PAID                 Posted: Y

            Item Desc: Product Description for R81 UIT

      Last Modified by: NO NAME FOUND                Date: 05/13/2009

                          Quantity   UOM   Unit Price   Extended Price
                         ---------- ---- -------------- ---------------
          This Invoice:      10.00   EA        10.0000         100.00
             Converted:      10.00   EA        10.0000
         Total Ordered:      20.00   EA        10.0000         200.00
       Received for PO:      10.00   EA
             UOM Error:

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       SqMlt PIP   Audit Addr  Notes Accts IDesc
```

Basic Steps

- Advance to Screen 359.
- Type valid document, invoice, and item numbers on the Action Line and press <ENTER> to display the invoice item summary information.
- Use the PF keys at the bottom of the screen to view additional detail about the invoice.

Invoice Browse Process

Document Status

The status field is used to group documents by their level of processing. This field indicates whether or not the document is available for further corrections. Sample values include:

Value	Meaning
IP	In Process (open and available for additions/corrections)
RE	Re-opened (re-opened for additions/corrections)
CL	Closed (not currently available for additions/corrections)
CN	Cancelled / Deleted (removed from the system)
CO	Completed (no longer available for corrections)

Matching Status

The matching status field indicates whether or not all information has been processed for the document. All information must be processed before the documents may be completed. Valid values include:

Value	Meaning
NR	No Receiving (meaning no receiving processed or did not match)
MF	Match Forced
MS	Match Successful

Voucher Status

The voucher status field indicates the level of system processing of the voucher. Valid values include:

Value	Meaning
Blank	No Pending Voucher has been Created
PEND	Pending Voucher has been Created
P-CL	Pending Voucher has been Closed
CYCL	Pending Voucher is in Cycle
PAID	Pending Voucher has been Paid
RECN	Pending Voucher has been Reconciled

Routing Status

The routing status field indicates a document's progress through the routing and approval system. Valid values include:

Value	Meaning
RJ	Rejected and sent back to the creator.
RC	Recalled.
DL	Routing at the Departmental Level.
EL	Routing at the Executive Level.
RL	Routing at the Regulatory Level.
PL	Routing at the Processing Level.
CO	Successfully completed routing and approval.

PF Keys

The PF keys are used to provide additional information for a particular document. To select a document with a PF key, first move the cursor to the desired line by tabbing or by using the arrow keys. Then press the PF key to display additional information.

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

Action Line

◆	**Doc:**	7 character/digits Identify the PO document number used to create the invoice header.
◆	**Inv:**	14 digits Indicate the invoice number to display.
◆	**Item:**	3 digits Identify the desired line item number.

Screen Information

Vendor:	11 digits Identifies the vendor ID number and name on the invoice.
Ttl Amount:	11 digits Displays the total dollar amount processed for this invoice.
Invoice Dt:	8 digits Indicates the date the invoice was processed by FAMIS.
Status:	2 characters Shows the status of the invoice. The status code is used to indicate the level of processing on the invoice and the date the status was assigned to the invoice.
PO Liq Ind:	1 character Displays the PO Liquidation Indicator used to identify whether the encumbrances for the document have been fully liquidated (F), partially liquidated (P), or not liquidated (N).
Matched St:	2 characters Displays the matching status for the document.
Voucher:	7 digits Identifies the voucher number assigned when the pending voucher was created for the invoice.
FY:	2 characters Displays fiscal year of the voucher.
Voucher St:	4 characters Displays the processing status of the voucher.
Posted:	1 character 'Y' indicates a pending voucher has been posted to the system.
Routing St:	2 characters Shows the status of a document's progress through the routing and approval system.

Screen 359 – Invoice Item Summary (cont'd)

Item Desc: 30 characters
Displays a brief description of the selected item.

This Invoice

Quantity: 10 digits
Identifies the quantity invoiced from the invoice for the selected item.

UOM: 4 characters
Indicates the unit of measure for the specified line item.

Unit Price: 12 digits
Displays the price per unit ordered from the invoice for the selected item.

Extended Price: 12 digits
Shows the item extended price from the invoice.

Converted Quantity: 10 digits
Displays the quantity after converted to match purchase order.

UOM: 4 characters
Indicates the unit of measure for the specified line item after conversion to match the purchase order.

Unit Price: 12 digits
Displays the item unit price after being converted to match the purchase order.

Extended Price: 12 digits
Shows the item extended price from the invoice.

Total Ordered Quantity: 10 digits
Indicates the total quantity of the selected item ordered.

UOM: 4 characters
Indicates the unit of measure for the specified line item as ordered.

Unit Price: 12 digits
Displays the item unit price as ordered.

Extended Price: 12 digits
Displays the item extended price as ordered.

Received for PO

Quantity: 10 digits
Indicates the total number of the item received to date.

UOM: 4 characters
Indicates the unit of measure for the specified line item as received.

Unit Price: 12 digits
Displays the item unit price as ordered.

Extended Price: 12 digits
Shows the item extended price as ordered.

UOM Error: 1 character
'Y' indicates the unit of measure on invoice could be converted to match the PO.

Last Modified by: 25 characters
Identifies the name of the last person to modify the invoice item.

Date: 8 digits
Displays the session date entered on the batch header.

Additional Functions

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

PF5
SqMlt
SciQuest Multi-Voucher
If this is a SciQuest invoice, the SciQuest Multi-Voucher invoice information will be displayed.

PF6
PIP
Purchasing Invoice Problems
Used to display any purchasing invoice problems (PIPs) associated with the selected invoice.

PF7
Audit
Audit
View the audit information for the selected vendor.

PF8
Addr
Address
Used to include more lines of address information.

PF9
Notes
Notes
Free form notes can be entered on a document.

These are on-line reference notes regarding the document. They will not be printed.

PF10
Accts
Accounts Distribution
Displays the account distribution information for the invoice.

PF11
IDesc
Item Description
Enter additional detailed item description.

Section X
Appendix

Document Inquiry Pop-Up Windows

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

Exiting a pop-up window is done by pressing <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the inquiry screen from where you started.

From within many of the pop-up windows an additional set of extended function keys may appear to further inquire on the document or item. See **Additional Inquiry Pop-up Windows** section for explanation of the function assigned to the key.

Inquiry Screen Extended Function Keys

Accts Shows the account distribution used for the document selected.

```
+-----------------------------------------------------------------+
| P P010018     *** Account Distribution ***                       |
|                                                                 |
|  CC  FY       Account           Description         Amount      |
|  -- ---- ----------------- ------------------- -------------- |
|  01 2000 215130-00000-5760 OFFICE OF INFORMATIO       1,116.00  |
|  01 2000 215130-00000-8435 OFFICE OF INFORMATIO       5,984.00  |
|                            Total all Accounts *       7,100.00  |
|                                                                 |
|                                                                 |
|        PF3= Back to 280  PF4=Exit  PF5=BBA                      |
+-----------------------------------------------------------------+
```

Audit View the audit information for the selected document.

```
+-------------------------------------------------------------+
|                                                             |
|                   **** Audit Information ****               |
|                                                             |
|   Document: P010007                                         |
|       Item:                                                 |
|                                                             |
|    Date Created: 06/12/2000     Time Created: 08.36.25      |
|    Added By: LxxxxxP   CARTERA, CHARLES                     |
|                                                             |
|   Last Modify Date: 06/13/2000 Last Modify Time: 10.32.26   |
|                                Last Modify PGM: Pxxxxx8     |
|  Last Modify By: KxxxxY    WINSTON, WILMA W   .             |
|                                                             |
|                                                             |
|                 PF3= Back to 280  PF4=Exit                  |
+-------------------------------------------------------------+
```

Headr Shows the document header information that was entered when the document was created.

```
+------------------------------------------------------------------------------+
|             **** Document Header Extended Information ****                   |
|                                                                              |
| Document: P010014 *   Doc Year: 2000   Total: 10832.50                       |
|  Summary: PORT AUTHORITY POPLIN JACKETS                                      |
|   Vendor: 1vvvvvvvvv0  SPORTSWEAR AND MORE                                   |
|         << Dates>>                                                           |
| Document: 08/01/00  Cat: RO User Ref: 215080-002       Req:                  |
| Required:             Contact: BRITTA BROWN             Ph: 979-999-9999     |
|    Start:               Buyer: KELLY KING       X115    Ph: 979-899-9999     |
|      End:            Research: N   Type Funds: L  Type Order: LOC            |
|   Change: 09/15/00         No: 01   Print Doc: N  09/15/00                   |
|     Dept: SPPR  SubDept:         Route Status:     Cat/Order: N              |
| PCC Code:                            LDT Code:                               |
|     PF3= Back to 280  PF4=Exit   PF5=AdDept  PF6=Ship                        |
|     PF7=Sug. Vndr     PF8=Accts  PF9=Notes   PF10=Sole/Emer.  PF11=Items     |
+------------------------------------------------------------------------------+
```

Invc Used to view the invoice details.

```
+----------------------------------------------------------------------------+
|                   *** Invoices for Document  L010010 ***                   |
|                No.                 M Vchr           Vchr                   |
|   Invoice No.  Items    Date     St St  FY  Voucher P Stat        Amount   |
|  -------------- ---  ---------- -- -- ---- ------- - ----  --------------  |
|  8005             1  04/12/2000 CO MS 2000 2012421 Y RECN         229.95   |
|                                                                            |
|                                                                            |
|                      ** End of Invoices **                                 |
+----------------------------------------------------------------------------+
```

Items Lists the line item information for the document.

```
+----------------------------------------------------------------------------+
|                                                                            |
|  P P010016        **** Document Item Inquiry ****                          |
|                                                   PANEL: 01MORE>>          |
| Nt Item          Description              Quantity PCd UOM     Extended    |
| -- ------ ----------------------------- -------- --- ---- --------------   |
|      1.0 Microage Pentium III 800MHz Sy     3.00     EA        2,718.00    |
|      2.0 Warranty: Three (3) Years On-S     3.00  N  YR                    |
|      3.0 Viewsonic GS773 17" Monitor, P     4.00     EA        1,152.00    |
|      4.0 Natural Keyboard Elite USB/PS2     1.00     EA           33.00    |
|      4.1 Optional Upgrades                        T                        |
|      5.0 Microage Pentium III 800MHz Sy     1.00     EA        2,222.00    |
|                                                                            |
|  PF3= Back to 280   PF4=Exit       PF5=More Desc  PF6=Itm Ext  PF7=Audit   |
|  PF8=Itm Accts      PF9=Itm Notes  PF10=Left      PF11=Right               |
+----------------------------------------------------------------------------+
```

PIP Shows the **P**urchasing **I**nvoice **P**roblem documents.

```
+-----------------------------------------------------+
|                                                     |
|    *** PIP Documents for Document  L030098          |
|      PIP              Invoice     Rt                |
|     Number   Type     Number      Cd    Date        |
|    --------  ---  -------------  --  --------       |
|    I002984   FYI  9120637R        FN  12/07/99      |
|                                                     |
|                                                     |
|         ** End of PIP Documents **                  |
|                   PF4=Exit                          |
```

Recv View the receiving information associated with the selected document.

```
+----------------------------------------------------------------------------+
|                                                                            |
|                 *** Shipments for Document  P010007 ***                    |
|       No.    Date                                          Rec by          |
| Ship Items Received  St             Doc Summary             Dept  Carrier |
| ---- --- ---------- -- ---------------------------------- ----- -------   |
|  001    2 08/01/2000 CO SUBSCRIPTION RENEWAL (CD-ROMS)      GENC   USPO    |
|                                                                            |
|                                                                            |
|                                                                            |
|                          ** End of Shipments **                            |
+----------------------------------------------------------------------------+
```

Track Allows you to track the routing history of the selected document.

```
+-----------------------------------------------------------+
|  P P010026           Document Tracking                    |
|                                                           |
|        Class  Document  Item   Action    Date      Time   |
|        -----  --------  ------ -------- ---------  ------ |
|   From   B      B010004    1.0            08/31/00  10:38 |
|   From   B      B010004    1.1            08/31/00  10:38 |
|   From   B      B010004    1.2            08/31/00  10:38 |
|   To                             CREATE   08/31/00  10:38 |
|   To                             CLOSED   08/31/00  10:44 |
|   To     P      P110009    1.0   TRNSFR   08/31/00  10:45 |
|   To     P      P110009    1.1   TRNSFR   08/31/00  10:45 |
|   To     P      P110009    1.2   TRNSFR   08/31/00  10:45 |
|                                                           |
|                PF3= Back To 280  PF4=Exit  PF12=Track     |
+-----------------------------------------------------------+
```

Instructions

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

3270 Emulation Keys

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

PF Keys

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

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word 'Bkwd' under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

TAB and BACKTAB Keys

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

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

CLEAR Key

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

RESET Key

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

ERASE END OF FIELD Key

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

HOME Key

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

Protected Area

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

Action Line/Context

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

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

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

```
F0002 Record has been successfully added
002 GL 6 Digit                                              03/03/94 14:56
                                                             FY 1994 CC AA
Screen: ___ Account: 032365 ____          NAVSO, INC.

Account Title: NAVSO, INC.________________________
```

Message Line

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

```
F6537 Please enter a valid six digit GL account
 002 GL 6 Digit                                              01/20/92 11:26
```

Scrolling Through Data

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

Help

HELP functions are available for many screen fields in FAMIS. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

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

Escaping from a Pop-Up Window

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

Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

Screen 002 - GL 6 Digit

```
    002 GL 6 Digit                                                 02/16/04 10:12
                                                                    FY 2004 CC 02
    Screen: ___ Account: 010100 ____             ED & GEN INCOME-TUITION

    Account Title: ED & GEN INCOME-TUITION____________
    Resp Person: 4uuuuuuu0   MASON, MARY W       Old Acct: NA_____________
    Year-end Process: F   Reclassify: _  Reporting Group: __  Aux Code: ___
      AFR Fund Group: 10  Fund Group: FG  Sub Fund Group:      Sub-Sub: __
            Function: __
        Default Bank: 03000  Override: Y      SL Mapped Count: 18
     Alternate Banks: ***** _____ _____ _____ _____   Security: ______

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

         Fund Source: __  ________________________________________
          Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION
                      ________________________________________
      Account Letter: Y   Setup Date: 08/26/1991

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

A help screen may appear first describing the field. Press <ENTER> to display the valid values for the field.

```
 DESCRIPTION:  AN INSTITUTIONALLY DEFINED CODE THAT GROUPS CURRENT FUND
 EXPENDITURES ACCORDING TO THE PURPOSE FOR WHICH COSTS WERE INCURRED.
```

Screen 002 - GL 6 Digit – Function-PF2-Help Pop-Up Window

```
 +-------------------------------------------------------------------+
 |                                                                   |
 |               *** D I C T I O N A R Y - H E L P ***               |
 |                                                                   |
 |  VALUES                           MEANING                         |
 |  --------------------------------  ----------------------------- |
 |  BLANK                            NOT SPECIFIED                   |
 |  10                               INSTRUCTION                     |
 |  15                               RESEARCH                        |
 |  20                               PUBLIC SERVICE                  |
 |  25                               ACADEMIC SUPPORT                |
 |  30                               STUDENT SERVICE                 |
 |  35                               INSTITUTIONAL SUPPORT           |
 |  40                               OPERATION & MAINT OF PLANT      |
 |                                                                   |
 |  Lookup Value / . Menu  ________________________________          |
 |  Rule : IAFRS-FG-FS-PURP                Default value is:         |
 |  View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                           |
 |  Field: FG-FS-PURP                                                |
 |                                                                   |
 |  PF1=Menu PF4=Exit                                                |
 +-------------------------------------------------------------------+
```

Question Mark (?) Help

FAMIS also provides information about selected fields through the Question Mark (?) Help facility. This HELP information may be accessed by typing a question mark (?) in the field in question and pressing the <ENTER> key.

A pop-up window is displayed with the valid values for the field. By typing an 'X' next to the desired value, that value is passed to the main screen. This is called the Passback feature.

Screen 002 - GL 6 Digit

```
    002 GL 6 Digit                                                02/16/04 10:12
                                                                   FY 2004 CC 02
    Screen: ___ Account: 010100 ____             ED & GEN INCOME-TUITION

    Account Title: ED & GEN INCOME-TUITION____________
    Resp Person: 4uuuuuuu0   MASON, MARY W        Old Acct: NA_____________
    Year-end Process: F   Reclassify: _  Reporting Group: __  Aux Code: ___
      AFR Fund Group: 10  Fund Group: FG  Sub Fund Group:      Sub-Sub: __
            Function: __
        Default Bank: 03000  Override: Y       SL Mapped Count: 18
     Alternate Banks: ***** _____ _____ _____ _____   Security: ______

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

         Fund Source: __  ________________________________________
          Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION
                      ________________________________________
      Account Letter: Y   Setup Date: 08/26/1991

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

Screen 002 - GL 6 Digit - Fund Group ?-Help Pop-Up Window

```
 +-------------------------------------------------------------------+
 |                                                                   |
 |             *** D I C T I O N A R Y - H E L P ***                 |
 |                                                                   |
 |  VALUES                            MEANING                        |
 |  --------------------------------  ------------------------------ |
 |  AP                                AUXILIARY PLEDGED              |
 |  AX                                AUXILIARY NON-PLEDGED          |
 |  BLANK                             NOT SPECIFIED                  |
 |  DF                                DESIGNATED FUNCTIONAL & GENER  |
 |  DS                                DESIGNATED SRVC-PROF FEES & S  |
 |  IA                                ANNUITY - INCOME ACTIVITY      |
 |  IP                                INVESTMENT IN PLANT            |
 |  LF                                LOANS - UNIVERSITY FUNDS       |
 |                                                                   |
 |  Lookup Value / . Menu  ________________________________          |
 |  Rule : IAFRS-FG-FS-SUB-FUND-GR          Default value is:        |
 |  View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                           |
 |  Field: FG-FS-SUB-FUND-GR                                         |
 |                                                                   |
 |  PF1=Menu PF4=Exit                                                |
 +-------------------------------------------------------------------+
```

Enterers Screens List

Standard PF Keys

PF Keys are used in FAMIS to access additional information. Wherever possible the same assignment has been given to the same PF key, such as PF2 always being the key used for HELP. 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 the purchasing modules of FAMIS.

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

Typically, exiting a pop-up window is done by pressing <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

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

Standard Function Keys

Help **On-Line Help**

On selected fields, additional information may be displayed. This information is accessed by moving the cursor to the field in question and pressing the PF key for Help. The first screen accessed will describe the field; pressing <ENTER> will display any valid values available for the field (see below).

```
DESCRIPTION:  AN INSTITUTIONALLY DEFINED CODE THAT GROUPS CURRENT FUND
EXPENDITURES ACCORDING TO THE PURPOSE FOR WHICH COSTS WERE INCURRED.
```

```
+-----------------------------------------------------------------+
|                                                                 |
|              *** D I C T I O N A R Y - H E L P ***              |
|                                                                 |
|  VALUES                           MEANING                       |
|  -------------------------------  ----------------------------- |
|  AP                               AUXILIARY PLEDGED             |
|  AX                               AUXILIARY NON-PLEDGED         |
|  BLANK                            NOT SPECIFIED                 |
|  DF                               DESIGNATED FUNCTIONAL & GENER |
|  DS                               DESIGNATED SRVC-PROF FEES & S |
|  IA                               ANNUITY - INCOME ACTIVITY     |
|  IP                               INVESTMENT IN PLANT           |
|  LF                               LOANS - UNIVERSITY FUNDS      |
|                                                                 |
|  Lookup Value / . Menu ________________________________         |
|  Rule : IAFRS-FG-FS-SUB-FUND-GR         Default value is:       |
|  View : IAFRS-GENERAL-SUBSIDIARY-LEDGER                         |
|  Field: FG-FS-SUB-FUND-GR                                       |
|                                                                 |
|  PF1=Menu PF4=Exit                                              |
```

HMenu **Not Used in FAMIS.**

LEFT **Scroll Screen 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**.

Print **Print Account Information**
Used to print account information from FAMIS using Entire Connection. See the FAMIS Entire Connection for Windows User's Manual for greater detail.

RIGHT **Scroll Screen 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**.

Glossary

A

ABR

See Automatic Budget Reallocation.

ABR Pool Table
A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

Account
A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account and the President's Office is an example of a Subsidiary Ledger account.

Account Control
The last four digits in the ten-digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

Account ID
A 6-digit identification number for an account.

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

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

Action/Context Line
The screen line (usually fourth from the top) or lines where the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias
A commonly used name for a vendor, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

AP
See Accounts Payable.

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

Automatic Budget Reallocation (ABR)
When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

B

Bank Transfer

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

Batch/Session
A collection of related transactions entered into the system with a header record and control totals, usually prepared by one person or subsystem feed.

Batch Interface
A type of interface where one system generates transactions to be batched for input into another system.

BBA
See Budget Balance Available.

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.

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

Data Entry
A means for adding information into the system.

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

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>.

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.

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 control record, transaction or established for displaying or entering information.

File
A storage area established within a computer system or database for organizing similar kinds if 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 the document's number, the 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.

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 of purchase order that denotes a typical order.

Remit-To Address
The address to which the check for goods and/or services rendered will be sent.

Requisition
A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

Retention Months
A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

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 on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

Secondary Vendor
The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

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 (recurring) services like those provided by the telephone and electric companies.

Subcode
Four digits appended to the account ID to identify attributes and dollar records within an account.

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.

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 in 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.

K:\FA\DOC\WRKNPRCS\Enterers\EntererscurrNF.docx
Last Revised: 3/2/2011 2:22 PM