FAMIS

SYSTEM CONTROL

SCREENS & TABLES

Version 1.7
August 2009

<u>INTRODUCTION</u>

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

FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Applications include Financial Accounting, Purchasing, Receiving, Fixed Assets, Annual Financial Reporting and Sponsored Research. Manuals for these applications are available for users at our website: http://sago.tamu.edu/famis/.

This manual covers the tables and screens that control the processing within FAMIS. All associated screens and processing information are included along with field descriptions.

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

Non-College Station based: The Texas A&M University System
                                FAMIS Services
                                A&M System Building, Suite 2180
                                200 Technology Way
                                College Station, TX 77845-3424

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SPR CONTROL TABLES

  See the **Sponsored Research User's Manual**

FFX CONTROL TABLES

  See the **Fixed Assets User's Manual**

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Control Screens and Tables
Menus

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

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

Menu S01 – FA/AP System Tables Menu

```
   S01 FA/AP System Tables Menu                           03/02/09 09:55
                                                          FY 2009 CC 02
   Screen: ___

   *----- Processing Control Tables -----*   *----- System Control Records -----*

   801 - GL Chart of Accounts Table          821 - Fin. Accounting Control Record
   802 - SL Chart of Accounts Table          822 - Accts. Payable Control Record
   803 - Global Subcode Edit Table           823 - Payroll Inter. Control Record
   804 - Automatic Budget Realloc Rules
   805 - GL Subcode Descriptions             842 - Campus Allow Flag Maint.
   806 - SL Subcode Descriptions             843 - Campus Control Flag Maint.
   807 - Vendor Check Limits
   808 - Discount Table                      882 - Current Session / Fiscal Year
   809 - Tax Code Table                      883 - Campus Access Control

   810 - Currency Code Table
   811 - Cost Reference Table Maint
   812 - Invoice Problem Text Maint


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

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

Menu S02 – FRS Miscellaneous Tables

```
   S02 FRS Miscellaneous Tables                           03/02/09 09:55
                                                          FY 2009 CC 02
   Screen: ___

                    *--- General Purpose Table Screens ---*

   816 - ACH Holiday Table                   840 - USAS Strategy Table Maint.
   817 - Comp Codes Subject to Interest      841 - LDT Code Maintenance
   818 - State and Local Holiday Table
   819 - State Holiday Table                 S03 - FRS Misc. Tables Continued

   830 - Payroll Empl. Payment Cr. Acct Table
   831 - Interdepartmental Transfer Table
   832 - Topic Id Maintenance
   833 - Maintain AP Bank Information
   834 - Voucher Type Create
   835 - Last Voucher Number Table List
   836 - Beginning Budget Entries Table
   837 - Insurance Liability Account Table
   838 - Contact Maintenance
   839 - InterAgency Payment Account Table
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

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

Menu S03 – FRS Miscellaneous Tables Continued

```
   S03 FRS Miscellaneous Tables Continued                   03/02/09 09:56
                                                            FY 2009 CC 02
   Screen: ___

                    *--- General Purpose Table Screens ---*

  850 - Person Information                  860 - Department Table Maintenance
  851 - Mail Code File Maintenance
  852 - Person Alias Maintenance           861 - BPP Table Inquiry
  853 - Generic Table
  854 - Type/Prefix Create (Pur)           899 - Maintain Dictionary Values
  855 - Type/Prefix Display
  856 - Budget Generic Table               S02 - FRS Miscellaneous Tables
  857 - Batch Table Maintenance
  858 - UIN Verification
  859 - BPP Verification




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

Menu M45 – Purchasing Controls Menu

```
   M45 Purchasing Technical Menu                            03/02/09 09:56
                                                            FY 2009 CC 02
   Screen: ___

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

Menu M62 – Accounts Receivable Controls Menu

```
 M62 AR System Controls                                    03/02/09 09:57
                                                           FY 2009 CC 02
   Screen: ___  Customer: _____  Invoice: _____

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

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






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

GENERAL PURPOSE

TABLES

Campus Allow Flag
Maintenance

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

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

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

> **This screen is updated by <u>FAMIS Services.</u>**
> The EPA flags are global and set on the Master Campus. The other flags are campus specific.

Screen 842 - Campus Allow Flag Maintenance

```
 842 Campus Allow Flag Maintenance                          03/02/09 09:57
                                                            FY 2009 CC 02
   Screen: ___




                   Allow Attributes: Y          Allow EPA Docs: Y

                   Allow Purchasing: Y      Allow EPA Enc Trans: Y

                 Allow Transactions: Y

               Allow FFX Attributes: Y

              Allow FFX Transactions: Y




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

FIELD DESCRIPTIONS

Screen Information

Allow Attributes: 1 character
Enter 'Y' to <u>allow update</u> access <u>to</u> the <u>account attributes</u>.

Allow Purchasing: 1 character
Type 'Y' to <u>allow update</u> access <u>to</u> the <u>purchasing screens</u>.

FIELD DESCRIPTIONS (CONT'D)

Allow Transactions:	1 character Enter 'Y' to <u>allow update</u> access <u>to post</u> <u>accounting transactions</u>.
Allow FFX Attributes:	1 character Type 'Y' to <u>allow update</u> access <u>to fixed assets</u> <u>account attributes</u>.
Allow FFX Transactions:	1 character Enter 'Y' to <u>allow update</u> access <u>to fixed assets</u> <u>transactions</u>.
Allow EPA Docs:	1 character 'Y' <u>allows EPA documents to be created in this</u> <u>fiscal year</u>. If 'N' or blank, you can view payroll data in CANOPY, provided you have the appropriate security clearance to do so.
Allow EPA Enc Trans:	1 character Type 'Y' to <u>allow EPA encumbrance transactions</u> in this fiscal year.

Additional Functions

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

Maintain Current Session
Campus and/or Fiscal Year

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

Screen 882 – Maintain Current Session, Campus, and/or Fiscal Year

```
 882 Maintain Current Session Campus and/or Fiscal Year         03/02/09 09:57
                                                                FY 2009 CC 02
   Screen: ___


                            Active Campus: 02


                         Active Fiscal Year: 2009

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

                     Active Processing Month: 3_   March
                       Month of Fiscal Year: 7




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

BASIC STEPS

- Advance to Screen 882.

- Enter a valid campus code, fiscal year, or processing month.

- Press <ENTER> to record the information.

FIELD DESCRIPTIONS

Screen Information

Active Campus:	2 digits Enter the <u>campus code</u> you are currently accessing.
Active Fiscal Year:	4 digits Displays the current <u>fiscal year</u> that you are accessing. To change, type the desired year and press <Enter>.

FIELD DESCRIPTIONS (CONT'D)

Valid for Inquiry: 4 characters
Identifies the data by years you may *view* as set
in your security:
CCCC = Current year only
***** = all years
YYYY = a specific year, such as '2008' will
             allow viewing of 2008 data only.
             Generally, this is not recommended.

Valid for Updates: 4 characters
Identifies the data by years you may *update* as
set in your security:
CCCC = Current year only
***** = all years
YYYY = a specific year, such as '2008' will
             allow viewing of 2008 data only.
             Generally, this is not recommended.

Active Processing   2 digits
Month: Allows you to change the processing month for
transactions being entered on the FAMIS
screens. If you do not have the proper security to
change this date, the field will be "display only."

Month of Fiscal   2 digits
Year: Displays the current month of the fiscal year.

Additional Functions

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

FRS Person
File Maintenance

The FAMIS person file is built through two mechanisms:

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

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

> This screen is updated and maintained by <u>each campus</u>.
> **The information is available to all TAMUS members
> and is not campus specific.**

Screen 850 – FRS Person File Maintenance

```
  850 Person Information                               01/23/09 15:34
                                                               CC 02
   Screen: ___   Person: 4uuuuuu2          Inactive: _   Delete: _ (Y/N)

 Person's Name: (Last) CARSON_____ (First) COLLEEN ___  (MI) C (Suffix) _____
                                                               (Prefix) _____
          SSN: 444-44-4444        Title Code: 8185 ANALYST
        Phone: 979-458-9999 ____   Date Hired: 07/08/2004      Gender: F
          FAX: 979-458-8888        Adloc Part: 01 Acct: 271030 Suffix: _
 BPP phone: 979-458-9898

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

BASIC STEPS

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

FIELD DESCRIPTIONS

Action Line

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

Inactive: 1 character
Type 'Y' to make the selected person inactive.
Note: this field can only be set by
security officers.

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

Screen Information

Person's Name

(Last):   20 characters
Identify the person's last name.

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

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

(Suffix):   4 characters
Provide the suffix of the person, if any.

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

SSN: 9 digits
Displays the person's Social Security Number.

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

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

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

Gender: 1 digit
Identify the gender of the person.

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

FIELD DESCRIPTIONS (CONT'D)

Adloc Part:
2 digits   **? Help Available**
Enter the adloc (administrative location) for the person.

Acct:
6 digits
Identify the account number from which the person is paid.

Suffix:
1 digit
Include the suffix such as "Jr.", "III", etc.

BPP phone:
10 digits
Shows the phone number listed in BPP.

Home CC:
2 digits   **? Help Available**
Include the home campus code of the person.

Dept:
5 digits
Identify the department where the person works.

S-Dept:
5 digits
Enter the sub-department where the person works.

Address:
3 lines (30 characters/digits each)
Include the business address of the department where the person works.

Mail Cd:
4 digits   **? Help Available**
Enter the on campus mail code of the department where the person works.

City:
30 characters
Identify the city where the department is located.

State:
2 characters   **? Help Available**
Include the state in which the department is located.

Zip:
9 digits
Provide the ZIP Code + 4 digits of the department.

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

PI/Researcher:
1 character
Indicate if the person is a researcher or principal investigator.

E-mail from BPP:
1 character
Displays 'Y' if the current email address was obtained from BPP employee file.

E-Mail:
30 characters
Include the person's E-mail address.

FIELD DESCRIPTIONS (CONT'D)

Printer Default:	30 characters Enter the <u>default printer</u> where the person may receive reports.

Routing Email Prefs (* or EPA)**

Notify Frequency:	1 character Identifies the <u>frequency of</u> the <u>person's inbox notification:</u> D – Daily E – Every Document W – Weekly
Type:	1 character Indicates the <u>email notification type:</u> A – Approvals Only N – None (no email) Y – All (include notifications)
Voided Apps:	1 character Determines if <u>email notification is sent when a document is rejected</u> after you have given your approval. You are notified of that someone further down the path rejected the document. Y = Send email notification N = Don't send email notification

Additional Functions

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

FRS Person Alias Maintenance

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

Screen 852 – FRS Person Alias Maintenance

```
  852 Person Alias Maintenance                          03/02/09 10:00
                                                               CC 02
   Screen: ___   Person: 8uuuuuuu6

 Person's Name: (Last) CARSON         (First) COLLEEN    (MI) C (Suffix)
                                                   Drop
  Person Alias: CARSON, COLLY_____  _
                _____  _
                _____  _
                _____  _
                _____  _
                _____  _
                _____  _
                _____  _
                _____  _
                _____  _
                _____  _
                _____  _
                _____  _
                _____  _
                _____  _
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 852.
- Enter a valid Universal Identification Number (UIN). You may type an asterisk (*) in this field to search for the person's UIN.
- Type all aliases on the lines provided.
- Press <ENTER> to update or view the information.

FIELD DESCRIPTIONS

Action Line
Person: 9 digits   *** Help Available**   **Entry Required**
Enter the person's <u>Universal Identification Number (UIN)</u>. You may also do a name search on this field by typing an asterisk (*) and pressing <ENTER>.

Screen Information
Person's Name
(Last):   20 characters
Identifies the <u>last name</u> of the person.

FIELD DESCRIPTIONS (CONT'D)

(First):   10 characters
                      Shows the person's <u>first name</u>.

(MI):   1 character
                      Displays the <u>middle initial</u> of the person.

(Suffix):   3 characters
                      Identifies the <u>suffix</u> of the person, such as "Jr.",
                      "III", etc.

Person Alias: 50 characters
                      Enter the <u>alias(es) for the person</u>.

Drop: 1 character
                      Enter 'Y' to <u>drop an alias</u>.

Additional Functions

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

UIN
Verification

Screen 858 is used to display and verify entries in the UIN (Universal Identification Number) Table maintained by BPP. Due to the nature of this information, <u>few persons should be able to view </u>this screen. Security officers can use this screen for name searches before assigning a new UIN.

Screen 858 – UIN Verification

```
   858 UIN Verification                                      03/02/09 10:00
                                                                      CC 02
   Screen: ___  UIN: 6uuuuuuu6

      Last Name: MILLSWORTH
     First Name: MAUREEN              Middle Init: F          Suffix:

 Social Security: 4ss-ss-sss1  Verification Date: 10/04/2006 Gender: F
      Student ID: 4sssssss1
      Birth Date: 12/16/1973          Relation: SP


   Systems Using: EMPL   CISD         Added by          Modified
                  SIMS   DEPN           Userid: INITLOAD   Userid: BPP0000
                  WARE                    Date: 06/09/2003   Date: 07/07/2006
                  FAMI                    Time: 03:52 PM     Time: 03:13 PM
                                        System: EMPL

 Comments:


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

BASIC STEPS

- Advance to Screen 858.
- Enter a valid UIN number on the Action Line, or search for name by typing the last name in the UIN: field and press <ENTER>. You may also type an asterisk (*) in this field to view a list of names available.

FIELD DESCRIPTIONS

Action Line
UIN: 9 digits   *** Help Available**   **Entry Required**
                          Enter a valid <u>Universal Identification Number (UIN)</u>, or type a last name for name search.

Screen Information
Last Name: 25 characters
                          Displays the person's <u>last name</u> associated with the UIN number entered on the Action Line.

First Name: 25 characters
                          Identifies the person's <u>first name</u>.

FIELD DESCRIPTIONS (CONT'D)

Middle Init: 1 character
                          Shows the <u>middle initial</u> of the specified person.

Suffix: 4 characters
                          If provided, identifies the <u>suffix</u> appended to a
                          person's name. For example: Jr., Sr., III, IV, etc.

Social Security: 9 digits
                          Displays the person's <u>Social Security number</u>.

Verification Date: 8 digits
                          If displayed, identifies the <u>date the SSN/UIN was
                          assigned and verified</u>.

Gender: 1 character
                          Shows whether the <u>person's gender</u> is male (M)
                          or female (F).

Student ID: 9 digits
                          If the person is a student, displays their <u>student
                          identification number</u>.

Birth Date: 8 digits
                          Shows the person's <u>date of birth</u>.

Relation: 2 characters
                          Identifies the person's <u>relation</u>. For example:
                          DA = Daughter
                          SO = Son
                          SP = Spouse

Systems Using: 4 characters, (2 columns available)
                          Identifies the <u>groups using the UIN system code</u>.
                          For example: FAMI (FAMIS), CISD (CIS group),
                          WARE (warehouse), DEPN (System personnel),
                          EMPL (BPP).

Added by
Userid: 8 characters/digits
                          Identifies the FAMIS <u>Userid</u> of the person <u>adding
                          the UIN</u> information.

Date: 8 digits
                          Identifies the <u>date the UIN was added</u> to FAMIS.

Time: 4 digits
                          Displays the <u>time the UIN</u> information <u>was added</u>
                          to FAMIS.

System: 4 characters
                          Shows the <u>system</u> that <u>added</u> the <u>UIN
                          information</u>.

FIELD DESCRIPTIONS (CONT'D)

Modified by
   Userid: 8 characters/digits
                      Identifies the FAMIS Userid of the person
                      modifying the UIN information.

   Date: 8 digits
                      Shows the date modifications were made.

   Time: 4 digits
                      Indicates the time a modification was made.

   Comments: 30 characters
                      Displays any comments entered.

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

BPP
Verification

Screen 859 is used to display employee information from the BPP Employees File. Because of the nature of the information, <u>few persons should be able to view</u> this screen. Security officers can use it as part of the verification process for establishing or reviewing a UIN.

Screen 859 – BPP Verification

```
    859 BPP Verification                                      03/02/09 10:03
                                                                      CC 02
     Screen: ___    UIN: 4uuuuuuu1
                                                         Privacy Flag: Y
            Last Name: MASON
           First Name: MIRANDA              Middle Init: M          Suffix:

      Social Security: 9ss-ss-sss9       Title Code: 7565  TASK WORKER
         Phone Number: 979-111-2222      Date Hired: 01/05/2004    Gender: F
                                    Orig. Date Hired: 01/05/2004
                                          Adloc Part: 02      Account: 132006
                                     Paid Thru Date: 05/12/2004   on: 05/21/2004

                 Dept: ENTC  Sub-Dept:

              Address: ENGR TECH & INDUS DIST       Last Modified: 01/14/2004

                 City: COLLEGE STATION          State: TX
                  Zip: 77843 3367          Mail Stop: 3367      Country:

       E-mail Address: MM@ANYNET.EDU
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 859.

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

FIELD DESCRIPTIONS

Action Line
UIN:	9 digits	*** Help Available**	**Entry Required**

Enter a valid <u>Universal Identification Number (UIN)</u>, or type a last name for name search.

Screen Information
Privacy Flag: 1 character
'Y' indicates the employee has requested that <u>personal information is private</u> and not to be released to the public.

FIELD DESCRIPTIONS (CONT'D)

Last Name: 25 characters
Displays the person's <u>last name</u>.

First Name: 25 characters
Identifies the person's <u>first name</u>.

Middle Init: 1 character
Shows the <u>middle initial</u> of the specified person.

Suffix: 4 characters
Identifies the <u>suffix</u> appended to a person's name. For example: Jr., Sr., III, IV, etc.

Social Security: 9 digits
Displays the person's <u>Social Security Number</u>.

Title Code: 4 digits/15 characters
Shows the <u>title code and position title</u>.

Phone Number: 10 digits
Identifies the employee's office <u>phone number</u>.

Date Hired: 8 digits
Displays the <u>date</u> the employee was <u>hired</u>.

Gender: 1 character
Shows the <u>person's gender</u>: male (M) or female (F).

Orig. Date Hired: 8 digits
If this employee has previous employment within TAMUS, the <u>original hire date</u> will be displayed.

Adloc Part: 2 digits
Shows the <u>address location</u> (campus code) for the employee.

Account: 6 digits
Displays the <u>account number</u> used for paying the salary.

Paid Thru Date: 8 digits
Displays the <u>date paid through</u> for the most recent paycheck.

On: 8 digits
Shows the <u>date</u> the paycheck was <u>issued</u>.

Dept: 5 digits
Shows the <u>department</u> where the person works.

Sub-Dept: 5 digits
Displays the <u>sub-department</u> where the person works.

FIELD DESCRIPTIONS (CONT'D)

Address: 30 characters/digits
                           Provides the <u>business mailing address</u> for the
                           employee.

Last Modified: 8 digits
                           Displays the <u>date</u> information for the employee
                           was <u>last modified</u>.

City: 30 characters
                           Identifies the <u>city</u> where the department is
                           located.

State: 2 characters
                           Provides the <u>state</u> in which the department is
                           located.

Zip: 9 digits
                           Provides the <u>ZIP Code</u> + 4 digits for the
                           department's address.

Mail Stop: 4 digits
                           Identifies the <u>on-campus mail code</u> for the
                           person's department.

Country: 2 characters
                           Includes the <u>country</u> where the department is
                           located.

E-Mail Address: 30 characters
                           Identifies the <u>E-mail address</u> of the person.

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

Mail Code
Maintenance

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

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

For example:

C = College Station based
L = Laredo TAMIU

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

Screen 851 – Mail Code Maintenance

```
   851 Mail Code Maintenance                                    03/02/09 10:03
                                                                  FY 2009 CC 02
    Screen: ___   Mail Code: M3000
                                                             Delete: _ (Y/N)

  Description: TAMU-GALVESTON MARINE SCIENCES A/C806706

   Department: FISC_

      Address: TEXAS A&M - GALVESTON____
               P.O. BOX 1675_____
         City: GALVESTON_____
        State: TX
          Zip: 77553____
      Country: ___
        Phone: _____   Ext: ____




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

BASIC STEPS

- Advance to Screen 851.
- Enter a valid mail code or type "?" to view mail codes available. Type an "X" by the desired code in the pop-up window to select it and pass it back to the FAMIS screen.
- Press <ENTER> to view the information.

FIELD DESCRIPTIONS

Action Line

Mail Code: 1 character   **? Help Available**   **Entry Required**
Enter a valid <u>mail code</u>. For example:
C = College Station based
L = Laredo TAMIU
F = Forest Service
G = Galveston
J = Kingsville TAMUK
M = Unknown
P = PVAMU
R = TAES
T = TSU
Z = Unknown

Screen Information

Delete: 1 character
Enter 'Y' to <u>delete</u> the <u>mail code</u> from the system.

Description: 30 characters
Provide a <u>description of the department</u> assigned
to the mail code.

Department: 5 characters   **? Help Available**
Include the FAMIS <u>department code</u> associated
with the mail code.

Address: 2 lines (20 characters/digits each)
Identify the <u>physical address of</u> the <u>department</u>.

City: 30 characters
Enter the <u>city</u> where the department is located.

State: 2 characters   **? Help Available**
Provide the <u>state</u> where the department is
located.

Zip: 9 digits
Identify the <u>ZIP Code</u> + 4 digits of the
department.

Country: 3 characters
Include the <u>country</u> where the department is
located.

Phone: 10 digits
Include the department's <u>phone number</u>.

Ext: 4 digits
Provide the <u>telephone number extension</u> of the
department.

Additional Functions

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

Generic Table
File Maintenance

In FAMIS, tables are used to control various functions or to validate data. FAMIS allows you to maintain the generic table file. You can make these entries on Screen 853.

> **This screen is maintained by FAMIS Services.**

Screen 853 – Generic Table File Maintenance

```
    853 Generic Table                                      03/02/09 10:14
                                                               CC 02
    Screen: ___   Campus Cd: **   Table Type: GENERIC TABLES_
                                  Start From: _____

    Func                         Maint.
    Code          Key            on 853                Data
      _      ACH-CONTROL_____   Y     ACH CONTROL BANK TABLES_____
      _      ACH-TRACE-NBRS_____   Y     TRACE NUMBERS FOR ACH_____
      _      AFR AVAILABLE_____   Y     FAMIS AFR AVAILABILITY_____
      _      AFR CAMPUS CON_____   Y     AFR CAMPUS CONTROL (AFR SCREEN 203)_____
      _      AFR GASB PRE_____   Y     AFR NEW GASB PREREQUISITES_____
      _      AFR QUERY BLOCK_____   Y     AFR CAMPUS CONTROL (AFR SCREEN 203)_____
      _      AFR REPORT PRE_____   Y     AFR REPORT PREREQUISITES_____
      _      AFRCC-CONV_____   Y     MULTIPLE CAMPUS CONVERSION FOR AFR_____
      _      ASSIGN CONTROL_____   Y     SCREEN 854_____
      _      ATPARP-CONV_____   N     SPECIAL CONVERSION FOR TAES IN FALL 1991
      _      AVAILABLE_____   Y     FAMIS AVAILABILITY_____
      _      BENEFIT TYPE_____   Y     SCREEN 831 FOR PAYROLL INTERFACE_____

                       ***  Press enter for more entries  ***
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 853.
- Press <ENTER> to scroll through the list.
- You may also type the key word or beginning letters of the key word in the Start From: field to advance the displayed list.

FIELD DESCRIPTIONS

Action Line

Campus Cd:
2 characters
Identifies the campus code where the generic table is housed. Generally, the generic tables are recorded at the '**' campus.

Table Type:
15 characters
Shows the title of the table to be displayed or updated.

Start From:
20 characters
Allows you to enter a specific key word, or a partial name to begin the display list.

FIELD DESCRIPTIONS (CONT'D)

Screen Information

Func Code: 1 character
Enter the desired <u>function code</u>: add (A), update (U) or delete (D).

Key: 20 characters
Include a <u>key word description</u> of the data provided.

Maint. on 853: 1 character
Identify if you can <u>maintain key word on Screen 853</u>.

Data: 30 characters
Provide an <u>extended description of</u> the <u>key word</u>.

Additional Functions

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

Department Table
Maintenance

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

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

- This is the only screen where you can update the **School/College**: field. The field is not protected field for anyone who has update access to the screen.

- The **School/College**: field is protected if you are trying to modify it on a sub-department. Sub-departments must have the same School/College as the Department. To remove it from the sub-department, you must take it off of the Department (FISA or FISC). The change will ripple to all of the sub-departments.

- The **EPA Allow** flag controls the creation on EPA documents. Entering 'Y' allows the department to create EPA documents, which will be routed thru the department. If the flag is off ('N' or blank), you will still be able to view payroll data in CANOPY, provided you have the appropriate security clearance to do so.

- If the "**Purchasing Trn Flag**" on this screen is not set to 'Y', FAMIS does not recognize that routing of purchasing documents exists for the department.

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

Screen 860 – Department Table Maintenance

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

> **NOTE:** A department can't be deleted, it can only be "expired" by entering the expiration date in the Dept Expiration Date: field.

BASIC STEPS

- Advance to Screen 860.

- Enter a department code on the Action Line, and Sub Department if needed. You may also type an asterisk (*) in the Department: field to see a list of departments and subdepartments.

- If the department is not listed in the pop-up box, type an "i" in the TYPE: field to search by Department ID. This will allow you to find what you are searching for if it is an active department - subdepartment.

- Press <ENTER> to view the information.

FIELD DESCRIPTIONS

Action Line

Department: 5 characters   *** Help Available**   **Entry Required**
                        Enter a valid department code.

Sub Dept: 5 characters
                        Enter the sub-department, if needed.

Screen Information

Dept Name: 50 characters
                        Enter the full name of the department.

Head/Director ID: 9 digits   **Entry Required**
                        Provide the Universal Identification Number (UIN)
                        of the department head or director. The name
                        will be displayed when you press <Enter>.

Alt APO ID: 9 digits
                        Enter the UIN of the alternate APO (accountable
                        property officer). The name will be displayed
                        when you press <Enter>.

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

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

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

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

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

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

FIELD DESCRIPTIONS (CONT'D)

Division: 2 characters
                        Provide <u>division code</u> reflecting the structure of
                        the campus.

Room: 6 digits
                        Include the <u>room number or the floor</u> of the
                        department.

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

Group Cd: 5 characters
                        Include the <u>group code</u> for the department.
                        (TB.DPT.GROUP-CD)

Off Campus Flag: 1 character
                        Enter 'Y' if the department is <u>located off campus</u>.

Other Loc: 20 characters
                        Type 'Y' if the department is located in
                        <u>more than one location</u>.

Budget Sort Dept   4 characters
Nbr: Used for <u>TAES budget sort number</u>.

Approx. Inv. Count: 6 characters
                        Used for the entry of <u>inventory numbers</u>.

Allow Flags
FRS: 1 character
                        Enter 'Y' to indicate this department is <u>valid for
                        accounting in FRS</u>.

EPA: 1 character
                        Enter 'Y' if the department is <u>allowed to create
                        EPA documents</u>.

DBR: 1 character
                        Type 'Y' if the department is <u>allowed to create
                        Departmental Budget Requests</u>.

DCR: 1 character
                        Type 'Y' to identify that the department is <u>allowed
                        to create Departmental Correction Requests</u>.

SciQuest: 1 character
                        Type 'Y' to identify this department is using the
                        <u>SciQuest application</u>.

FFX: 1 character
                        Enter 'Y' to indicate this department is valid for
                        <u>asset control in FFX</u>.

TDP: 2 digits
                        Enter 'Y' if the <u>department is allowed to </u>create
                        <u>TDP (asset transfer) documents</u>.

FIELD DESCRIPTIONS (CONT'D)

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

FFX Cert Month: 2 digits
Indicate the <u>month for inventory certification</u> for
this department.

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

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

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

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

Mail to Dept Head: 1 character
Type 'Y' if the d<u>epartment head or director</u> wants
<u>to receive</u> a <u>statement</u>.

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

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

Dept Office: 10 characters
Shows the <u>office for Routing & Approvals</u> that
governs this department.

FIELD DESCRIPTIONS (CONT'D)

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

Dept View: 10 characters
Indicates the <u>electronic view</u> within the electronic office <u>for</u> Routing & Approvals that governs this <u>department</u>.

Exec Office: 10 characters
Shows the <u>executive office for</u> Routing & Approvals that governs this <u>department</u>.

**Dept Expiration
Date:**   8 characters
Provide the <u>date the department expires</u>.

Exec View: 10 characters
Shows the <u>electronic view within the executive office for</u> Routing & Approvals that governs this <u>department</u>.

General Comments: 1 character
'Y' indicates <u>general comments</u> have been entered.

FFX Comments: 1 character
Displays 'Y' if <u>comments</u> have been entered <u>for Fixed Assets</u>.

Additional Functions

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

**PF7
Audit**   **Audit Information**
Displays the departmental table <u>audit</u> information.

**PF9
Dload**   **Download**
<u>Download</u> information from this screen using Entire Connection.

**PF10
GenCm**   **General Comments**
View <u>general comments</u>.

**PF11
FFXCm**   **Fixed Assets Comments**
Shows any <u>fixed assets comments</u>.

Maintain Dictionary Values

Valid values for the database dictionary are created, updated or deleted on Screen 899. Many of the edits on fields in FAMIS are governed by the valid values entered here.

<div style="border:1px solid black; text-align:center">

This screen is maintained by FAMIS Services.

</div>

Screen 899 – Maintain Dictionary Values

```
 899 Maintain Dictionary Values                              03/02/09 10:05

    Screen: ____   Campus Code: **  Field Name: IAFRS-FG-FS-ELEMENT-OF-COST_____
                                 Field Value: _____
 F    Field Value                          Field Translation
 _ AS_____ ACADEMIC SUPPORT_____
 _ ATH_____ ATHLETICS_____
 _ BLANK_____ NONE / NOT APPLICABLE_____
 _ IN_____ INSTRUCTION_____
 _ IS_____ INSTITUTIONAL SUPPORT_____
 _ MRR_____ MAJOR REPAIRS & REHABILITATION_____
 _ OMP_____ OPERATION & MAINT OF PLANT_____
 _ PS_____ PUBLIC SERVICE_____
 _ RR_____ RESTRICTED RESEARCH_____
 _ RSE_____ RESEARCH ENHANCEMENT_____
 _ SB_____ STAFF BENEFITS_____
 _ SI_____ SPECIAL ITEMS_____
 _ SS_____ STUDENT SERVICES_____
 _ _____ _____
 _ _____ _____
       **** End of Data ****
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                              CCopy Left  Right
```

BASIC STEPS

- Advance to Screen 899.
- Enter a field name and, if desired, a field value.
- Press <ENTER> to view the information.

FIELD DESCRIPTIONS

Action Line

Campus Code:	2 digits/characters Enter the <u>campus code</u> you will be viewing information for.	**Entry Required**
Field Name:	25 characters Enter the <u>technical name of</u> the <u>field</u>.	**Entry Required**
Field Value:	20 characters Provide the <u>field value</u>, if needed.	

FIELD DESCRIPTIONS (CONT'D)

Screen Information

F:
1 character
Enter the desired <u>function code</u>:
A = add a record
U = update a record
D = delete a record

Field Value:
30 characters
Enter or modify the valid <u>values for</u> the <u>field</u>.

Field Translation:
20 characters
Type or update the <u>long description</u> <u>for</u> the valid
value for the <u>field</u>.

Additional Functions

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

PF9   **Campus Code Copy**
CCopy   <u>Copy</u> information from <u>campus code</u> provided in
pop-up window.

Error
Display

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

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

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

```
┌──────────────────────────────────────────────────────────────┐
│            This screen is used by FAMIS Staff Only             │
└──────────────────────────────────────────────────────────────┘
```

Screen 995 – Error Display by User/Pgm/Err/Date Order

```
    995 Error Display by User/Pgm/Err/Date Order
                                  Index not within array structure.
  Screen: ___ User: BOYL99P_ Pgm: FNSPMLTP Err: 1316 Line: 2265 Lvl: 04 Key: PF11
        Date/Time: 08/03/2006 07:38:59.8  Display Order: U          Del: _

    112 Pending Voucher Create/Modify with P.O. Numbers       X      08/03/06 07:3
    Item Nbr/Acct In Error:                                          FY 2006 CC 9
  Screen: ___   Voucher: 6_____   Fiscal Year: 2006  Default Cost Ref: N     X N
                                                    6      8    F7666
    Doc Summary: INVOICE_____

          Vendor: V0vvvvvvvv0 COMPLIANCE SOFTWARE TECHN
          Type: 0          Dept. Ref. #: H000319     Enclosure Code: Y
   Invoice Date: 07/18/2006   Order Date: _____      Due Date: 08/03/200
  State Req Nbr: LBOYD_____      GSC Ord: _____
    Description: 100045 - TRAVEL_____
               _____
     Cust AR NBR: _____ ACH Ovrd: _    Hold Flag: N
     Alt.Vendor: _____     W2/SSN: _____   Travel Hotel Zip: _____
  USAS Doc Type: _          PCC Code: _              PDT Code: __
                  **** PRESS ENTER TO CONTINUE ****
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp       More  Disp  Bkwd  Frwd       Left  Right
```

BASIC STEPS

- Advance to Screen 995 and press PF8 to page through the errors, or PF7 to go backwards.

- Press PF6 to display the error on the entire screen.

- Press PF11 to scroll right and view additional information.

- Press PF5 to page through the error log.

- Type 'Y' in the Del: field to delete an item from the error log.

FIELD DESCRIPTIONS

Action Line

User: 8 characters/digits
                         Displays the <u>user id</u> of the user <u>who experienced
                         the error</u>.

Pgm: 8 characters/digits
                         Shows the <u>program number</u>.

Err: 4 digits
                         Identifies the <u>error number</u>.

Line: 4 digits
                         Displays the <u>line number of the error</u>.

Lvl: 2 digits
                         Shows the <u>level number</u>.

Key: 4 characters
                         Provides the <u>error keyword</u>.

Date/Time: 15 digits
                         Identifies the <u>date and time the error occurred</u>.

Display Order: 1 character
                         Enter the desired <u>display order</u>. For example:
                         D = Date/Time
                         E = Error Nbr and Date/Time
                         P = Program and Date/Time
                         U = User and Date/Time

Del: 1 character
                         Type 'Y' to <u>delete the error</u> from the log when the
                         error has been resolved.

Screen Information

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

Additional Functions

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

PF5   **Next Error**
NxtEr   Advance to the <u>next error</u> in the log.

PF6   **Display**
Disp   <u>View the error</u> the user experienced.

CHART OF ACCOUNTS

CONTROL RECORDS

Display General Ledger
Chart of Accounts Table

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

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

<div style="border:1px solid black; text-align:center;">

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

</div>

Screen 801 – Display General Ledger Chart of Accounts Table

```
 801 Display General Ledger Chart of Accounts Table           03/02/09 10:06
                                                              FY 2009 CC 02
   Screen: ___

     Low      High    Type of    Fund        Low      High    Type of    Fund
   Account  Account   Account   Control    Account  Account   Account   Control

   000001   009999   Cur Unr     3000      087250   087999   Other Res   3800
   010000   010799   Cur Unr     3100      088000   088799   Other Res   3800
   011100   019999   Cur Unr     3100      089300   089999   Other Res   3800
   020000   029499   Cur Unr     3200      094000   095999   Other Res   3940
   030000   034999   Cur Unr     3300
   040000   049999   Cur Res     3400
   050000   059999   Cur Res     3500
   060200   069999   Cur Res     3600
   070000   073999   Other Res   3700
   074000   078999   Other Res   3740
   079000   079999   Other Res   3790
   080500   082999   Other Res   3800
   085000   087000   Other Res   3800
          Note: To change this table, contact FAMIS Team at (979)458-6464.
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           Hmenu Help  EHelp
```

Tech Note:	FBIU801
	COALIB (COAxx)

BASIC STEPS

- Advance to Screen 801.
- View the existing purchasing controls.

FIELD DESCRIPTIONS

Screen Information

Low Account:	6 digits
	Shows the GL account that defines the low end of the range.

FIELD DESCRIPTIONS (CONT'D)

High Account:　　6 digits
Identifies the <u>higher limit</u> of the specified <u>account range</u>.

Type of Account:　　10 characters
Displays the <u>classification</u> of the <u>account</u>.

Fund Control:　　4 digits
Identifies the <u>account control</u> used <u>to record</u> the <u>fund balance</u> for a GL account.

Additional Functions

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

Display Subsidiary Ledger
Chart of Accounts Table

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

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

Screen 802 – Display Subsidiary Ledger Chart of Accounts Table

```
 802 Display Subsidiary Ledger Chart of Accounts Table      03/02/09 10:07
                                                            FY 2009 CC 02
   Screen: ___
             Low      High     Type of    Map Codes     Type of
             Account  Account  Account    Low    High   Subcode
             100000   102003   Cur Unr    10000  19999    REV
             102004   102005   Cur Unr    10000  19999    BOTH
             102006   102099   Cur Unr    10000  19999    REV
             102100   102101   Cur Unr    10000  19999    BOTH
             102102   109999   Cur Unr    10000  19999    REV
             110000   197999   Cur Unr    10000  19999    EXP
             198000   199999   Cur Unr    19000  19999    BOTH
             200000   269999   Cur Unr    20000  26999    BOTH
             270000   299999   Cur Unr    27000  29999    BOTH
             300000   349999   Cur Unr    30000  34999    BOTH
             400000   499999   Cur Res    40000  49999    BOTH
             500000   599999   Cur Res    50000  59999    BOTH
             600000   699999   Cur Res    60000  69999    BOTH
             800000   829999   Other Res  80000  82999    BOTH
             850000   859999   Other Res  85000  85999    BOTH
         Note: To change this table, contact FAMIS Team at (979)458-6464.
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Tech Note: FBIU801
                     COALIB (COAxx))

BASIC STEPS

- Advance to Screen 802.
- Press <ENTER> to page through the existing subsidiary chart of accounts table.

FIELD DESCRIPTIONS

Screen Information

Low Account: 6 digits
Displays the lower limit of the specified account range.

High Account: 6 digits
Identifies the higher limit of the specified account range.

FIELD DESCRIPTIONS (CONT'D)

Type of Account: 10 characters
Defines the <u>type of money and restrictions</u> placed
<u>on the accounts</u> as categorized by Current
Restricted, Current Unrestricted, and Other
Restricted.

Map Codes

Low: 5 digits
Identifies the <u>low end of</u> the valid map codes for
the <u>range</u>.

High: 5 digits
Shows the <u>high end of</u> the valid map codes for
the <u>range</u>.

Type of Subcode: 4 characters
Indicates whether the <u>account range</u> <u>can process</u>
revenue only, expense only, or both revenue and
expense transactions.

<u>*Additional Functions*</u>

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

Maintain Global
Subcode Edit Table

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

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

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

> This screen can be maintained and updated by <u>each campus</u>.
> **The information is campus specific.**

Screen 803 – Maintain Global Subcode Edit Table

```
   803 Maintain Global Subcode Edit Table                    03/02/09 10:09
                                                             FY 2009 CC 02

    Screen: ___

  Func  Mask of    Low     High  Valid
  Code  Account    Subcd   Subcd Match   Message
    _     4XXXXX    9600    9699    Y
    _     XXXXXX    9600    9699    N
    _     1XXXXX    0005    0029    Y
    _     1XXXXX    8710    8799    N
    _     XXXXXX    0401    0402    N
    _     XXXXXX    8510    8510    N
    _     XXXXXX    0005    0029    N
    _     25XXXX    0005    0249    N
    _     27XXXX    0005    0249    N
    _     4XXXXX    0005    0249    N
    _     5XXXXX    0005    0249    N
    _     50XXXX    0250    0289    N
    _     50XXXX    0320    0351    N
    _     50XXXX    0353    0383    N
    ************  More Data -- Press <ENTER> to View *********
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 803.

- Enter the desired action in the Func Code: field, then enter the appropriate data in the fields provided.

- If this screen appears to be full and you need to insert data between two entries, type 'A' in the Func Code: field and type over all of the data on the line where you want the new entry to appear. The program will add the entry and move the other entries down.

- Press <ENTER> to record the information. A message will be displayed confirming the action recorded.

GLOBAL SUBCODE EDIT PROCESS

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

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

The Global Subcode Table consists of 4 columns:

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

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

Valid Match
Valid entries are 'Y' (allow) and 'N' (not allowed)

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

    25XXXX 6341 6341   Y
    XXXXXX 6341 6341 N

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

FIELD DESCRIPTIONS

Screen Information
Func Code:	1 character Identify the desired <u>function code</u>: add (A) new subcode edit, update (U) an existing subcode edit, or delete (D) an existing subcode edit.

FIELD DESCRIPTIONS (CONT'D)

Mask of Account: 6 characters/digits
An 'X' is a wildcard, so entering 345XXX means all accounts from 345000 to 345999 are <u>included in the mask</u>.

Low Subcd: 4 digits
Indicate the <u>low subcode in a range</u>.

High Subcd: 4 digits
Identify the <u>high subcode in a range</u>.

Valid Match: 4 digits
Enter a <u>validation flag</u> of 'Y' or 'N' to determine whether the account can process transactions using the listed subcodes.

Message: 50 characters
Displays the <u>confirmation message</u> for the action recorded.

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

Maintain Automatic Budget Reallocation Rules

Monitoring budgets in FAMIS is done using budget pools or categories. The rules for **A**utomatic **B**udget **R**eallocation are entered on Screen 804. You may have up to 60 pools in one ABR rule.

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

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

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

> This screen is maintained by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 804 – Maintain Automatic Budget Reallocation Rules

```
   804 Maintain Automatic Budget Reallocation Rules          03/02/09 10:09
                                                             FY 2009 CC 21

   Screen: ___    Rule: 411

 F Pool Low High Act Messages           F Pool Low High Act Messages
 _ 0001 0002 0999 _                      _ ____ ____ ____ _
 _ 1100 1105 1610 _                      _ ____ ____ ____ _
 _ 1100 1705 1710 _                      _ ____ ____ ____ _
 _ 1740 1740 1775 Y ** UPDATE **         _ ____ ____ ____ _
 _ 1900 1906 1990 _                      _ ____ ____ ____ _
 _ 3100 3010 3410 _                      _ ____ ____ ____ _
 _ 3000 4010 5682 _                      _ ____ ____ ____ _
 _ 5700 5710 5835 _                      _ ____ ____ ____ _
 _ 3100 5840 5840 _                      _ ____ ____ ____ _
 _ 3000 5855 9899 _                      _ ____ ____ ____ _
 _ ____ ____ ____ _                      _ ____ ____ ____ _
 _ ____ ____ ____ _                      _ ____ ____ ____ _
 _ ____ ____ ____ _                      _ ____ ____ ____ _
 _ ____ ____ ____ _                      _ ____ ____ ____ _
 _ ____ ____ ____ _                      _ ____ ____ ____ _
 ********************* End of Data **********************
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

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

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

BASIC STEPS

- Advance to Screen 804.
- Enter the ABR rule number for the pool and press <ENTER>.
- Enter valid data in the available fields, as desired
- Press <ENTER> to record the information.

FIELD DESCRIPTIONS

Screen Information

Rule:	3 digits Enter the ABR rule to be added, deleted, or updated.
F:	1 character Indicate whether the pool and valid object codes should be added (A), deleted (D), or updated (U).
Pool:	4 digits Enter the object code identified as the budget pool grouping to receive budget.
Low:	4 digits Identify the lower limit of the specified budget pool.
High:	4 digits Include the upper limit of the specified budget pool.
Act:	1 character Type 'Y' to allow encumbering at the pool level, even though you normally do not expense at the pool level. Only works the first time you go to the account.
Messages:	20 characters Displays a confirmation message of the action recorded.

Additional Functions

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

Maintain GL Account
Control Descriptions

General Ledger Account Controls are subcodes defined by SAGO's Office of Budgets and Accounting. These codes are for all FAMIS users within TAMUS.

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

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

> This screen is maintained by <u>FAMIS Services</u>.
> **The information is available to all TAMUS members.**

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

Screen 805 – Maintain GL Account Control Descriptions

```
  805  Maintain GL Account Control Descriptions               03/02/09 14:03
                                                              FY 2009 CC 02

   Screen: ___   Account Control: ____   View Master Campus: _
   Func Acct                                    State LBB  LAR
   Code Cntl Description                        Code  Code Code Message
    _    1100 Claim on Cash_____ ____ ____ ____ _____
    _    1101 Claim on Cash - Restricted_____ ____ ____ ____ _____
    _    1110 Assets Held by SAGO-ST_____ ____ ____ ____ _____
    _    1111 Assets Held By SAGO-Short Term-Rest ____ ____ ____ _____
    _    1115 Balance in State Appropriations____ ____ ____ ____ _____
    _    1116 Balance in State Appropriations-Res ____ ____ ____ _____
    _    1120 Petty Cash - Cashier_____ ____ ____ ____ _____
    _    1121 Petty Cash - Cashier - Restricted__ ____ ____ ____ _____
    _    1125 Petty Cash - Dept Working Fund_____ ____ ____ ____ _____
    _    1126 Petty Cash - Dept Working Fd-Rest__ ____ ____ ____ _____
    _    1129 Temporary Working Fund-Restricted__ ____ ____ ____ _____
    _    1130 Temporary Working Fund_____ ____ ____ ____ _____
    _    1131 Cash - Backlog (RF Only)_____ ____ ____ ____ _____
    _    1135 Cash in State Treasury_____ ____ ____ ____ _____
    _    1136 Cash in State Treasury-Restricted__ ____ ____ ____ _____
   ********** More Data -- Press <ENTER> to View ********
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                        Dload
```

BASIC STEPS

- Advance to Screen 805.
- Type 'Y' in the View Master Campus: field to view the account controls on the Master Campus and press <ENTER>. To view your own campus, blank out the 'Y' or type 'N' in this field.
- Press <ENTER> to scroll through the list of Account Controls, or type a specific code in the Account Control: field and press <ENTER>.

FIELD DESCRIPTIONS

Action Line

Account Control: 4 digits
Enter an <u>account control number</u> to place it at the top of the list.

**View Master
Campus:** 1 character
Type 'Y' to <u>view</u> the <u>account</u> <u>controls on</u> the <u>Master Campus</u>.

Screen Information

Func Code: 1 character
Enter the desired <u>function code</u>: add (A) new subcode edit, update (U) an existing subcode edit, or delete (D) an existing subcode edit.

Acct Cntl: 4 digits
Type the <u>account control</u> number.

Description: 30 characters
Include a <u>description</u> of the <u>account control</u>.

State Code: 4 digits
Identify the <u>State Comptroller's code</u>.

LBB Code: 4 digits
Provide the <u>code defined by</u> the <u>Legislative Budget Board</u>.

LAR Code: 4 digits
Displays the <u>Legislative</u> <u>Appropriation Request Code</u>.

Message: 20 characters
Shows <u>message</u>, if available.

Additional Functions

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

**PF9
Dload** **Download**
<u>Download</u> information from this screen using Entire Connection.

Maintain SL Subcode Descriptions

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

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

MASTER CAMPUS CODES

To view the Master Campus (00) codes, type 'Y' in the View Master Campus: field on the Action Line and press <ENTER>. This will display a protected list of the master campus object codes. With the View Master Campus: field selected, press the PF9 key to get a download of the master campus object codes.

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

> This screen is maintained by <u>FAMIS Services</u>.
> **The information is available to all TAMUS members.**

Screen 806 – Maintain SL Subcode Descriptions (Panel 1)

```
 806  Maintain SL Subcode Descriptions                    03/02/09 10:10
                                                          FY 2009 CC 02
  Screen: ___   Subcode: 1000  View Master Campus: Y       PANEL: 01MORE>>
                                         State LBB  LAR  Bud  Comm
 F Sbcd          Description             Code Code Code Pool Exmpt HUB
 _ 3310 Travel - Foreign_____ 7121 2005 2005  _    _
 _ 3311 Travel Agency Fees for Foreign Trav 7121 2005 2005  _    _
 _ 3400 Student Travel Pool_____ ____ 2005 2005  Y    _
 _ 3410 Travel - Students (includes meals)_ 7546 2009 2009  _    _
 _ 3411 TVL-Travel Agency Fees for Students 7546 2009 2009  _    _
 _ 3415 Travel-Prospective Students (local) 7546 2009 2009  _    _
 _ 3420 SOFC - Travel_____ 7546 2009 2009  _    _
 _ 3999 Travel Prior to FY92 (FROZEN)_____ ____ ____ ____  _    _
 _ 4000 Supplies and Materials Pool_____ ____ 2003 2003  Y    _
 _ 4001 Supplies Pool_____ ____ 2003 2003  Y    _
 _ 4010 Supplies - Office General_____ 7300 2003 2003  _    _    *
 _ 4011 Supplies - Paper Goods & Janitorial 7300 2003 2003  _    _    *
 _ 4012 Supplies - Education_____ 7300 2003 2003  _    _    *
 _ 4013 Supplies - Research_____ 7300 2003 2003  _    _    *
 _ 4014 Supplies - Other (Incl Ammunition)_ 7300 2003 2003  _    _    *
  ********** More Data -- Press <ENTER> to View ********
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                  Comp       DLoad Left  Right
```

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

Screen 806 – Maintain SL Subcode Descriptions (Panel 2)

```
 806  Maintain SL Subcode Descriptions                     01/23/09 16:16
                                                           FY 2009 CC 02
   Screen: ___   Subcode: 1000  View Master Campus: Y       PANEL: 02
                                              Bud  Ex
 F Sbcd           Description               Pool Fg        Message
 _ 3310 Travel - Foreign_____   _    _  _____
 _ 3311 Travel Agency Fees for Foreign Trav  _    _  _____
 _ 3400 Student Travel Pool_____   Y    _  _____
 _ 3410 Travel - Students (includes meals)_  _    _  _____
 _ 3411 TVL-Travel Agency Fees for Students  _    _  _____
 _ 3415 Travel-Prospective Students (local)  _    _  _____
 _ 3420 SOFC - Travel_____   _    _  _____
 _ 3999 Travel Prior to FY92 (FROZEN)_____  _    _  _____
 _ 4000 Supplies and Materials Pool_____  Y    _  _____
 _ 4001 Supplies Pool_____   Y    _  _____
 _ 4010 Supplies - Office General_____   _    _  _____
 _ 4011 Supplies - Paper Goods & Janitorial  _    _  _____
 _ 4012 Supplies - Education_____   _    _  _____
 _ 4013 Supplies - Research_____   _    _  _____
 _ 4014 Supplies - Other (Incl Ammunition)_  _    _  _____
  ********* More Data -- Press <ENTER> to View ********
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                    Comp        DLoad Left  Right
```

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

FROZEN OBJECT CODES

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

BASIC STEPS

- Advance to Screen 806.

- Type 'Y' in the View Master Campus: field to view the Master Campus (00) subcodes. Use the PF9 key while this field is selected to download the codes.

- Press <ENTER> to scroll through the list, or enter a specific subcode to advance the display to show the number entered on the first line of the list.

FIELD DESCRIPTIONS

Action Line
Subcode: 4 characters
                          Enter <u>subcode</u> to be positioned at the top of the
                          screen when you press <ENTER>.

FIELD DESCRIPTIONS (CONT'D)

View Master Campus:	1 character Type 'Y' to <u>view the Master Campus</u> (00) <u>object codes</u>.

Screen Information

Panel 1

F:	1 character Indicate the desired <u>function</u>: add (A), delete (D), or update (U).
Sbcd:	4 digits Indicate the <u>subcode number</u>.
Description:	30 characters Provide a <u>description</u> of the subcode.
State Code:	4 digits Identify the <u>State Comptroller's Code</u> for the current subcode.
LBB Code:	4 characters Enter code used by the <u>Legislative Budget Board</u>.
LAR Code	4 digits Type the <u>Legislative Appropriation Request code</u>.
Bud Pool:	1 character Enter 'Y' to indicate that the subcode is designated as a <u>budget pool</u>.
Comm Exmpt:	1 character Enter 'Y' to set an object code as exempt from requiring the commodity code.
HUB:	1 character Enter an asterisk (*) if the associated object code is included for <u>HUB reporting</u>. This is controlled by Screen 853 HUB object codes.

Panel 2

Message:	20 characters Displays <u>message</u>, if available.

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
PF7 **Comp**	**Comptroller Codes** Select to sort list by <u>State Comptroller Codes</u>.
PF9 **Dload**	**Download** <u>Download</u> information from this screen using Entire Connection.

FINANCIAL ACCOUNTING

CONTROL RECORDS

Financial Accounting
Control Record

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

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

This screen is maintained by <u>FAMIS Services</u>.
The information is campus specific.

Screen 821 – Financial Accounting Control Record

```
   821 Financial Accounting Control Record                    03/02/09 10:11
                                                                      CC 02
   Screen: ___
                    Campus Name: TEXAS A&M UNIVERSITY_____

            Processing Years                      Suspense Accounts
        Current Fiscal Year: 2009        Suspense Account: 0001001600
   Calendar Year Start of FY: 2008        Suspense Payroll: 0001051601

            Processing Months            Default Bank Account: 06000
 First Calendar Month of FY: 09 September    Support Accounting: Y
       Current Month of FY: 07 March
    Temporary Current Month:  7 March      Fiscal Office Campus Cd: 02
     Last Closed Tran Month: 05 January   Global Budget Control Flag: _
     Last Closed Proc Month: 05 January      (N - turns off budget checking)
                                             (Blank - Normal processing)
        Prompt Pay Information
        Exempt Campus: _                  Suspense Control No:    998
              Reason: __
        Interest Rate: __6.00


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

NOTE: The interest rate for FY 2009 is 6.00%

BASIC STEPS

- Advance to Screen 821.
- View the Financial Accounting Control record for your specific campus.

FIELD DESCRIPTIONS

Action Line

Campus Name: 50 characters
                       Enter the <u>name of the TAMUS member</u>.

FIELD DESCRIPTIONS (CONT'D)

Screen Information
Processing Years

Current Fiscal Year:	4 digits Shows the <u>current fiscal year</u>.
Calendar Year Start of FY:	4 digits Identifies the <u>year</u> that the <u>current</u> <u>FY began</u>.

Processing Months

First Calendar Month of FY:	2 digits Displays the <u>first calendar month of</u> the <u>current</u> <u>processing fiscal year</u>.
Current Month of FY:	2 digits Shows the <u>current month</u> figured by counting the number of months from September – including September as 01.
Temporary Current Month:	2 digits Displays the <u>month</u> that you are working in <u>that may be different from</u> <u>the current month</u> for the campus.
Last Closed Tran Month:	2 digits Displays the <u>month</u> that the <u>last transaction</u> was <u>closed</u>.
Last Closed Proc Month:	2 digits Displays the <u>last month</u> that the <u>processing for</u> the <u>campus was closed</u>.

Prompt Pay Information

Exempt Campus:	1 character 'Y' indicates the <u>campus is exempt</u> <u>from prompt</u> <u>pay</u>.
Reason:	2 characters Shows a code explaining the <u>reason</u> the campus is <u>exempt from prompt pay</u>.
Interest Rate:	6 digits Displays the <u>interest rate</u> to be used in calculating interest for late payment.

Suspense Accounts

Suspense Account:	10 digits Identifies the general <u>suspense account number</u> where rejected records will post during batch processing, typically 0001001600.
Suspense Payroll:	10 digits Shows the number of the <u>payroll</u> <u>suspense</u> <u>account</u> where rejected payroll records may post – most will post in the General Suspense account, however.

FIELD DESCRIPTIONS (CONT'D)

**Default Bank
Account:**
5 digits
Shows the <u>default bank account number</u>.

**Support
Accounting:**
1 character
'Y' indicates <u>Support Accounting is allowed</u> for
the campus.

**Fiscal Office
Campus Cd:**
2 digits
Shows the <u>campus code</u> of the <u>fiscal office</u> that is
responsible for these accounting records. This is
primarily used when one fiscal office does the
accounting for more than one campus code.

**Global Budget
Control Flag:**
1 character
'N' <u>turns off budget checking for the whole
campus</u>. 'Blank' is normal processing with
accounts being checked for availability of budget
before expenditure will be accepted. This can be
overridden at the individual account.

**Suspense Control
No:**
7 digits
Shows the <u>next suspense number to be assigned</u>
on transaction that goes to suspense.

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

Cost Reference
Table Maintenance

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

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

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

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

This screen is maintained and updated by <u>each campus</u>.
The information is campus specific.

Screen 811 – Cost Reference Table Maintenance

```
    811 Cost Reference Table Maintenance                   03/02/09 10:14
                                                           FY 2009 CC 99
    Screen: ___   Cost Ref: _____
            Table type: 1 (1=Cost-Ref1, 2=Cost-Ref2)

     Func    Cost Ref      Cost Ref Description
      _      0606012       _____
      _      0606013       _____
      _      0606014       _____
      _      0606015       _____
      _      1000000       MISCELLANEOUS_____
      _      1000021       PHOTO - FILM_____
      _      1000022       PHOTO - PAPER_____
      _      1000023       PHOTO - CHEMICAL_____
      _      1000024       PHOTO REPAIRS_____
      _      1000025       DARK ROOM SUPPLIES_____
      _      1000026       PHOTO PROCESSORS_____
      _      1000027       STROBES_____
      _      1000028       PHOTO - OTHER_____
      _      1000051       ART & DRAFTING - SLIDES & OVERVIEWS_____
                   ***   Press ENTER for More Entries   ***
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp
```

COST REFERENCES

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

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

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

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

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

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

Object Category (Cost ref is required if object is type:)
        _   R - Revenue
        _   E - Expenses
        _   B - Both Revenue & Expense

Transaction Type (Cost ref is required if transaction is type:)
        _   1 - Actual
        _   2 - Actual or Encumbrance
        _   3 - Actual, Encumbrance, or Budget

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

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

> **TECH NOTE**: The ZNSPCOA program does the work of determining whether a Cost Ref is required on a transaction entry screen (example: Screen 13).

BASIC STEPS

- Advance to Screen 811.

- Enter the desired table type and press <ENTER>.

- To Add a valid Cost Ref value, type <u>A</u> in the Func: field and enter the correct value and description. Press <ENTER> to add the new value.

- To Update an existing value, type a <u>U</u> in the Func: field and enter the modified in formation. Press <ENTER> to update the value or description.

- To Delete a valid value, type a <u>D</u> in the Func: field and press <ENTER>.

FIELD DESCRIPTIONS

Action Line
Cost Ref: 7 digits
                                 Type in the desired cost reference number to
                                 position the screen display to begin at a particular
                                 cost reference

Table Type: 1 digit
                                 Identify the cost reference table to be updated,
                                 deleted or displayed – cost reference 1 or cost
                                 reference 2.

Screen Information
Func: 1 character
                                 Enter the desired function:
                                 A   = add a cost reference valid
                                           value.
                                 D   = delete a cost reference valid
                                           value.
                                 U   = update a cost reference
                                           valid value.

Cost Ref: 7 digits
                                 Identify the number you want to be valid for entry
                                 in the cost reference field on transaction screens.

Cost Ref   50 characters
Description: Enter a description of the cost reference value.

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

Maintain Interdepartmental Transfer Table

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

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

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

Screen 831 - Maintain Interdepartmental Transfer Table

```
   831 Maintain Interdepartmental Transfer Table                  03/02/09 10:16
                                                                  FY 2009 CC 02
   Screen: ___    Selling Account: 999999
   Desc: DEFAULT IDT TABLE_____

      Start      Stop                        Selling    Buying
      Buying     Buying    Clearing Allow    Bank       Bank
   F  Account    Account   Account  Flag     Account    Account    Messages
   _  02140000   02141999   _____   Y       02B06000   02B06000
   _  02160000   02160999   _____   N       _____   _____
   _  02011140   02011140   _____   Y       02B06000   02B06000
   _  02001017   02001017   _____   Y       02B06000   02B06000
   _  02010210   02010210   _____   Y       02B06000   02B06000
   _  02100000   02999999   _____   Y       02B06000   02B06000
   _  02020000   02059999   _____   Y       02B06000   02B06000
   _  20200000   20999999   _____   Y       02B06000   20B03000
   _  02001029   02001029   _____   Y       02B06000   02B06000
   _  02001015   02001015   _____   Y       02B06000   02B06000
   _  _____   _____   _____   _       _____   _____
   _  _____   _____   _____   _       _____   _____
   ********************** END OF DATA **********************
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp
```

IDT INFORMATION

Clearing Accounts

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

FAMIS report FBXR003 lists the valid selling accounts.

BASIC STEPS

- Advance to Screen 831.

- Enter a valid six-digit Selling Account number and press <ENTER>.

- Type <u>A</u> in the F: field to add information for a new account, or type <u>U</u> to update information, or type <u>D</u> to delete.

- Include the information in the appropriate fields and press <ENTER>.

FIELD DESCRIPTIONS

Action Line

Selling Account:	6 digits Enter the <u>account number</u> to be checked <u>for</u> ranges of <u>buying accounts</u>. It must be a valid account within the current campus code. The first 2 digits are the campus code.	**Entry Required**
Desc:	40 characters Enter a detailed <u>description of</u> the <u>account</u>.	

Screen Information

F:	1 character Indicate the <u>function</u> to perform for the entered data. Valid values are: A = Add a range of buying accounts for the selling account U =Update account range D = Delete account range	
Start Buying Account:	8 digits Enter the <u>bottom range of</u> acceptable <u>selling accounts for the buying account</u>. These accounts should be prefixed by the proper campus code.	**Entry Required**
Stop Buying Account:	8 digits Include the <u>top range of acceptable selling accounts for the buying account</u>. These should be prefixed by the proper campus code.	**Entry Required**
Clearing Account:	6 digits A <u>clearing account</u> is entered <u>only if</u> replacing the given selling account. The clearing account must be a valid account within the current campus code.	

FIELD DESCRIPTIONS (CONT'D)

Allow Flag:

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

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

Selling Bank Account:

6 digits/characters
Enter the bank account for the given selling account. Bank account must be prefixed with the current campus code and entered in the form 'BXXXXX' with 'X' representing the bank number.

Entry Required

Buying Bank Account:

6 digits/characters
Enter the bank account for the given buying account. Account must be entered in the form "BXXXXX' with 'X' representing the bank number.

Entry Required

Messages:

12 digits
Message indicates if the selling or buying accounts are not accepted on Screen 831.

Additional Functions

PF KEYS

See the Appendix for explanations of the standard PF Keys.

ACCOUNTS PAYABLE

CONTROL RECORDS

Accounts Payable
Control Record

The control record for Accounts Payable is maintained by the FAMIS Services staff using Screen 822. The fields as explained below are very important to proper functioning of Accounts Payable.

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

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 822 – Accounts Payable Control Record

```
 822 Accounts Payable Control Record                     03/02/09 10:17
                                                         FY 2009 CC 02
    Screen: ___
                     Campus Name: TEXAS A&M UNIVERSITY

              Accounts                       Temp/Auto Create
         Single Liability: _____    Data Collect Temp: 1____
   Unrestricted Liability: _____         Auto Vendor: 14500____
                 Discount: _____         Auto Voucher: See Screen 835
                Liability: 2100
       Currency Liability: ____        Vendor Campus Code: 02

             System Flags                      Institution 1099
    Accruals Use Map Code: Y      Name: TEXAS A&M UNIVERSITY_____
 Single Accrual Liability: N            _____
     Discounts as Revenue: N   Address: FISCAL DEPARTMENT_____
                                        _____
    Discount use FSA Base: N      City: COLLEGE STATI St: TX Zip: 77843____
         Tax use FSA Base: N    Tax ID: 7xxxxxxx1
     Currency Use FSA Base: N    Agency: 711      Vendor ID: 3vvvvvvvvT
                                         Comptroller Vendor ID: 3vvvvvvvv3
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 822.
- View existing control record information.

FIELD DESCRIPTIONS

Action Line
Campus Name: 50 characters
                          Identifies the <u>name of the TAMUS</u> <u>campus</u> on the
                          accounts payable control record.

Screen Information
Accounts
Single Liability: 10 digits
                          This field is <u>blank and</u> currently <u>not used</u>.

FIELD DESCRIPTIONS (CONT'D)

Unrestricted Liability: 10 digits
This field is <u>blank and</u> currently <u>not used</u>.

Discount: 10 digits
This field is <u>blank and</u> currently <u>not used</u>.

Liability: 4 digits
Identifies '2100' as the <u>account control</u> which is
reserved for accounts payable transactions.

Currency Liability: 4 digits
This field is <u>blank and</u> currently <u>not used</u>.

Temp/Auto Create
Data Collect Temp: 4 digits
Data Collect is <u>not used</u>.

Auto Vendor: 8 digits
Shows the <u>next assigned vendor number</u>.

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

Vendor Campus
Code: 2 digits
Identify the <u>campus code</u> that maintains the
vendor file you are working with.

System Flags
Accruals Use Map
Code: 1 character
'Y' indicates the <u>map code</u> will determine <u>where
accruals will post</u>.

Single Accrual
Liability: 1 character
This field is <u>blank or 'N' and</u> currently <u>not used</u>.

Discounts as
Revenue: 1 character
This field is <u>'N' and</u> currently <u>not used</u>.

Discount use
FSA Base: 1 character
This field is <u>'N' and</u> currently <u>not used</u>.

Tax use FSA Base: 1 character
This field is <u>'N' and</u> currently <u>not used</u>.

Currency use
FSA Base: 1 character
This field is <u>'N' and</u> currently <u>not used</u>.

Institution 1099
Name: 2 lines – 50 characters each
Include the <u>name of</u> the <u>agency responsible for</u>
the <u>1099 reporting</u>.

Address: 2 lines (50 characters/digits each)
Provide the <u>address</u> of the agency responsible
for the 1099 reporting.

FIELD DESCRIPTIONS (CONT'D)

City:	20 characters Identify the <u>city</u> for the agency responsible for the 1099 reporting.
St:	2 characters Enter the <u>state</u> for the agency responsible for the 1099 reporting.
Zip:	10 digits Include the <u>zip code</u> for the agency responsible for the 1099 reporting.
Tax ID:	9 digits Identify the <u>tax ID</u> for the agency responsible for the 1099 reporting.
Agency:	3 digits Enter the <u>state agency number</u> for the agency responsible for the 1099 reporting.
Vendor ID:	11 characters/digits Identify the <u>vendor ID number</u> established in FAMIS for the agency responsible – used for revolving vouchers, Change Source of Funds processing, and alternate vendor for the state paid benefit vouchers.
Comptroller Vendor ID:	11 characters Provide the <u>State Comptroller's vendor ID number</u> used for Change Source of Funds processing.

Additional Functions

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

Maintain Vendor
Check Limits

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

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 807 – Maintain Vendor Check Limits

```
 807 Maintain Vendor Check Limits                            03/02/09 10:17
                                                             FY 2009 CC 02
    Screen: ___



     * ---- Check Limits ---- *              Message
          1: _____0.00
          2: _____0.00
          3: _____0.00
          4: _____0.00
          5: _____0.00
          6: _____0.00
          7: _____0.00
          8: _____0.00
          9: _____0.00




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

BASIC STEPS

- Advance to Screen 807.
- View the Vendor Check Limits.

FIELD DESCRIPTIONS

Screen Information

Check Limits: 20 digits
Indicate a <u>dollar limit</u> that can be used for attaching to vendors.

Message: 50 characters
Displays the <u>message</u> concerning the limit set.

Additional Functions

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

Maintain
Discount Table

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

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

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

NOTE: **The entries on this screen are only for vouchers created using Screens 104 and 125.**

Screen 808 - Maintain Discount Table

```
  808 Maintain Discount Table                              10/02/09 10:18
                                                           FY 2009 CC AM

  Screen: ___

  Function  Code  Discount   Days     Message
     _       01    1.50__     10_
     _       03    2.50__     22_
     _       __    _____     ___
     _       __    _____     ___
     _       __    _____     ___








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

BASIC STEPS

Steps to Add a Discount Record

- Advance to Screen 808.
- Type 'A' in the Function: field for Add.
- Type a two-digit account code in the Code: field.
- Type a four-digit discount percent in the Discount: field. The decimal point is entered two positions from the right. For example, 1.5% = 1.50.
- In the Days: field, type the number of days from the invoice date that payment must be received by the vendor in order to take advantage of the discount.
- Press <ENTER> to record the discount table entry.
- The message ** Added ** should appear in the Message: field beside the newly created discount code.

Steps to Update a Discount Record

- Advance to Screen 808.
- Tab to the Function: field next to the discount code requiring modification.
- Type a 'U' in the Function: field for Update.
- Make the necessary changes to the discount code and press <ENTER>.
- The message ** Update ** should appear in the Message: field beside the modified discount code.

Steps to Drop a Discount Record

- Advance to Screen 808.
- Tab to the Function: field next to the discount code being dropped.
- Type a 'D' in the Function: Field for Delete.
- Press <ENTER> to drop the discount code.
- The message "Delete performed successfully" should appear at the top of the screen above the screen number.

DISCOUNT TABLE

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

Due Date

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

FIELD DESCRIPTIONS

Screen Information

Function:	1 character Enter the desired <u>function</u> for maintaining the discount: 'A' to add a discount code. 'D' to delete a discount code. 'U' to update a discount code.
Code:	2 digits Include the <u>numeric code</u> assigned by the user to the <u>vendor's discount terms</u>. Values are: 01-99.
Discount:	4 digits Indicate the <u>percentage cash discount</u> associated with the discount code.

FIELD DESCRIPTIONS (CONT'D)

Days: 3 digits
Enter the <u>number of days</u> the discount terms are
valid. FAMIS automatically calculates the due
date by adding these days to the invoice date.

Message: 15 lines 50 characters each
Shows the <u>message for the function performed</u>:
'Added' should appear in Message: field
beside the newly created discount code.
'Update' will display if the information
has been changed.

Additional Functions

PF KEYS   See Appendix for explanation of standard PF
Keys.

Maintain Tax
Code Table

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

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 809 – Tax Code Table

```
 809 Maintain Tax Code Table                              03/02/09 10:19
                                                          FY 2009 CC 02
 Screen: ___

 F Code   Percent   Account   Description                  Message
 _  01  1.5000___   2117505110 SIDEWALKS_____  **ADDED
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____
 _  __  _____   _____  _____

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

BASIC STEPS

- Advance to Screen 809.
- View tax code information.

FIELD DESCRIPTIONS

Screen Information

F:
1 character
Enter the desired <u>function</u> code:
A = add a tax code
D = delete a tax code
U = update a tax code

Code:
2 digits
Include a <u>numeric code</u> assigned to identify the tax code. Values are: 01-99.

Percent:
9 digits
Indicate the <u>percentage associated with the tax code</u>.

FIELD DESCRIPTIONS (CONT'D)

Account: 10 digits
                       Identify the account number and the subcode
                       associated with the code.

Description: 50 characters
                       Enter the description of the code.

Message: 15 lines 50 characters each
                       Displays a confirmation message:
                       "Added" appears beside the newly created tax
                       code; "Updated" appears beside the modified or
                       updated tax code; "Delete performed
                       successfully" appears in the top line of the
                       screen.

Additional Functions

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

Currency Code Table

FAMIS allows maintenance of a currency code table.

This table is not currently used.

Screen 810 – Maintain Currency Code Table

```
 810 Maintain Currency Code Table                           03/02/09 10:19
                                                            FY 2009 CC 02
   Screen:  ___

   F Code   Percent   Account   Description                    Message
   _  001 1.5000___   2117508520 FOOD AND FUEL_____  **ADDED
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____
   _  ___ _____    _____  _____


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

FIELD DESCRIPTIONS

Screen Information

F:
1 character
Enter the desired <u>function code</u>:
A = add a currency code
D = delete a currency code
U = update a currency code

Code:
3 digits
Provide the <u>numeric code</u> assigned by the user.

Percent:
9 digits
Indicate the <u>percentage</u>.

Account:
10 digits
Enter the <u>account number</u>.

Description:
50 characters
Include a <u>description of</u> the <u>currency code</u>.

Message:
15 lines
Shows <u>confirmation message</u> for the function recorded.

Additional Functions

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

Invoice Problem
Text Maintenance

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

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

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

> This screen is maintained and updated by <u>each campus</u>.
> **The information is campus specific.**
> (It is usually loaded from another campus, but is campus controlled.)

Screen 812 – Invoice Problem Text Maintenance

```
 812 Invoice Problem Text Maintenance                        03/02/09 10:19
                                                             FY 2009 CC 02
  Screen: ___    Problem Code: 03
                                                     Delete: _

  Text:  Purchases over $5000 that are not exempt must be processed__
         through Strategic Sourcing and Purchasing Services on a_____
         requisition.  This document will not be paid.  Please note__
         that the original paperwork will not be returned to you.____
         NO RESPONSE REQUIRED._____
         _____
         _____
         _____
         _____
         _____


         *    Please enter text in UPPER and LOWER case.


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

Tech Note: K713FA PRODJCL
                 ZBAR812 download
                 ZBAU812 upload

BASIC STEPS

- Advance to Screen 812.
- Enter a valid problem code on the Action Line and press <ENTER>.
- To add a new code, begin entering in the desired text, or update an existing code and press <ENTER> to record the information.

FIELD DESCRIPTIONS

Action Line
Problem Code: 2 characters/digits **? Help Available**
Enter the <u>problem code</u> for the invoice.

Screen Information
Delete: 1 character
Type 'Y' to <u>delete the problem code</u> <u>and</u> its <u>text</u>.

Text: 10 lines/50 characters each
Enter standard text (in upper and lower case)
<u>detailing the reasons for the problem</u> with the
invoice, or make revisions to existing text.

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

Maintain AP
Bank Information

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

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 833 – Maintain AP Bank Information (Check)

```
   833 Maintain Check AP Bank Information                    03/02/09 14:57
                                                             FY 2009 CC 16
   Screen: ___  Cycle Type: CHECK_____
                    Total Pulled: _____169757.13    Total Prepaid: _____
      Total FRS Voucher Error: _____   Total ACH Pulled: _____
    Accting  Last Cycle   Next Cycle     Recon  Chk Seq  Check  Pos Work ACH
  F  Bank   Start Check  Start Check     Bank    Bank    Stock  Pay File Bank
  _  00003   _____      _____       _____   _____   PPD__   _   __   __
  _  00004   _____      _____       _____   _____   PPD__   _   __   __
  _  00006   _____      _____       _____   _____   PPD__   _   __   __
  _  00007   _____      _____       _____   _____   PPD__   _   __   __
  _  00009   _____      _____       _____   _____   PPD__   _   __   __
  _  00010   _____      _____       _____   _____   PPD__   _   __   __
  _  00020   176679       176740        _____   _____   POSPA   Y   __   __
  _  00021                              00120   00120   NEW__   _   03   __
  _  00022                              00120   00120   NEW__   _   03   __
  _  00026   014864       014871        _____   _____   BTH__   W   04   __
  _  00030   _____      _____       _____   _____   PPD__   Y   __   __
  _  00040   _____      _____       _____   _____   PPD__   _   __   __
  _  00050   _____      _____       _____   _____   PPD__   _   __   __
  ************  More Data -- Press <ENTER> to View  ************
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Screen 833 – Maintain AP Bank Information (Voucher)

```
   F0013 Please enter desired modifications
   833 Maintain Voucher AP Bank Information                  03/02/09 14:58
                                                             FY 2009 CC 16
   Screen: ___  Cycle Type: VOUCHER_____
                    Total Pulled: _____11124.30     Total Prepaid: _____
      Total FRS Voucher Error: _____   Total ACH Pulled: _____
    Accting  Last Cycle   Next Cycle     Recon  Chk Seq  Check  Pos Work ACH
  F  Bank   Start Check  Start Check     Bank    Bank    Stock  Pay File Bank
  _  _____   _____      _____       _____   _____   _____   _   __   __
  _  _____   _____      _____       _____   _____   _____   _   __   __
  _  _____   _____      _____       _____   _____   _____   _   __   __
  _  _____   _____      _____       _____   _____   _____   _   __   __
  _  _____   _____      _____       _____   _____   _____   _   __   __
  _  _____   _____      _____       _____   _____   _____   _   __   __
  _  _____   _____      _____       _____   _____   _____   _   __   __
  _  _____   _____      _____       _____   _____   _____   _   __   __
  _  _____   _____      _____       _____   _____   _____   _   __   __
  _  _____   _____      _____       _____   _____   _____   _   __   __
  _  _____   _____      _____       _____   _____   _____   _   __   __
  _  _____   _____      _____       _____   _____   _____   _   __   __
  _  _____   _____      _____       _____   _____   _____   _   __   __
         *************   End of Data   *************
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 833.
- Enter 'check' or 'voucher' in the Cycle Type: field on the Action Line.
- Press <ENTER> to display the information needed.

FIELD DESCRIPTIONS

Action Line

Cycle Type: 15 digits   **Entry Required**
Type a valid <u>cycle type</u>: 'check' or 'voucher' and press <ENTER>.

Total Pulled:
14 digits
Displays the <u>total dollar amount pulled</u> from the last check cycle.

Total Prepaid:
14 digits
Shows the <u>total dollar amount prepaid</u>.

Total FRS Voucher Error:
14 characters
Identifies the <u>total voucher error</u> in the FRS module.

Total ACH Pulled:
14 digits
Shows the <u>total dollar amount pulled</u> for direct deposit <u>through ACH</u>.

Screen Information

F:
1 digit
Enter desired <u>function code</u>:
A = add a record
D = delete a record
U = update a record

Accting Bank:
5 digits
Enter the FAMIS <u>local bank number</u>. Must be a valid bank as entered on Screen 28.

Last Cycle Start Check:
7 digits
Identify the <u>beginning check number for</u> the <u>last check cycle</u> that was run.

Next Cycle Start Check:
7 digits
Include the <u>next check number</u> that FAMIS will print.

Recon Bank:
5 digits
Identify the <u>bank</u> that will include these checks in the <u>reconciliation</u> file.

Chk Seq Bank:
5 digits
Include the bank used for check stock. FAMIS processing gets the <u>check numbers</u> from this bank.

FIELD DESCRIPTIONS (CONT'D)

Check Stock:
5 characters
Enter the type of checks that are allowed for the check stock decisions. For example:
NEW (checks)
PPD (prepaid)
BOTH (both prepaid and checks to print)

POSPA (on a payroll bank; corrections to payroll will not cut checks but will go to Positive Pay file

Pos Pay:
1 character
Type 'Y' if set up for positive pay.

Work File:
2 digits
Identifies whether one or more accounting banks will be used. Set up a different number for different check stock. Sample values are:
03 = only one bank
04 = second accounting bank

Also, for each different check stock, new steps must be set up in check print and check reconciliation JCL.

ACH Bank:
2 digits   **? Help Available**
Include the bank's ACH identification number.

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

Voucher Type
Create

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

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

Screen 834 – Voucher Type Create

```
   834 Voucher Type Create                                    03/02/09 10:26
                                                              FY 2009 CC AM
   Screen: ___     Voucher Prefix: 2    ( 0-9)



          Next Number to be Assigned: 2900028

                          Description: CONSECUTIVE VOUCHERS



                                        Enter 'Y' to delete: _




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

BASIC STEPS

- Advance to Screen 834.
- FAMIS Services staff enters the desired voucher prefix, and the next number for that prefix.
- Press <ENTER> to record the entry.

FIELD DESCRIPTIONS

Action Line
Voucher Prefix: 1 digit   **Entry Required**
                             Enter the voucher prefix you wish to create. It
                             must be between 0 – 9.

Screen Information
Next Number to be   7 digits
Assigned: Include the next voucher number to be assigned
                             automatically by FAMIS using the prefix.

FIELD DESCRIPTIONS (CONT'D)

Description: 20 characters
                       Type a <u>description of the prefix type</u>.

Enter 'Y' to Delete: 1 character
                       Enter 'Y' to <u>delete the voucher prefix</u> and
                       numbering schema.

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

Last Voucher Number
Table List

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

Screen 835 – Last Voucher Number Table List

```
 835 Last Voucher Number Used Table                        03/02/09 10:26
                                                           FY 2009 CC 02
  Screen: ___
                                      Fiscal Office Campus Code: 02

                    Next
            Prefix  Number              Description
               0    0007405     QATAR
               1    1074638     REGULAR VOUCHERS
               2    2901191     CONSECUTIVE VOUCHERS
               3    3909872     SOFC
               8    8665035     SIMS









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

BASIC STEPS

- Advance to Screen 835.
- View the Last Vouchers Numbers used.

FIELD DESCRIPTIONS

Screen Information

Fiscal Office   2 digits
Campus Code: Displays the fiscal office campus code.

Prefix: 1 digit
                           Shows the prefix numbers for this campus code.

Next Number: 7 digits
                           Shows the next voucher number FAMIS will
                           assign.

Description: 20 characters
                           Displays a description of the prefix type.

Additional Functions

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

Accounts Payable/Invoice
Contact Maintenance

This lists the person at each institution to contact regarding the two types of vouchers. This information is sent to the State with the State vouchers.

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

Screen 838 – Contact Maintenance

```
 838 Contact Maintenance                                    03/02/09 10:27
                                                            FY 2009 CC 02
   Screen: ___


   Revolving Contact Name: DAVID DONALDS_____

                  Address: FISCAL DEPT. MS 9000_____
                           _____

                     City: COLLEGE STATION_____   State: TX  Zip: 77843_____

                    Phone: 409-845-8888  Ext: ____

 ------------------------------------------------------------------------------

     Voucher Contact Name: DAVID DONALS_____

                    Phone: 409-845-8888   Ext: ____


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

BASIC STEPS

- Advance to Screen 838.
- You must enter the names of the persons involved with the voucher.
- Press <ENTER> to record information.

FIELD DESCRIPTIONS

<u>Screen Information</u>

Receiving Contact Name:
35 characters
Enter <u>name of</u> the primary <u>person to contact</u> regarding revolving vouchers.

Address:
2 lines (35 characters/digits each)
Type the <u>address of the contact person</u> receiving the funds.

City:
20 characters
Provide the <u>city</u> where the contact person resides.

FIELD DESCRIPTIONS (CONT'D)

State:	2 characters Enter the <u>state</u> where the contact person resides.
Zip:	9 digits Provide the <u>ZIP Code</u> + 4 digits of the department.
Phone:	10 digits Include the <u>phone number</u> for the contact person.
Ext:	4 digits Identify the <u>telephone number</u> <u>extension</u> of the contact person.
Voucher Contact Name:	35 characters Enter the <u>name of the person to be contacted about vouchers</u>.
Phone:	10 digits Provide the <u>phone number</u> for the voucher contact person.
Ext:	4 digits Identify the <u>telephone number</u> <u>extension</u> number of the voucher contact person.

Additional Functions

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

Comptroller Codes
Subject to Interest

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

If the word **"Interest"** appears next to a COMP CODE, the Member must pay interest on late payments against this COMP CODE.

The word **"Exempt"** opposite a COMP CODE means a Member has been given a special interest exemption for this COMP CODE by the State.

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

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 817 – Comp Codes Subject to Interest

```
   817 Comp Codes Subject to Interest                      03/02/09 10:27
                                                           FY 2009 CC 02
    Screen: ___   Comp Code: ____   Fiscal Year: 2009

            Interest            Interest            Interest            Interest
      Code  or Exempt    Code   or Exempt    Code   or Exempt    Code   or Exempt
      ----  ---------    ----   ---------    ----   ---------    ----   ---------
      7202  Interest     7233   Interest     7254   Interest     7272   Interest
      7203  Interest     7239   Interest     7255   Interest     7273   Interest
      7204  Interest     7240   Interest     7256   Interest     7274   Interest
      7205  Interest     7242   Interest     7257   Interest     7275   Interest
      7206  Interest     7243   Interest     7258   Interest     7276   Interest
      7210  Interest     7245   Interest     7259   Interest     7277   Interest
      7211  Interest     7246   Interest     7262   Interest     7278   Interest
      7213  Interest     7247   Interest     7263   Interest     7281   Interest
      7216  Interest     7248   Interest     7266   Interest     7282   Interest
      7218  Interest     7249   Interest     7267   Interest     7283   Interest
      7219  Interest     7252   Interest     7270   Interest     7284   Interest
      7223  Interest     7253   Interest     7271   Interest     7286   Interest


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

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

```
   817 Comp Codes Subject to Interest                      03/02/09 10:28
                      ** Entire Campus is Exempt **        FY 2009 CC 99
    Screen: ___   Comp Code: ____   Fiscal Year: 2009
```

BASIC STEPS

- Advance to Screen 817.

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

FIELD DESCRIPTIONS

Action Line

Comp Code:
4 digits
Enter a Comptroller Object Code to advance to a specific code number.

Fiscal Year:
4 digits
Displays the current fiscal year, but may be changed to view data from a previous year.
(Note: information is not available prior to 2000.)

Screen Information

Code:
4 digits
Displays Comptroller Object Codes subject to prompt payment interest.

Interest or
Exempt:
9 characters
Shows whether the code is subject to, or exempt from, prompt payment interest.

Additional Functions

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

ACH
Holiday Table

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

An **"A"** displayed next to a date indicates that it is an ACH holiday. **No transactions will be sent on these holidays.**

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

Screen 816 – ACH Holiday Table

```
 816 ACH Holiday Table                                  03/02/09 10:29
                                                        FY 2009 CC 02
   Screen: ___    Month: 01  January    Year: 2009

     Sunday      Monday     Tuesday    Wednesday  Thursday   Friday     Saturday
   ---------  |----------|---------- |---------- |--------- |----------| ---------
              |          |           |           |   1 A    |   2 _    |   3   W
   ---------  |----------|---------- |---------- |--------- |----------| ---------
      4   W   |   5 _    |   6 _     |   7 _     |   8 _    |   9 _    |  10   W
   ---------  |----------|---------- |---------- |--------- |----------| ---------
     11   W   |  12 _    |  13 _     |  14 _     |  15 _    |  16 _    |  17   W
   ---------  |----------|---------- |---------- |--------- |----------| ---------
     18   W   |  19 A    |  20 _     |  21 _     |  22 _    |  23 _    |  24   W
   ---------  |----------|---------- |---------- |--------- |----------| ---------
     25   W   |  26 _    |  27 _     |  28 _     |  29 _    |  30 _    |  31   W
   ---------  |----------|---------- |---------- |--------- |----------| ---------
              |          |           |           |          |          |
              |          |           |           |          |          |
   ---------  |----------|---------- |---------- |--------- |----------| ---------


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

ACH, STATE AND LOCAL HOLIDAY TABLE PROCESS

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

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

- W   =   Weekend
            (maintained by FAMIS Services)

- Blank   =   Not a holiday

BASIC STEPS

- Advance to Screen 816.
- View the current month's ACH holidays, or display a specific month/year by typing a number in the Month and/or Year fields and pressing <ENTER>.
- Press PF6 to load the local holidays for the month into FAMIS.

FIELD DESCRIPTIONS

Action Line

Month:	2 digits Displays the <u>current month</u>. Enter the desired number of the month to view the holidays.
Year:	4 digits Shows the <u>current fiscal year</u>, but may be changed to view data from a previous year. (Note: information is not available prior to 2000.)

Screen Information

-- Calendar --	Shows a <u>monthly calendar</u> with the numbered days of the week. If a holiday exists the following codes will be used: A = ACH holiday W = Weekend Blank = Not a holiday

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
PF 6 **LdMth**	**Load Month** Press this key to <u>load holidays</u> entered for the month.

State and Local
Holiday Table

Holidays are maintained and updated on Screen 818. Local holidays may be updated from this screen by each Member. **State holidays and ACH holidays are "display only" and are updated by the System Office of Budgets and Accounting.**

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

ACH, STATE AND LOCAL HOLIDAY TABLE PROCESS

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

- A = ACH Bank holiday
    Days that ACH transactions will not be sent to bank.
    (maintained by the System Office of Budgets and Accounting)

- L = Local holiday
    All days that checks cannot be printed should be marked as a local holiday.
    (maintained by each Member)

- S = State holiday
    (maintained on Screen 819 of the Master Campus (CC=00) by the System Office of Budgets and Accounting).

- W = Weekend
    (maintained by FAMIS Services)

- X = Extended Holiday
    The usual processing (or absence of processing) that occurs before an extended holiday (lasting more than three days).
    (maintained by FAMIS Services)

- Blank = Not a holiday

Screen 818 – State and Local Holiday Table

```
 818 ACH, State, and Local Holiday Table                    03/02/09 10:30
                                                            FY 2009 CC 02
   Screen: ___   Month: 01  January    Year: 2009

    Sunday       Monday     Tuesday    Wednesday  Thursday   Friday     Saturday
   --------- |----------|--------- |----------|--------- |----------| ---------
            |          |          |          | 1 A S L  | 2 _ _ L  | 3   W
   --------- |----------|--------- |----------|--------- |----------| ---------
    4    W   | 5 _ _ _  | 6 _ _ _  | 7 _ _ _  | 8 _ _ _  | 9 _ _ _  | 10   W
   --------- |----------|--------- |----------|--------- |----------| ---------
    11   W   | 12 _ _ _ | 13 _ _ _ | 14 _ _ _ | 15 _ _ _ | 16 _ _ X | 17   W
   --------- |----------|--------- |----------|--------- |----------| ---------
    18   W   | 19 A S L | 20 _ _ _ | 21 _ _ _ | 22 _ _ _ | 23 _ _ _ | 24   W
   --------- |----------|--------- |----------|--------- |----------| ---------
    25   W   | 26 _ _ _ | 27 _ _ _ | 28 _ _ _ | 29 _ _ _ | 30 _ _ _ | 31   W
   --------- |----------|--------- |----------|--------- |----------| ---------
            |          |          |          |          |          |
   --------- |----------|--------- |----------|--------- |----------| ---------


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

BASIC STEPS

- Advance to Screen 818.

- View the current month's State and Local holidays, or display a specific month / year by typing a number in the Month and/or Year field and pressing <ENTER>.

- To add a local holiday for your agency, type "L" in the field available on the appropriate date.

- Press PF6 to load the holidays for the month into FAMIS.

FIELD DESCRIPTIONS

Action Line

Month: 2 digits
                     Displays the current month. Enter a number to
                     view holidays from a different month.

Year: 4 digits
                     Shows the current fiscal year, but may be
                     changed to view data from a previous year.
                     (Note: information is not available prior to 2000.)

Screen Information

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

Type 'L' in the appropriate date field to identify a
local holiday for your campus, then press PF6 to
load into the system.

If holiday exists the following codes will be used:

A	=	ACH holiday
L	=	Local holiday
S	=	State holiday
W	=	Weekend
X	=	Normal work day on which a check cycle will not be run
Blank	=	Not a holiday

Additional Functions

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

PF 6   **Load Month**
LdMth   Press this key to <u>load holidays</u> entered for the
month.

State
Holiday Table

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

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

Screen 819 – State Holiday Table

```
 819 State Holiday Table                                  03/02/09 10:31
                                                          FY 2009 CC 02
   Screen: ___   Month: 01  January    Year: 2009

     Sunday      Monday      Tuesday   Wednesday  Thursday    Friday      Saturday
   --------- |----------|--------- |----------| ---------|----------| ---------
             |          |          |          |   1   S  |   2   _  |   3   W
   --------- |----------|--------- |----------| ---------|----------| ---------
      4   W  |   5   _  |   6   _  |   7   _  |   8   _  |   9   _  |  10   W
   --------- |----------|--------- |----------| ---------|----------| ---------
     11   W  |  12   _  |  13   _  |  14   _  |  15   _  |  16   _  |  17   W
   --------- |----------|--------- |----------| ---------|----------| ---------
     18   W  |  19   S  |  20   _  |  21   _  |  22   _  |  23   _  |  24   W
   --------- |----------|--------- |----------| ---------|----------| ---------
     25   W  |  26   _  |  27   _  |  28   _  |  29   _  |  30   _  |  31   W
   --------- |----------|--------- |----------| ---------|----------| ---------
             |          |          |          |          |          |
             |          |          |          |          |          |
   --------- |----------|--------- |----------| ---------|----------| ---------


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

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

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

- W   =   Weekend
              (maintained by FAMIS Services)

- Blank =   Not a holiday

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

BASIC STEPS

- Advance to Screen 819.

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

FIELD DESCRIPTIONS

Action Line

Month: 2 digits
                    Displays the <u>current month</u>. Enter a number to
                    view holidays from a previous month.

Year: 4 digits
                    Displays the <u>current fiscal year</u>, but may be
                    changed to view data from a previous year.
                    (Note: information is not available prior to 2000.)

Screen Information

-- Calendar -- Shows a <u>monthly calendar</u> with the numbered
                    days of the week. If a holiday exists the following
                    codes will be used:
                    S   = State holiday
                    W   = Weekend
                    Blank   = Not a holiday

Additional Functions

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

PF 6   **Load Month**
LdMth   Press this key to <u>load holidays</u> entered for the
                    month.

ACCOUNTS RECEIVABLE

CONTROL RECORDS

Accounts Receivable
Control Record

Screen 680 is the Accounts Receivable control record. This controls the processing of accounts receivable processing.

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 680 - Accounts Receivable Control Record (J)

```
 680 Accounts Receivable Control Record                  03/02/09 10:31
                                                         FY 2009 CC 02
   Screen: ___


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

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

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

  3rd digit of 06X for Receivables: 5


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

Screen 680 - Accounts Receivable Control Record (R)

```
 680 Accounts Receivable Control Record                  03/02/09 10:32
                                                         FY 2009 CC 99
   Screen: ___


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

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

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

  3rd digit of 06X for Receivables: 5


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

BASIC STEPS

- Advance to Screen 680.
- View information set by FAMIS for your campus.

AR CONTROL PROCESS

Accounting Methods

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

Payment Transactions - Journal Entries

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

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

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

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

Payment Transactions - Receipts

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

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

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

Transaction Codes

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

FIELD DESCRIPTIONS

Screen Information

Cash or Accrual (C/A):	1 character Indicate whether AR transactions should be processed based on the cash or accrual accounting methods. FAMIS uses the accrual method, therefore the only valid value is 'A'.	**Entry Required**
Payments as Receipts or JEs (R/J):	1 character Determine which General Ledgers will be credited and debited for receivable transactions. Valid Values are: R (receipts) or J (journal entries).	**Entry Required**
If JEs - GL Cash Clearing Account:	10 digits If Journal Entries are used instead of receipts to process payments, a clearing account (General Ledger + Account Control) must be entered to designate the location of all receipts before disbursement to individual accounts.	
3rd digit of 06x for payments:	1 digit Indicate the 3rd digit of the transaction type for receivables when payments are posted. See the Appendix for a complete list of transaction codes and their associated processes.	**Entry Required**

Receivables/Over Payments/Deposits

Asset or Liability Acct Cntl:	4 digits Identify the General Ledger Account Controls used in posting accounts receivable transactions.	**Entry Required**
Single GL or use Map Code:	1 character Indicate whether entries will be posted to a single General Ledger account (S) or if a map code (M) will be used to determine the correct GL.	**Entry Required**
If Single GL - Enter 6 digit GL:	6 digits Include the General Ledger account used for processing accounts receivable transactions with the single GL option.	
3rd Digit of 06x for Receivables:	1 digit Signify the 3rd digit of transaction type for creating invoices. See the Appendix for a complete list of transaction codes and their associated processes.	**Entry Required**

Additional Functions

PF KEYS	See Appendix for explanation of standard PF Keys.

Creating
Invoice Prefixes

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

```
+-----------------------------------------------------------------+
| This screen is maintained and updated by FAMIS Services.        |
| The information is campus specific.                             |
+-----------------------------------------------------------------+
```

Screen 681 - Invoice Prefix Create

```
   681 Invoice Prefix Create                             03/02/09 10:40
                                                         FY 2009 CC AM

     Screen: ___      Invoice Prefix: A     (A-Z or 0-9)



                      Last Number Used: A 999999


                        Delete Prefix: _


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



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

BASIC STEPS

- Advance to Screen 681.
- Type a valid Invoice Prefix on the Action line.
- Press <ENTER> to display the last number used in the series for the specified prefix.

INVOICE PREFIX PROCESS

Automatic Invoice Creation
If desired, FAMIS can automatically assign the seven character invoice number. This is accomplished by entering a zero (0) or a valid invoice prefix in the Invoice: field on the Action Line of Screen 610. Invoice prefixes may be viewed on Screen 682.

Examples of valid invoice prefixes are:

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

FIELD DESCRIPTIONS

Action Line

Invoice Prefix: 1 character/digit   **Entry Required**
                          Enter the <u>first character</u> of the <u>invoice</u>.

Screen Information

Last Number Used: 7 character/digits   **Entry Required**
                          Shows the <u>last sequential invoice number</u>
                          assigned by FAMIS for the specified prefix.

Delete Prefix: 1 character
                          Type 'Y' if the invoice <u>prefix should be deleted</u>
                          from the system.

Additional Functions

PF KEYS   See Appendix for explanation of standard PF
                          Keys.

Viewing the Last Used
Invoice Number

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

Please Note: There are some prefixes that are reserved for special invoices. For example, **"*I*"** is used to indicate insurance and **"*R*"** is used to indicate sponsored research.

Screen 682 - Last Number Used Invoice Table

```
 682 Invoice Prefixes - Last Number Used                       03/02/09 10:41
                                                               FY 2009 CC 02
 Screen: ___

             Last                   Last                   Last
      Prefix  Number         Prefix  Number         Prefix  Number

        A    999999           Q     999999           5     999999
        B    999999           R     011051           6     999999
        C    999999           S     999999           7     999999
        F    999999           T     999999
        G    999999           U     999999
        H    999999           V     999999
        I    999999           W     999999
        K    999999           X     000574
        L    999999           Z     902670
        M    999999           0     999999
        N    999999           1     999999
        P    999999           2     999999

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

BASIC STEPS

- Advance to Screen 682.
- View invoice prefixes set up for your campus.

FIELD DESCRIPTIONS

Screen Information

Prefix: 1 character/digit
Shows the first character/digit of the invoice.

Last Number: 6 digits
Identifies the last sequential number assigned by FAMIS for the designated prefix.

Additional Functions

PF KEYS See Appendix for explanation of standard PF Keys.

Entering Past Due
Letter Text

Screen 683 is used to enter desired text for a particular past due letter for a specific invoice type. Past due notices are generated by the system based on the invoice date.

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 683 - Past Due Letter Text Input

```
    683 Past Due Letter Text Maintenance                   03/02/09 10:41
                                                           FY 2009 CC 02
    Screen: ___      Invoice Type: SP
                 Past Due Number: _1                 Delete: _

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



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

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

BASIC STEPS

- Advance to Screen 683.
- Type a valid Invoice Type and Past Due Number on the Action Line and press <ENTER>.
- Type the desired text for the past due letter in the Text: field. To leave a blank line, type an '*' at the beginning of the line and leave it blank.
- Press <ENTER> to record the information.
- Type 'Y' in the Delete: field to delete a past due number entered on the Action Line.

PAST DUE LETTER PROCESS

Invoice Types

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

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

Past Due Number

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

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

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

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

FIELD DESCRIPTIONS

Action Line

Invoice Type:	2 characters Enter the <u>type of invoice</u> that should receive the past due text. For example: ** = Default text DP = Departmental IN = Insurance SP = Sponsored Research	**Entry Required**
Past Due Number:	2 digits Indicate the <u>number of past due notices</u> that should be received before the message entered is sent.	
Delete:	1 character Type 'Y' if the <u>past due letter text</u> displayed <u>should be deleted</u> from the system.	

FIELD DESCRIPTIONS (CONT'D)

Text: 10 lines (60 characters each)
                             Include <u>past due text</u> for the selected invoice type
                             and sequence number.

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

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

PAYROLL

CONTROL RECORDS

Payroll Interface
Control Record

PAYROLL CLEARING ACCOUNTS

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

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 823 – Payroll Interface Control Record

```
   823 Payroll Interface Control Record                        03/02/09 10:43
                                                               FY 2009 CC 02

    Screen: ___

 -------------- GL Clearing Accounts -------------      ------- Banks --------

                         Central Payroll: 0111242400   Central Payroll: 06003
        Accounts Payable State Paid Revolving: 0111011150     Revolving: 06000
             Payroll State Paid Revolving: 0111011150
                                                       Payroll transfer
          Monthly State Employee Gross Pay: 0111252400    to Local bank: 06003
          Biweekly State Employee Gross Pay: 0111252400
            Monthly State Employer Payments: 0111262210   Primary Local: 06000
            Biweekly State Employer Payments: 0111262210
              Cancellation Clearing Account: 0111291610    Work Station: M
     Negative Payroll Check Clearing Acct: 0016031610
            Due from other Parts GL Account: 011100

                  Extended Pay Plan Account: 0111352500
              Cash Voucher Clearing Account: 0010051615
       Change Source Funds Clearing Account: 0010181610
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Hmenu Help  EHelp
```

TAMU'S PAYROLL CLEARING ACCOUNTS
(example only)

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

BASIC STEPS

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

FIELD DESCRIPTIONS

Screen Information

NOTE: The following fields are entered only by the FAMIS Team

GL Clearing Accounts

Central Payroll:
10 digits
Identify the GL account number and account control that is used for **local funds** payroll checks.

Accounts Payable State Paid Revolving:
10 digits
Enter the GL account and account control used for the "due from State Comptroller" revolving vouchers in AP.

Payroll State Paid Revolving:
10 digits
Include the GL clearing account and account control used for gross pay amounts for the *monthly payroll*.

Monthly State Employee Gross Pay:
10 digits
Enter account used to collect gross pay amounts for monthly employees paid by state funds.

Biweekly State Employee Gross Pay:
10 digits
Identify the GL clearing account and account control used for gross pay amounts for the *biweekly payroll*.

Monthly State Employer Payments:
10 digits
Type the GL clearing account for employer *monthly payroll* payments (benefits).

Biweekly State Employer Payments:
10 digits
Include the GL clearing account for employer *biweekly payroll* payments (benefits).

Cancellation Clearing Account:
10 digits
Identify the account used to post transactions reflecting payroll cancellation activity entered in BPP. These usually result from BPP pay types C & E.

FIELD DESCRIPTIONS (CONT'D)

Negative Payroll Check Clearing Account:
10 digits
Identify the GL clearing account that is credited when the payroll interface encounters a negative payroll check. This usually results from the use of an incorrect pay type in BPP. If activity in BPP causes a 'negative check', FAMIS posts the activity to this account.

Due from other Parts GL Account:
6 digits
Indicate the GL account used for the "Due From Other Parts". Account controls used with this account follow the pattern 18xx, where xx is the Part number.

Extended Pay Plan Account:
10 digits
Enter the account number that accumulates the dollars in reserve for payments in the extended pay plan.

Cash Voucher Clearing Account:
10 digits
Indicate which account number should be used in processing cash vouchers.

Change Source Funds Clearing Account:
10 digits
Enter the clearing account number to be used when processing a change source of funds transaction.

Banks

Central Payroll:
5 digits
Type the bank number used for processing payroll checks.

Revolving:
5 digits
Not used by the payroll programs. Indicate the revolving bank number for the "due from State Comptroller" transactions.

Payroll transfer to Local Bank:
5 digits
Enter the local bank number to facilitate payroll transactions involving federal funds.

Primary Local:
5 digits
Represents the primary disbursement bank, as set on Screen 821.

Work Station:
1 character   **? Help Available**
Indicate the payroll work station defined by BPP.

Additional Functions

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

Payroll Employer Payment
Credit Account Table

BENEFITS – LOCAL FUNDS

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

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 830 - Employer Payment Credit Account Table

```
     830 Employer Payment Credit Account Table                    03/02/09 10:44
                                                                  FY 2009 CC 02
     Screen: ___

         BPP     Benefit      Credit            BPP     Benefit      Credit
         Type      Type       Account           Type      Type       Account
      1  CSRS    CSRS         000000-0000     16 LEAV    LEAV-ST-FA  179922-1952
      2  OASI    FICA         011111-2210     17 LEAV    LEAV-ST-NF  179923-1951
      3  FIM     FIM          000000-0000     18 ORP     ORP-BASE    011108-2210
      4  FIR     FIR          000000-0000     19 ORP     ORP-SSUP    011108-2210
      5  ADD     GIP-ADD      011103-2210     20 ORP     ORP-SUPL    011108-2210
      6  DEN     GIP-DTL      011122-2210     21 SORP    SORP-BASE   011108-2210
      7  MED     GIP-GH       011149-2210     22 SORP    SORP-SSUP   011108-2210
      8  OL      GIP-GLO      011106-2210     23 SORP    SORP-SUPL   011108-2210
      9  BL      GIP-GLR      011106-2210     24 TRS     TRS         011110-2210
     10  MED     GIP-HMO      011149-2210     25 TRS     TRS-CARE    011148-2210
     11  LTD     GIP-LTD      011104-2210     26 TRS     TRS-SURC    011148-2210
     12  MSP     GIP-MSP      202180-0695     27 TRS     TRS90       011148-2210
     13  VIS     GIP-VIS      011145-2210     28 UCI     UCI         270370-0532
     14  LEAV    LEAV-LO-FA   271620-0691     29 WCI     WCI         011117-2210
     15  LEAV    LEAV-LO-NF   271630-0690     30                          -____
     Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            Hmenu  Help   EHelp
```

> **NOTE:** Multiple benefits may be credited to a single account. For example, the GIP-GLO, and GID-GLR are both designated to account 011106. However, it is best to assign separate liability accounts (such as ORP - account 011108 and TRS - account 011110) in order to facilitate the reconciliation process.

TAMU'S LIABILITY ACCOUNTS
(example only)

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

BASIC STEPS

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

FIELD DESCRIPTIONS

Screen Information

BPP Type:
4 characters
Displays the code used by the Budgets and Payroll Processing department to identify a benefit type.

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

FIELD DESCRIPTIONS (CONT'D)

Credit Account: 10 digits   **FAMIS Team Entry Only**
Indicate the <u>account to be credited</u> by
the payroll interface for the specified
employer paid local funds benefits.

Additional Functions

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

Beginning Budget
Entries Table

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

> ## This table is no longer used.
> The Budget Module handles this functionality differently.

Screen 836 – Beginning Budget Entries Table

```
   836 Beginning Budget Entries Table                       03/02/09 10:45
                                                            FY 2009 CC 02
   Screen: ___  ABR Rule: 001
           BPP Code  Bud Object          Description
            000       1000       SALARIES BUDGET_____
            715       1005       TEACHING FELLOW BUDGET_____
            720       1005       GAT BUDGET_____
            735       1005       UNALLOCATED SALARIES-TEACH BUDGET__
            750       1000       UNALLOCATED TEACHING MERIT LUMP SUM
            770       1005       SUMMER TEACHING SALARIES BUDGET_____
            800       1000       WAGES BUDGET_____
            802       ____       _____
            810       1005       RESEARCH ASSISTANTS BUDGET_____
            820       1005       GANTS BUDGET_____
            830       1005       VISITING LECTURERS BUDGET_____
            835       1005       UNALLOC SALARIES-NON-TEACH BUDGET__
            840       1000       LONGEVITY BUDGET_____
            845       1000       HAZARDOUS DUTY PAY BUDGET_____
            850       1000       UNALLOCATED NONTEACHING MERIT_____

               ** MORE RECORDS - PRESS ENTER TO VIEW **
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 836.
- Type a valid ABR rule number in the ABR Rule: field and press <ENTER>.

FIELD DESCRIPTIONS

Action Line
ABR Rule:	3 digits	**Entry Required**
	Enter the <u>rule for Automatic Budget Reallocation</u>.	
	Each ABR rule must be entered separately.	

Screen Information
BPP Code:	3 digit	**Entry Required**
	Shows the <u>code assigned by BPP</u>.	

FIELD DESCRIPTIONS (CONT'D)

Bud Object: 4 digits **Entry Required**
Enter the <u>budget object code</u> that will be used by
FAMIS to post the budget transactions.

Description: 20 characters **Entry Required**
Type a <u>description of</u> the <u>budget object code.</u>

<u>*Additional Functions*</u>

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

Insurance Liability
Accounts Table

INSURANCE AND BENEFITS PARTICIPANTS

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

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

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

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

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

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

```
 837 Employee Deduction, Insurance/Benefits Liability Accounts  03/02/09 10:45
                                                                FY 2009 CC 02
 Screen: ___

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

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

BASIC STEPS

- Advance to Screen 837.

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

FIELD DESCRIPTIONS

Screen Information

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

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

Additional Functions

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

InterAgency
Payment Account Table

Screen 839 displays the account numbers used for the InterAgency payments. This table is maintained by the FAMIS Services Team.

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

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

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

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

Screen 839 – InterAgency Payment Account Table

```
  839 InterAgency Payment Account Table                        03/02/09 10464
                                                               FY 2009 CC 02
      Screen: ___
                  Posting  or   Offset or                 Posting   or   Offset or
           Payment Due To/From      Bank       Payment  Due To/From      Bank
            Type    Account       Account       Type      Account       Account
       1 FICA       _____ 2210  _____ 1206  16         _____ ____   _____ ____
       2 FICA-LOCAL 011111 2210  034992 1206  17         _____ ____   _____ ____
       3 FICA-STATE 011119 2210  034992 1206  18         _____ ____   _____ ____
       4 ORP        011108 2210  034992 1206  19         _____ ____   _____ ____
       5 PAYROLL    011100 ____  034992 1206  20         _____ ____   _____ ____
       6 SORP       011108 2210  034992 1206  21         _____ ____   _____ ____
       7                 _____ ____  _____ ____  22    _____ ____   _____ ____
       8                 _____ ____  _____ ____  23    _____ ____   _____ ____
       9                 _____ ____  _____ ____  24    _____ ____   _____ ____
      10                 _____ ____  _____ ____  25    _____ ____   _____ ____
      11                 _____ ____  _____ ____  26    _____ ____   _____ ____
      12                 _____ ____  _____ ____  27    _____ ____   _____ ____
      13                 _____ ____  _____ ____  28    _____ ____   _____ ____
      14                 _____ ____  _____ ____  29    _____ ____   _____ ____
      15                 _____ ____  _____ ____  30    _____ ____   _____ ____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 839.

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

FIELD DESCRIPTIONS

Screen Information

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

Additional Functions

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

USAS

CONTROL RECORDS

Maintain USAS
Strategy Table

FAMIS allows you to update and view the USAS Strategy Table using Screen 840.

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

Screen 840 – Maintain USAS Strategy Table

```
  840 Maintain USAS Strategy Table                        03/02/09 10:46
                                                          FY 2009 CC 02
   Screen: ___  Appropriation Year: 2009  Starting High Acct: _____

      Acct   Acct  S/C  S/C
   F   Low    High  Low  High   Goal Obj  Strat        Description
   _  120000 120010 1000 1000   1701 2701 3701   INSTITUTIONAL SUPPORT_____
   _  120000 120010 1005 1005   1701 2701 3701   INSTITUTIONAL SUPPORT_____
   _  120000 120010 1100 9999   1701 2701 3701   INSTITUTIONAL SUPPORT_____
   _  120011 120014 1005 1005   1701 2701 3701   STUDENT SERVICES_____
   _  120011 120014 1100 9999   1701 2701 3701   STUDENT SERVICES_____
   _  120015 120015 1005 1005   1701 2701 3701   AFR ACCOUNT_____
   _  120015 120015 1100 4044   1701 2701 3701   AFR ACCOUNT_____
   _  120015 120015 4045 4045   1701 2701 3721   VET MEDICAL SUPPLIES_____
   _  120015 120015 4046 4999   1701 2701 3701   AFR ACCOUNT_____
   _  120015 120015 5000 5035   1702 2702 3712   UTILITIES_____
   _  120015 120015 5036 5529   1701 2701 3701   AFR ACCOUNT_____
   _  120015 120015 5530 5530   1702 2702 3712   BUILDING MAINTENANCE_____
   _  120015 120015 5531 9999   1701 2701 3701   AFR ACCOUNT_____
   _  120016 120033 1005 1005   1701 2701 3701   STUDENT SERVICES_____
   ********** More Data -- Press <ENTER> to View ********
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp                               DLOAD
```

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

Screen 6 – SL 6 Digit Account (FSA)

```
  006 SL 6 Digit Account (FSA)                            03/02/09 10:47
                                                          FY 2009 CC 02
   Screen: ___   Account: 150005 ____ ENVIRONMENTAL HEALTH & SAFETY

   Account Title: ENVIRONMENTAL HEALTH & SAFETY_____    SA create enable: Y
   Resp Person: 2uuuuuuu5  SHORE, SARAH S         Old Acct: 17150_____
         ABR Rule: 001      Map Code: 15001 Reporting Group: __
   Bottom Line Cntl: Y  Deflt Cat Cntl: R   Deflt Cat Tol Pct: _____
     AFR Fund Group: 10      Fund Group: FG     Sub Fund Group:     Sub-Sub: __
   Year-End Process: F   Year-End Acct: _____    Function: 40  Sub-Fun: __
      Default Bank: 79001    Override: Y    Proj FYTD End Mo: 08 Aux Code: ___
   Alternate Banks: *****  _____  _____  _____  _____    Security: _____
        State Funds: Y    Appropriated: _           ----SA Transactions---
           Dept   S-Dept Exec Div  Coll Mail Cd Stmt      Budget  Actual
    Primary: EHSD_   SAFH_   OP   RC          C4472   Y    Expense: N     B
   Secondary: _____   _____               _____   _    Revenue: N     B

        Fund Source: 05  _____
         Long Title: ENVIRONMENTAL HEALTH & SAFETY_____
                     _____
     Account Letter: _   Setup Date: 09/26/1973    TRS/ORP Exempt: _
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp        Next  CAcct CProj           Left  Right
```

PCA CALCULATIONS

PCAs are automatically calculated by FAMIS using the strategy from Screen 840 as the first 4 digits and the converted function attribute from Screen 6 for that SL account and object defined by the expenditure. If FAMIS does not find a match from Screen 840, a default PCA of '89010' will be used. The PCA for account 120310 and object code 1105, for example, would be 30596. The following chart shows the FAMIS conversion values for NACUBO Function.

The Statewide defined <u>NACUBO Function</u> values are:

<u>FAMIS Value</u>	<u>1000</u>	<u>Education and General</u>
0	1100	Instruction
1	1200	Research
2	1300	Public Service
3	1400	Hospitals
4	1500	Academic Support
5	1600	Student Services
6	1700	Institutional Support
7	1800	Operation and Maintenance of Plant
8	1900	Scholarships and Fellowships

<u>FAMIS Value</u>	<u>2000</u>	<u>Auxiliary Enterprise</u>
9	2100	Auxiliary Enterprise
	9999	Dummy

BASIC STEPS

- Advance to Screen 840.
- Enter a valid appropriation year and account information.
- Press <ENTER> to record the information.
- Type <u>A</u> (Add), <u>U</u> (Update), or <u>D</u> (Delete) in the F: field.

FIELD DESCRIPTIONS

Action Line

Appropriation Year: 4 digits   **Entry Required**
Displays the <u>current year</u>; change if needed.

Starting High Acct: 5 digits
Enter an <u>account number</u> to position it at the top
of the screen.

FIELD DESCRIPTIONS (CONT'D)

Screen Information

F: 1 character   **Entry Required**
                                Enter the desired <u>function code</u>:
                                A = add a record.
                                D = delete a record.
                                U = update a record.

Acct Low: 6 digits   **Entry Required**
                                Identify the <u>low account number</u> in the range.

Acct High: 6 digits   **Entry Required**
                                Include the <u>high account number</u> in the range.

S/C Low: 4 digits   **Entry Required**
                                Signify the <u>beginning</u> of the range for the
                                <u>subcodes</u>.

S/C High: 4 digits   **Entry Required**
                                Enter the <u>end</u> of the range for the <u>subcodes</u>.

Goal: 4 digits   **Entry Required**
                                Type the <u>goal</u> as defined in the strategic structure
                                for USAS.

Obj: 4 digits   **Entry Required**
                                Include the <u>objective</u> as defined in the strategic
                                structure for USAS.

Strat: 4 digits   **Entry Required**
                                Identify the <u>strategy</u> as defined in the strategic
                                structure for USAS.

Description: 30 characters   **Entry Required**
                                Type a <u>description</u> of the grouping for USAS
                                reporting.

Additional Functions

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

PF9   **Download**
DLOAD   Download data using Entire Connection.

Legal/Descriptive
Text Maintenance

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

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

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

Screen 841 – Legal/Descriptive Text Maintenance

```
  841 Legal / Descriptive Text Maintenance                      03/02/09 10:48
                                                                 FY 2009 CC 02
  Screen: ___     LDT Code: FY
                                                        Delete: _

  Text:  Item was contracted for during previous fiscal year although the____
         appropriation for current fiscal year should be charged for the_____
         item._____
         _____
         _____
         _____
         _____
         _____
         _____
         _____
         _____



         *   Please enter text in UPPER and LOWER case.


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

BASIC STEPS

- Advance to Screen 841.
- Enter a valid LDT code and text.
- Press <ENTER> to create or update the information.
- Type 'Y' in the Delete: field to delete the LDT Code.

FIELD DESCRIPTIONS

Action Line

LDT Code: 2 characters   **? Help Available**   **Entry Required**

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

```
+---------------------------------------------------------------------+
| More LDT Codes - Select or Press <ENTER> to scroll                  |
|                                                                     |
|  Search Criteria: __                                                |
|     LDT                                                             |
|     Code    First Line of Text:                                     |
|  _   BC     Baylor College of Dentistry - exempt.  Educational code |
|  _   CC     Examinations of current catalogues, list and price quotation |
|  _   CY     Cyclotron fabricates equipment.  When completed the Cyclotro |
|  _   FD     Purchasing authority has been delegated from the Purchasing |
|  _   FY     Item was contracted for during previous fiscal year although |
|  _   LA     Advance payment necessary for operation of university librar |
|  _   LE     Exempt from SPGSC review under the provisions of Article Tx |
|  _   MB     Head of Agency has granted permission for membership     |
|  _   VT     I hereby certify that the goods and services listed in these |
|  _   WD     Warrant(s) will be deposited in local bank account       |
|  _   01     Auxiliary Enterprises - Tx Govt Code 2155.141            |
|  _   02     Blind-made goods or services offered for sale to state agenc |
|            Select an LDT Code or Press <PF4> to Quit                 |
|              Press <PF5> for extended description.                  |+
```

Screen Information

Delete: 1 character
Type 'Y' to <u>delete</u> the LDT code.

Text: 11 lines - 50 characters each
Enter all of the <u>information about</u> the
<u>LDT code</u> (in upper and lower case).

Additional Functions

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

PURCHASING

CONTROL RECORDS

Adding/Modifying Purchase Order System Controls

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

Please Note: Control information entered on this screen overrides the other purchasing document controls set on Screen 312 – Document Category Maintenance.

This screen is maintained and updated by <u>FAMIS Services</u>.
The information is campus specific.

Screen 310 - Purchasing Controls – Part 1

```
 310 Purchasing Controls                                  03/02/09 10:49
                                                          FY 2009 CC 02

 Screen: ___

 Vendor  Buyer   Comm  Bidder
   CC      CC     CC     CC
   02      02     __     02

  Current    FY Start  Current                 Voucher
 Fiscal Yr    Month     Month                  Ap Bat Ref
   2009         9         7                     PVP 409

 ----------------------- Processing Control Flags ------------------------
 Approvals Installed.............. Y    Bid Module....................... N

 Verify Account Numbers........... _    Check Commodity Code............. _
 Check Budget Balance............. _    Check Commodity Code for Depts... _
                                        TIBH Reporting................... _
 Feed Encumbrances to Accounting.. _
 Feed Requisitions to Accounting.. _    Valid Expense Start Object Code.. 0290

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

BASIC STEPS

- Advance to Screen 310.
- Type information in fields as needed and press <ENTER> to record the information.

PURCHASING CONTROL PROCESS

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

Please Note: Setting the flag to 'N' is not the same as leaving it blank. There must not be any text next to the flag on Screen 310 in order for those flags on Screen 312 to be used.

PURCHASING CONTROL PROCESS (CONT'D)

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

Although the Commodity Code requirement and the TIBH requirement can be set independently, it does not make sense to require the TIBH field without the commodity.

An object code can be set on Screen 806 as exempt from requiring the commodity code. GLs are also exempt from requiring commodity code.

Special Budget Balance Checking
The Check Budget Balance flag on Screen 310 will override the Check Budget Balance flag on Screen 312.

In addition, an 'N' in the Global Budget Control flag (seen on Screen 821 and set on Screen 842) overrides a 'Y' set on the Check Budget Balance flags on both Screens 310 and 312.

Please Note: If the Global Budget Control flag on Screen 842 is left blank and the Check Budget Balance flag on Screen 310 is set to 'N', no budget checking will be done, regardless of the flag on Screen 312. Only if the Check Budget Balance flag on Screen 310 is left blank will the flag on Screen 312 be used.

TIBH
The TIBH field is used to indicate the reason that TIBH Industries, Inc. was or was not used as the vendor for the bid/purchase. This field is optional and can be set to be required on a campus by campus basis. If the TIBH flag is set, the TIBH field is required on both 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

Screen Information

Vendor CC: 2 digits
Identifies which system campus code the vendor
information will be associated with.

Buyer CC: 2 digits
Identify which system campus code the buyer
information will be associated with.

FIELD DESCRIPTIONS (CONT'D)

Comm CC: 2 digits
Signify which system underline campus code all commodity information will be associated with.

Bidder CC: 2 digits
Enter the system campus code the bidder information will be associated with.

Current Fiscal Yr: 4 digits
Displays the current fiscal year.

FY Start Month: 2 digits
Indicates the first month of the fiscal year.

Current Month: 2 digits
Identifies the current month.

Voucher Ap
Bat Ref: 6 digits
Indicate the batch reference header that will be used for vouchers fed from the purchasing system in batch.

Processing Control Flags

Approvals Installed: 1 character
Type 'Y' to indicate the Routing & Approval System of FAMIS is installed and in use.

Bid Module: 1 character
Enter 'Y' if the Bid Module of FAMIS is being used.

Verify Account:
Numbers: 1 character
Type 'Y' to indicate account numbers will be checked for validity before the purchasing item may be entered.

Check Commodity
Code: 1 character
Enter 'Y' if the system will require the commodity code for a purchase order or master order document line item before allowing the user to continue with the purchase document. *Note:* **Whenever a commodity code is entered it will be verified.**

Check Budget
Balance: 1 character
Type 'Y' to indicate the budget balance check will cause an error for the purchase document if there is not sufficient budget balance available.

Check Commodity
Code for Depts: 1 character
Enter 'Y' if the system will require the commodity code for a limited purchase document line item before allowing the user to continue with the limited purchase document. *Note:* **Whenever a commodity code is entered it will be verified.**

FIELD DESCRIPTIONS (CONT'D)

TIBH Reporting:
1 character/digit
Type 'Y' to require this field on Screen
224 and Screen 241.

Feed Encumbrances to Accounting:
1 character
Enter 'Y' to indicate the system should
automatically feed encumbrances to accounting
when a purchase order, limited purchase, or
exempt document is closed.

Feed Requisitions to Accounting:
1 character
Enter 'Y' if the system should feed encumbrances
for requisitions to accounting.

Valid Expense Start Object Code:
4 digits
Identify the beginning expense object code that
can be used on purchase documents.

NOTE: If a revenue code is used, the purchase
documents will not encumber and the D/C
indicator will be opposite of those made for an
expense object code.

Additional Functions

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

Adding/Modifying Additional Purchase Order System Controls

Screen 311 is a continuation of Screen 310 with additional purchasing controls.

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 311 - Purchasing System Controls Part 2

```
   311 Purch. System Control Part2                        03/02/09 10:50
                                                          FY 2009 CC 02
   Screen: ___

  ---------------------- Processing Control Flags ------------------------

   Bid Document Used............... Y    Buyer Code Required............. _
   Fixed Asset Receiving Required... Y   Change Whole Vendor ID on Inv.... Y

   P.O. Good Faith Effort Required.. _    P.O. Approval Required.......... N
   LP Good Faith Effort Required.... _    LP / EP Approval Required....... Y


   Default Bid Open Time............ 02:00 PM
   Requisition Deadline............. _____     (messages maintained on 304)
   DEPT Default Year................ ____
   PURCH Default Year............... ____




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

BASIC STEPS

- Advance to Screen 311.
- Enter or update existing purchasing controls press <ENTER> to record the information.

FIELD DESCRIPTIONS

Screen Information

Bid Document Used:	1 character Type 'Y' to indicate <u>bid documents will be used</u> as part of the purchasing process. If this flag is set to 'Y', the Bid Lists screens will check that a bid document exists.
Buyer Code Required:	1 character Enter 'Y' if a <u>buyer code is required</u> for purchasing documents.
Fixed Asset Receiving Required:	1 character Enter 'Y' to indicate preliminary <u>fixed assets are required</u> to be set up before closing receiving.

FIELD DESCRIPTIONS (CONT'D)

Change Whole Vendor ID on Inv:	1 character Type 'Y' if a <u>vendor ID can be changed</u> on the invoice.
P.O. Good Faith Effort Required:	1 character Enter 'Y' to display the <u>required GFE Solicited field</u> on Screen 220.
P.O. Approval Req.:	1 character Type 'Y' if <u>approval is required for</u> <u>Purchase Orders</u>.
LP Good Faith Effort Required:	1 character Enter 'Y' to display the <u>required GFE Solicited field</u> on Screen 240.
LP/EP Approval Req.:	1 character Type 'Y' to indicate approval is required for <u>Limited Purchase Orders or Exempt Purchase Orders</u>.
Default Bid Open Time:	4 digits Indicate the <u>default bid open time</u> by campus. This field will be used when bid lists are created.
Requisition Deadline:	10 characters Include the <u>deadline on the invoice</u> <u>for the payment</u>. (Messages are maintained on Screen 304)
DEPT Default Year:	4 digits Enter the <u>default year for</u> the <u>Departments.</u>
PURCH Default Year:	4 digits Type the <u>default year</u> for <u>Purchasing</u>.

Additional Functions

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

Entering Purchase Document Categories

Document categories are used to define certain accounting and receiving characteristics of a purchase document. Document categories may be defined / modified using Screen 312.

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 312 - Document Category Maintenance

```
 312 Doc. Category Maintenance                        03/02/09 10:51
                                                       FY 2009 CC 02

 Screen: ___     Doc. Cat: RO

 Document Description: REGULAR ORDERS_____

  * -------------------- * Processing Control Switches * ---------------- *
 Verify Account Numbers........... Y  Feed Requisitions to Accounting.. Y
 Check Budget Balance............. Y  Feed Encumbrances to Accounting.. Y
 Check Commodity Code............. Y  Perform 3-way Match.............. Y
 Delegation Type.................. _  Drop Flag........................ N


 Dept.... _____     Subdept.... _____   Class........................... _

 * ----------------------- * 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
```

BASIC STEPS

- Advance to Screen 312.
- Enter/modify data in the available fields, as needed and press <ENTER> to record the information.

PURCHASING CONTROL PROCESS

Document Categories

Valid purchasing document categories include the following:

BE	Blanket Order Encumbered	**BO**	Ref. Blanket Order
BU	Blanket Unencumbered	**EP**	Exempt Purchases
LP	Limited Purchase	**MD**	Master Order (DISC)
MQ	Master Order (OTY)	**RO**	Regular Order

PURCHASING CONTROL PROCESS (CONT'D)

Summary of Tolerance Checking Calculations.

1. Test 1 - Unit Price Percent
(percent value is the above or below percent based on UPC test)

   Invoice Unit Price <= PO Unit Price + (PO Unit Price x Unit Price %)

2. Test 2 - Extended Price Cap
(amount is the above or below amount based on UPC test)

   Invoice Extended Price <= PO Extended Price + Above Cap Amount

3. Test 3 - Extended Price Percent
(percent value is the above or below percent based on XPC test)

   Invoice Extended Price <= PO Extended Price + (PO Extended Price x Extended Price %)

4. Test 4 - Quantity Percent
(quantity percent is the above or below percent based on XPC test)

   Invoice Quantity <= PO Quantity + (PO Quantity x Quantity %)

Tolerance Checking

There are 4 tolerance checking tests in FAMIS. These tests are performed when an invoice is closed on Screen 346. The values used for these test are maintained on Screen 312 in FAMIS. The four tests are as follows:

```
 * ----------------------- * 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
```

UPC (Unit Price Control) High Dollar vs Low Dollar Determination

First, the system determines if the item is a UPC high dollar or UPC low dollar item. This, in turn, determines whether the above or below values will be used from the table on screen 312 for the tolerance checking tests.

PURCHASING CONTROL PROCESS (CONT'D)

The Unit Price Dollar Control (UPC) $: field determines whether an item is a "high dollar" item or a "low dollar" item. Basically, if the item unit price is greater than the unit price control (UPC) field, it is considered a "high dollar" item. Otherwise, it is a "low dollar item.

- PO unit price is >= the unit price control (UPC)

    - then the item is a UPC high dollar item.

- PO unit price is < the unit price control

    - then the item is a UPC low dollar item

The system runs two types of tests. Tests against the unit price controls and extended price controls.

UPC (Unit Price Control)Tests

High dollar items use Above Unit Price Percent and Ext. Price Cap Amount.
Low dollar items use Below Unit Price Percent and Ext. Price Cap Amount.

Test 1:   Unit Price Percent

   Invoice Unit Price <= PO Unit Price + (PO Unit Price x Unit Price %)

Test 2:   Extended Price Cap

   Invoice Extended Price <= PO Extended Price + Above Cap Amount

If either test fails an error is returned and no further checking is done.

If both tests pass and the item is high dollar, no further tests are done.

If both tests pass and the item is low dollar, tolerance checking continues.

PURCHASING CONTROL PROCESS (CONT'D)

XPC (Extended Price Control) High Dollar vs Low Dollar Determination

If the invoice passes the above tolerance checking calculations 1 and 2, the next step is to check the XPC(extended price) control to determine if the item is an XPC high dollar item or an XPC low dollar item.

- PO extended price is >= extending price control (XPC)
  - then item is a XPC high dollar item.

- PO extended price is < extended price control (XPC)
  - then item is a XPC low dollar item

XPC (Extended Price Control) Tests

XPC high dollar items use Above Extended Price Percent and Quantity Percent. XPC low dollar items use Below Extended Price Percent and Quantity Percent.

The extended price tests are run only if the item is a UPC low dollar item. (*Note:* this is the way IA designed the system). The assumed reason is that high dollar items will be caught in the extended price cap test (above) and the XPC tests remain for use by low dollar items.

Test 3: Extended Price Percent

Invoice Extended Price <= PO Extended Price + (PO Extended Price x Extended Price %)

Test 4: Quantity Percent

Invoice Quantity <= PO Quantity + (PO Quantity x Quantity %)

If either test fails, the an error is returned.

FIELD DESCRIPTIONS

Action Line

Doc. Cat:	2 characters	**? Help Available**	**Entry Required**
	Type the desired <u>document category</u>.		
Document Description:	20 characters		**Entry Required**
	Include a full <u>description of the document category</u>.		

FIELD DESCRIPTIONS (CONT'D)

Screen Information

Processing Control Switches

Verify Account Numbers:

1 character
Type 'Y' to indicate the account number should be verified when the document category is specified for a particular document. When this flag is set to 'N', FAMIS does not check the accounts entered to be sure they are valid, and even a blank account is allowed.

Feed Requisitions to Accounting:

1 character
Enter 'Y' to signify that encumbrances should be fed to accounting for requisitions with this particular category.

Check Budget Balance:

1 character
Type 'Y' if the system should check the budget balance available for all purchase documents with this specified category.

Feed Encumbrances to Accounting:

1 character
Enter 'Y' if the system should feed encumbrances to accounting for all purchase orders, limited and exempt, with this specified category.

Check Commodity Code:

1 character
Type 'Y' to indicate the system should require entry of a commodity code for all purchase orders with this specified category.

Perform 3-Way Match:

1 character
Type 'Y' if the system will require that the invoicing, receiving, and purchase document quantities match before posting the voucher and liquidating the encumbrance. A 'N' requires that only the invoicing and purchase order quantity match.

Delegation Type:

1 character   **? Help Available**
Include the delegation type.

Drop Flag:

1 character
Type 'Y' to drop the category and indicate it is no longer valid.

Dept:

5 characters
Include the department code allowed to use the delegated category.

Subdept:

5 characters
You may enter all asterisks (*) to allow all subdepartments to use the category.

Class:

1 character
Identify the class type of document. Valid values are P (purchase order) or E (exempt).

FIELD DESCRIPTIONS (CONT'D)

Tolerance Checking
Unit Price   10 digits
Control (UPC) $:   See the <u>Purchasing Controls</u> – Tolerance
Checking in the previous section.

Ext. Price   6 digits
Control (XPC) $:   See <u>Purchasing Controls</u> - Tolerance Checking.

UPC Control
Unit Price   6 digits
Percent (A), (B):   See <u>Purchasing Controls</u> - Tolerance Checking.

Ext. Price   8 digits
Cap Amount   See <u>Purchasing Controls</u> -
(A), (B):   Tolerance Checking.

XPC Control
Extended Price   6 digits
Percent (A), (B):   See <u>Purchasing Controls</u> -
Tolerance Checking.

Quantity Percent   6 digits
(A), (B):   See <u>Purchasing Controls</u> - Tolerance Checking.

<u>*Additional Functions*</u>
PF KEYS   See the Appendix for explanations of the
standard PF Keys.

Create
Type/Prefix

FAMIS allows you to differentiate different purchasing documents by creating unique prefixes. This functionality facilitates the separation of documents into meaningful groupings.

There are two methods to create the purchasing prefixes. For the initial setup of a separate unique prefix, you can use Screen 854. However, when a new Fiscal Year is opened, the program FBYU854 should be run to roll the existing prefixes forward and create them for the new year. This establishes the prefix in the new Fiscal Year.

The program FBDU258 generates the numbers for the prefixes to use. This program is run each night and no intervention is necessary unless the number generation is needed the same day as the prefixes are set up. Then the program can be run following the FBYU854.

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 854 – Create Type/Prefix

```
  854 Type/Prefix Create                                   03/02/09 10:52
                                                           FY 2009 CC 02
   Screen: ___    Type: PURCHASE ORDER_  Prefix: P  Fiscal Year: 2009


        Last Number on File: 904109        Top Number for Prefix: 939999

     Total Number of Records: 0001000

              Prefix Class: P

               Description: PURCHASE ORDERS_____

     Fiscal Office Campus Cd: 02


                                         Enter 'Y' to delete: _



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

> **Note:** The type entered in the Type: field must be defined on ASSIGN CONTROL on Screen 853.
>
> Prefix Class: field is blank for PIPs.

BASIC STEPS

- Advance to Screen 854.
- Enter a valid type and prefix.
- Press <ENTER> to create/modify the information.

FIELD DESCRIPTIONS

Action Line

Type:	12 characters Identify the <u>purchasing document category</u>, i.e. "purchase order", "requisition", etc.	**Entry Required**
Prefix:	1 character Include the <u>purchasing document prefix</u> that you want to create or update. For example: P, R, etc.	**Entry Required**
Fiscal Year:	4 digits Identify the <u>fiscal year</u> for the prefix.	

Screen Information

Last Number on File:	6 digits Enter the <u>last number</u> available <u>for use on the file</u>; works in conjunction with the field total number of records. This is the highest number available before the next 100 or 1000 need to be available.	**Entry Required**
Top Number for Prefix:	6 digits Include the <u>top number</u> that is available <u>for the prefix</u>.	**Entry Required**
Total Number of Records:	7 digits Set up a <u>limit to the number of documents</u> (usually 100 or 1000) <u>that can use the prefix</u>. This helps to control the amount of processing resources.	**Entry Required**
Prefix Class:	1 character Identify the <u>prefix to be assigned to</u> the <u>category</u> of purchasing document, i.e. 'P' for purchase orders, 'L' for limiteds, etc.	**Entry Required**
Description:	20 characters Include a <u>description of the prefix</u> type.	**Entry Required**
Fiscal Office Campus Cd:	2 digits Indicate the <u>campus code for</u> the <u>fiscal office</u>.	**Entry Required**
Enter 'Y' to Delete:	1 character Type 'Y' to <u>delete</u> the record.	

Additional Functions

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

Type/Prefix
Display

Screen 855 displays the Purchasing document prefixes that have been created on Screen 854. FAMIS allows you to differentiate different purchasing documents by creating unique prefixes. This functionality facilitates the separation of documents into meaningful groupings.

Please Note: There may be multiple prefixes established for one class. These prefixes can either be a sequential prefix series or can run concurrent. One series cannot be both for a campus code.

This is set with a code on Screen 309 in the field labeled 'Prefix Functionality'. Valid values are blank for sequential and 'M' for use of multiple or concurrent prefixes. (Technically, the 'M' allows the use of any entry on Screen 854 which displays here on Screen 855.)

Screen 855 – Type/Prefix Display

```
   855 Type/Prefix Display                                03/02/09 10:52
                                                          FY 2009 CC 02
    Screen: ___  Fiscal Year: 2009  Type: _____

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

    ASSET TRANSFER   2009   N   900004  900503     500           TRNS DEPT PROPE
    BID              2009   B   900375  900874     500      B    BIDS
    BID              2009   C   900001  900501     500      B    CATALOGUE ORDER
    DEPT BUDGET      2009   U   903718  903906     200           DEPT BUDGET REQ
    DEPT CORRECT     2009   J   900039  900239     200           DEPT CORRECT RE
    EXEMPT PURCH     2009   E   919469  919929     500      E    EXEMPT PURCHASE
    INVOICE PROBLEM  2009   I   909138  909429     300           INVOICE PROB (P
    LIMITED PURCH    2009   A   903982  904353     500      L    LIMITED PURCHAS
    LIMITED PURCH    2009   L           939999    2000      L    LIMITED PURCHAS
    LIMITED PURCH    2009   Z   900001  901001    1000      L    LIMITED PURCHAS
    MASTER ORDER     2009   M   900502  900601     100      M    MASTER ORDERS
    PURCHASE ORDER   2009   D   900033  900132     100      P    PHYS PLANT ORDE


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

BASIC STEPS

- Advance to Screen 855.
- Enter a valid document type in the Type: field to advance the list to a specific type and press <ENTER> to view the information.

FIELD DESCRIPTIONS

Action Line
Fiscal Year: 4 digits
                          Enter the <u>fiscal year</u> you want to view; the current
                          fiscal year is the default.

FIELD DESCRIPTIONS (CONT'D)

Type:
20 characters
Identify the <u>document type</u> to be displayed at the top of the list.

Screen Information

Type:
16 characters
Displays the <u>type of document</u>.

Fy:
4 digits
Shows the <u>fiscal year</u> established for the prefix.

Prfx:
1 character
Identifies the <u>prefix</u> for the type of purchasing document.

Next Doc.:
6 digits
Displays the <u>next document number</u>.

Last Number:
6 digits
Identifies the <u>last document number</u> available for use on the file; works in conjunction with the field total number of records. This is the highest number available before the next 100 or 1000 need to be available.

Number of Records:
8 digits
Shows the <u>number of documents</u> (usually 100 or 1000) that can use the prefix. This helps to control the amount of processing resources.

Class:
1 character
Identifies the <u>prefix</u> that has been <u>assigned to the category</u> of purchasing document, i.e. 'P' for purchase orders, 'L' or limiteds, etc.

Description:
16 characters
Displays the <u>description</u> for the type of purchasing document.

Additional Functions

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

Requisition Deadlines
By Fund

Screen 304 displays the deadline information set by the Fiscal Office, the State, or Purchasing Office for year-end closings.

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

Screen 304 - Requisition Deadlines by Fund

```
 304 Requisition Deadlines by Fund                       03/02/09 10:54
                                                         FY 2009 CC AB

  Screen: ___   Fund Type: S__

                           Description
         FY 95-96_____
         _____
         The deadline for State Funds is as follows:__
         _____
          State Fund Open Market,_____
            over $15,000                  May 1, 1996
          Research                         May 1, 1996
          Spot                             June 3, 1996
          Contract                         July 31, 1996
         _____
         FY 96-97_____
         _____
          Requisitions for equipment and supplies____
            delivery req. 9/1/96           May 10, 1996

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

BASIC STEPS

- Advance to Screen 304.
- Enter a Fund Type and press <ENTER> to view existing deadline information. Make modifications, or enter new text if none exists.
- Press <ENTER> to record the information.

FIELD DESCRIPTIONS

Screen Information

Fund Type: 3 characters   **? Help Available**
                   Enter a valid fund type: (F) Federal, (L) Local, or
                   (S) State.

Description: 14 lines
                   Type the requisition deadline dates and
                   additional text for specified fund type.

Additional Functions

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

Maintaining Exempt/Delegation Type Object Code Controls

Some types of purchases are "exempt" from the State bidding process regardless of the dollar amount. It is possible to restrict which types of purchases may be made by an Exempt Purchase Order document (Exempt PO). Screen 306 defines the object codes which will be allowed to be entered on Exempt POs. Any attempt to enter an object code (on an exempt purchase) that is not on this table will be rejected.

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

Screen 306 - Maintain Exempt/Delegation Type Object Code Table

```
 306 Maintain Exempt/Delegation Type Object Code Table         03/02/09 10:57
                                                                FY 2009 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_____
     _      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_____
     _      5115     5116     EXEMPT - TEL-MO CHARGES_____
     _      5135     5135     EXEMPT - TEL-DEDICATED DATA CIRCUIT_____
     _      5145     5145     EXEMPT - TEL-CENTREX_____
     _      5150     5150     EXEMPT - TEX-AN_____
     _      5210     5211     EXEMPT - MEMBERSHIP DUES_____
   ********** More Data -- Press <ENTER> to View
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 306.
- Enter the desired account type and delegation type on the Action Line and press <ENTER> to view existing purchasing controls.
- Type A (All), U (Update), D (Delete) in the F: field to add, modify, or delete information.
- Press <ENTER> to record the information.

FIELD DESCRIPTIONS

Action Line
Acct Type: 2 characters
Enter the account type ('SL' or 'GL') to display the desired exempt object codes.

FIELD DESCRIPTIONS (CONT'D)

Exempt/Delg: 1 character   **? Help Available**
Enter 'E' (Exempt) or the desired code for your
campus in this field to display the delegation
types. Examples would be 'C' for Construction;
'L' for Library.

Screen Information

Func: 1 character
Enter the desired function code to indicate
whether the range of exempt object codes should
be added (A), deleted (D), or updated (U).

Low Obj: 4 digits
Identify the lower limit of the specified exempt
object code range.

High Obj: 4 digits
Include the upper limit of the specified exempt
object code range.

Description: 50 characters
Describe the types of purchases associated with
the specified exempt object code range.

Additional Functions

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

Adding/Modifying Limited/
Exempt Purchase Controls

Limited and Exempt purchasing document controls, as set by the FAMIS Services Team, are entered on Screen 309. These controls are used to define matching and accounting processes for limited and exempt purchase documents. Different limits can be set for limited purchase documents that use State vs. Local funds.

To input an exempt or limited purchase document and not have a number auto-assigned, this mask provides the pattern that must be used.

Documents that exceed the limits set here will get error messages and will not post.

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 309 - Purchasing Limited/Exempt Control

```
   309 Purch. Limited/Exempt/PIP Control                     03/02/09 10:58
                                                             FY 2009 CC 02

    Screen: ___

   ----------------------------- Limited P.O. -------------------------------
   State Limit: _____5000.00
   Prefix Functionality:  _
   Current   1st                                   Match  Ship to    Inv to
   Prefix    Prefix  Class  Cat       Limit   Mask  Dept  Addr Req   Addr Req
     A         L       L     LP _____5000.00 AAAANNN   Y      Y         Y
   ----------------------------- Exempt P.O. --------------------------------
   Prefix Functionality:  _
   Current   1st                                   Match  Ship to    Inv to
   Prefix    Prefix  Class  Cat       Limit   Mask  Dept  Addr Req   Addr Req
     E         E       E     EP 99999999999.99 AAAANNN   Y      Y         Y


   --------------------------------- PIP ------------------------------------
   Current   1st
   Prefix    Prefix         Cat               Mask
     I         I            __               UNNNNNN


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

>   **NOTE:**   If the Prefix Functionality: field is blank, then uses the valid codes defined on Screen 854 in sequential order.
>
> If an "M" is entered in the Prefix Functionality: field, FAMIS ignores both table and screen and you can use any value on Screen 854.

In the example below, since the Prefix Functionality field is blank, FAMIS will use the Prefixes in the following order: L, A, then Z. When the 'L' prefix hits the highest number possible on Screen 854, then FAMIS will switch to the 'A' prefix and so on.

Screen 309 – PF11 Pop-Up Window

```
+--------------------------------------------+
|                                            |
|          Enter all valid Prefixes for      |
|           Limited Purchase Orders          |
|                                            |
|                                            |
|                  Prefix                    |
|                    L                       |
|                    A                       |
|                    Z                       |
|                    _                       |
|                    _                       |
|                    _                       |
|                    _                       |
|                    _                       |
|                    _                       |
|                    _                       |
|                 Press <PF4> to Exit        |
|                                            |
+--------------------------------------------+
```

BASIC STEPS

- Advance to Screen 309.

- Enter valid data in the available fields, as desired.

- Press <ENTER> to record the information.

FIELD DESCRIPTIONS

Screen Information

Limited P.O.

State Limit:	14 digits Enter the <u>State limit amount</u> set for purchase documents.	**Entry Required**
Prefix Functionality:	1 character Indicate how the <u>prefix is to function</u> for purchase documents. Blank = allow sequential prefixes M = allow multiple concurrent prefixes.	
Current Prefix:	1 character Identify the <u>current prefix</u> used to denote Limited Purchase Orders.	**Entry Required**
1st Prefix:	1 character Indicates the <u>first limited prefix</u> used.	**Entry Required**

FIELD DESCRIPTIONS (CONT'D)

Class:	1 character	**? Help Available**	**Entry Required**

Include the <u>class</u> used for the document. For example:
L = Limited Purchase
E = Exempt Purchase

Cat:	2 characters	**? Help Available**	**Entry Required**

Defines the default accounting and receiving <u>characteristics of the purchase document</u>. Valid <u>category</u> values are:
BE = Blanket Encumbered
BO = Ref. Blanket Order
BU = Blanket Unencumbered
EP = Exempt Purchases
LP = Limited Purchase
MD = Master Order (DISC)
MQ = Master Order (QTY)
RO = Regular Orders

Limit:	14 digits	**Entry Required**

Indicate the <u>maximum dollar amount</u> that may be processed for a single limited purchase document.

Mask:	7 characters, (AAAANNN)	**Entry Required**

Provide a <u>mask</u> to be used if the document is not auto-assigned. The original pattern was to accommodate "dept. code and ascending numbers" (Ex: MISP001).

Match Dept:	1 character	**Entry Required**

Type 'Y' if the first department of the document has to <u>match the first department</u>. If FAMIS is down, a manual log can be kept following that pattern, as long as the department field matches the pattern. (Ex.: MISP001 in the Mask: field on Screen 309 would match the MISP in the Dept.: field on Screens 240 or 235.)

Ship to Addr Req:	1 character	**Entry Required**

Enter 'Y' to signify the <u>Ship to address field is required</u> for limited purchase documents.

Inv to Addr Req:	1 character	**Entry Required**

Type 'Y' if the <u>Invoice to address field is required</u> for limited purchase documents.

Exempt P.O. **Prefix Functionality:**	1 character	

Indicate how the <u>prefix is to function</u> for purchase documents.
Blank = allow sequential prefixes
M = allow multiple concurrent prefixes.

Current Prefix:	1 character	**Entry Required**

Identify the <u>current prefix</u> used to denote Exempt Purchase Orders.

FIELD DESCRIPTIONS (CONT'D)

1st Prefix: 1 character   **Entry Required**
Indicates the <u>first exempt prefix</u> used.

Class: 1 character   **Entry Required**
Indicate the <u>class</u> used to store the document.
Some TAMUS members want this to be a 'P'
while others want it to be an 'E.'

Cat: 2 characters   **? Help Available**   **Entry Required**
Defines the default accounting and receiving
<u>characteristics</u> of the purchase document. Valid
<u>category</u> values are:
BE = Blanket Encumbered
BO = Ref. Blanket Order
BU = Blanket Unencumbered
EP = Exempt Purchases
LP = Limited Purchase
MD = Master Order (DISC)
MQ = Master Order (QTY)
RO = Regular Orders

Limit: 14 digits   **Entry Required**
Indicate the <u>maximum dollar amount that may be
processed</u> for a single exempt purchase
document.

Mask: 7 characters   **Entry Required**
Provide a <u>mask</u> to be used if the document is not
auto-assigned.

Match Dept: 1 character   **Entry Required**
Type 'Y' to indicate the <u>first department of the
document has to match the first department</u>. If
FAMIS is down, a manual log can be kept
following that pattern, as long as the department
field matches the pattern. (Ex.: MISP001 in the
Mask: field on Screen 309 would match the MISP
in the Dept.: field on Screens 240 or 235.)

Ship to Addr Req: 1 character   **Entry Required**
Enter 'Y' if the <u>Ship to address field is required</u> for
limited purchase documents.

Inv to Addr Req: 1 character   **Entry Required**
Type 'Y' to indicate the <u>Invoice to address field is
required</u> for limited purchase documents.

PIP
Current Prefix: 1 character   **Entry Required**
Identifies the <u>current prefixed</u> used to denote
Limited Purchase Orders.

1st Prefix: 1 character   **Entry Required**
Indicates the <u>first limited prefix</u> used.

FIELD DESCRIPTIONS (CONT'D)

Cat: 2 characters   **? Help Available**   **Entry Required**
Define the default accounting and receiving
characteristics of the purchase document. Valid
category values are:
BE = Blanket Encumbered
BO = Ref. Blanket Order
BU = Blanket Unencumbered
EP = Exempt Purchases
LP = Limited Purchase
MD = Master Order (DISC)
MQ = Master Order (QTY)
RO = Regular Orders

Mask: 7 characters, (AAAANNN)   **Entry Required**
Provide a mask to be used if the document is not
auto-assigned. The original pattern was to
accommodate "dept. code and ascending
numbers" (Ex: MISP001).

Additional Functions

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

PF11
AdPrf   **Additional Prefixes**
Add/display additional prefixes for
Limited/Exempt purchase documents.

Electronic Documents
Profile

Screen 950 is used to set limits on the various types of electronic documents used in FAMIS. This screen is used to control the processing, approval and routing of the documents listed on this screen.

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is campus specific.**

Screen 950 – Electronic Documents Profile (Panel 1)
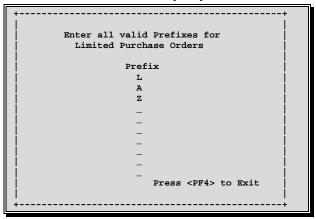
```
 950 Electronic Documents Profile                          03/02/09 10:59
                                                               CC 02
   Screen: ___    Form: ___
                                                       PANEL: 01MORE>>
                         Review by  Processing  Required      Route
   Func Form Description Proc Unit  Unit View   Approvals  Cat Level  Exp Dt
   ---- ---- ----------- ---------  ----------  ---------- --- -----  ----------
     _  DBR  DEPT BUD REQ    Y      DBR OFFICE  SIGNER____  AM   D    _____
     _  DCR  DEPT CORRECT    Y      DCR OFFICE  SIGNER____  __   D    _____
     _  EBR  BUDGET EPA__    Y      PAYROLL___  SIGNER____  __   D    _____
     _  EGR  GRAD EPA____    Y      PAYROLL___  SIGNER____  __   D    _____
     _  EWR  WAGE EPA____    Y      PAYROLL___  SIGNER____  __   D    _____
     _  PBD  BID_____    Y      PURS_____  NONE_____  __   P    _____
     _  PEP  EXEMPT PURCH    N      _____  SIGNER____  AM   D    _____
     _  PIP  INVOICE PROB    N      _____  SIGNER____  AM   D    _____
     _  PLP  LIMITED PRCH    N      _____  SIGNER____  AM   D    _____
     _  PPO  PURCH. ORDER    Y      PURS_____  NONE_____  __   P    _____
     _  PRQ  REQUISITION_    Y      PURS_____  SIGNER____  AM   D    _____
     _  TDP  ASSET TRNSFR    Y      PROPERTY__  SIGNER____  __   D    _____
     _  ___  _____  _          _____  _____  __   _    _____
            *** End of list ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                                     Left  Right
```

Screen 950 – Electronic Documents Profile (Panel 2)

```
 950 Electronic Documents Profile                          03/02/09 11:00
                                                               CC 02
   Screen: ___    Form: ___
             <<MORE                                     PANEL: 02
                         Review by  Processing
   Func Form Description Proc Unit  Unit View    Office      View
   ---- ---- ----------- ---------  ----------  ----------  ----------
     _  DBR  DEPT BUD REQ    Y      DBR OFFICE  DBR OFFICE  DBR OFFICE
     _  DCR  DEPT CORRECT    Y      DCR OFFICE  DCR OFFICE  DCR OFFICE
     _  EBR  BUDGET EPA__    Y      PAYROLL___  PAYROLLWS   PAYROLL
     _  EGR  GRAD EPA____    Y      PAYROLL___  PAYROLLWS   PAYROLL
     _  EWR  WAGE EPA____    Y      PAYROLL___  PAYROLLWS   PAYROLL
     _  PBD  BID_____    Y      PURS_____  PURCHASING  PURS
     _  PEP  EXEMPT PURCH    N      _____
     _  PIP  INVOICE PROB    N      _____
     _  PLP  LIMITED PRCH    N      _____
     _  PPO  PURCH. ORDER    Y      PURS_____  PURCHASING  PURS
     _  PRQ  REQUISITION_    Y      PURS_____  PURCHASING  PURS
     _  TDP  ASSET TRNSFR    Y      PROPERTY__  PROPERTY    PROPERTY
     _  ___  _____  _          _____
            *** End of list ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                                     Left  Right
```

TECH NOTE: To reset: run program XXRDFRM

BASIC STEPS

- Advance to Screen 950.

- In the Func: field, type A (Add), U (update) or D (delete) to add/modify information on profiles of electronic documents and press <ENTER> to record the information.

FIELD DESCRIPTIONS

Action Line

Form:	3 characters Enter the <u>type of electronic document</u> to advance the form type to the top of the display.

Screen Information

Panel 1

Func:	1 character Type a <u>function code</u> to add or modify a profile. Valid values are: Blank = No action A = Add record D = Delete record P = Position (not always available) U = Update record	**Entry Required**
Form:	3 characters Enter the <u>electronic document form code</u>.	**Entry Required**
Description:	12 characters Include a brief <u>description of form</u> for abbreviated display.	**Entry Required**
Review by Proc Unit:	1 character Type 'Y' if form is to be <u>reviewed by the Processing Department</u>.	**Entry Required**
Processing Unit View:	10 characters If form is to be reviewed, enter the <u>name of the Processing Unit having final authority</u> on the type of form.	**Entry Required**
Required Approvals:	10 characters **? Help Available** Enter the <u>type of approval required</u> on the form. Valid values are: Creator = Document complete on release Signer = Signer approval required Signer + N = Total signatures needed None = No approval required	**Entry Required**

FIELD DESCRIPTIONS (CONT'D)

Cat:	2 characters	**? Help Available**	**Entry Required**

Indicate the <u>category</u> for the form type:
Blank   =   No Category
AM   =   Amount Over

Route Level:	1 character	**? Help Available**	**Entry Required**

Type a valid code for the <u>level of routing</u> for the
form:
D   =   Department
P   =   Processing

Exp Dt:	8 digits	**Entry Required**

If necessary, <u>include</u> an <u>expiration date</u> for the
form type profile values.

Panel 2

Office: 10 characters
Shows the <u>electronic office</u> associated with the
processing view.

View: 10 characters
Displays the <u>view</u> associated with the electronic
office.

<u>*Additional Functions*</u>

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

Document Attribute Controls:
Basic Concepts

Unlike the General Document Controls (see section in this manual), Document Attribute Controls are *NOT* set by the FAMIS Services Team. **Additions/modifications to these screens should be made by the Purchasing Department for the specific TAMUS member.**

The following is a list of document attribute control screens:

313	Special Text and Codes
314	Purchasing Office Maintenance
315	Buyer Code Maintenance
316	Maintain Exempt Object Control Table
317	Document Category Maintenance
318	Document Category Maintenance
319	Document Category Maintenance
305	Purchasing Campus Bulletin Board

TEXT CODES

Standard Text Codes

- Maintained on Screen 317
- Must begin with a **numeric** digit

Special Text Codes

- Maintained on Screen 313
- Must begin with an alpha character

Both Standard and Special text codes (Standard and Special) MAY be entered on a Purchase Order using Screen 221.

ALL the text code data will <u>print</u> either "before" or "after" the Purchase Order detail, depending on the value in the OPTION3 Parm in the JCL for the job (PBAU011). Set OPTION3=AFTER to print after the detail. The codes print in the order entered on the document.

Adding/Updating
Special Text

Text codes are used to specify attributes of the purchase as a whole. Screen 313 may be used to add new text codes or to modify existing text codes. Ninety-nine lines of text may be entered for a particular text code.

Please Note: Text is entered without a wrap-around feature, so a word may be split between two lines. Tabbing will take you to the next available text line.

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

Screen 313 - Special Text Code Maintenance

```
   313 Special Text Code Maintenance                        03/02/09 11:01
                                                            FY 2009 CC 02
   Screen: ___    Text Code: FD1  Drop: N
                                                   Position at line: ___
                                                   Page (F/B): _
     Line                       Description
     1              THIS DOCUMENT is subject to any constitu-____
     2              tional or statutory limitations upon Texas___
     3              A&M University as an Agency for the State of_
     4              Texas._____
     5              _____
     6              OSHA STATEMENT_____
     7              _____
     8              Seller represents and warrants that all arti-
     9              cles and services covered by this document___
     10             meet or exceed the safety standards estab-___
     11             lished and promulgated under the Federal_____
     12             Occupational Safety and Health Law (Public___
     13             Law 91:596) and its regulations in effect or_  Enter 'D'
     14             proposed as of the date of this document.____  to delete:  _
     15             _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Printing Text Codes
Both Standard and Special text code data will <u>print</u> either "before" or "after" the Purchase Order detail. Where it prints depending on the value in OPTION3 (JCL for the job PBAU011). Set OPTION3=AFTER to print <u>after</u> the detail. The codes print in the order entered on the document.

Dropping a Text Code
Dropping a text code does not make that code number available for re-use. The code must remain in the file because it may be included as part of existing purchase orders.

Marking a text code as "dropped" removes the code from the available codes to be selected, but the code stays on the file.

The language of the text code can be corrected, but you should not make any changes to the overall meaning of the text, as the code may be in use on active documents.

Use of Special Text Codes for Federal Purchases
To print special text for <u>Federal</u> purchases, the following is necessary:

- Type of Funds (Screen 220) must be set to "F"
- Text entered (Screen 313) must be created with code "FD" (can have FD1, FD2, FD3, etc.)
- In JCL for job PBAU011, set REQUEST=FED to print ALL the "FD" text codes on file for that campus on the order
- ALL FD text codes print <u>after</u> the Purchase Order lines and AFTER Standard Text lines

Use of Special Text Codes for Bids
To print special text for <u>Bids</u>, the following is necessary:

- Text entered (Screen 313) must be created with code "BD" (can have BD1, BD2, BD3, etc.)
- ALL BD text prints:
  - AFTER the Purchase Order lines
  - AFTER Standard Text lines if OPTION3=AFTER (PBAU021) is set
  - AFTER Special Text for Federal Purchases

BASIC STEPS

- Advance to Screen 313.

- Type a valid text code on the Action Line and press <ENTER> to view existing information which can be modified.

- To add new code, type valid text in the Text Code: field and enter description.

- Press <ENTER> to record the information.

- Type 'D' in the delete field to delete a text code.

- Type 'Y' in the Drop: field to drop the text code.

PURCHASING CONTROL PROCESS

Special text codes are only printed at the end of your bids. All Bdx (i.e. BD1) codes are printed at the end of the document. FDx codes are also printed at the end of the document, with "FED" as the fund type, if it is specified on both the document header and as a "parm" for the print job.

FIELD DESCRIPTIONS

Action Line

Text Code: 3 characters   **Entry Required**
Identify the special text code to be viewed, added
or modified.

Drop: 1 character each   **Entry Required**
Type 'Y' to drop the text code.

Screen Information

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

Page (F/B):   1 character
Type 'F' or 'B' to indicate whether to scroll
forward (F) one page of text, or to scroll
backwards (B) one page of text.

Line: 2 digit
Shows line numbers of description.

Description: 50 characters each 15 lines   **Entry Required**
Type a description for the special text code.

Enter 'D' to delete   1 character   **Entry Required**
Type 'D' if the information should be deleted from
the system.

Additional Functions

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

Purchasing Office Maintenance

Information about the purchasing office may be entered on this screen. Updates and changes may be made at any time.

This screen is maintained and updated by <u>each campus</u>.
The information is campus specific.

Screen 314 - Purchasing Office Maintenance

```
 314 Purchasing Office Maintenance                         03/02/09 11:03
                                                           FY 2009 CC 02
 Screen: ___


 Purchasing Office Name: DEPARTMENT OF PURCHASING SERVICES_____

               Address: P.O. BOX 99999_____
                        _____

                  City: COLLEGE STATION____   State: TX  Zip: 78842-0013

                 Phone: 979-999-9999

                   Fax: 979-999-9999




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

BASIC STEPS

- Advance to Screen 314.
- Type valid data in the available fields, as desired.
- Press <ENTER> to record the information.

FIELD DESCRIPTIONS

Action Line

Purchasing Office Name:	40 characters Identify the <u>name of the Purchasing Office</u>.	**Entry Required**
Address:	2 lines (40 characters each) Include the Purchasing Office <u>address</u>.	**Entry Required**
City:	20 characters Type the name of the <u>city for the Purchasing Office</u>.	**Entry Required**

FIELD DESCRIPTIONS (CONT'D)

St: 2 characters   **Entry Required**
                          Include the <u>state</u> abbreviation.

Zip: 9 digits   **Entry Required**
                          Enter the <u>ZIP Code</u> + 4 digits of the department.

Phone: 10 digits   **Entry Required**
                          Provide the <u>phone number</u> for the purchasing
                          office.

FAX: 10 digits   **Entry Required**
                          Type the <u>Fax number</u> for the purchasing office.

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

Adding/Updating
Buyer Codes

Screen 315 is used to add or delete a buyer code from the table. Typically, the buyer code will be the initials of the buyer associated with a particular purchase order. Specific information about a particular buyer, including his/her purchasing restrictions, may be entered or updated on this screen.

The bottom of this screen allows you to define a print form and destination printer for each buyer.

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

Screen 315 - Buyer Code Maintenance

```
   315 Buyer Code Maintenance                              03/02/09 11:03
                                                           FY 2009 CC 99

   Screen: ___    Buyer Code: MAm

                          Name: MARISSA MICHALS_____
                         Phone: 979 845 9999

     Enter 'D' to delete record: _

   Func   Doc. Type      Form       Destination      Copies    JDE     EFORM  Class
    _     PO FORM___     PO2___    ODPA227_____    1      _____  _____  _
    _     PO REPORT_     SLG1__    ODPA231_____    1      _____  _____  _
    _     BID FORM__     BD2___    ODPA231_____    1      _____  _____  _
    _     BID REPORT     SLG1__    ODPA231_____    1      _____  _____  _
    _     _____     _____    _____    _      _____  _____  _
    _     _____     _____    _____    _      _____  _____  _
    _     _____     _____    _____    _      _____  _____  _
    _     _____     _____    _____    _      _____  _____  _
    _     _____     _____    _____    _      _____  _____  _
    _     _____     _____    _____    _      _____  _____  _

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

BASIC STEPS

- Advance to Screen 315.
- Type a valid buyer code on the Action Line and press <ENTER>.
- Type valid data in the available fields, as desired.
- Press <ENTER> to record the information.

PURCHASING CONTROL PROCESS

Buyer Forms and Destinations

The lower portion of this screen provides the ability to define the purchasing document print form and printer destination for each buyer. These fields will be used when a document is printed using the "**on-demand**" print screens (Screen 215 & 216). If this is blank, the default values from Screen 308 will be used. But this overrides Screen 308 when information is entered for a buyer.

Document Type

The document type field is used to indicate which printing form to use when using the "**on-demand**" printing screens for a document associated with a particular buyer. Currently, there are 4 different document types recognized by FAMIS:

- PO Form
- PO Report
- BID Form
- BID Report

FIELD DESCRIPTIONS

Action Line

Buyer Code:	3 characters	**Entry Required**
	Enter a <u>buyer code</u> to view buyer's information, or add new code.	

Screen Information

Name:	20 characters	**Entry Required**
	Enter the <u>buyer's full name</u>.	
Phone:	10 digits	**Entry Required**
	Identify the <u>buyer's area code and phone number</u>.	
Enter 'D' to delete record:	1 character	
	Type 'D' if the buyer information should be <u>deleted</u> from the system.	
Func:	1 character	
	Enter a <u>function code</u> to add or modify buyer information. Valid values are:	
	A = Add	
	U = Update	
	D = Delete	
Doc Type:	10 characters	
	Indicate the <u>document type</u> to be printed for the buyer.	

FIELD DESCRIPTIONS (CONT'D)

Form: 6 characters
Identify the form code defined for the
print type.

Destination: 16 characters
Indicate the destination of the output. Must
be a JES-defined printer.

Copies: 1 digit
Not used in FAMIS at this time.

JDE: 6 characters
Include special JDE needed for Xerox printer.

EFORM: 6 characters
Provide electronic form required for Xerox
printer.

Class: 1 character
Indicate the class used to store the document.
L   = Limited
E   = Exempt

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

Maintaining Ship To/
Invoice To Addresses

Ship To and Invoice To addresses that are often used may be assigned a three digit code to simplify the entry process. These codes are assigned and updated using Screen 316.

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

Screen 316 - Ship To/Invoice To Addresses

```
 316 Ship to/Invoice to Addr                                 03/02/09 11:10
                                                             FY 2009 CC 02
  Screen: ___     Address Nbr: 751

       Name: ADMISSIONS & RECORDS_____
    Address: ADMISSIONS PROCESSING_____
             750 AGRONOMY ROAD, SUITE 1601_
             TAMU 0200_____
             _____
       City: COLLEGE STATION_____
      State: TX
        Zip: _____
    Country: ___

      Phone: _____

        FAX: _____
                                          Enter 'C' to copy: _
                                          Enter 'D' to delete: _



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

NOTE: Address codes must be coordinated with the State.

TECH NOTE: PBAR602 unloads; PBAU603 loads

BASIC STEPS

- Advance to Screen 316.

- Enter a valid address number code on the Action Line and press <ENTER> to view any existing address information.

- Add new address number or make modification necessary.

- Press <ENTER> to record the information.

PURCHASING CONTROL PROCESS

Ship To/Invoice To Address Codes
The address associated with a particular code will be pulled into any document that contains the code in the Ship To: and/or Invoice To: fields.

FIELD DESCRIPTIONS

Action Line

Address Nbr:	3 digits Identify the <u>address number</u> code to be added/ updated.	**Entry Required**

Screen Information

Name:	30 characters Include the <u>name of the person</u> to receive purchased items or billing information at the specified address.	**Entry Required**
Address:	120 characters/digits Type the <u>mailing address</u> to which purchased items or billing information will be sent.	**Entry Required**
City:	20 characters Indicate the <u>city</u> to which purchased items or billing information will be mailed.	**Entry Required**
State:	2 characters Identify the <u>state</u> to which purchased items or billing information will be mailed.	**Entry Required**
Zip:	9 digits Provide the <u>ZIP Code</u> + 4 digits of the department.	**Entry Required**
Country:	3 characters Include the <u>country</u> to which purchased items or billing information will be mailed.	**Entry Required**
Phone:	10 digits Provide the <u>area code and phone number</u> for the address specified.	**Entry Required**
FAX:	10 digits Type the <u>area code and phone number of the FAX machine</u> for the address specified.	**Entry Required**
Enter 'C' to Copy:	1 character Type 'C' to indicate whether the address information should be <u>copied</u> to another address code.	**Entry Required**
Enter 'D' to Delete:	1 character Type 'D' to identify whether the selected address is to be <u>deleted</u> from the system.	**Entry Required**

Additional Functions

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

Entering Standard
Text Code Information

Standard text codes are defined for phrases or terms that are used repeatedly for purchasing documents.

Dropping a Text Code

Dropping a text code does not make that code number available for re-use. The code must remain in the file because it may be included as part of existing purchase orders.

Marking a text code as "dropped" removes the code from the available codes to be selected, but the code stays on the file.

The language of the text code can be corrected, but you should not make any changes to the overall meaning of the text, as the code may be in use on active documents.

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

Screen 317 - Standard Text Code Maintenance

```
  317 Standard Text Code Maintenance                        03/02/09 11:11
                                                             FY 2009 CC 02
   Screen: ___   Text Code: 005   Drop: N
                                                   Position at line: ___
    Line                       Description
    1                 VENDOR MAY BE REQUESTED TO SUBMIT A_____
    2                 SAMPLE BEFORE THE AWARD OF THE CONTRACT_____
    3                 IS MADE.  IF THE SAMPLE IS FOUND TO BE_____
    4                 ACCEPTABLE, THE SAMPLE WILL BECOME A_____
    5                 PART OF THE ORDER.  IF THE SAMPLE IS NOT_____
    6                 ACCEPTABLE, IT WILL BE RETURNED AT THE_____
    7                 VENDOR'S EXPENSE WITH AN EXPLANATION OF_____
    8                 WHY THE SAMPLE IS UNACCEPTABLE. VENDOR MUST__
    9                 PROVIDE A MEANS FOR THE RETURN OF THE SAMPLE.
    10                IF NOT PROVIDED, THE SAMPLE WILL BE DISCARDED
    11                TEN (10) DAYS AFTER THE AWARD OF THE_____
    12                AGREEMENT._____
    13                _____
    14                _____
    15                _____
                                                    Page (F/B/E): _
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

NOTE: Text Code: field entry must be numeric.

TECH NOTE: PBAR600 unloads, PBAU601 loads, PBAR230 print

BASIC STEPS

- Advance to Screen 317.

- Type a valid text code on the Action Line and press <ENTER> to view existing purchasing controls, or enter a new code.

- Enter valid data in the available fields, as desired.

- Press <ENTER> to record the information.

PURCHASING CONTROL PROCESS

Expanding Text Codes
The standard text codes defined on Screen 317 are attached to a document during the entry process. Any text codes entered on a document will be expanded when the document is printed.

FIELD DESCRIPTIONS

Action Line

Text Code:	3 digits Identify a <u>number</u> to be <u>associated with the text</u>.	**Entry Required**
Drop:	1 character each Type 'Y' in this field to <u>drop</u> the text code.	

Screen Information

Position at Line: 3 digits
Indicate which line of text should be <u>positioned at the top</u> of the screen.

Line: 2 digits
Shows <u>line numbers</u> of description

Description: 99 lines (45 characters each)
Include <u>standard text code</u> to be used.

Page (F/B/E): 1 character
Indicate whether to scroll <u>forward (F)</u> one page of text, scroll <u>backwards (B)</u> one page of text, or scroll to the <u>end (E)</u>.

Additional Functions

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

Adding/Updating
Type Funds List

It is possible for you to add or modify the type of funds that may be used for purchasing documents on-line. This is accomplished using Screen 318.

This screen is maintained and updated by <u>each campus</u>.
The information is campus specific.

Screen 318 - Type of Funds

```
 318 Type of Funds                                           03/02/09 11:12
                                                                    CC 02
 Screen: ___

         Func
         Code       Key                        Data

           _        F____       FEDERAL_____
           _        L____       LOCAL_____
           _        S____       STATE_____
           _        _____       _____
           _        _____       _____
           _        _____       _____
           _        _____       _____
           _        _____       _____
           _        _____       _____
           _        _____       _____
           _        _____       _____
           _        _____       _____

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

BASIC STEPS

- Advance to Screen 318.
- Type a function code to add (A), update (U) or delete (D) information in fields provided to view purchasing controls.
- Press <ENTER> to record the information.

PURCHASING CONTROL PROCESS

The Key: field is used to indicate the type of funds to be used for the purchase of selected items. These fund types must be entered for requisitions and purchase orders.

FIELD DESCRIPTIONS

Screen Information

Func Code:	1 character	**Entry Required**
	Enter the desired <u>function code</u>: add (A) a new type fund code, update (U) an existing fund code, or delete (D) a fund code.	
Key:	1 character	**Entry Required**
	Indicate the <u>abbreviation for the type of funds</u>.	
Data:	40 characters	**Entry Required**
	Enter a <u>description</u> of the type of funds.	

Additional Functions

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

Adding/Updating
Type Order List

Once a type fund has been defined, it is necessary to determine the type of orders that will be allowed for that fund type. This is accomplished using Screen 319.

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

Screen 319 - Type of Orders

```
   319 Type of Orders                                       03/02/09 11:12
                                                                  CC 02
   Screen: ___      Fund Type: S

        Func       Order
        Code       Type                       Data

          _        BLDG_      BUILDING STATE_____
          _        CATL_      CATALOG PURCHASE_____
          _        CERT_      CERTIFICATION-VET HOSPITAL_____
          _        CONT_      CONTRACT_____
          _        DIR__      PURCHASE FROM DIR_____
          _        DIRP_      DIRECT PUBLICATION_____
          _        EMER_      EMERGENCY_____
          _        GROU_      GROUP PURCHASE_____
          _        HIED_      HIGHER EDUCATION_____
          _        LEAS_      LEASE_____
          _        LIB__      LIBRARY EXEMPT_____
          _        MED__      HEALTH SCIENCE CENTER_____

                   ***  Press enter for more entries  ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 319.
- Type a valid Fund Type in the Action Line.
- Press <ENTER> to view existing order types for that fund type.
- Add/modify valid data in the available fields, as desired.
- Press <ENTER> to record the information.

FIELD DESCRIPTIONS

Action Line

Fund Type: 3 characters   **Entry Required**
Enter a <u>fund type</u>. Valid values are:
F = Federal
L = Local
S = State

FIELD DESCRIPTIONS (CONT'D)

Screen Information

Func Code:	1 character	**Entry Required**
	Identify the desired <u>function code</u>: add (A) a new type order code, update (U) an existing order type, or delete (D) an existing order type.	
Order Type:	4 characters	**Entry Required**
	Define the <u>abbreviation to be used for the type of order</u>.	
Data:	40 characters	**Entry Required**
	Enter a <u>short description</u> for the type of order.	

Additional Functions

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

Document Printing Controls: Basic Concepts

The Document Printing Controls are available to direct the printing of purchasing documents to specific printers. Typically, purchasing documents are printed in an overnight batch mode. This is done to keep the computing resources directly at the online users and keep the response time at a high level. Print jobs take resources away from the online usage.

There are occasions that call for the use of the **On-Demand** Print feature of FAMIS. This is for Purchasing Documents only. These controls are set by the FAMIS Services Team.

To set up On-Demand Purchasing Printing, use the following screens:

Screen 307   Purchasing Print Default

Screen 308   Printer Control Maintenance

Screen 315   Buyer Codes and Printer Control
- overrides Screen 308

Screen 857   Batch Table Maintenance for setting the JCL

To print On-Demand, use the following screens:

Screen 215   Print Purchase Document
Screen 216   Print Bid Document

Entering Purchasing
Print Defaults

Each TAMUS member may define a set of printing defaults to be used each time a purchasing document is printed using the **On-Demand** features. These defaults are set up on Screen 307. These values set up the parameters that the job card will use to run the print program.

Please Note: The Purchase Order Default values are used when initiating on-demand print from Screen 215 - Print Purchase Document.

The Bid Print Default values are used when initiating on-demand print from Screen 216 – Print Bid Document.

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

Screen 307 - Purchasing Print Defaults

```
   307 Purch. Print Defaults                              03/02/09 11:15
                                                          FY 2009 CC 05

   Screen: ___

    *---------------*  Purchase Order Default Parms *----------------------*

        Mailcode: _        Fed. Text: _           Fed. Print: _
  Text Codes Last: _          Output: _____         Two Forms: _
    Recv. Copies: 1     File5 Copies: 1         File6 Copies: 1
    File7 Copies: 1   Limited Bid To: _

    *---------------* Bid Print Default Parms *-------------------------*

        Mailcode: _      Number Copies: 1__     Two Forms: _
  Text Codes Last: _             Output: _____     Use List: _    Use Vndr Addr: _

  Fed./St Text: _____     Print ship to: _____



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

BASIC STEPS

- Advance to Screen 307.
- Add/modify valid data in the available fields, and press <ENTER> to record the information.

FIELD DESCRIPTIONS

Purchase Order Default Parms:

Mailcode:	1 character	**Entry Required**
	Type 'Y' to indicate the <u>mail code</u> of the first department will print on the document.	

FIELD DESCRIPTIONS (CONT'D)

Fed. Text:	1 character Enter 'Y' if all Federal (FDx) special text (entered on Screen 313) will print. Also, the document must be coded with 'F' (Federal) in the Type of Funds: field.	**Entry Required**
Fed. Print:	1 character Not used at this time in FAMIS.	**Entry Required**
Text Codes Last:	1 character Type 'Y' if all header text and header text codes should print last instead of first.	**Entry Required**
Output:	5 characters Include the override for the print destination.	**Entry Required**
Two Forms:	1 character Enter 'Y' if the second page will be a different form. **Only used for QMS and Xerox printers**.	**Entry Required**
Recv. Copies:	1 digit Identify the number of receiving copies to be printed. This may be zero.	**Entry Required**
File5 Copies:	1 digit Enter the number of print File5 copies to be printed. This may be zero.	**Entry Required**
File6 Copies:	1 digit Include the number of print File6 copies to be printed. This may be zero.	**Entry Required**
File7 Copies:	1 digit Type the number of print File7 copies to be printed. This may be zero.	**Entry Required**
Limited Bid To:	1 character When set to 'Y' the Limited POs will print with the 'Bid To" address.	

Bid Print Default Parms:

Mailcode:	1 character Type 'Y' if the mail code of the first department will print on the document.	**Entry Required**
Number Copies:	3 digits Indicate the number of copies of the bid to print. If a *bid list* is used, this indicates the number of blank bids to print (no vendor name).	**Entry Required**
Two Forms:	1 character Enter 'Y' if the second through last page of the bid will be a different format. **Only used for QMS and XEROX printers**.	**Entry Required**

FIELD DESCRIPTIONS (CONT'D)

Text Codes Last:	1 character Type 'Y' if <u>header text and expanded text codes should print last</u> instead of first.	**Entry Required**
Output:	5 characters Identify the <u>override for the print destination</u>.	**Entry Required**
Use List:	1 character Enter 'Y' to print a copy of the bid for <u>each vendor on the bid list</u>.	**Entry Required**
Use Vndr Addr:	1 character Type 'Y' to print <u>vendor addresses</u> on the bid.	**Entry Required**
Fed./St Text:	6 characters Enter a code of '<u>FED</u>' to indicate that special text (entered on Screen 313) for all documents that have a 'F' in the <u>Type of Funds: field on its document header will be printed</u>.	**Entry Required**
Print ship to:	10 characters Type 'NOSHIP' to indicate only city, state, and zip code should be <u>printed in the Ship To address</u> of the bid.	**Entry Required**

Additional Functions

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

Maintaining Printer Control Information

Printer Maintenance for Purchasing Document to print on-demand involves setting up general printer defaults for a particular FAMIS campus code. These values define the document form and the default printer destination for each form. The default values are entered and updated on Screen 308.

Note that if an individual buyer has entries on the bottom of Screen 315, those entries will override the entries on this screen.

This screen is maintained and updated by <u>FAMIS Services</u>.
The information is campus specific.

Screen 308 - Printer Maintenance

```
  308 Printer Maintenance                                03/02/09 11:15
                                                         FY 2009 CC 05

   Screen: ___         Type: RJE-BATCH_____

  Func   Doc. Type       Form       Destination    Copies    JDE     EFORM   Class
    _     PO FORM___     POPT__    PVAMPR1_____     1    _____  _____   _
    _     PO REPORT_     RPTS__    PVAMVSE1_____     1    _____  _____   _
    _     BID FORM__     BDPT__    PVAMPR1_____     1    _____  _____   _
    _     BID REPORT     RPTS__    PVAMVSE1_____     1    _____  _____   _
    _     CO FORM___     BDPT__    PVAMPR1_____     1    _____  _____   _
    _     CO REPORT_     RPTS__    PVAMVSE1_____     1    _____  _____   _
    _     _____     _____    _____     _    _____  _____   _
    _     _____     _____    _____     _    _____  _____   _
    _     _____     _____    _____     _    _____  _____   _
    _     _____     _____    _____     _    _____  _____   _
    _     _____     _____    _____     _    _____  _____   _
    _     _____     _____    _____     _    _____  _____   _
    _     _____     _____    _____     _    _____  _____   _
    _     _____     _____    _____     _    _____  _____   _
    _     _____     _____    _____     _    _____  _____   _
                         ****************  End of Data  *****************

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

BASIC STEPS

- Advance to Screen 308.

- View existing purchasing controls.

- Add/modify information in the available fields; press <ENTER> to record the information.

FIELD DESCRIPTIONS

Action Line

Type:	15 characters	**Entry Required**
	Identify the <u>type of print batch</u> to be displayed.	

FIELD DESCRIPTIONS (CONT'D)

Screen Information

Func: 1 character
                                    Indicate the desired function code for the printer
                                    information: add (A), update (U), or delete (D)
                                    from the system.

Doc Type: 10 characters
                                    Identify the type of print form to use in the batch
                                    process. Currently there are four types: PO
                                    Form, PO Report, BID Form, and BID Report.

Form: 6 characters/digits
                                    Indicate the form code defined for the print type.

Destination: 16 characters/digits
                                    Enter the destination of the output. **Must be a
                                    JES defined printer.**

Copies: 1 digit
                                    Type the number of copies to be printed.

JDE: 6 characters
                                    Identify the special JDE needed for Xerox
                                    printers.

EFORM: 6 characters
                                    Include the electronic form required for Xerox
                                    printers.

Class: 1 character
                                    Indicate the class used to store the document.
                                    L = Limited
                                    E = Exempt

Additional Functions

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

Print
Purchase Document

To print or re-print purchase documents, use Screen 215. You may print an individual document or a range of documents. In addition, you can identify the type of output and printer destination.

Please Note: Purchase Order Default Parms will be used on Screen 215
                     Bid Print Default Parms will be used on Screen 216.

When you are re-printing a purchase order only specify a single document to be printed. In other words, you may not re-print a range of purchase order documents using this screen.

Screen 215 - Print Purchase Document

```
 215 Print Purchase Document                              03/02/09 11:21
                     C l o s e d                          FY 2009 CC 02
   Screen: ___   Start Doc: P902098  End Doc: P902098


            Print (Y/N): _             Printer: _____
              Print Dt: 03/02/09__     Reprint: _


        Text Codes Last: _          Two Forms: _
         FED Text Codes: _          Mail Code: _
         Limited Bid To: _          Spl Output: _____

------------------ Purchase Order Information ------------------------------

        Vndr: TOMS PRINTING T
Document Dt: 01/05/2009                 Cat: RO   User Ref: 470902-PRINT
     Buyer: MSM  MORRIS, MONTY          Dept: QSCI  SubDept:
  Print Doc?  N

Doc Summary: BUS CARDS - HALO HARRIS

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

PRINT PURCHASE DOCUMENT PROCESS

The output for the **on-demand** printing of purchasing documents is routed to the appropriate printer based on the buyer code entered on the document if Screen 315 is set up with printer destinations for that buyer. Documents without a buyer code or any document whose buyer code is not set up with a printer destination will print at the default printer set up on this screen, Screen 308.

BASIC STEPS

- Advance to Screen 215.
- Type a valid purchase document or range of purchase documents on the Action Line and press <ENTER>.
- Indicate whether you would like to print or re-print the document(s).
- Specify the number of additional copies of the purchase document you would like to have printed.
- Add or modify information in the available fields, as desired.
- Press <ENTER> to send the purchase document(s) to the printer.

FIELD DESCRIPTIONS

Action Line

Start Doc:	7 characters/digits Identify the <u>first purchase order number to be printed</u>.	**Entry Required**
End Doc:	7 character/digits Enter the <u>ending purchase order number to be printed</u>.	**Entry Required**

Screen Information

Print (Y/N):	1 character Type 'Y' to <u>print</u> the purchase order document.	**Entry Required**
Printer:	16 characters/digits Include the <u>printer destination</u> for the printed document(s).	
Print Dt:	8 digits The default is the current date. If needed, change this to the <u>day printing is to be processed</u>.	
Reprint:	1 character Type 'Y' to <u>reprint</u> a purchase order.	
Text Codes Last:	1 character Enter 'Y' if header <u>text codes should be printed after the line items</u>.	
Two Forms:	1 character Type 'Y' to print the first page of a document in one format and <u>all the other pages in a different format</u>.	
FED Text Codes:	1 character Enter 'Y' to indicate <u>federal text codes</u> (found on Screen 313) should be printed at the end of all documents with 'F' type of funds.	

FIELD DESCRIPTIONS (CONT'D)

Mail Code: 1 character
Type 'Y' to use the mail stop information from the department in the "ship to" address.

Limited Bid To: 1 character
Enter 'Y' if "Bid To" address should print for the limited instead of the "Order From" address for the vendor.

Spl Output: 10 characters/digits
Include printer forms code.

Purchase Order Information

Vndr: 30 characters
Displays the name of the vendor on the purchase order.

Document Dt: 8 digits
Identifies the date the document was created.

Cat: 2 characters
Shows the category on the Purchasing table, is used to set certain control information. Values are:
EP = Exempt Purchase
LP = Limited Purchase
RO = Regular Order

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

Buyer: 3 characters
Identifies the initials of the buyer.

Dept: 5 characters
Indicates the department of the primary account responsible for the document.

SubDept: 5 characters
Shows the sub-department of the primary account responsible for the bid document.

Print Doc?:   1 character
'Y' indicates the document was printed.

Doc Summary: 50 characters
Displays a brief summary of the document.

Additional Functions

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

Print
Bid Document

When it is necessary for you to print or re-print your bid document(s) using the on-demand feature (at a time other than the nightly print cycle), you can use Screen 216. This allows you to print your bid document, or a range of bid documents, on demand.

When you are *re-printing* a bid document, you may only specify a single document to be printed. In other words, you may not re-print a range of bid documents.

Please Note: Screen 307 (Purch. Print Defaults) and Screen 308 (Printer Maintenance) and Screen 857 (Batch Maintenance) must be set up before you can use Screen 216.

Screen 216 - Print Bid Document

```
 216 Print Bid Document                                   03/02/09 11:23
                   C l o s e d                            FY 2009 CC 02
   Screen: ___   Start Doc: B900071  End Doc: B900071

              Print (Y/N): _            Printer: _____
                Print Dt: 03/02/09__    Reprint: _  Catalogue Only: _

              Nbr Copies: __            Ship to: _____
                Bid List: _            Two Forms: _
        Text Codes Last: _             Mail Code: _
         FED Text Codes: _____        Spl Output: _____

 -------------------- Bid Document Information ----------------------------


 Document Dt: 07/11/2008                Cat: BU   User Ref: 241802-89576
        Buyer: PAP  PARRISH, PAUL       Dept: CHEM  SubDept:
  Print Doc?  N    07/11/2008  Catalogue Order: N

 Doc Summary: SIGMA PRODUCTS ONLY

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

   NOTE: You cannot print a Bid document unless it contains at least one line item with a price above zero.

BASIC STEPS

- Advance to Screen 216.
- Type a valid bid document, or range of bid documents on the Action Line and press <ENTER>.
- Indicate whether you would like to print or re-print the document(s).
- Specify the number of additional copies of the bid document (these will not be sent to a specified bidder) you would like to have printed.
- Add or modify information in the available fields, as desired.
- Press <ENTER> to send the bid document(s) to the printer.

PRINT BID DOCUMENT PROCESS

Catalog Flag

- Any time a document is transferred or copied to a document with a class of "B" the catalogue flag must be set to 'Y' or 'N'. This is done on a pop-up window at the time of the transfer or copy.

- For on-demand print, when only one document is printed, the program defaults to the bid/catalogue form based on the catalog flag on the document. Because of the limitations of on-demand print, if a range of numbers is to be printed the program will print only bids or only catalogue orders based on the catalogue flag.

- If the catalogue form is needed when printing a range, you must use the catalogue flag on this screen.

- A separate prefix is recommended for catalogue orders when using on-demand print. This prevents the need to print a range of numbers twice. The prefix is setup by FAMIS Services using Screen 854.

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

FIELD DESCRIPTIONS

Action Line

Start Doc: 7 characters/digits   **Entry Required**
Identify the first bid document in the range you
wish to print.

End Doc: 7 characters/digits   **Entry Required**
Identify the last bid document in the range you
wish to print. If you are only printing/re-printing a
single document, this will be the same as the
Start Doc.

Screen Information

Print (Y/N):   1 character   **Entry Required**
Type 'Y' if you wish to print the bid documents.

Printer: 16 characters
Identify the printer where bid documents will be
sent. This information is entered by the FAMIS
staff.

Print Dt: 8 digits
Signify the print date of the bid document. Will
default to the current date if not otherwise
specified.

FIELD DESCRIPTIONS (CONT'D)

Reprint: 1 character
Enter 'Y' if you wish to re-print a bid document.

Catalogue Only: 1 character
Type 'Y' to indicate the document is a catalogue order.

Nbr Copies: 2 digits **Entry Required**
Indicate the number of copies of the bid document you would like to have printed *in addition to those copies that will be sent to bidders*.

Ship to: 10 characters
Identify the location to which copies of the bid document should be delivered.

Bid List: 1 character **Entry Required**
Type 'Y' to signify there is a specific list of bidders associated with the bid document. A separate copy of the bid document will be printed and sent to each bidder on the list.

Two Forms: 1 character **Entry Required**
Enter 'Y' if the document is to be printed on two different forms. **Only used by TAMU.**

Text Codes Last: 1 character **Entry Required**
Type 'Y' if text codes should be printed at the end of the bid document.

Mail Code: 1 character
Enter 'Y' to use the mail stop information from the department in the "ship to" address.

FED Text Codes: 7 characters
Type 'Y' to signify federal text codes (on Screen 313) should be printed at the end of the bid document.

Spl Output: 10 characters
Include printer forms code. **Only used by TAMU.**

Bid Document Information
Document Dt: 8 digits
Shows the date the document was created.

Cat: 2 characters
Defines the category of the document.

User Ref: 14 digits
Indicates the subsidiary ledger (SL) account number to be used for the order followed by the departmental identification number.

FIELD DESCRIPTIONS (CONT'D)

Buyer: 3 characters
                                  Displays the <u>buyer code</u> and <u>buyer's name</u> for the
                                  document.

Dept: 5 characters
                                  Indicates the <u>department</u> of the primary account
                                  responsible for the bid.

SubDept: 5 characters
                                  Identifies the <u>sub-department</u> of the primary
                                  account responsible for the bid document.

Print Doc?:   1 character
                                  Type 'Y' if the <u>specified document is to be
                                  printed</u>.

Catalogue Order: 1 character   **Entry Required**
                                  Enter 'Y' to identify that the <u>document is a
                                  catalogue order</u>.

Doc Summary: 50 characters
                                  Displays a <u>brief summary of the bid document</u> as
                                  a whole that will be displayed on inquiry screens.

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

Maintaining Printer
Batch Tables

It is possible to define information that will be used for all NATURAL RJE jobs submitted by FAMIS. This is accomplished using Screen 857. There will be one line on the screen for each FAMIS campus code using RJE.

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is available to all TAMUS Members.**

Screen 857 - Batch Table Maintenance

```
   857 Batch Table Maintenance                              03/02/09 11:24
                                                            FY 2009 CC 02

   Screen: ____   Campus Cd: **      Type: RJE-BATCH_____

  Func  CC  Job Name     CSR      Nat Id   Nat Pswrd MVS Pswrd Prty Cls  Main     H
   _    01 F01RJEPR__ K701FA_  K701DPB1  ********  ********  4    S   K713FA_  _
   _    02 F02RJEPR__ K702FA_  K702DPB1  ********  ********  4    S   K713FA_  _
   _    03 F03RJEPR__ K703FA_  K703DPB1  ********  ********  4    S   K713FA_  _
   _    04 F04RJEPR__ K704FA_  K704DPB1  ********  ********  4    S   K713FA_  _
   U    05 F05RJEPR__ K705FA_  K705DPB1  ********  ********  4    S   K713FA_  Y
   _    06 F06RJEPR__ K706FA_  K706DPB1  ********  ********  4    S   K713FA_  _
   _    07 F07RJEPR__ K707FA_  K707DPB1  ********  ********  4    S   K713FA_  _
   _    10 F10RJEPR__ K710FA_  K710DPB1  ********  ********  4    S   K713FA_  _
   _    11 F11RJEPR__ K711FA_  K711DPB1  ********  ********  4    S   K713FA_  _
   _    12 F12RJEPR__ K712FA_  K712DPB1  ********  ********  4    S   K713FA_  _
   _    14 F14RJEPR__ K714FA_  K714DPB1  ********  ********  4    S   K713FA_  _
   _    15 F15RJEPR__ K715FA_  K715DPB1  ********  ********  4    S   K713FA_  _
   _    16 F16RJEPR__ K716FA_  K716DPB1  ********  ********  4    S   K713FA_  _
   _    17 F17RJEPR__ K717FA_  K717DPB1  ********  ********  4    S   K713FA_  _
                 ***  Press ENTER for More Entries  ***

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

Special Notes

A batch program FBAU857 is available to update the MVS and NAT passwords.

Logon to the CSR ID in Wylbur to view the output.

BASIC STEPS
Adding New Batch Information

- Advance to Screen 857.
- Type a valid campus code and batch type on the Action Line.
- Press <ENTER> to view existing batch information.
- Type an 'A' in the Func (function) field to add; 'U' to update.
- Type valid information to be added in the available fields, as desired.
- Enter 'Y' in the H: field to hold the print so you can view the output in Wylbur.
- Press <ENTER> to record the information.

BASIC STEPS

Modifying Existing Batch Information

- Advance to Screen 857.

- Type a valid campus code and batch type on the Action Line.

- Press <ENTER> to view existing batch information.

- Type a 'U' in the Func (function) field to update.

- Modify valid information in the available fields, as desired.

- Press <ENTER> to record the information.

Removing Batch Information

- Advance to Screen 857.

- Type a valid campus code and batch type on the Action Line.

- Press <ENTER> to view existing batch information.

- Type a 'D' in the Func (function) field to delete a line.

- Press <ENTER> to remove the information from the system.

FIELD DESCRIPTIONS

Action Line

Campus Cd:	2 digits Identifies the <u>campus code</u> whose batch information should be displayed. Enter two asterisks (**) to display all available batch information.	**Entry Required**
Type:	2 digits **This will always be <u>RJE-BATCH</u>.**	**Entry Required**

Screen Information

Func:	1 character Indicate whether batch information should be <u>added</u> (A), <u>updated</u> (U), or <u>deleted</u> (D) from the system.	**Entry Required**
CC:	2 digits Identify the <u>campus code</u> associated with the batch information.	
Job Name:	10 characters Include the <u>name of the job</u> as it appears on the job card.	

FIELD DESCRIPTIONS (CONT'D)

CSR:	7 characters Identify the <u>CSR-ID</u> as it will appear on the job card.
Nat ID:	8 characters Indicate the <u>NATURAL batch ID</u> that will be used for NATURAL jobs.
Nat Pswrd	8 characters Indicate the <u>NATURAL password</u>. ***NOTE:*** The password may be changed on this screen, but it will not display as you change it (only asterisks).
MVS Pswrd:	8 characters Indicate the <u>password</u> that is <u>valid</u> <u>for the CSR-ID</u> on the job card. ***NOTE:*** The password may be changed on this screen, but it will not display as you change it (only asterisks).
Prty:	1 digit Include the <u>priority</u> at which the batch will be processed.
Cls:	1 character Identify the <u>class</u> as it will appear on the ADABAS class card.
Main:	7 characters Signify the <u>username</u> that will go <u>on the main card</u>.
H:	1 character Type 'Y' if the RJE job should be kept on "<u>holdout</u>" and therefore will not print until released.

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

BULLETIN BOARD

TABLES

Topic Id
Maintenance - Bulletin Board

Updating various topics, such as the FAMIS Bulletin Board, is done using Screen 832. This information is what users see when they first access FAMIS.

> This screen is maintained and updated by <u>FAMIS Services</u>.
> **The information is viewed by all TAMUS Members.**

Screen 832 – FRS Topic Id Maintenance

```
 832 FRS Topic Id Maintenance                             03/02/09 11:26
                                                          FY 2009 CC AM
 Screen: ___    Campus Code: **  Topic Type: UD  Topic ID: BULLETIN  Page: 1___
                                                              Delete: _
 _____
 _____
                        FAMIS Training System_____
 _____
 NEW FEATURES coming in CANOPY:  Give us feedback! Visit the Training website_
 to see what's planned._____
 _____
 _____
 _____
 _____
 _____
 _____
 _____
     FAMIS Hotline                                    Last Date Changed__
     (979) 458-6464                                       03/01/2009_____
 _____
                     FAMISHELP@tamu.edu_____
 _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

BASIC STEPS

- Advance to Screen 832.
- Enter the campus code (usually '**'), topic type and topic ID.
- Press <ENTER> to be able to insert more information.

FIELD DESCRIPTIONS

Action Line

Campus Code: 2 digits   **Entry Required**
This field lists the <u>campus codes</u> for the campuses of TAMUS. Usually these topics are kept on campus code '<u>**</u>'.

Topic Type: 2 characters   **Entry Required**
Provide the <u>topic type code</u>.

Topic ID: 6 characters   **Entry Required**
Include the <u>topic identification for the description</u> or <u>name</u>.

FIELD DESCRIPTIONS (CONT'D)

Page: 4 characters
                      Identify the page number of the topic document
                      you want to see or update.

Delete: 1 character
                      Enter 'Y' to delete the topic.

Additional Functions

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

Purchasing Campus
Bulletin Board

Campus-specific purchasing information, such as policy changes, training opportunities, screen updates, or important deadlines, may be viewed on-line using Screen B21. Information for Screen B21 is entered/updated using Screen 305. Ninety-nine lines of campus-specific information may be entered.

Please Note: Text is entered without a wrap around feature, so a word may be split between two lines. Text entered here will be displayed on Screen B21.

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

Screen 305 - Purchasing Campus Bulletin Board Entry

```
 305 Purchasing Campus Bulletin Board                     03/02/09 11:28
                                                          FY 2009 CC 02
 Screen: ___    Page: 1___

                                                             Delete: _
 DEADLINES-Purchase Requisitions for FY 2008 and 2009_____
 _____
 FY 2008 and FY 2009 requisitions received after the deadlines will be_____
 processed after requisitions that have met the specified dates and funding___
 requirements. The deadlines do not guarantee that lead-time for delivery is__
 adequate for all commodities or services. If a 9-1-08 delivery is desired on_
 FY 2009 funded purchases, please indicate the need on the requisition and____
 every effort will be made to accommodate the request._____
 _____
 Goods/Services Purchase Requisition Type    Date Purchase Requisition Required
 _____
 $100,000 or more and not under A&M/State Contract         5-16-2008*_____
 > $5,000 but < $100,000 & not under A&M/State Contract    6-2-2008*_____
 > $5,000 & under A&M/State Contract                       8-1-2008*_____
 _____
 * Dates are for FY 2008 and FY 2009 funded procurements.*_____
                                              Continued on page 2_____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

Screen B21 - Purchasing Campus Bulletin Board Display

```
 B21                  Purchasing Campus Bulletin Board           03/02/09
                             PAGE: 1  OF  5                       11:28:56
 Screen: ___    Page: 1_

  DEADLINES-Purchase Requisitions for FY 2008 and 2009

  FY 2008 and FY 2009 requisitions received after the deadlines will be
  processed after requisitions that have met the specified dates and funding
  requirements. The deadlines do not guarantee that lead-time for delivery is
  adequate for all commodities or services. If a 9-1-08 delivery is desired on
  FY 2009 funded purchases, please indicate the need on the requisition and
  every effort will be made to accommodate the request.

  Goods/Services Purchase Requisition Type    Date Purchase Requisition Required

  $100,000 or more and not under A&M/State Contract         5-16-2008*
  > $5,000 but < $100,000 & not under A&M/State Contract    6-2-2008*
  > $5,000 & under A&M/State Contract                       8-1-2008*

  * Dates are for FY 2008 and FY 2009 funded procurements.*
                                              Continued on page 2
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                                         Prev  Next                    Exit
```

BASIC STEPS

- Advance to Screen 305 to View existing campus-specific purchasing notices.

- Type valid notices in the space provided.

- Press <ENTER> to record the information.

- Advance to Screen B21 to view the information entered on Screen 305.

FIELD DESCRIPTIONS

Screen 305 Information

Page ____:	4 digits	**Entry Required**
	Identify the <u>page number</u> of the bulletin board to be modified. This will default to page 1. Add/modify the information that is to appear on the Purchasing Campus Bulletin Board (Screen B21).	
Delete:	1 character	
	Type 'Y' to <u>delete</u> existing purchasing notices.	

--- Enter the text to be displayed on Screen B21. ---

Screen B21 Information

PAGE __ OF __:	4 digits	**Entry Required**
	Shows the page number currently displayed and the number of pages available.	
Page __:	2 digits	**Entry Required**
	Identify the <u>page number</u> of the bulletin board to be displayed. This will default to page 1. The information typed on Screen 305 will be displayed.	

--- Displays the text entered on Screen 305. ---

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
NEXT	**Exit**
PF12	Pressing this key will <u>terminate your FAMIS session</u>.

APPENDIX

FAMIS Control Screens Information

FAMIS Control Screens Information

FAMIS Control Screens Information

MENU	SCREEN	DESCRIPTION	MENU	SCREEN	DESCRIPTION

817 **Comp Codes Subject to Interest**
Displays the State Comptroller Object Codes subject to prompt payment interest.
Page............................... V-23

818 **ACH, State and Local Holiday Table**
Shows all known State and Local holidays.
Page............................... V-27

819 **State Holiday Table**
Displays State holidays.
Page............................... V-30

821 **Financial Accounting Control Record**
Maintained by the FAMIS Services staff.
Page............................... IV-3

822 **Accounts Payable Control Record**
Maintained by the FAMIS Services staff.
Page............................... V-3

823 **Payroll Interface Control Record**
Maintained by the FAMIS Services staff to ensure proper posting of the payroll data.
Page............................... VII-3

830 **Employer Payment Credit Account Table**
Identifies the accounts that are credited by the payroll interface for the employer paid local funds benefits.
Page............................... VII-6

831 **Maintain Interdepartmental Transfer Table**
Used to maintain the clearing accounts for all interdepartmental transfers.
Page............................... IV-8

832 **FRS Topic Id Maintenance**
Maintain topics, such as the FAMIS Bulletin Board.
Page............................... X-3

833 **Maintain Bank Information**
Defines the check and voucher information for local banks which must be created for the voucher cycle to process.
Page............................... V-15

834 **Voucher Type Create**
Create voucher prefixes to allow grouping different types of vouchers with the same starting number (prefix).
Page............................... V-18

835 **Last Voucher Number Used Table**
Shows the next voucher number to be assigned.
Page............................... V-20

836 **Beginning Budget Entries Table**
This function is now handled by the Budget Module.
Page............................... VII-9

837 **Employee Deduction, Insurance/Benefits Liability Accounts**
Shows the accounts that are credited by the payroll interface for the insurance and benefits billing system.
Page............................... VII-11

838 **Contact Maintenance**
Lists the name of the person at each institution to contact regarding vouchers.
Page............................... V-21

839 **InterAgency Payment Account Table**
Displays InterAgency Due To/Due From accounts for payroll related items.
Page............................... VII-13

840 **Maintain USAS Strategy Table**
View and update the USAS Strategy Table.
Page............................... VIII-3

FAMIS Control Screens Information

MENU	SCREEN	DESCRIPTION	MENU	SCREEN	DESCRIPTION

841	**Legal / Descriptive Text Maintenance** Maintain the legal/descriptive text codes sent to USAS. **Page............................... VIII-6**

858	**UIN Verification** Used to display entries in the UIN Table. **Page...................................II-13**

841 **Legal / Descriptive Text Maintenance**
Maintain the legal/descriptive text codes sent to USAS.
Page............................... VIII-6

842 **Campus Allow Flag Maintenance**
Used to control access to update functions for a campus code.
Page...................................II-3

850 **Person Information**
Add or maintain information for budgeted personnel.
Page...................................II-7

851 **Mail Code Maintenance**
Enter and update mail codes for TAMUS members to assist in distributing monthly statements.
Page...................................II-19

852 **Person Alias Maintenance**
Maintain different names for the same person using an alias.
Page...................................II-11

853 **Generic Table**
Maintain the generic file tables to control various functions or to validate data.
Page...................................II-21

854 **Type/Prefix Create**
Create unique prefixes to differentiate different purchasing documents.
Page................................ IX-16

855 **Type/Prefix Display**
Displays the Purchasing document prefixes created on Screen 854.
Page................................ IX-17

857 **Batch Table Maintenance**
Define information used for all NATURAL RJE jobs submitted by FAMIS.
Page................................ IX-60

858 **UIN Verification**
Used to display entries in the UIN Table.
Page...................................II-13

859 **BPP Verification**
Used to display employee information from the BPP Employees File.
Page...................................II-16

860 **Department Table Maintenance**
Used in FRS and FFX to maintain a table of valid departments for each TAMUS campus.
Page...................................II-23

882 **Maintain Current Session Campus and/or Fiscal Year**
Screen to be used to change the current session, campus, and/or fiscal year.
Page...................................II-5

899 **Maintain Dictionary Values**
Create, update or delete valid values for the database dictionary.
Page...................................II-28

950 **Electronic Documents Profile**
Used to set limits on the various types of electronic documents used in FAMIS.
Page................................ IX-27

995 **Error Display by User/Pgm/Err/Date Order (FAMIS Staff Only)**
Used to display program errors trapped by the system when received by users. This screen is for debugging and analysis purposes.
Page………………………II-30

B21 **Purchasing Campus Bulletin Board**
Displays purchasing notices specific to a particular FAMIS campus code.
Page................................... X-5

M45 **Purchasing Technical Menu**
Provides a list of all the purchasing control screens.
Page................................... I-9

FAMIS Control Screens Information

M62   **Accounts Receivable System Controls**
System control screens for Accounts Receivable.
Page.....................................I-9

S01   **FA/AP System Tables Menu**
Shows the processing tables and system control records.
Page.....................................I-8

S03   **FRS Miscellaneous Tables Continued**
Cost reference, voucher types, insurance liability accounts, department tables, etc.
Page.....................................I-8

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 window an additional set of extended function keys may appear to further inquire on the document or item. See Additional Inquiry Pop-up Windows section for explanation of the function assigned to the key.

INQUIRY SCREEN EXTENDED FUNCTION KEYS

Accts   **Accounts**
                    Displays a window of all responsible accounts and their portion of the total order.

```
+--------------------------------------------------------------------+
|    F5628 End of accounts on document                               |
|  P P600026      *** Account Distribution ***                       |
|                                                                    |
|  CC  FY        Account              Description         Amount     |
|  -- ---- ----------------- -------------------- --------------     |
|  AM 1996 330001-00000-4050 GIGI'S TEST ACCOUNT           48.64     |
|  AM 1996 330001-00000-4010 GIGI'S TEST ACCOUNT           11.23     |
|                                   Total all Accounts *    59.87     |
|                                                                    |
|                                                                    |
|                                                                    |
|                                                                    |
|                                                                    |
|        PF3= Back to 280  PF4=Exit  PF5=BBA                         |
+--------------------------------------------------------------------+
```

EXTENDED FUNCTION KEYS (CONT'D)

Audit   **Audit**
Displays a window summarizing document activity.

```
+-----------------------------------------------------------------+
|                                                                 |
|                     **** Audit Information ****                 |
|                                                                 |
|      Document: P600027                                          |
|          Item:                                                  |
|                                                                 |
|       Date Created: 10/09/95        Time Created: 10.45.43      |
|        Added By: CCC156     COOK, COLLIN C                      |
|                                                                 |
|      Last Modify Date: 10/19/95   Last Modify Time: 11.31.37    |
|                                      Last Modify PGM: PNSR2X8   |
|     Last Modify By: CCC156      COOK, COLLIN C                  |
|                                                                 |
|                                                                 |
|                  PF3= Back to 280  PF4=Exit                     |
+-----------------------------------------------------------------+
```

Headr   **Document Header**
Accesses a window of document header information. From within this window you can view multiple windows of document information.

```
+-------------------------------------------------------------------------+
|                                                                         |
|              **** Document Header Extended Information ****             |
|                                                                         |
| Document: P600026 *   Doc Year: 1996    Total: 15.23                    |
|  Summary: OFFICE AND LAB SUPPLIES FOR FALL SEMESTER                     |
|   Vendor: A1091091091  DENTON'S LAB AND RESEARCH SUPPLIES               |
|         << Dates>>                                                      |
| Document: 10/05/95  Cat: RO User Ref: 333333-09988A    Req:             |
| Required:              Contact:                   Ph:                   |
|    Start:              Buyer:                     Ph:                   |
|      End:            Research: N   Type Funds: L  Type Order: CATL      |
|   Change:               No:      Print Doc: Y                           |
|     Dept: MISP  SubDept:        Route Status:                           |
|                                                                         |
|     PF3= Back to 280  PF4=Exit   PF5=AdDept  PF6=Ship                   |
|     PF7=Sug. Vndr     PF8=Accts  PF9=Notes   PF10=Sole/Emer.  PF11=Items|
+-------------------------------------------------------------------------+
```

EXTENDED FUNCTION KEYS (CONT'D)

Inv   **Invoicing**
                      Displays a window summarizing document invoicing entries.

```
+------------------------------------------------------------------------------+
|                                                                              |
|                   *** Invoices for Document   P600107 ***                    |
|                No.                    M   Vchr                               |
|   Invoice No.  Items     Date       St St  FY  Voucher Post      Amount      |
| --------------  ---  ----------     -- --  ----  -------  ----  -------------- |
|   AMC999G1G1       8  10/17/95      CL MS  1996 0000025   N           201.89  |
|                                                                              |
|                                                                              |
|                                                                              |
|                       ** End of Invoices **                                  |
+------------------------------------------------------------------------------+
```

Items   **Document Items**
                      Shows detail information for items on the document. From
                      within this window you can view multiple windows of item
                      information.

```
+------------------------------------------------------------------------------+
|   F2999 End of line items on file                                            |
|   P P600026        **** Document Item Inquiry ****                           |
|                                          PANEL: 01MORE>>                      |
| Nt Item          Description          Quantity PCd UOM      Extended         |
| -- -----  ----------------------------- -------- --- ----  -------------- |
|  *   1.0 standard staples                 12.00     BOX          14.88       |
|      2.0 standard staplers - hand held     16.00     EA           33.76      |
|      3.0 Assorted Screws, Nuts, and Bol     1.00     CS           11.23      |
|      4.0 microscope glass slides - 250     10.00     BOX          90.00      |
|                                                                              |
|                                                                              |
|                                                                              |
|  PF3= Back to 280    PF4=Exit       PF5=More Desc  PF6=Itm Ext  PF7=Audit    |
|  PF8=Itm Accts      PF9=Itm Notes PF10=Left       PF11=Right                 |
+------------------------------------------------------------------------------+
```

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

```
+----------------------------------------------------------+
| You must be running Entire Connection in order to        |
| take advantage of this print function.                   |
|                                                          |
| Press <Enter> to Proceed with Print                      |
|                                                          |
| Press PF12 to Cancel this print request                  |
|                                                          |
+----------------------------------------------------------+
```

EXTENDED FUNCTION KEYS (CONT'D)

Recv   **Receiving**
Displays a window summarizing document receiving entries.

```
+----------------------------------------------------------------------+
|             *** Shipments for Document   P600107 ***                 |
|       No.    Date                                      Rec by        |
|  Ship Items Received  St              Doc Summary       Dept  Carrier |
|  ----  ---  ---------- -- ---------------------------- ----- ------- |
|   001     8 10/20/95   CL LAB/OFFICE SUPPLIES, FALL 1996   MISP   UPS |
|                                                                      |
|                    ** End of Shipments **                            |
+----------------------------------------------------------------------+
```

Track   **Document Tracking**
Identifies all types of action that have gone against this
document. From within this window you may track any of the
related documents by placing the cursor on any of the
windows lines and press <PF12>.

```
+----------------------------------------------------------+
|  P P600026            Document Tracking                  |
|                                                          |
|        Class Document  Item    Action    Date    Time    |
|        ----- --------  ------  --------  --------- ------ |
|    To                          CREATE   10/05/95  16:15  |
|    To                          CLOSED   10/12/95  10:30  |
|    To                          REOPEN   10/13/95  14:33  |
|    To                          CLOSED   10/13/95  14:35  |
|    To                          REOPEN   10/13/95  14:42  |
|    To                          CLOSED   10/13/95  14:49  |
|    To                          REOPEN   10/13/95  14:49  |
|    To                          CLOSED   10/13/95  14:51  |
|                                                          |
|              PF3= Back To 280  PF4=Exit  PF12=Track      |
+----------------------------------------------------------+
```

Standard
PF Keys

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

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

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

Exiting a pop-up window is done by pressing <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.
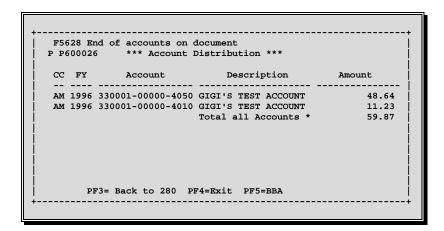
From within many of the pop-up window an additional set of extended function keys may appear to further inquire on the document or item.

LIST OF EXTENDED FUNCTION KEYS TO FOLLOW

Accts	Accounts	**Itm Notes**	Line Item Notes
AdDept	Additional Departments	**Left**	Position Screen Left
Addr	Address	**More Desc**	More Description
AdFFX	Addl. Fixed Assets Info	**Next**	Next Screen
BBA	Budget Balance Available	**Notes**	Notes
Bkwd	Backwards	**Pdesc**	Purchasing Description
Ddesc	Damaged Description	**Rdesc**	Receiving Description
Extnd	Extended Information	**Right**	Position Screen Right
Frwd	Forward	**Ship**	Ship To Address
Idesc	Item Description	**Sole**	Sole Source Reason
Items	Line Item Information	**Track**	Document Tracking
Itm Accts	Line Item Accounts	**Vndr**	Vendor Information
Itm Ext	Extended Information		

EXTENDED FUNCTION KEYS

Accts   **Accounts**
Displays a window of all responsible **accounts** and their
portion of the total order.

```
+------------------------------------------------------------------+
|   F5628 End of accounts on document                              |
|  P P600026      *** Account Distribution ***                     |
|                                                                  |
|  CC  FY       Account              Description         Amount    |
|  -- ---- ---------------- -------------------- --------------- |
|  AM 1996 330001-00000-4050 GIGI'S TEST ACCOUNT          48.64  |
|  AM 1996 330001-00000-4010 GIGI'S TEST ACCOUNT          11.23  |
|                              Total all Accounts *        59.87  |
|                                                                  |
|                                                                  |
|        PF3= Back to 280  PF4=Exit  PF5=BBA                    |-
+------------------------------------------------------------------+
```

AdDept   **Additional Departments**
Displays all departments that have approval and accounts on
this document.

```
+------------------------------------------------------------------+
|                 Additional Departments/SubDepartments            |
|  Doc: P400013                                                    |
|                        Dept          SubDept                    |
|                        -----         -------                    |
|                        CHEM                                     |
|                        MISP                                     |
|                        PURS                                     |
|                                                                  |
|                                                                  |
|                     Press <PF4> to Exit                         |
+------------------------------------------------------------------+
```

Addr   **Address**
Used to include more lines of address information.

```
+---------------------------------------------+
|                                             |
|  Addr: 11409 WINSLOW AVE_____      |
|        SUITE 909_____      |
|        ATN:  WAYNE WATSON_____       |
|        _____           |
|                                             |
+---------------------------------------------+
```

EXTENDED FUNCTION KEYS (CONT'D)

AdFFX   **Additional Fixed Asset Information**

Provides additional information for a particular fixed asset record.

```
+----------------------------------------------------------------+
|                 ** Additional Fixed Asset Information **        |
|                                                                |
|     Purchase Order                                             |
|             Number: P550039              PO Line: 001          |
|      Account Number: 199999999008435     Acq Method: PO        |
|                                                                |
|     Vendor                                                     |
|       Number: 1vvvvvvvvv0                                      |
|         Name: APPLE COMPUTER                                   |
|                                                                |
|     Alt APO                                                    |
|            Name: ROGERS, RHONDA                                |
|          Number: 4uuuuuuu4                                     |
|      Exec Level: AA                                            |
|        Division: CD                                            |
|          School: BA                                            |
|            Dept: CLBA                                          |
|                                                                |
+----------------------------------------------------------------+
```

BBA   **Budget Balance Available**

Show any over budget messages that may pertain to a particular account on the document.

```
+----------------------------------------------------------------+
|     5628 End of accounts on document                           |
|  P P400013     *** Budget Balance Available ***                |
|                                                                |
|   CC  FY       Account            Over Budget Message          |
|   -- ----  ----------------  ----------------------------      |
|   02 1994 133502-00000-8435                                    |
|                                                                |
|                                                    PF4=exit    |
+----------------------------------------------------------------+
```

Bkwd   **Backwards**

Returns to the pervious screen or scrolls one page back for a particular item.

EXTENDED FUNCTION KEYS (CONT'D)

Ddesc   **Damage Description**
Used to provide information about any goods that were
damaged.

```
+---------------------------------------------------------------+
|                                                               |
|  Dmg Description: 10 OF THE 12 DRUMS OF CONTAINING POLY- _____ |
|                   ACRILAMIDE GEL FOR P.A.G.E. ANALYSIS _____ |
|                   HAD BEEN CRUSHED BY HEAVIER SUPPLIES AND_____ |
|                   WERE LEAKING UPON ARRIVAL._____ |
|                   _____ |
|                   NEW DRUMS HAVE BEEN REQUESTED FROM THE _____ |
|                   VENDOR AND SHOULD ARRIVE W/IN 10 DAYS_____ |
|                   _____ |
|                                                               |
+---------------------------------------------------------------+
```

Frwd   **Forward**
Advances to the next screen or scrolls one page forward for a
particular item.

Header   **Document Header**
Accesses a window of document header information. From
within this window you can view multiple windows of document
information.

```
+-----------------------------------------------------------------+
|                                                                 |
|            **** Document Header Extended Information ****        |
|                                                                 |
| Document:  P400013          Doc Year: 1995 Total:      1,945.66 |
|                                                                 |
|          << Dates>>                                             |
| Document: 10/04/93  Cat: RO User Ref: 133502-4048      Req:     |
| Required:           Contact: ROGER R. REYNOLDS     Ph: 979-845-3333 |
|    Start:            Buyer: BAL BERTHA BROOM       Ph: 979-845-4444 |
|     End:          Research: N   Type Funds: S  Type Order: SPOT |
|  Change:             No:      Print Doc: N  10/15/93           |
|    Dept: CHEM  SubDept:                                         |
|                                                                 |
|                      PF4=Exit  PF5=AdDept  PF6=Ship  PF7=Vndr   |
|                               PF8=Sole    PF9=Notes PF11=Items  |
+-----------------------------------------------------------------+
```

EXTENDED FUNCTION KEYS (CONT'D)

Idesc   **Item Description**
More detailed item descriptions can be entered by pressing
PF11.

```
+---------------------------------------------------------------+
|                                                               |
|  Item Description: MACINTOSH QUADRA 650 WITH 500 MB HARD DISK___ |
|                    8 MB RAM, 1 MB VRAM, INTERNAL CD ROOM 300I___ |
|                    PART NO: M2104LL/B_____ |
|                    _____ |
|                    _____ |
|                    _____ |
|                    _____ |
|                    _____ |
|                                                               |
+---------------------------------------------------------------+
```

Items   **Document Items**
Provides a window showing all document **items**. From within
this window you can view multiple windows of item
information.

```
+-------------------------------------------------------------------+
|   F2999 End of line items on file                                 |
|  R R400007        **** Document Item Inquiry ****                  |
|                                          PANEL: 01MORE>>           |
| Nt Item          Description           Quantity PCd UOM   Extended |
| -- ----- ----------------------------- -------- --- ---- --------------- |
|    1.0 1.6 GB FORMATTED (USEABLE) FAS    1.00  X  EA      1,515.00 |
|                                                                   |
|                                                                   |
|   PF3= Back to 280     PF4=Exit        PF5=More Desc   PF6=Itm Ext |
|   PF8=Itm Accts        PF9=Itm Notes   PF10=Left       PF11=Right  |
+-------------------------------------------------------------------+
```

Itm Accts   **Accounts on a Document**
Displays the responsible **accounts** for the particular document
item and their portion of the item total.

```
+-----------------------------------------------+
|    5628 End of accounts on document           |
| R R400007      *** Account Distribution ***   |
|                                               |
|  CC  FY       Account         Amount          |
|  -- ---- ---------------- --------------       |
|  02 1994 511060-00000-8435      1,515.00      |
|                                               |
|                                               |
|                          PF4=exit  PF5=BBA    |
+-----------------------------------------------+
```

EXTENDED FUNCTION KEYS (CONT'D)

Itm Ext
Item Extended Information
Show detail information about the specific item ordered (i.e., quantity, unit of measure, unit price and commodity code).

```
+----------------------------------------------------------------------+
|                                                                      |
|                **** Document Item Extended Information ****          |
|                                                                      |
|   Document:        R400007 1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK |
|   Item:            1.0                                                |
|                                    Date Created:  09/22/93            |
|   Quantity:        1.00            Last Modified: 10/06/93            |
|   UOM:             EA                                                 |
|   Unit Price:           1,515.0000   Commodity:     20534            |
|   Extended Price:         1,515.00   Tax:                            |
|   Prc Cd:          X                 Print:                          |
|                                                                      |
|                                                      PF4=Exit        |
+----------------------------------------------------------------------+
```

Itm Notes
Item Notes
Displays notes that have been added to a particular document item. Use the **Position at Line:** field to start the text at a particular line. The **Page (F/B/E):** field scrolls **F**orward, and **B**ackwards through the text, or **E**nd to exit the window.

```
+----------------------------------------------------------------------+
|    7468 Note not found on file                                       |
|   R400007   1.0                         Position at line: ___        |
|     Line           ******** Note Text ********                       |
|              PROGRAM DIRECTOR, MARSHA M MALLOY REQUESTS___            |
|              TO REVIEW ALL MATERIAL ORDER UPON ARRIVAL.___            |
|              _____           |
|              MS MALLOY WILL BE RESPONSIBLE FOR DISPERSAL__            |
|              AMONG CONFERENCE ATTENDEES_____            |
|              _____           |
|                  PF4=Exit                  Page (F/B/E): E           |
|                                                                      |
+----------------------------------------------------------------------+
```
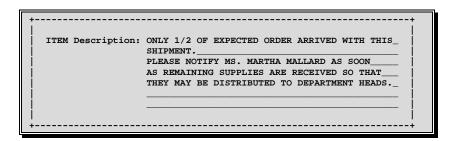
Left
Scroll Left
Some windows are made up of several adjacent panels. These will be designated by the word **Panel: ##** appearing in the window. Pressing this key scrolls the panel to the **left**.

EXTENDED FUNCTION KEYS (CONT'D)

More Desc   **More Description**
Displays complete description text for a document or an item.

```
+----------------------------------------------------------------+
|  R R400007      **Document Item Inquiry **                      |
|  Item:   1.0                                                    |
|                                                                 |
|  Line                   Descriptions                            |
|  ----    ------------------------------------------             |
|    1    1.6 GB FORMATTED (USEABLE) FAST SCSI-2 DISK             |
|    2    DRIVE FOR SGI INDIGO WITH INTERNAL MOUNTING            |
|    3    BRACKET, 10 MS ACCESS TIME, FORMATTED AND              |
|    4    TESTED PRIOR TO SHIPPING, MODEL SEAGATE                |
|    5    OR EQUIVALENT.  5 YEAR OR GREATER.                     |
|                                                                 |
|              ** End of description List **                      |
|                                                                 |
|                             Press <PF4> to Exit                 |
+----------------------------------------------------------------+
```

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

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

```
+----------------------------------------------------------------+
|  F0013 Please enter desired modifications                      |
|  P600026   1.0                       Position at line: ___     |
|   Line               ******** Note Text ********               |
|   1         >>Notes Entered 10/12/95 BY CARR, SUE T_____      |
|   2         THE DEPARTMENT REQUESTS TO REVIEW ALL BIDS___      |
|   3         PRIOR TO THE AWARD._____  |
|   4         _____   |
|   5         CONTACT DR. JULIAN J JONES FOR FURTHER_____      |
|   6         DETAILS/CLARIFICATION ABOUT THE REQUESTED____      |
|   7         ITEMS._____  |
|   8         _____   |
|   9         _____   |
|   10        _____   |
|   11        _____   |
|   12        _____   |
|          PF4=Exit  PF7=PItem  PF8=NItem    Page (F/B/E): _      |
+----------------------------------------------------------------+
```

EXTENDED FUNCTION KEYS (CONT'D)

Pdesc   **Purchasing Document Description**
Additional description for purchasing document items may be seen by pressing this PF Key.

```
+--------------------------------------------------------------------+
|                                                                    |
|   ITEM Description: yellow sticky note pads_____  |
|                     assorted sizes, including:_____   |
|                     15 2 1/2 in X 2 1/2 in pads_____   |
|                     9  2 1/2 in X 1 in pads_____    |
|                     9  3 1/2 in X 4 in pads_____    |
|                     _____   |
|                     _____   |
|                     _____   |
|                                                                    |
+--------------------------------------------------------------------+
```

Rdesc   **Receiving Item Description**
Displays a window where additional receiving item descriptions may be added/modified.

```
+--------------------------------------------------------------------+
|                                                                    |
|   ITEM Description: ONLY 1/2 OF EXPECTED ORDER ARRIVED WITH THIS_   |
|                     SHIPMENT._____    |
|                     PLEASE NOTIFY MS. MARTHA MALLARD AS SOON_____    |
|                     AS REMAINING SUPPLIES ARE RECEIVED SO THAT___    |
|                     THEY MAY BE DISTRIBUTED TO DEPARTMENT HEADS._    |
|                     _____   |
|                     _____   |
|                                                                    |
+--------------------------------------------------------------------+
```

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

EXTENDED FUNCTION KEYS (CONT'D)

Ship   **Shipping Address**
Displays the Ship To and Invoice To addresses for the
document.

```
+------------------------------------------------------------------------+
|                 **** Required Shipping and Text Information ****        |
|                                                                        |
|  Document    P400013                                                   |
|                                                                        |
|  Ship To      Address Nbr:          Invoice To      Address Nbr:       |
|  Name: DEPARTMENT OF CHEMISTRY       Name: DEPARTMENT OF CHEMISTRY     |
|  Addr: ATTN:  RAY ROGERS             Addr: ATTN:  RAY ROGERS           |
|                                                                        |
|  City: COLLEGE STATION    State: TX City: COLLEGE STATION    State: TX |
|   Zip: 778433255   Country:          Zip: 778433255    Country:        |
|    PH:             FAX:               PH:              FAX:            |
|                                                                        |
|                                             Press <PF4> to Exit        |
+------------------------------------------------------------------------+
```

Sole   **Sole Source**
Displays Sole Source and Emergency purchase reasons.

```
+------------------------------------------------------------------------+
|                 **** Sole Source and Emergency Information ****         |
|                                                                        |
|   Document:   R400007                                                  |
|                                                                        |
|   Sole Source (Y/N): N  Reason:                                        |
|                                                                        |
|     Emergency (Y/N): N  Reason:                                        |
|                                                                        |
|                                             Press <PF4> to Exit        |
+------------------------------------------------------------------------+
```

EXTENDED FUNCTION KEYS (CONT'D)

Track   **Document Tracking**
                         Displays a document **tracking** window identifying all types of
                         action that have gone against this document. From within this
                         window you may track any of the related documents by placing
                         the cursor on any of the window lines and press <PF12>
                         again.

```
+-------------------------------------------------------------+
|  P P600026              Document Tracking                   |
|                                                             |
|        Class  Document  Item   Action    Date     Time      |
|        -----  --------  ------  --------  --------- ------   |
|   To                           CREATE    10/05/95  16:15    |
|   To                           CLOSED    10/12/95  10:30    |
|   To                           REOPEN    10/13/95  14:33    |
|   To                           CLOSED    10/13/95  14:35    |
|   To                           REOPEN    10/13/95  14:42    |
|   To                           CLOSED    10/13/95  14:49    |
|   To                           REOPEN    10/13/95  14:49    |
|   To                           CLOSED    10/13/95  14:51    |
|                                                             |
|               PF3= Back To 280  PF4=Exit  PF12=Track        |
+-------------------------------------------------------------+
```

Vndr   **Suggested Vendors**
                         Displays all suggested vendor sources for a particular
                         document.

```
+------------------------------------------------------------------------+
|                  **** Suggested Vendors Information ****                |
|                                                                        |
|  Document:   R400007                                                   |
|                                                                        |
|   VID:            or FEI: 688888888   VID:            or FEI: 841111118 |
|      FALCON SYSTEMS INC                  LEGACY SYSTEMS                 |
|  Addr: 5816 ROSEVILLE ROAD            Addr: 1006 DEPO HILL RD SUITE G   |
|        SACRAMENTO CA 95842                  BROOMFIELD CO 80020         |
|                                                                        |
|   PH: 800-333-1000 FAX: 916-344-1111   PH:            FAX:             |
|                                                                        |
|                                                 Press <PF4> to Exit    |
+------------------------------------------------------------------------+
```

Transaction Codes

FAMIS uses a 3-digit transaction code to determine how transactions are processed. The last digit is often used as a reference to further describe the transaction.

The exception is a full 3-digit code to indicate special processing. Many of these codes are used for budget transactions, encumbrances and beginning balances.

Financial Accounting

02x - Budgets (Screens 10, 10A, 10B, 10C, 10D)

020	Original Budgets & Original Budget Corrections	Special FAMIS Processing
021	Revised Budgets (General)	Special FAMIS Processing
022	Budget Transfers	Special FAMIS Processing
023	Base SL to SA (Original)	Special FAMIS Processing
024	Base SL to SA (Revised)	Special FAMIS Processing
025	SA to SA (Within SL Only)	Special FAMIS Processing
027	Begin Year Budget Forward	Special FAMIS Processing

03x - Receipts (Screen 12)

030	Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)	User Defined
031	Investment Earnings	User Defined
032	Gifts	User Defined
033	Miscellaneous Receipts	User Defined
034	Cashiers – Vault Entries	User Defined
038	Payroll Interpart Transfers	Assigned by FAMIS
039	Interpart IDTs – Credit to One Part, Disbursement to Other	Assigned by FAMIS

04x - Disbursements (Screen 13)

043	Miscellaneous Disbursements	User Defined
044	Cashiers – Vault Entries	User Defined
045	Miscellaneous Cash Disbursements (Travel Advance, Work Funds)	User Defined
046	Change of Source of Funds	Assigned by FAMIS
047	AP Check Voids	Assigned by FAMIS
048	AP Disbursements	Assigned by FAMIS
049	Payroll Disbursements	Assigned by FAMIS

05x - Encumbrances (Screen 11)

050	Previous Year(s) Encumbrances	Special FAMIS Processing
051	Salary Encumbrances	Assigned by FAMIS
054	Requisition	Assigned by FAMIS
055	Purchase Order	Assigned by FAMIS
057	Encumbrance Begin Year Carry Forward	Special FAMIS Processing
058	Regular Encumbrance	User Defined
059	Current Year Encumbrances (budget check, regardless of flags)	Special FAMIS Processing
E5x	Blanket Wage Encumbrances	Assigned by FAMIS

Financial Accounting Transaction Codes (cont'd)

06x - Encumbrances (Screens 14, 14A, 25, 35, 36, 37 85, 86)

060	Real Journal Entries	User Defined
061	JE for IDTs	Assigned by FAMIS
062	JE for Cash Sales/Payments on Receivables (overrides freeze)	Assigned by FAMIS
063	JE from Student Feeds	Assigned by FAMIS
064	JE from Payroll Feeds	Assigned by FAMIS
065	JE from Accounts Receivable (create receivable)	Assigned by FAMIS
066	JE from Fixed Assets (capitalization, etc)	Assigned by FAMIS
067	JE from LMS (Loan Management System)	Assigned by FAMIS
068	JE from Accounts Payable (setting up liabilities)	Assigned by FAMIS
069	Compound Journal Entries (system controlled)	Assigned by FAMIS
06A	JE for Procurement Card Entries	Assigned by FAMIS
09x – Beginning Balances, Bank Transfers (Screen 15)		
090	Bank Transfers	Special FAMIS Processing
098	Beginning Balances	Special FAMIS Processing

A/P Voucher

14x – Regular Vouchers (Screens 104, 111, 112) (Invoicing Screen345)

140	Regular Vouchers	User Defined
141	Regular Vouchers	User Defined
142	Produce Separate Checks for Vouchers	User Defined
143	State Travel Vouchers	Special FAMIS Processing
147	Revolving Vouchers	Assigned by FAMIS
148	Change Source of Funds	Assigned by FAMIS
149	Force Separate Check	Special FAMIS Processing
15x – Credit Memos (Screen 108) (Invoicing Screen340)		
151	Regular Credit Memo	User Defined
152	Regular Credit Memo	User Defined
159	Forces Separate Credit Memo (only matches when used on same voucher as charges)	Special FAMIS Processing
16x – Prepaid Vouchers (Screen 109) (Invoicing Screen345)		
160-164	Prepaid Voucher (Regular) with reconciliation	User Defined
165	Prepaid Voucher with NO reconciliation (does a JE to cash voucher clearing and does not affect the bank)	Assigned by FAMIS
166	Prepaid Voucher with NO reconciliation (offset to the bank)	Assigned by FAMIS
167	Prepaid Revolving Voucher	Assigned by FAMIS
169	Prepaid Cash Voucher	User Defined
17x – Prepaid Credit Memo (Screen 116) (Invoicing Screen340 and 345)		
170-174	Prepaid Credit Memo with reconciliation	User Defined
176	Prepaid Credit Memo with NO reconciliation (no offset to the bank)	User Defined
175	NOT USED	User Defined
177-179	Prepaid vouchers with reconciliation	User Defined

Glossary

A

ABR

See Automatic Budget Reallocation.

ABR Pool Table

A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

Account

A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account and the President's Office is an example of a Subsidiary Ledger account.

Account Control

The last four digits in the ten digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

Account ID

A 6-digit number identification number for an account.

Account Number

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

Accounts Payable

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

Action/Context Line

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

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 input to the system with a header record and control totals, usually prepared by one person or subsystem feed.

Batch Interface

A type of interface where one system generates transactions to be batched for input into another system.

BBA

See Budget Balance Available.

Budget

A plan of revenue and expenditures for an accounting period expressed in monetary terms.

Budget Balance Available (BBA)

That portion of budget funds that is unspent and unencumbered.

Budget Pool

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

C

Cash

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

Cash Disbursement

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

Cash Receipt

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

Chart of Accounts

A listing, at the 6-digit level, of all account numbers within the Financial Accounting System.

Check Override

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

Claim-On-Cash

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

Clearing Account

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

COA

See Chart of Accounts.

Compound Journal Entry

A two-sided transaction that posts debits and credits.

Context

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

Credit Memo

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

Cycle

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

D

Data

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

Database

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

Data Control

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

Data Element HELP

An on-line feature which assists the user by providing immediate information about any particular field on a screen.

Data Entry

A means for adding information into the system.

Default

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

Delete Flag

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

Diagnostic Message HELP

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

Diagnostics

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

Digit 3 of TC
The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

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

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

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

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

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

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, may be predefined by the system. It is also known as the Transaction Code.

F

FA
See Financial Accounting.

Feed
Transactions from other systems that are transferred to the Financial Records System.

Field
That part of a control record, transaction or screen established for displaying or entering information.

File
A storage area established within a computer system or data base for the purpose of organizing similar kinds of data.

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

Financial Records System (FRS)
A system that supports the financial record-keeping and reporting of a college or university.

Financial Transaction
An entry made to the system to record information.

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

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

FRS
See Financial Records System.

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

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

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

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

Fund Transfer
A movement of dollars from one fund balance to another.

G

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

GL
See General Ledger.

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

Global Subcode Edit (GSE)
A system edit which checks each new 10-digit account against a table which specifies valid combinations of 6-digit accounts and subcodes.

GSE
See Global Subcode Edit.

H

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

I

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

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

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

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

J

JCL
See Job Control Language.

Job Control Language
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.

M

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

Memo Bank Account
An account that represents the balances of 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 on on-line searching.

O

Object Code
A four-digit number identifying specific items of revenue/expense.

P

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

R

Regular Order
A type or purchase order that denotes a typical order.

Remit-To Address
The address to which the check for goods and/or services rendered will be sent.

Requisition
A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

Retention Months
A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

S

6-Digit Account
For GL: An entity which consists of a self-balancing accounts.
For SL: An entity of revenues and/or expenses.

Screen HELP
An on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

Secondary Vendor
The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

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

SL
See Subsidiary Ledger.

Split Encumbrance
An encumbrance which applies to several accounts.

Standing Order
A type of purchase order used for reoccurring services like those provided by the telephone and electric companies.

Subcode
Four digits appended to the account ID to identify attributes and dollar records within an account.

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

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

T

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

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

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

Tax Code

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

Tax ID

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

Taxes

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

Temporary Vendor

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

Transaction Code

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

U

Update Screen

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

V

Valid Value

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

Vendor

A provider of goods and/or services.

Vendor Addresses

See Order-From Addresses and Remit-To Addresses.

Vendor File

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