Introduction

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

By utilizing the information and guidelines contained in this manual, a user should be able to access information, and create / modify and close FA transaction documents.

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

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

Non-College Station based:  FAMIS Services
The Texas A&M University System
200 Technology Way
College Station, TX 77845-3424
# Table of Contents

## I Introduction
M001, M01, M02, M03, M05, M07, M08, M09

### Financial Accounting Menus
- Financial Accounting Menus .......................................................... I-10

## II Session/Batch Audit Information

### Screen 30
- FA Session Batch Initialize ......................................................... II-3
- Close a Session ........................................................................ II-3
- Reopen a Session .................................................................... II-4

### Screen 24
- FA Session/Batch Header List ......................................................... II-6

### Screen 27
- Transaction Inquiry by Batch .......................................................... II-8
- View Detail with PF6 ................................................................ II-10

## III Financial Transactions

### Budgets

#### Screen 10
- Annual/Monthly Budgets ............................................................ III-3
  - Budget Accounts ................................................................ III-3
  - Budget Balance Available (BBA) ........................................ III-4
  - Automatic Budget Reallocation and ABR Flag ................ III-4
  - Transaction Codes ................................................................ III-5
  - Reverse or Correct a Budget Transaction ......................... III-5
  - Transfer Budget ................................................................ III-6
  - Transfer Budget from SL to SA Account ..................... III-6

#### Screen 10A
- Support Account Budget Transfers ........................................ III-9

#### Screen 10B
- Budget Entry ............................................................................ III-12

#### Screen 10C
- Subsidiary Ledger Budget Controls ........................................ III-15
  - Bottom Line vs. Category Control .................................... III-15
  - Category Protection ............................................................ III-15

#### Screen 10D
- Support Account Budget Controls ........................................ III-18
  - Bottom Line vs. Category Control .................................... III-18
  - Category Protection ............................................................ III-18

### Encumbrances

#### Screen 11
- Encumbrances ........................................................................ III-21
  - Distribution across Accounts ........................................... III-22
  - Edits ................................................................................... III-22
  - Open Commitment (OC) File ............................................. III-22
  - Encumbrance Accounting Entries .................................... III-22
  - Transaction Codes ............................................................... III-22
  - Increase an Encumbrance ................................................. III-23
  - Liquidate an Encumbrance ................................................. III-23
  - Cancel an Outstanding Encumbrance .......................... III-23
  - Reinstate a Dropped Encumbrance .................................. III-23
<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Receipt Transactions</td>
<td>III-26</td>
</tr>
<tr>
<td></td>
<td>General Ledgers</td>
<td>III-26</td>
</tr>
<tr>
<td></td>
<td>Bank Accounts</td>
<td>III-27</td>
</tr>
<tr>
<td></td>
<td>Transaction Codes</td>
<td>III-28</td>
</tr>
<tr>
<td></td>
<td>Reverse or Correct Receipts</td>
<td>III-28</td>
</tr>
<tr>
<td>36</td>
<td>Cash Sales/Receipts Clearing</td>
<td>III-30</td>
</tr>
<tr>
<td>13</td>
<td>Disbursement Transactions</td>
<td>III-33</td>
</tr>
<tr>
<td></td>
<td>Encumbrance Liquidations</td>
<td>III-34</td>
</tr>
<tr>
<td></td>
<td>Indirect Transactions</td>
<td>III-34</td>
</tr>
<tr>
<td></td>
<td>General Ledger Processing</td>
<td>III-34</td>
</tr>
<tr>
<td></td>
<td>Subsidiary Ledgers (SL) / Support Accounts (SA) Processing</td>
<td>III-35</td>
</tr>
<tr>
<td></td>
<td>Bank Accounts</td>
<td>III-35</td>
</tr>
<tr>
<td></td>
<td>Transaction Codes</td>
<td>III-36</td>
</tr>
<tr>
<td></td>
<td>Reverse or Correct Disbursements</td>
<td>III-36</td>
</tr>
<tr>
<td>37</td>
<td>Cash Disbursement Clearing</td>
<td>III-39</td>
</tr>
<tr>
<td>14</td>
<td>Journal Entries</td>
<td>III-42</td>
</tr>
<tr>
<td></td>
<td>Indirect Transactions</td>
<td>III-42</td>
</tr>
<tr>
<td></td>
<td>General Ledgers (GL)</td>
<td>III-43</td>
</tr>
<tr>
<td></td>
<td>Subsidiary Ledger (SL)</td>
<td>III-43</td>
</tr>
<tr>
<td></td>
<td>Transaction Codes</td>
<td>III-44</td>
</tr>
<tr>
<td></td>
<td>Liquidate Encumbrances</td>
<td>III-44</td>
</tr>
<tr>
<td></td>
<td>Reverse or Correct Journal Entries</td>
<td>III-45</td>
</tr>
<tr>
<td>14A</td>
<td>Indirect Cost Journal Entries</td>
<td>III-47</td>
</tr>
<tr>
<td>25</td>
<td>Compound Journal Entries</td>
<td>III-50</td>
</tr>
<tr>
<td></td>
<td>Transaction Codes</td>
<td>III-51</td>
</tr>
<tr>
<td>35</td>
<td>Interdepartmental Transfers</td>
<td>III-53</td>
</tr>
<tr>
<td>831</td>
<td>Maintain Interdepartmental Transfer Table</td>
<td>III-56</td>
</tr>
<tr>
<td></td>
<td>Clearing Accounts</td>
<td>III-56</td>
</tr>
<tr>
<td></td>
<td>Valid Selling Accounts</td>
<td>III-56</td>
</tr>
<tr>
<td>85</td>
<td>Interdepartmental Transfers between Parts</td>
<td>III-59</td>
</tr>
<tr>
<td>86</td>
<td>Interdepartmental Transfers between Parts Inquiry</td>
<td>III-61</td>
</tr>
<tr>
<td>15</td>
<td>Beginning Balances</td>
<td>III-63</td>
</tr>
<tr>
<td></td>
<td>GL Balance Sheet Account Controls</td>
<td>III-64</td>
</tr>
<tr>
<td></td>
<td>SL Accounts and Project Balances</td>
<td>III-64</td>
</tr>
<tr>
<td></td>
<td>Memo Bank Accounts</td>
<td>III-64</td>
</tr>
<tr>
<td></td>
<td>Transaction Codes</td>
<td>III-65</td>
</tr>
</tbody>
</table>
Table of Contents (cont’d)

IV  Create/Modify/View Accounts

  Screen 811  Cost Reference Table Maintenance .................................. IV-3
  Screen 2   General Ledger Accounts ............................................ IV-4
  Screen 4   Attributes ............................................................ IV-5
  Screen 5   10 Digit Account ...................................................... IV-6
  Screen 6   Subsidiary Ledger Accounts ....................................... IV-7
             Map Codes ............................................................... IV-8
             10-Digit SL Accounts ................................................ IV-9
             Bank ...................................................................... IV-9
             COA Table ............................................................. IV-10
  Screen 8   Attributes ............................................................ IV-11
  Screen 7   10 Digit Maintenance ................................................ IV-12
  Screen 9   Grants/Contracts Attributes ...................................... IV-13
  Screen 8B  Delegation of Authority ........................................... IV-14
  Screen 8C  Effort Category Updates ......................................... IV-15
  Screen 51C Support Account Effort Category Updates ................ IV-16
  Screen 58  Support Account Category Maintenance .................... IV-17
  Screen 50  Department Support Account Attributes .................... IV-18
  Screen 51  Support Account Attributes ..................................... IV-19
  Screen 52  Support Account Attributes 2 .................................. IV-20
  Screen 52B Support Account Delegation of Authority ................ IV-21
  Screen 53  Support Account Budget Move ................................ IV-22
  Screen 57  Departmental Encumbrances .................................... IV-23
  Screen 28  Bank Accounts ....................................................... IV-24

V    USAS Tables

  Screen 840  Maintain USAS Strategy Table .................................. V-3
             USAS Program Structure .......................................... V-3
             FAMIS Strategy Table ............................................... V-3
             Account Function Attribute in FAMIS ......................... V-4
             Conversion Chart .................................................... V-5
             PCA is Determined .................................................. V-5
  Screen 991  USAS PCA Calculation ........................................... V-6
  Screen 840  Maintain USAS Strategy Table .................................. V-9
## VI  Account Searches

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Account Search</td>
<td>VI-3</td>
</tr>
<tr>
<td></td>
<td>By Account</td>
<td>VI-4</td>
</tr>
<tr>
<td></td>
<td>By Title</td>
<td>VI-4</td>
</tr>
<tr>
<td></td>
<td>By Department/Sub-Department</td>
<td>VI-4</td>
</tr>
<tr>
<td></td>
<td>By Responsible Person</td>
<td>VI-5</td>
</tr>
<tr>
<td>68</td>
<td>Support Account Search</td>
<td>VI-7</td>
</tr>
<tr>
<td>990</td>
<td>Old/New Account Crosswalk</td>
<td>VI-10</td>
</tr>
</tbody>
</table>

## VII  Financial Transaction Inquiry

### General Ledger Account

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>6-Digit List</td>
<td>VII-3</td>
</tr>
<tr>
<td>40</td>
<td>10-Digit Snapshot</td>
<td>VII-5</td>
</tr>
<tr>
<td>702</td>
<td>Account Reserve Balance</td>
<td>VII-7</td>
</tr>
<tr>
<td>90</td>
<td>Form 500 Tracking</td>
<td>VII-10</td>
</tr>
</tbody>
</table>

### General Ledger/Subsidiary Ledger Account

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>GL Mapped SLs</td>
<td>VII-12</td>
</tr>
<tr>
<td>23</td>
<td>Transaction Inquiry by Account</td>
<td>VII-14</td>
</tr>
<tr>
<td>46</td>
<td>Monthly Transactions by Reference 2 or 4</td>
<td>VII-17</td>
</tr>
<tr>
<td>47</td>
<td>Transaction Inquiry by Reference 2 or 4</td>
<td>VII-20</td>
</tr>
<tr>
<td>48</td>
<td>Transaction Inquiry by Account/Subcode/Month</td>
<td>VII-23</td>
</tr>
<tr>
<td>80</td>
<td>Transaction Inquiry by Subcode</td>
<td>VII-26</td>
</tr>
<tr>
<td></td>
<td>Entire Connection Download</td>
<td>VII-27</td>
</tr>
<tr>
<td>81</td>
<td>Detail Transaction by Subcode</td>
<td>VII-29</td>
</tr>
</tbody>
</table>

### Subsidiary Ledger Account

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6B</td>
<td>Subsidiary Ledger Account Dollar Totals</td>
<td>VII-33</td>
</tr>
<tr>
<td>19</td>
<td>Account List with Category Totals</td>
<td>VII-35</td>
</tr>
<tr>
<td>32</td>
<td>Budget Data List</td>
<td>VII-39</td>
</tr>
<tr>
<td>33</td>
<td>Annual Activity by Month</td>
<td>VII-41</td>
</tr>
<tr>
<td>34</td>
<td>Account Summary by Budget Pool</td>
<td>VII-43</td>
</tr>
<tr>
<td>41</td>
<td>Account Snapshot</td>
<td>VII-47</td>
</tr>
<tr>
<td>49</td>
<td>Detail Account Statement for a Month</td>
<td>VII-51</td>
</tr>
</tbody>
</table>

### Support Account

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>51B</td>
<td>Support Account Dollar Totals</td>
<td>VII-54</td>
</tr>
<tr>
<td>69</td>
<td>Account List with Category Totals</td>
<td>VII-56</td>
</tr>
<tr>
<td>65</td>
<td>SA Summary for SL with Category Totals</td>
<td>VII-60</td>
</tr>
<tr>
<td>64</td>
<td>Budget Data List</td>
<td>VII-63</td>
</tr>
<tr>
<td>63</td>
<td>Transaction Inquiry</td>
<td>VII-65</td>
</tr>
<tr>
<td>71</td>
<td>Account Snapshot</td>
<td>VII-68</td>
</tr>
<tr>
<td>73</td>
<td>Annual Activity by Month</td>
<td>VII-72</td>
</tr>
<tr>
<td>74</td>
<td>Summary by Budget Pool</td>
<td>VII-74</td>
</tr>
</tbody>
</table>
### Table of Contents (cont’d)

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen 76</td>
<td>Transactions for a Month by Reference 2 or 4 .................. VIII-78</td>
</tr>
<tr>
<td>Screen 77</td>
<td>Transaction Inquiry by Reference 2 or 4 ........................ VIII-81</td>
</tr>
<tr>
<td>Screen 78</td>
<td>Transactions by Account/Subcode/Month .......................... VIII-85</td>
</tr>
<tr>
<td>Screen 79</td>
<td>Detail Account Statement for a Month ........................... VIII-88</td>
</tr>
</tbody>
</table>

#### VIII  Flags

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen 43</td>
<td>General Ledger Flag Maintenance ............................. VIII-3</td>
</tr>
<tr>
<td>Screen 44</td>
<td>Subsidiary Ledger Flag Maintenance .............................. VIII-7</td>
</tr>
</tbody>
</table>

#### Support Account Flag Maintenance .............................. VIII-12

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen 54</td>
<td>Support Account Flag Maintenance .............................. VIII-12</td>
</tr>
<tr>
<td>Screen 55</td>
<td>15-Digit Maintenance ............................................... VIII-16</td>
</tr>
<tr>
<td>Screen 56</td>
<td>Transaction Move ...................................................... VIII-17</td>
</tr>
</tbody>
</table>

#### IX  Open Commitment Information

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen 21</td>
<td>Open Commitment File List ........................................ IX-3</td>
</tr>
<tr>
<td>Screen 20</td>
<td>Subsidiary Ledger Open Commitment 10 Digit List ........ IX-6</td>
</tr>
<tr>
<td>Screen 22</td>
<td>User Reference or PO Number .................................... IX-9</td>
</tr>
<tr>
<td>Screen 26</td>
<td>Inquiry by Reference ................................................. IX-12</td>
</tr>
<tr>
<td>Screen 31</td>
<td>By Vendor ID ............................................................. IX-14</td>
</tr>
<tr>
<td>Screen 42</td>
<td>Record Snapshot ...................................................... IX-16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen 61</td>
<td>Open Commitment File List ........................................ IX-19</td>
</tr>
<tr>
<td>Screen 60</td>
<td>SA Open Commitment 15 Digit List ............................ IX-22</td>
</tr>
<tr>
<td>Screen 62</td>
<td>User Reference or PO Number .................................... IX-25</td>
</tr>
<tr>
<td>Screen 66</td>
<td>Inquiry by Reference ................................................. IX-28</td>
</tr>
<tr>
<td>Screen 72</td>
<td>15-Digit Record Snapshot ........................................... IX-30</td>
</tr>
</tbody>
</table>
## Table of Contents (cont’d)

### Appendix

<table>
<thead>
<tr>
<th>GL Flag Definitions</th>
<th>X-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR</td>
<td>X-3</td>
</tr>
<tr>
<td>Delete</td>
<td>X-3</td>
</tr>
<tr>
<td>Drop</td>
<td>X-4</td>
</tr>
<tr>
<td>Freeze</td>
<td>X-4</td>
</tr>
<tr>
<td>Review</td>
<td>X-4</td>
</tr>
<tr>
<td>SL Flag Definitions</td>
<td>X-4</td>
</tr>
<tr>
<td>Review</td>
<td>X-4</td>
</tr>
<tr>
<td>Freeze</td>
<td>X-5</td>
</tr>
<tr>
<td>Delete</td>
<td>X-5</td>
</tr>
<tr>
<td>Drop</td>
<td>X-5</td>
</tr>
<tr>
<td>Annual Budget Suppress</td>
<td>X-5</td>
</tr>
<tr>
<td>Monthly Budget Suppress</td>
<td>X-6</td>
</tr>
<tr>
<td>Annual Budget Reallocation (ABR)</td>
<td>X-6</td>
</tr>
<tr>
<td>Standard PF Key Definitions</td>
<td>X-7</td>
</tr>
<tr>
<td>FAMIS Transaction Codes</td>
<td>X-9</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>X-9</td>
</tr>
<tr>
<td>A/P Voucher</td>
<td>X-10</td>
</tr>
<tr>
<td>Session/Batch Header Codes</td>
<td>X-11</td>
</tr>
<tr>
<td>Reference Codes</td>
<td>X-12</td>
</tr>
<tr>
<td>Reference 1</td>
<td>X-12</td>
</tr>
<tr>
<td>Reference 2</td>
<td>X-13</td>
</tr>
<tr>
<td>Reference 3</td>
<td>X-14</td>
</tr>
<tr>
<td>Reference 4</td>
<td>X-15</td>
</tr>
<tr>
<td>Instructions</td>
<td>X-16</td>
</tr>
<tr>
<td>Financial Accounting Screens List</td>
<td>X-21</td>
</tr>
<tr>
<td>Glossary</td>
<td>X-27</td>
</tr>
</tbody>
</table>
A list of all the available FAMIS Financial Accounting menus can be found on **Menu 001** in the FRS Module.

**Menu 001 - FRS Main Menu**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>FRS Main Menu</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Screen:** __ Account: ______ __

**Active Processing Month:** 3 March

* ---- Financial Accounting ---- *  * -------- Purchasing -------- *
* ---- Routing and Approval -------- *

**M01 Account Information**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>GL 6 Digit</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>GL 10 Digit</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>GL Attributes 2</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>039</td>
<td>GL Mapped SLs</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**M02 FA Transactions**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>006</td>
<td>SL 6 Digit</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>007</td>
<td>SL 10 Digit Maintenance</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>008</td>
<td>SL Attributes 2</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>088</td>
<td>SL Delegation of Authority</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**M03 Inquiry - Dollar Information**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>009</td>
<td>SL Grant/Contract Attributes</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>043</td>
<td>GL Flag Maintenance</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**M05 Support Accounting**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>044</td>
<td>SL Flag Maintenance</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>080</td>
<td>Effort Category Updates</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**M07 Departmental Planning Budgets**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>058</td>
<td>Budget Preparation Module</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**M08 Entire Connection**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>021</td>
<td>Bulletin Board News Menu</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**M09 Entire Connection Print**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>031</td>
<td>FA/AP System Tables</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**M21 Vendor Information Menu**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>028</td>
<td>Create/Maintain Bank Accounts</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**M61 Accounts Receivable**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>090</td>
<td>Miscellaneous Tables</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**S01 FA/AP System Tables**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>092</td>
<td>Miscellaneous Tables Continued</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following menus are used in the Financial Accounting section of the FRS Module of FAMIS.

Menu **M01** contains a list of all the screens necessary to perform the GL and SL account maintenance processes.

**Menu 01 - Account Information**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>029</td>
<td>Account Search</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>990</td>
<td>Old/New Account Crosswalk</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Screen:** __ Account: ______ __

*------ GL Accounts ---------*  *------ SL Accounts ------*

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>GL 6 Digit</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>GL 10 Digit</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>GL Attributes 2</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>039</td>
<td>GL Mapped SLs</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**M08 Entire Connection**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>021</td>
<td>Bulletin Board News Menu</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**M21 Vendor Information Menu**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>028</td>
<td>Create/Maintain Bank Accounts</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**M61 Accounts Receivable**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>090</td>
<td>Miscellaneous Tables</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**S01 FA/AP System Tables**

<table>
<thead>
<tr>
<th>Menu Number</th>
<th>Menu Name</th>
<th>Date</th>
<th>Time</th>
<th>FY 2009 CC 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>092</td>
<td>Miscellaneous Tables Continued</td>
<td>03/09/09 10:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Menu Help**  **EHelp**
Menu M02 contains a list of all the screens necessary to perform the dollar transaction process against accounts. However, a batch must be opened using Screen 30 before any screen on this menu can be accessed.

**Menu 02 - FA Transactions**

<table>
<thead>
<tr>
<th>Screen: ___ Account: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>M02 FA Transactions</td>
</tr>
<tr>
<td>03/09/09 10:01</td>
</tr>
<tr>
<td>FY 2009 CC 02</td>
</tr>
</tbody>
</table>

* --- Budgets/Encumbrances ---- *  
010 Annual/Monthly Budgets  
10A Support Account Budgets 14A Indirect Cost Journal Entries  
10B Budget Entry 025 Compound Journal Entry  
10C SL Budget Controls  
10D SA Budget Controls  
011 Encumbrances 035 Interdepartmental Transfers  
036 Cash Sales/Receipts Clearing 037 Cash Disbursements Clearing  
* ---- Cash Transactions ----- *  
012 Receipts 085 IDTs Between Parts  
013 Disbursements 086 IDTs Between Parts Inquiry  
* ---- Special Journal Entries ---- *  
030 FA Batch Initialize 015 Beginning Balances  
016 Bank Transfers 017 Suspense Update  
035 Interdepartmental Transfers  
036 Cash Sales/Receipts Clearing  
037 Cash Disbursements Clearing  
* ---- Other FA Transactions ----- *  
001 Ending Balances  
040 GL 10 Digit Snapshot  
041 SL 10 Digit Snapshot  
* ----- GL Information ------ *  
018 GL 6 Digit List 068 GL Account Dollar Totals  
019 GL 6 Digit List  
702 GL 6 Digit Reserve Balance 020 SL OC 10 Digit List  
029 SL Account Search 032 SL Budget Data List  
033 SL Annual 10 Digit Activity by Month 034 SL Summary by Budget Pool  
040 GL 10 Digit Snapshot 041 SL 10 Digit Snapshot  
042 OC Record Snapshot 047 Transactions Inquiry on Ref Nbr 2  
043 OC Account Search 048 Transactions by Account/Subcode/Month  
* ----- Form 500 Info ------ *  
090 Form 500 Tracking 049 Detail Account Statement  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Menu M03 contains a list of all the available screens needed for viewing information about an account and transactions that have been entered.

**Menu 03 - Inquiry - Dollar Information Menu**

<table>
<thead>
<tr>
<th>Screen: ___ Account: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>M03 Inquiry - Dollar Information Menu</td>
</tr>
<tr>
<td>03/09/09 10:01</td>
</tr>
<tr>
<td>FY 2009 CC 02</td>
</tr>
</tbody>
</table>

* ----- GL Information ------ *  
018 GL 6 Digit List 068 GL Account Dollar Totals  
019 GL 6 Digit List  
702 GL 6 Digit Reserve Balance 020 SL OC 10 Digit List  
029 SL Account Search 032 SL Budget Data List  
033 SL Annual 10 Digit Activity by Month 034 SL Summary by Budget Pool  
040 GL 10 Digit Snapshot 041 SL 10 Digit Snapshot  
042 OC Record Snapshot 047 Transactions Inquiry on Ref Nbr 2  
043 OC Account Search 048 Transactions by Account/Subcode/Month  
* ----- Form 500 Info ------ *  
090 Form 500 Tracking 049 Detail Account Statement  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Menu M05 contains a list of all the screens necessary to perform maintenance or to view information about Support Accounts.

**Menu 05 - Support Accounting Inquiry and Maintenance**

<table>
<thead>
<tr>
<th>Screen: ___ Account: ______</th>
<th>03/09/09 10:01</th>
</tr>
</thead>
<tbody>
<tr>
<td>51B Support Account Dollar Totals</td>
<td>FY 2009 CC 02</td>
</tr>
<tr>
<td>060 SA OC 15 Digit List</td>
<td>050 Department SA Attributes</td>
</tr>
<tr>
<td>061 SA OC File List</td>
<td>051 Support Account Attributes</td>
</tr>
<tr>
<td>062 SA Open Cmmts. by User Ref or PO</td>
<td>052 Support Account Attributes 2</td>
</tr>
<tr>
<td>063 Trans. Inquiry by Support Account</td>
<td>52B SA Delegation of Authority</td>
</tr>
<tr>
<td>064 Support Account Budget Data List</td>
<td>053 Support Account Budget Move</td>
</tr>
<tr>
<td>055 SA OC Inquiry by Reference</td>
<td>054 Support Account Flag Maint.</td>
</tr>
<tr>
<td>068 Support Account Search</td>
<td>055 SA 15 Digit Maintenance</td>
</tr>
<tr>
<td>069 SA 11 Digit List With Category Totals</td>
<td>057 Departmental Encumbrances</td>
</tr>
<tr>
<td>070 15 Digit Snapshot</td>
<td>058 SA Category Maintenance</td>
</tr>
<tr>
<td>072 OC Record Snapshot</td>
<td>076 Trans for Month by Ref 2</td>
</tr>
<tr>
<td>073 Annual 15 Digit Activity by Month</td>
<td>077 Trans Inq. for Ref 2</td>
</tr>
<tr>
<td>074 SA Summary by Budget Pool</td>
<td>078 Trans by Account/Month/Subcd</td>
</tr>
<tr>
<td>715 Dept Defined Profile Maintenance</td>
<td>079 SA Detail Account Statement</td>
</tr>
<tr>
<td><em>---------------- SL Accounts -------------------</em></td>
<td>Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
</tr>
</tbody>
</table>

Menu M07 provides the screens necessary to define and maintain departmental budgets. Information about these screens may be found in a separate manual, the Departmental Accounting Manual.

**Screen M07 - Departmental Planning Budgets**

<table>
<thead>
<tr>
<th>Screen: ___ Account: ______</th>
<th>03/09/09 10:01</th>
</tr>
</thead>
<tbody>
<tr>
<td>720 SL Dept Defined Budget Pool Maintenance</td>
<td>FY 2009 CC 02</td>
</tr>
<tr>
<td>721 SL Summary by Target Budget</td>
<td>722 SL Budget Summary by User Defined Categories</td>
</tr>
<tr>
<td><em>---------------- SA Accounts -------------------</em></td>
<td>Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
</tr>
<tr>
<td>730 SA Dept Defined Budget Pool Maintenance</td>
<td>Hmenu Help EHelp</td>
</tr>
<tr>
<td>731 SA Summary by Target Budget</td>
<td></td>
</tr>
<tr>
<td>732 SA Budget Summary by User Defined Categories</td>
<td></td>
</tr>
</tbody>
</table>
Information for viewing, downloading and printing account information can be found on Menu M08 and Menu M09. Information regarding these screens can be found in the Entire Connection User's Manual.

### Screen M08 - Entire Connection Download

<table>
<thead>
<tr>
<th>Screen: ____________</th>
<th>Accounts</th>
<th>Batch</th>
<th>029 Account Search</th>
<th>027 FA Trans Inquiry by Batch</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>068 Support Account Search</td>
<td>127 AP Trans Inquiry by Batch</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>018 GL 6 Digit List</td>
<td>627 AR Trans Inquiry by Batch</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>019 SL 6 Digit List W Category Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>069 SA 11 Digit List W Category Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Flags**

| 805 Maintain GL Control Description |

**Transactions**

- 023 Trans Inquiry by Account
- 046 Trans for Month By Refer.
- 047 Trans Inquiry on Reference
- 048 Trans Inquiry Acct/5bcd/Mon
- 063 Trans Inquiry by SA
- 080 Inquiry by Subcode
- 081 Detail Trans by Subcode

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

### Screen M09 - Entire Connection Print

<table>
<thead>
<tr>
<th>Screen: ____________</th>
<th>Account Statements</th>
<th>Purchasing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>018 GL 6 Digit List</td>
<td>276 Document Inquiry w/Paid Amounts</td>
</tr>
<tr>
<td></td>
<td>049 Detail Acct Statement - Month</td>
<td>278 Document Inquiry</td>
</tr>
<tr>
<td></td>
<td>079 SA Detail Acct Statement - Month</td>
<td></td>
</tr>
</tbody>
</table>

**Profiles**

- 721 SL Summ by Target Budget
- 722 SL Summ by User Defined Categ.
- 731 SA Summ by Target Budget
- 732 SA Summ by User Defined Categ.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
Section II
Session/Batch Audit Information
FA Session/Batch Initialize

A session or batch is used to control the processing of data and to provide an audit trail. You must open a batch session on Screen 30 before any dollar transactions can be processed.

### Screen 30 - FA Batch Initialize

<table>
<thead>
<tr>
<th>030 FA Batch Initialize</th>
<th>03/09/09 10:03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td></td>
</tr>
<tr>
<td>Session Reference: JDL001</td>
<td></td>
</tr>
<tr>
<td>Session Status: O</td>
<td></td>
</tr>
<tr>
<td>Bank: 63000</td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>User ID Override: N</td>
<td></td>
</tr>
<tr>
<td>Special Process: ___</td>
<td></td>
</tr>
</tbody>
</table>

**Batch Balancing Information**

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Expected Totals: 5 | 120
| Processed Totals: 0 | 0.00
| Receipts: | 0.00 |
| Disburse: | 0.00 |

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

### Basic Steps

**Open a Session**

- Advance to Screen 30.
- Type a Session Reference code, Session Date, type "O" (open) in the Session Status field, and the bank number in the fields provided. (See Appendix for appropriate Batch/Session references.)
- Before a session is opened, enter an estimated total of the number of transactions and the dollar amount you plan to enter in the session. Later, when the session is closed, these totals are used to verify correct entry.
- Enter the desired screen number in the Screen: field and press <ENTER>. If there are no error messages when the session is opened, advance to the next screen and enter voucher transactions.

**Close a Session**

- Advance to Screen 30.
- Type ‘C’ (close) in the Session Status: field and press <ENTER>.

### Session / Batch Process

**Session Processing**

A real-time session is used to control the on line processing of data and to provide an audit trail for the transaction entry. A session must be opened before any dollar transactions can be processed in real-time mode. All transactions processed within a session contain the same session reference number and the same session date.
Screen 30 – FA Batch Initialize (cont’d)

When the session is opened for the first time, FAMIS creates a batch record which has the reference number and date. As transactions are processed, FAMIS accumulates the number of transactions processed and the cumulative total (absolute, or "hash" total) of all dollars processed in the session. These control totals are displayed at the bottom of all the real-time updating screens.

Reconciling an on-line session is an important step in data control. Data entry errors can be identified and corrected quickly using this tool. When the session is closed, the transaction count and total dollar amounts are compared on Screen 30. Discrepancies between these numbers and the numbers entered at the beginning of the session should be corrected or justified.

**Bank**
After a bank has been identified on Screen 30, transactions posted in this batch will be applied to this specified bank unless the bank is overwritten on individual transactions. The bank on the header transaction may not be changed after the session has been opened.

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

**View a Session**
To view the Financial Accounting session and batch information, use inquiry Screens 24 and 27. Additional information may be seen using the FA batch summary listing, FBAR100, which is printed with the daily reports.

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

**Screen Information**

◆ **Session Reference:** 6 characters/digits
Enter an identifying session reference number for the batch session. There are 3 possibilities for the available 6 characters: (2 characters, 4 digits), (3 characters, 3 digits), or (4 characters, 2 digits). **See Appendix for guidelines on Session Reference.**

◆ **Session Date:** 8 digits
Type the date of the session. The date entered must be within the current processing month (same month listed on Screen 882).

◆ **Session Status:** 1 character
Enter the session status: open (O) or close (C).

◆ **Bank:** 5 digits
Designate the bank number to be used for the session. This bank will be used on all transactions in the batch unless overwritten on individual transactions.
**Description:**
35 characters
Provide a description of the batch session.

**User ID Override:**
1 character
Type ‘Y’ if the established session may be opened by a different user ID on the same day.

**Special Process:**
3 characters
Not used currently.

**Batch Balancing Information**

**Expected Totals:**
- **Transactions:** 5 digits
  Enter the total number of expected transactions to be completed in this session.
- **Amount:** 14 digits
  Type the expected total dollar amount of the transactions to be completed in this session.

**Processed Totals:**
- **Transactions:** 5 digits
  Shows the actual number of transactions completed in this session.
- **Amount:** 14 digits
  Displays the total dollar amount of the transactions completed in this session.
- **Receipts:** 10 digits
  Indicates the total dollar amount of receipt transactions entered in this session.
- **Disburse:** 10 digits
  Displays the total amount of disbursement transactions entered in this session.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
FA Session/Batch Header List

FAMIS provides a list showing the processed Financial Accounting Session/Batch jobs that can be seen on Screen 24. This list is presented in alphabetical order by batch reference.

The Batch Ref: field allows you to position a specific batch reference number at the top of the list without having to page through all the batches. For instance if you wanted to see all the batch headers for a student feed but weren’t interested in batches before a certain date. Just enter the batch reference and a specific date and the program will begin listing batches beginning with the next batch on or after the date entered.

Screen 24 - FA Session/Batch Header List

<table>
<thead>
<tr>
<th>Batch Ref</th>
<th>Batch Date</th>
<th>Description</th>
<th>Amount</th>
<th>Count</th>
<th>Bank</th>
<th>Run Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRE05</td>
<td>02/24/09</td>
<td>C-1 PROJECT 2-2960</td>
<td>45.60</td>
<td>1</td>
<td>6000</td>
<td>02/24/09</td>
</tr>
<tr>
<td>AFRL01</td>
<td>01/31/09</td>
<td>BOR MINUTE ORDER PRO</td>
<td>6,150,000</td>
<td>2</td>
<td>60000</td>
<td>02/02/09</td>
</tr>
<tr>
<td>AFRT20</td>
<td>01/29/09</td>
<td>C-1 PROJECT 2-2985</td>
<td>6,612.90</td>
<td>1</td>
<td>60000</td>
<td>01/29/09</td>
</tr>
<tr>
<td>AFR406</td>
<td>09/11/08</td>
<td>TRF REVENUE</td>
<td>35,644.16</td>
<td>6</td>
<td>60000</td>
<td>09/11/08</td>
</tr>
<tr>
<td>AFR407</td>
<td>09/11/08</td>
<td>BIWEEEKLY PAYROLL GIP</td>
<td>495.24</td>
<td>2</td>
<td>60000</td>
<td>09/11/08</td>
</tr>
<tr>
<td>AFR409</td>
<td>09/11/08</td>
<td>TRF SCHOLARSHIP EXP</td>
<td>7,000.00</td>
<td>2</td>
<td>60000</td>
<td>09/11/08</td>
</tr>
<tr>
<td>AG105</td>
<td>01/05/09</td>
<td>DAILY DEPOSIT</td>
<td>37,310.00</td>
<td>10</td>
<td>68000</td>
<td>01/05/09</td>
</tr>
<tr>
<td>AG106</td>
<td>01/06/09</td>
<td>DAILY DEPOSIT</td>
<td>66,868.77</td>
<td>32</td>
<td>68000</td>
<td>01/06/09</td>
</tr>
<tr>
<td>AG108</td>
<td>01/08/09</td>
<td>DAILY DEPOSIT</td>
<td>5,536.98</td>
<td>7</td>
<td>68000</td>
<td>01/08/09</td>
</tr>
<tr>
<td>AG109</td>
<td>01/09/09</td>
<td>DAILY DEPOSIT</td>
<td>6,874.14</td>
<td>10</td>
<td>68000</td>
<td>01/09/09</td>
</tr>
<tr>
<td>AG112</td>
<td>01/12/09</td>
<td>DAILY DEPOSIT</td>
<td>9,563.00</td>
<td>11</td>
<td>68000</td>
<td>01/12/09</td>
</tr>
<tr>
<td>AG113</td>
<td>01/13/09</td>
<td>DAILY DEPOSIT</td>
<td>2,106.00</td>
<td>3</td>
<td>68000</td>
<td>01/13/09</td>
</tr>
<tr>
<td>AG114</td>
<td>01/14/09</td>
<td>DAILY DEPOSIT</td>
<td>23,014.00</td>
<td>6</td>
<td>68000</td>
<td>01/14/09</td>
</tr>
</tbody>
</table>

Basic Steps

• Advance to Screen 24.
• Enter the desired batch reference number in the Batch Ref: field and press <ENTER>. If the batch reference number is not known you can page through the list displayed, or enter the first letter of a batch reference header to view a list beginning with that letter and press <ENTER>.
• Type “X” in the Se: field to select a document and advance to Screen 27.

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

**Action Line**

**Batch Ref:** 6 digits
Enter a batch reference number to position it at the top of the list displayed.

**Batch Date:** 6 digits
Enter a batch date to view batches created on or near that date.
Screen 24 – FA Session/Batch Header List (cont’d)

**Screen Information**

- **Se:** 1 character
  Type an ‘X’ to select the batch reference and proceed to Screen 27.

- **Batch Ref:** 6 characters/digits
  Shows the batch reference number that designates individual batch headers.

- **Batch Date:** 6 digits
  Displays the date that was entered on the batch when created.

- **Description:** 20 characters
  Provides a description of the transactions within the batch.

- **Amount:** 12 digits
  Shows the total amount posted in the session.

- **Count:** 5 digits
  Displays the number of transactions posted in the specified batch session.

- **Bank No:** 5 digits
  Identifies the number of the bank entered on the batch header. The bank may or may not be the bank on individual transactions within the batch.

- **Run Date:** 6 digits
  Shows date the batch was actually run.

- **St:** 1 character
  Indicates if the status of the batch session is open (O) or closed (C).

**Additional Functions**

- **PF KEYS**
  See the Appendix for explanation of the standard PF Keys.
FAMIS will allow you to view detailed transactions in a specified FA batch job. This is done by using Screen 27. You may also select a batch on Screen 24 and press <ENTER> to advance to Screen 27.

### Screen 27 - Transaction Inquiry by Batch (Panel 1)

<table>
<thead>
<tr>
<th>Account</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Ind</th>
<th>Amount</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>094907</td>
<td>2100 048</td>
<td>3817422</td>
<td>09/05</td>
<td>KYLE K*KING</td>
<td>38.00</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>095445</td>
<td>2100 048</td>
<td>3817438</td>
<td>09/05</td>
<td>EDNA E*ELLSWORTH</td>
<td>21.17</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>095445</td>
<td>2100 048</td>
<td>3817439</td>
<td>09/05</td>
<td>BEN B*BROWN</td>
<td>20.30</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>095445</td>
<td>2100 048</td>
<td>3817440</td>
<td>09/05</td>
<td>JOYCE J*JONES</td>
<td>48.25</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>095445</td>
<td>2100 048</td>
<td>3817440</td>
<td>09/05</td>
<td>JOYCE J*JONES</td>
<td>48.25</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>095445</td>
<td>2100 048</td>
<td>3817441</td>
<td>09/05</td>
<td>DREW D*DOLE</td>
<td>39.05</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>095445</td>
<td>2100 048</td>
<td>3817441</td>
<td>09/05</td>
<td>DREW D*DOLE</td>
<td>18.21</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>095445</td>
<td>2100 048</td>
<td>3817441</td>
<td>09/05</td>
<td>DREW D*DOLE</td>
<td>37.83</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>095445</td>
<td>2100 048</td>
<td>3817452</td>
<td>09/05</td>
<td>EDNA E*ELLSWORTH</td>
<td>192.24</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>095445</td>
<td>2100 048</td>
<td>3817452</td>
<td>09/05</td>
<td>EDNA E*ELLSWORTH</td>
<td>97.36</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>095445</td>
<td>2100 048</td>
<td>3817452</td>
<td>09/05</td>
<td>EDNA E*ELLSWORTH</td>
<td>91.21</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>095445</td>
<td>2100 048</td>
<td>3817459</td>
<td>09/05</td>
<td>EDNA E*ELLSWORTH</td>
<td>104.23</td>
<td>D</td>
<td></td>
</tr>
</tbody>
</table>

* End Of Data *

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

Hmenu Help EHelp View Dload Left Right

If you type "Y" in the Bank Option: field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.

### Screen 27 - Transaction Inquiry by Batch (Panel 2)

<table>
<thead>
<tr>
<th>Account</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>094907</td>
<td>00000 2100 048</td>
<td>3817422</td>
<td>09/05</td>
<td>KYLE K*KING</td>
<td>38.00</td>
</tr>
<tr>
<td>095445</td>
<td>00000 2100 048</td>
<td>3817438</td>
<td>09/05</td>
<td>EDNA E*ELLSWORTH</td>
<td>21.17</td>
</tr>
<tr>
<td>095445</td>
<td>00000 2100 048</td>
<td>3817439</td>
<td>09/05</td>
<td>BEN B*BROWN</td>
<td>20.30</td>
</tr>
<tr>
<td>095445</td>
<td>00000 2100 048</td>
<td>3817440</td>
<td>09/05</td>
<td>JOYCE J*JONES</td>
<td>48.25</td>
</tr>
<tr>
<td>095445</td>
<td>00000 2100 048</td>
<td>3817440</td>
<td>09/05</td>
<td>JOYCE J*JONES</td>
<td>48.25</td>
</tr>
<tr>
<td>095445</td>
<td>00000 2100 048</td>
<td>3817441</td>
<td>09/05</td>
<td>DREW D*DOLE</td>
<td>39.05</td>
</tr>
<tr>
<td>095445</td>
<td>00000 2100 048</td>
<td>3817441</td>
<td>09/05</td>
<td>DREW D*DOLE</td>
<td>18.21</td>
</tr>
<tr>
<td>095445</td>
<td>00000 2100 048</td>
<td>3817441</td>
<td>09/05</td>
<td>DREW D*DOLE</td>
<td>37.83</td>
</tr>
<tr>
<td>095445</td>
<td>00000 2100 048</td>
<td>3817452</td>
<td>09/05</td>
<td>EDNA E*ELLSWORTH</td>
<td>192.24</td>
</tr>
<tr>
<td>095445</td>
<td>00000 2100 048</td>
<td>3817452</td>
<td>09/05</td>
<td>EDNA E*ELLSWORTH</td>
<td>97.36</td>
</tr>
<tr>
<td>095445</td>
<td>00000 2100 048</td>
<td>3817452</td>
<td>09/05</td>
<td>EDNA E*ELLSWORTH</td>
<td>91.21</td>
</tr>
<tr>
<td>095445</td>
<td>00000 2100 048</td>
<td>3817459</td>
<td>09/05</td>
<td>EDNA E*ELLSWORTH</td>
<td>104.23</td>
</tr>
</tbody>
</table>

* End Of Data *

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

Hmenu Help EHelp View Dload Left Right
Screen 27 – Transition Inquiry by Batch (cont’d)

Basic Steps

- Advance to Screen 27.
- Enter a valid Batch Reference number and session date on the Action Line.
- Type ‘Y’ to include indirect transactions, the desired reference number and bank option in the fields provided.
- Press <ENTER> to view the information.

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

Action Line

◆ Batch Ref: 6 characters/digits
Enter the desired batch reference number to be displayed.

◆ Date: 4 digits
Identify the date the batch was entered.

◆ Indirect Also: 1 character
Type ‘Y’ to include indirect transactions in the display. Not used currently.

Ref: 1 digit
Enter the desired reference number. This number will determine the information displayed in the “Ref” column.

Bank Option: 1 character
Type ‘Y’ to display the bank used in the transaction. The bank may or may not be the same as on the header.

Screen Information

Panel 1

Account: 10 digits
Shows the account number on the transaction.

TC: 3 digits
Indicates the transaction code for the type of transaction.

Ref: 7 characters/digits
Shows the reference number that provides details about specified transactions. Different references can be displayed by changing the number in the Ref: field on the Action Line.

Date: 4 digits
Displays the date entered on the batch session header.

Description: 15 characters
Provides a description of the transaction item.
Screen 27 – Transition Inquiry by Batch (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dir/Ind:</td>
<td>1 character</td>
<td>Indicates whether the transaction is direct (D) or indirect (I).</td>
</tr>
<tr>
<td>Amount:</td>
<td>12 digits</td>
<td>Shows the total dollar amount of the batch transaction.</td>
</tr>
<tr>
<td>I:</td>
<td>1 character</td>
<td>Displays the transaction identifier: credit (C), debit (D), or encumbrance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>liquidation (P for Partial or F for Final).</td>
</tr>
<tr>
<td>Offset Acct:</td>
<td>10 digits</td>
<td>Shows the offsetting account number for direct double-sided transactions.</td>
</tr>
</tbody>
</table>

Panel 2

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>12 digits</td>
<td>Displays the dollar amount of the transaction.</td>
</tr>
</tbody>
</table>

Additional Functions

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF6 View</td>
<td>View the detail of batch by placing the cursor on the line of information and pressing PF6.</td>
</tr>
<tr>
<td>PF9 Download</td>
<td>Used to download the information through Entire Connection.</td>
</tr>
</tbody>
</table>
Section III
Financial Transactions
Annual/Monthly Budgets

Maintaining budget data allows comparison of planned income, allotments and expenditures to actual results. In addition, budget controls can restrict the entry of transactions when the account does not have sufficient funds to cover the expense. Budgets are updated real-time and allow control of future expenditures and encumbrances.

To use Screen 10, enter a valid account number and object code on the Action Line and press <ENTER>. For budget entries with a view of the whole account, see Screen 10B.

Be aware that you enter one budget transaction at a time on this screen.

Screen 10 - Annual/Monthly Budgets

<table>
<thead>
<tr>
<th>Type</th>
<th>Cash Transfer</th>
<th>Description</th>
<th>Amount</th>
<th>Debit / Credit</th>
<th>Ref No. 1:</th>
<th>Ref No. 2:</th>
<th>Ref No. 3:</th>
<th>Ref No. 4:</th>
<th>Debit Cost Ref 1:</th>
<th>Credit Cost Ref 1:</th>
<th>ID No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Y</td>
<td></td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Open a session on Screen 30.
- Advance to Screen 10.
- Type a Debit Account number and object code on the Action Line. Enter the Type, Cash Transfer, and Amount in the fields provided. Include additional information as desired.
- Press <ENTER> to record the information.
- Close the session on Screen 30.

Budget Process

Valid Budget Accounts

Budgets may be established for Subsidiary Ledger (SL) or Support Accounts (SA). The subcode must be valid with a value between 0001 and 9998. The subcode must also be valid in the global subcode edit table. The subcode chosen indicates a 'budget pool' or 'budget category'.

Expenditures will be at non-pool level, but will draw budget from the pool.

The account number entered on the Action Line is the account that will receive the budget.
Screen 10 – Annual/Monthly Budgets (cont’d)

**Budget Balance Available (BBA)**
Once original or revised budget dollars for an account have been entered, FAMIS calculates the budget balance available by subtracting actual receipts (for the revenue accounts) or actual expenditures and encumbrances (for expense accounts) from the total revised budget.

**Automatic Budget Reallocation and ABR Flag**
Automatic budget reallocation means that budget is initially posted to a pool level (special object codes designated as pool codes). When actuals or encumbrances are posted to the account, the budget to cover those transactions is subtracted from the pool and added to the revised budget next to the object code used on the transaction. This reduces the available budget (BBA) for that pool.

Original budget, revised budget and budget transfer transactions also affect the ABR Flags. ABR flags are adjusted at a 10 digit level (6 digit account number plus a 4 digit subcode).

When the ABR flag has value 0 (off), the 10 digit account does not participate in the ABR budget pool. The account has its "own" budget, or line item budget. When the ABR flag for a 10 digit account has a value of 001-999, the account participates in budget pooling. To activate a line item budget, type a ‘Y’ next to the appropriate line on Screen 7.

If FAMIS turns the ABR Flag off (0), by posting a line item budget, reversing the transaction will not reverse the ABR flag setting to participate in the pool again. The flag must be reinstated manually through a flag setting transaction (Screen 7).

Budget transactions that are added in with a batch feed (such as uploads or interfaces, example payroll interface) will create a line item budget and will set the ABR flag on Screen 7 to ‘Y’. This will happen when the object code is not specified in a pool in the appropriate ABR rule.

When an original budget is processed against an account/subcode that has the ABR flag turned on (any value 001-999), FAMIS resets the flag off (value of 0) to prohibit any further participation in automatic budget reallocation or pool.

If a budget revision is processed against an account/subcode that has the ABR flag turned on, FAMIS will automatically turn the ABR flag off, prohibiting any further participation in automatic budget reallocation.

FAMIS will set the ABR flag on the account/subcode being debited to 0 (off). This will prevent the account's participation in automatic budget reallocation, because the account now has its "own" budget. The ABR flag is not changed for the expense account on the credit side of the transaction.
Generate Expense Budget (GEB Flag)

A GEB Flag with a value of ‘Y’ means that as revenue is added to or subtracted from an account, a corresponding expense budget is created.

GEB budgets are created in a nightly batch process for the net revenue entered for that day.

Before GEB entries begin processing, a procard must be created to specify which expense budget pool receives the expense budget for each ABR rule.

Transaction Codes

**TC = 020** (Establish an Original Budget)
If an original budget is attempted against an account that already has an original budget, FAMIS issues a warning message and increases the budget.

**TC = 021** (Process a Revision to the Original Budget)
If a budget revision is attempted against an account that has not had an original budget created for it, FAMIS will still process the transaction. However, a warning message stating there was no original budget to revise will appear.

**TC = 022** (Transfer Budget from one Account to Another)
Both the debit and credit sides of a budget transfer transaction must be either revenue accounts or expense accounts (i.e., a revenue account cannot be debited and an expense account be credited). If the transfer is between revenue accounts, the account being debited must contain sufficient budget balance available to cover the amount being transferred.

**TC = 027** (Carry Forward Budget)
If an original budget is attempted against an account that already has an original budget, FAMIS issues a warning message, updates the Accumulator and increases budget balance available (BBA). Often for Project Accounts.

Reverse or Correct a Budget Transaction
Budget transactions may be reversed or corrected by:

1. Entering the original transaction data and changing the Debit/Credit: field to the opposite value than the original.
--OR--
2. Enter the original transaction and type a ‘Y’ in the Reverse Entry: field.
Transfer Budget
Budget transfers require a transaction code of "022". Also, the following three fields are required: **Cash Transfer**, **Credit Account**, and **Override Budget on Credit Acct**. For more information on these fields, see the Field Description section.

From an Established Subsidiary Ledger Account to a Newly Created Support Account
When Support Accounts (SA) are created after Subsidiary Ledger (SL) budgets have already been established, Screen 10A may be used to distribute the budget from the SL account into the newly established Support Accounts. Using 10A will keep the original SL budget constant, but will allow budget distribution among the newly created Support Accounts.

Funds not allocated to specific newly created Support Accounts will default to Support Account #00000. The sum of all SA budgets will then equal the original Subsidiary Ledger budget.

Before creating Support Accounts, the user must access Screen 6 to modify the Subsidiary Ledger account to allow for Support Account creation and SA transactions. Fields requiring modification are:

- **SA Create/Enable:** 1 character
  - Must be set to Y
- **SA Transactions:** 1 character
  - N = No SL posting allowed
  - Y = Support Accounts posting allowed
  - B = Both SA and non-SA posting allowed

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

**Action Line**
◆ **Debit Account:** 15 digits
  - Enter the Subsidiary Ledger (SL) account number + Support Account + Object Code.

**Screen Information**
◆ **Type:** 1 digit
  - Indicate the type of budget transaction:
    - 0 = Original
    - 1,6 = Revision
    - 2 = Transfer
    - 7 = Begin Year Budget Forward

◆ **Cash Transfer:** 1 character
  - Indicate whether or not (‘Y’ or ‘N’) there will be a transfer of Claim on Cash automatically posted.
Screen 10 – Annual/Monthly Budgets (cont’d)

Ref No. 1: 7 characters/digits
Enter the reference number identifying the budget entry.

Date: 8 digits
Include the date of the budget transaction. If left blank, FAMIS will default to the batch date.

Description: 35 characters
Type description of the transaction.

◆ Amount: 12 digits
Enter the amount to be given to the budget.

Debit/Credit: 1 character
You may change the default. For example:

<table>
<thead>
<tr>
<th>SUBCODE</th>
<th>TYPE</th>
<th>DEFAULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000-0999</td>
<td>Revenue</td>
<td>C - Credit</td>
</tr>
<tr>
<td>1000-9635</td>
<td>Expense</td>
<td>D - Debit</td>
</tr>
</tbody>
</table>

Credit Acct: 15 digits
Enter the Subsidiary Ledger account number to be credited for a budget transaction.

Ref No. 2: 7 characters/digits
Reference number identifying the budget entry. It is recommended that you use this reference number.

Ref No. 3: 7 characters/digits
This field is a user-defined reference number for budget transactions.

Ref No. 4: 7 characters/digits
This field is a user-defined reference number for budget transactions.

Debit Cost Ref 1, 2, 3: 7 characters/digits
Displays the user-defined reference for budget transactions.

Credit Cost Ref 1, 2, 3: 7 characters/digits
Displays the user-defined reference for budget transactions.

ID No.: 11 characters/digits
User-defined identification number for budget transactions.

Type 2 only:

Override Budget on Credit Acct (Y/N): 1 character
This field will determine whether or not the system should override the budget on the account.

Reverse Entry: 1 character
Type ‘Y’ to allow reversal of credit and debit accounts.
Screen 10 – Annual/Monthly Budgets (cont’d)

**Transactions:**
- **11 digits**
  - Displays the **number of transactions** for this batch.

**Amount:**
- **12 digits**
  - Provides the **total** of all **transactions** for this batch.

**Batch:**
- **6 digits**
  - Shows the **batch reference number**.

**Date:**
- **8 digits**
  - Displays the **date** the **batch** was **entered**.

**Additional Functions**

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

PF12
**Warnings**
- Displays nonfatal **FAMIS warning messages**.
SA Budget Transfers

Transferring budgets from one Support Account to another Support Account can be done using many of the budget screens. However, access to Screen 10A can be given to those users who are only allowed to transfer budget at the SA level. This would be mainly departmental users who can manage their support accounts online, while the subsidiary and general ledgers are managed in the Fiscal Offices.

Maintaining budget data allows comparison of planned income, allotments and expenditures to actual results. Budgets are updated real-time and allow control of future expenditures and encumbrances.

Screen 10A - FSA Budget Transfers

<table>
<thead>
<tr>
<th>10A FSA Budget Transfers</th>
<th>03/09/09 10:25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Account: 297060 00000 1000</td>
<td>FY 2009 CC AM</td>
</tr>
<tr>
<td>Type: 5</td>
<td></td>
</tr>
<tr>
<td>Ref No. 1: _______</td>
<td></td>
</tr>
<tr>
<td>Date: ___________</td>
<td></td>
</tr>
<tr>
<td>Description: _____________________________</td>
<td></td>
</tr>
<tr>
<td>Amount: 1000.00___</td>
<td></td>
</tr>
<tr>
<td>Debit / Credit: _</td>
<td></td>
</tr>
<tr>
<td>Credit Acct: ______ _____ ____</td>
<td></td>
</tr>
<tr>
<td>Ref No. 2: _______ ___</td>
<td></td>
</tr>
<tr>
<td>Ref No. 3: _______</td>
<td></td>
</tr>
<tr>
<td>Ref No. 4: _______</td>
<td></td>
</tr>
<tr>
<td>ID No.: ___________</td>
<td></td>
</tr>
<tr>
<td>3 Base Original to FSA</td>
<td></td>
</tr>
<tr>
<td>4 Base Revised to FSA</td>
<td></td>
</tr>
<tr>
<td>5 FSA to FSA (Revised)</td>
<td></td>
</tr>
</tbody>
</table>

Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 03/03/2009
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Warns

Basic Steps

- Advance to Screen 30 and open a session.
- Advance to Screen 10A.
- You must type the account number, transaction code, type, and amount in the fields available.
- Press <ENTER> to record the information.
- Advance to Screen 30 and close the session.

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

Action Line
◆ Account: 15 digits
Enter the Subsidiary Ledger (SL) account number + Support Account + Object Code.
Screen Information

Type: 1 digit
Enter the third digit of the desired transaction code. For example:
3 = Base Original to FSA
4 = Base Revised to FSA
5 = FSA to FSA (Revised)

Ref No. 1: 7 characters/digits
Enter the reference number identifying the budget entry.

Date: 8 digits
Indicate the date of the budget transaction. If left blank, FAMIS will default to the batch date.

Description: 35 characters
Type the description of the transaction.

Amount: 12 digits
Type in the amount to be given to the budget.

Debit/Credit: 1 character
You may change the default. For example:

<table>
<thead>
<tr>
<th>SUBCODE</th>
<th>TYPE</th>
<th>DEFAULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000-0999</td>
<td>Revenue</td>
<td>C - Credit</td>
</tr>
<tr>
<td>1000-9635</td>
<td>Expense</td>
<td>D - Debit</td>
</tr>
</tbody>
</table>

Credit Acct: 15 digits
Enter the Subsidiary Ledger account number to be credited for a budget transfer transaction.

Ref No. 2: 7 characters/digits
Shows the reference number identifying the budget entry. It is recommended that you use this reference number.

Ref No. 3: 7 characters/digits
This field is a user-defined reference number for budget transactions.

Ref No. 4: 7 characters/digits
This field is user-defined reference number for budget transactions.

ID No.: 11 digits
This field is user-defined identification number for budget transactions.

Transactions: 11 digits
Displays the number of transactions for this batch.

Amount: 11 digits
Shows the total of all transactions for this batch.
Screen 10A – FSA Budget Transfers (cont’d)

**Batch:**
- 6 characters/digits
- Indicates the **batch reference number**.

**Date:**
- 8 digits
- Displays the **date** the **batch was entered**.

**Additional Functions**

**PF KEYS**
- See the Appendix for explanation of the standard PF Keys.

**PF12**
**Warns**
- Displays non-fatal **FAMIS warning messages**.
Budget Entry

Budget entry is made easier using Screen 10B as you can work with the whole account at once. This is in comparison to the other budget screens that only take entry of a budget line at a time.

Maintaining budget data allows comparison of planned income, allotments and expenditures to actual results. Screen 10B is a convenient way to maintain this budget data on a total account basis. Budgets are updated real-time and allow control of future expenditures and encumbrances.

<table>
<thead>
<tr>
<th>Cat</th>
<th>Description</th>
<th>C</th>
<th>P</th>
<th>Curr Budget</th>
<th>Budget Adjust</th>
<th>D/C</th>
<th>New Budget</th>
<th>New BBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Revenue Pool</td>
<td>___</td>
<td>___</td>
<td>-------------</td>
<td>---------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100</td>
<td>Salaries Pool</td>
<td>100.00</td>
<td>___</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1600</td>
<td>Longevity Pool</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1700</td>
<td>Wages Pool</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1900</td>
<td>Benefits Pool</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>Travel Pool</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4001</td>
<td>Supplies Pool</td>
<td>500.00</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5302</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5700</td>
<td>Equipment Pool-Non-C</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6200</td>
<td>Other Expense Pool</td>
<td>500.00</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals: 1100.00 0.00

Transactions: 0 Amount: 0.00 Batch: JAC005 Date: 03/09/2009

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

Hmenu Help EHelp Post Bkwd Frwd Left Right

---
Basic Steps

- Advance to Screen 30 and open a session.
- Advance to Screen 10B.
- Type the account number and press <ENTER> to display the record.
- Enter the dollar changes for each pool and type the debit or credit indicator for each line. Press <ENTER>.
- The changes will display in the New Budget column for your review. Press <ENTER> to accept the changes.
- Advance to Screen 30 and close the session.

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

**Action Line**

- **Account:** 11 digits
  Enter the Subsidiary Ledger (SL) account number + Support Account number.

**Screen Information**

- **SL/SA Level:** 11 digits
  Type ‘SL’ or ‘SA’ to display a correct account.

- **Thru Month:** 1 digit
  Identify through which month the information is to be listed.

- **Type:** 1 digit
  Enter the type of budget transaction.

- **Ref No 1,2,3,4:** 7 characters/digits
  Include the user-defined reference number for budget transactions.

- **Cost Ref 1,2,3:** 7 characters/digits
  Shows the reference number identifying the budget entry.

- **Page: _ of _ Viewed:** 1 digit
  Identifies the page number displayed and number of pages available.

**Panel 1**

- **Cat:** 4 digits
  Displays the budget category pool subcodes.

- **Description:** 35 characters
  Provides a description of the budget pools.

- **C:** 1 character
  Indicates the type of category control in effect. Valid values are:
  N = No Budget Control
  W = Warning if over budget
  R = Reject if over budget
Screen 10B – Budget Entry (cont’d)

P: 1 character
’P’ indicates budget category is protected from borrowing funds by other budget categories.

Curr Budget: 13 digits
Provides the current budgeted amount.

Budget Adjust: 13 digits
Enter the new dollar amount for budget pool or category.

D/C: 1 character
Indicate whether the budget adjustment will be a debit or credit. Leaving field blank defaults to:

<table>
<thead>
<tr>
<th>SUBCODE</th>
<th>TYPE</th>
<th>DEFAULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000-0999</td>
<td>Revenue</td>
<td>C - Credit</td>
</tr>
<tr>
<td>1000-9635</td>
<td>Expense</td>
<td>D – Debit</td>
</tr>
</tbody>
</table>

New Budget: 13 digits
Displays the anticipated change.

Totals: 11 digits
Displays the totals of the SL/SAs.

Transactions: 11 digits
Displays number of transactions for batch reference.

Amount: 11 digits
Provides total of all transactions for batch.

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

Date: 8 digits
Shows you the date the batch was entered.

Panel 2

New BBA: 13 digits
Shows the new budget balance available.

Additional Functions

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

PFS
Post
Post transactions entered.
Subsidiary Ledger Budget Controls

Budgets are updated real-time and allow control of future expenditures and encumbrances. FAMIS gives you the ability to set various subsidiary ledger budgetary controls using Screen 10C.

**Bottom Line vs. Category Control**
FAMIS allows you to control the Subsidiary Ledger (SL) account budget at either the bottom line or category level.

Bottom line control allows for control of the budget as a whole, while ignoring the dollar amounts set at a category level. Category control allows for control of the budget at the pool level. Transactions reject when they will push the budget over the dollar amount left in the category.

**Category Protection**
FAMIS also allows you to protect a category from full participation in the bottom line functionality. When a category has the protect flag set (P), the dollars in that budget cannot be included in the ‘draw’ for the bottom line funds. They are, in essence, ‘protected’ from use in calculating the available budget. This feature only works with Bottom Line Control set to ‘Y’.

This can only be applied to codes 1000-9599, Indirect Cost codes are excluded.

**Exclude From Bottom Line**
FAMIS allows you to take a dollar amount and exclude it from the Bottom Line calculations. This feature is often used for research projects; for example, when the full amount of a three year project is received and recorded as income, but the account can only spend 1/3 of the total each year. You would enter one year amount in the budget and two years in the ‘Exclude From Bottom Line’ field. The next year you would add year two budget to the account and only add the third year amount in the Exclude From Bottom Line field.

This field is ONLY found on Screens 10C and 10D

### Screen 10C - SL Budget Controls

<table>
<thead>
<tr>
<th>Bud Cat</th>
<th>Description</th>
<th>Curr Budget</th>
<th>Cntl</th>
<th>Prot</th>
<th>Exclamt</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Revenue Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100</td>
<td>Salaries Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1600</td>
<td>Longevity Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1700</td>
<td>Wages Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1900</td>
<td>Benefits Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>Travel Pool</td>
<td>2000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4001</td>
<td>Other Operating Expe</td>
<td>1518.48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5302</td>
<td>Other Non-Operating</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5700</td>
<td>Equipment Pool - Non</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6200</td>
<td>Other Expense Pool</td>
<td>8476.23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8000</td>
<td>Capital Outlay Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** More Budget Categories - Press Enter to View **

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp
Screen 10C – SL Budget Controls (cont’d)

**Basic Steps**
- Advance to Screen 30 and open a session.
- Advance to Screen 10C.
- Enter the desired account number on the Action Line and press <ENTER>.
- Enter the category control, category protect flag, tolerance percent or tolerance amount for each line.
- Press <ENTER> to record the information.
- Advance to Screen 30 and close the session.

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

*Action Line*
◆ Account: 6 digits
Type the account number for the Subsidiary Ledger account.

*Screen Information*
  - Dir Bud: 11 digits
  Displays the dollar amount of the current direct budget.
  - Prot Bud: 11 digits
  Shows the dollar amount of the budget that is protected from use by other categories.
  - Prot Borrowed: 11 digits
  Shows dollar amount that has been ‘borrowed’ by other categories going ‘over budget’.
  - Bottom Line Cntl: 1 character
  Indicates whether or not the account budget is controlled as a whole, i.e. by the bottom line.
  - Unprot Avail: 11 digits
  Shows the unprotected amount available for use by other categories.

*Default:*
  - Cat Cntl: 1 character
  Displays the category control, which allows for control of the budget at the pool level.
  - Tol Pct: 5 digits
  Sum of the tolerance percents of individual pools.

◆ Exclude from Bottom Line: 15 digits
Enter the dollar amount to be subtracted from the budget balance available (BBA) calculation before budget checks are made. ONLY found on Screens 10C and 10D.
Screen 10C – SL Budget Controls (cont’d)

**Bud Cat:** 4 digits
Displays the budget category.

**Description:** 35 characters
Provides a description of the budget or category.

**Curr Budget:** 13 digits
Identifies the dollar amount available for the current budget pool.

**Cat Cntl:** 1 character
Indicate whether or not the budget category is controlled at the line item level.

**Cat Prot:** 1 character
Enter ‘P’ if this budget category is protected from borrowing funds by other budget categories.

**Tolerance Pct:** 5 digits
Include the percent of the budget that the pool is allowed to overspend or, if it is a negative amount, the percent of the budget that the pool is not allowed to spend.

**Tolerance Amount:** 13 digits
Indicate the dollar amount of the budget that the pool is allowed to overspend or, if it is a negative amount, the dollar amount of the budget that the pool is not allowed to spend.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Support Account Budget Controls

Budgets are updated real-time and allow control of future expenditures and encumbrances. FAMIS gives you the ability to set various support account budgetary controls using Screen 10D.

**Bottom Line vs. Category Control**
FAMIS allows you to control the Subsidiary Ledger (SL) account budget at either the bottom line or category level.

Bottom line control allows for control of the budget as a whole, while ignoring the dollar amounts set at a category level. Category control allows for control of the budget at the pool level. Transactions reject when they will push the budget over the dollar amount left in the category.

**Category Protection**
FAMIS also allows you to protect a category from full participation in the bottom line functionality. When a category has the protect flag set (P), the dollars in that budget cannot be included in the ‘draw’ for the bottom line funds. They are, in essence, ‘protected’ from use in calculating the available budget.

This can only be applied to codes 1000-9599, Indirect Cost codes are excluded.

**Exclude From Bottom Line**
FAMIS allows you to take a dollar amount and exclude it from the Bottom Line calculations. This feature is often used for research projects; for example, when the full amount of a three year project is received and recorded as income, but the account can only spend 1/3 of the total each year. You would enter one year amount in the budget and two years in the ‘Exclude From Bottom Line’ field. The next year you would add year two budget to the account and only add the third year amount in the Exclude From Bottom Line field.

**Exclude From Bottom Line**
This field is ONLY found on Screens 10C and 10D.

---

**Screen 10D - Support Account Budget Controls**

<table>
<thead>
<tr>
<th>Bud Cat</th>
<th>Description</th>
<th>Curr Budget</th>
<th>Cat Tolerance</th>
<th>Prot Tolerance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Revenue Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1005</td>
<td>Lump Sum Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1006</td>
<td>Salary Savings Budge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>All Expense Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>****</td>
<td>Total Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**End of Budget Category List**

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

Hmenu Help  EHelp
Basic Steps

- Advance to Screen 10D.
- Type the account number on the Action Line and press <ENTER>.
- Enter the information in Cat Cntl, Cat Prot, Tolerance Pct, and Tolerance Amount fields.
- Press <ENTER> to record the information.

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

**Action Line**

◆ **Account:** 6 digits
  Shows the account number for the Subsidiary Ledger account you will be working with.

**Screen Information**

Dir Bud: 11 digits
  Displays the current direct budget.

Prot Bud: 11 digits
  Indicates the dollar amount of the budget that is protected from use by other categories.

Prot Borrowed: 11 digits
  Shows protected dollar amount borrowed by other categories going ‘over budget’.

Bottom Line Cntl: 1 character
  Indicates whether or not the account budget is controlled as a whole, i.e. by the bottom line.

Unprot Avail: 11 digits
  Indicates the unprotected dollar amount is available for use by other categories.

**Default:**

Cat Cntl: 1 character
  Shows the type of Category Control allowed for control of the budget at the pool level.

Tol Pct: 5 digits
  Shows the sum of the tolerance percents of the individual pools.

◆ **Exclude from Bottom Line:** 15 digits
  Enter the dollar amount to be subtracted from the budget balance available (BBA) calculation before any budget checks are made.
  *(This field is ONLY found on Screens 10C and 10D)*

Bud Cat: 4 digits
  Displays the budget category.
### Screen 10D – Support Account Budget Controls (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Provides a description of the budget pool or category.</td>
</tr>
<tr>
<td>Curr Budget</td>
<td>Identifies the dollar amount currently available for the budget pool.</td>
</tr>
<tr>
<td>Cat Cntl</td>
<td>Indicate whether or not the budget category is controlled at the line item level. Valid values include:</td>
</tr>
<tr>
<td>Cat Prot</td>
<td>Enter ‘P’ if this budget category is protected from borrowing funds by other budget categories.</td>
</tr>
<tr>
<td>Tolerance Pct</td>
<td>Indicate the percent of the budget that the pool is allowed to overspend or, if it is a negative amount, the percent of the budget that the pool is not allowed to spend.</td>
</tr>
<tr>
<td>Tolerance Amount</td>
<td>Identify the dollar amount of the budget that the pool is allowed to overspend or, if it is a negative amount, the dollar amount of the budget that the pool is not allowed to spend.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Encumbrances

Encumbrance transactions enable recognition of funds that are committed for a certain purpose before the actual payment or expenditure is made. FAMIS maintains these commitments on the budget balance of the related accounts.

An encumbrance reduces the account’s budget balance availability and generates a commitment record in the open commitment (OC) file. Use Screen 11 when entering encumbrances that do not originate through the purchasing functions.

Screen 11 - Encumbrances

Basic Steps
- Advance to Screen 30 and open a session.
- Advance to Screen 11.
- Type the account number, type, P.O. Number and Amount in the fields available.
- Enter other data as desired. and press <ENTER> to record the information.
- Advance to Screen 30 and close the session.

Encumbrance Information

Subsidiary Ledgers (SL) and Support Account encumbrance processes follow the same procedures.

Like budgets, encumbrances are considered "MEMO" items that do not have any real effect on the institution’s cash or fund balance (until the payment is made and the encumbrance is "liquidated").

Encumbrances may be processed against any expense account. For encumbrances originally created on this screen, an encumbrance may then be liquidated or reduced by a disbursement transaction, a journal entry, or a reversing encumbrance transaction.
Purchasing encumbrances (those that originate in the Purchasing system) should NOT routinely be adjusted or liquidated using this screen. There may be times when a purchasing encumbrance must be liquidated here, but should only be done when all other methods to affect the encumbrance (purchasing and vouchering screens) have been tried.

**Distribution across Accounts**
Multiple encumbrance transactions are required if distribution of one encumbrance across several different 10-digit accounts (6 digit account number plus 4 digit object code) is desired. The same encumbrance reference number may be used for each account.

**Edits**
FAMIS edits the encumbrance transactions to assure that the account has not been deleted or frozen. In the case of a frozen account, FAMIS will reject a debit encumbrance, but will accept a credit encumbrance that reduces the commitment record that already exists on the account. However, a credit encumbrance can never reduce an original encumbrance below zero. FAMIS will also edit to assure that the account contains a valid expense object code.

**Open Commitment (OC) File**
Once FAMIS has edited and accepted the encumbrance against the account, it generates a detailed entry to the open commitment file. The record is identified in the OC file by the 10-digit account number (its 6 digit account number plus the 4 digit object code) and the 7-character reference number. Any further processing (modifying, canceling or liquidating) of the encumbrance, once it is established in the OC file, requires both the account number and reference number.

**Encumbrance Accounting Entries**
If the Debit/Credit field on the transaction is ‘D’ (debit) or blank, FAMIS:

- Debits OC current dollars
- Debits OC original dollars
- Debits the encumbrance
- Adjusts the budget balance available for the account
- Debits the 96F0 GL encumbrance summary account control ledger number (the first digit of the SL).

Two different types of encumbrances may be processed against accounts.

**TC = 05X** (where X can be a value between 0 and 8)
Encumber according to the budget suppress value on the SL:

<table>
<thead>
<tr>
<th>VALUE</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Warning message if over budget</td>
</tr>
<tr>
<td>Y</td>
<td>No message if over budget</td>
</tr>
<tr>
<td>R</td>
<td>Reject message if over budget</td>
</tr>
<tr>
<td>Blank</td>
<td>Defaults to 'N'</td>
</tr>
</tbody>
</table>
TC = 059
Encumber if there is sufficient budget balance available. If this entry causes the account to exceed budget (or if the account is already over budget), FAMIS rejects the transaction and generates a reject message, regardless of the setting of the budget suppress flag. Use of this code assumes category control is ‘R’ and checks the category budget balance as well as bottom line balance regardless of the actual setting on Screen 44 flags.

Increase an Encumbrance
If a second encumbrance which increases the commitment is submitted, FAMIS generates a warning message and processes the encumbrance transaction.

Liquidate an Encumbrance
An established encumbrance may be partially or finally liquidated by:

- Entering a disbursement
- Making a journal entry
- Making a reversing encumbrance entry

In the above cases, the liquidating transaction must include the correct account number(s) and a correct encumbrance reference. The transaction must result in a match with the master file Open Commitment records for the liquidation to occur.

If the transaction does not contain a matching account number or encumbrance reference, FAMIS does not liquidate the commitment.

Cancel an Outstanding Encumbrance
An outstanding encumbrance may be canceled with one of the following procedures:

- A credit encumbrance transaction with the same dollar and cents total may be entered. Enter ‘C’ in the Debit/Credit field.
  --OR--
- Enter a zero (0) in the Amount field. Enter ‘C’ (credit) in the Debit/Credit field.

In the latter case, FAMIS locates the entry on the file, determines the amount necessary for cancellation, places this amount on the entry, and applies the transaction. The actual amount of the liquidation is carried on the transaction to the transaction history file.

When the current amount is zero for the encumbrance, FAMIS flags the record (Open Commitment drop flag) as completed.

Reinstate a Dropped Encumbrance
To reinstate a dropped encumbrance, a new encumbrance with the same account number and encumbrance reference number must be entered. FAMIS will reestablish the encumbrance by the amount of the transaction, and reset the drop flag to ‘N’ (off).
Screen 11 – Encumbrances (cont’d)

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

Action Line
◆ Account: 15 digits
Enter the SL account number + Support Account + Object Code number.

Screen Information
◆ Type: 1 digit
Include the value 0-8 to encumber the account according to the value in the SL’s budget suppress field.

A value of 9 encumbers the account ONLY if there is sufficient budget to cover the commitment. It will always check the category balance as well as bottom line balance without regard to the flags set on Screen 44.

Override
Budget Edit: 1 character
Type ‘Y’ to allow an override of budget edit.

◆ P.O. No: 7 character/digits
Enter the purchase order number. This is equivalent to Ref #1 on inquiry screens.

Date: 8 digits
Displays the date of the encumbrance. If left blank, FAMIS will default to the date of the batch.

Description: 35 characters
Provides a description of the encumbrance.

◆ Amount: 11 digits
Enter the dollar amount of the encumbrance.

If a 0 (zero) is typed in this field and a value of ‘C’ (credit) in the Debit/Credit field, FAMIS will reduce the encumbrance balance of the specified OC record to 0 (zero).

Debit/Credit: 1 character
Indicate whether this is a debit or credit. It will default to ‘C’ - credit for revenue object codes.

Ref 2: 7 characters/digits
Displays the reference number defined by your department for encumbrances.

Ref 3: 7 characters/digits
Displays the reference number defined by your department for encumbrances.

Ref 4: 7 characters/digits
Displays the reference number defined by your department for encumbrances.
Screen 11 – Encumbrances (cont’d)

**Cost Ref:**

Ref 1: 7 characters/digits
Displays the reference number defined by your department for encumbrances.

Ref 2: 7 characters/digits
Displays the reference number defined by your department for encumbrances.

Ref 3: 7 characters
Displays the reference number defined by your department for encumbrances.

**ID No:**

11 digits
Identifies the user-defined identification number for encumbrances. May be used for vendor ID.

**Transactions:**

5 digits
Provides the number of processed transactions for this batch.

**Amount:**

13 digits
Shows the total dollar amount of all transactions for the batch.

**Batch:**

6 characters/digits
Displays the batch reference number.

**Date:**

8 digits
Shows the date of the batch.

**Additional Functions**

PF KEYS
See the Appendix for explanation of the standard PF Keys.
Receipt Transactions

Cash receipts are processed as received by the institution. Screen 12 is used to process cash receipts and assigns the transaction code 03X to the entries. Receipts may be posted to General Ledger (GL), Subsidiary Ledger (SL), Support Accounts or Bank accounts.

FAMIS recognizes receipts as credits to the account on the transaction. The default is ‘C’ (Credit). An offsetting debit to cash is automatically generated.

Support Account receipt processes follow the same procedures as that for Subsidiary Ledgers.

Screen 12 - Receipts

<table>
<thead>
<tr>
<th>012 Receipts</th>
<th>FY 2009 CC AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Account: 271030 00000 4010 FAMIS SERVICES</td>
<td></td>
</tr>
<tr>
<td>Type: 1</td>
<td></td>
</tr>
<tr>
<td>Ref No: P451231</td>
<td></td>
</tr>
<tr>
<td>Date: 03/09/2009</td>
<td></td>
</tr>
<tr>
<td>Description: PENS, PAPERCLIPS, PAPER</td>
<td></td>
</tr>
<tr>
<td>Amount: 325.00</td>
<td></td>
</tr>
<tr>
<td>Debit / Credit: D</td>
<td></td>
</tr>
<tr>
<td>Ref 2:</td>
<td></td>
</tr>
<tr>
<td>Ref 3:</td>
<td></td>
</tr>
<tr>
<td>Ref 4:</td>
<td></td>
</tr>
<tr>
<td>Cost Ref 1: 2: 3:</td>
<td></td>
</tr>
<tr>
<td>ID No:</td>
<td></td>
</tr>
<tr>
<td>Bank: 00001</td>
<td></td>
</tr>
</tbody>
</table>

Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 03/09/2009

Basic Steps

- Advance to Screen 30 and open a session.
- Advance to Screen 12.
- Type a valid account number, reference number, and amount in the fields available
- Press <ENTER> to record the information.
- Advance to Screen 30 and close the session.

Receipt Transaction Information

General Ledgers
Follow these guidelines when submitting an 03X transaction for a General Ledger account.

- Ensure that the 6-digit account exists.
- Ensure that the account is not deleted or frozen.
- Ensure that the account control is valid in the global subcode edit table.
- Ensure that the account control is not one of the following:
Screen 12 – Receipts (cont’d)

| 1100  | Claim on cash | 4700-4799 | Inter-Part trans – Fund Additions |
| 1800-1899 | Inter-Part due from | 4800-4899 | Mandatory trans – Fund Additions |
| 1900-1999 | Due from other funds | 4900-4999 | Non mandatory trans – Fund Additions |
| 2800-2899 | Inter-Part due to | 5700-5799 | Inter-Part trans – Fund Deductions |
| 2910-2999 | Due to other funds | 5800-5899 | Mandatory trans – Fund Deductions |
| 3000-3999 | Fund balances | 5900-5999 | Non mandatory trans – Fund Deductions |
| 9000-9999 | | 9000-9999 | System maintained SL summaries |

**General Ledger Accounting Entries**

Debit/Credit field is ‘C’ (credit) or blank (default), FAMIS:
- Credits the GL current month dollars of the specified account.
- Debits the corresponding claim-on-cash account current month dollars.
- Credits the corresponding fund balance account control if the account on the transaction has a fund addition or fund deduction account control.

**Subsidiary Ledgers (SL) / Support Accounts (SA)**

Receipts generally are processed against the revenue subcodes, 0001-0999. A receipt may be posted against the expense objects codes; this will reflect a "reduction of expense."

Follow these guidelines when submitting an 03X transaction for an SL account:
- Ensure that the subcode is equal to or greater than 0001, but less than 9999.
- Ensure that the 6-digit account exists.
- Ensure that the account is not deleted or frozen.
- Ensure that the subcode is valid in the global subcode edit table.

**Subsidiary Ledger (SL) / Support Account (SA) Accounting Entries**

Debit/Credit field is ‘C’ (credit) or blank (default), FAMIS:
- Credits the SL/SA current month dollars of the specified account.
- Adjusts the SL/SA budget balance available.
- Credits the corresponding General Ledger (GL) account controls, revenue summary and fund balance, for SL/SA revenue accounts.
- Credits the corresponding GL account controls, expense summary and fund balance, for SL/SA expense accounts.
- Debits the corresponding GL 1100 claim on cash account control.

**Bank Accounts**

Screen 12 defaults the bank to the bank entered on the session’s open screen (Screen 30). However, this bank can be overridden with a different bank. The bank on Screen 12 at the time of posting the transaction is the bank of record for the receipt.

Debit/Credit field is ‘C’ (credit) or blank (default), FAMIS:
- Credits the 4000 summary control within the bank account.
- Debits the 1100 cash control within the bank account.
Screen 12 – Receipts (cont’d)

Transaction Codes

**TC = 03X**
Transaction codes 030-037 may be user-defined but must be consistent across TAMUS Members.

**TC = 038**
Transaction code 038 represents Payroll Interpart Transfers.

**TC = 039**
Transaction code 039 represents Interpart IDT's. Posting with this TC will mean a credit to the selling department and a disbursement to the buying department.

Receipt Process - Reverse or Correct Receipts
If a cash receipt must be reversed, a ‘D’ (debit) may be entered in the Debit or Credit field. FAMIS then debits the specified account(s) and credits cash.

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

**Action Line**
◆ Account: 15 digits
Type the account, sub account, and object code numbers.

**Screen Information**
◆ Type: 1 digit
Enter 1 – 9 to be the third digit of the transaction type code, which represents the type of receipt. Defined by your Fiscal Office.

Ref No: 7 characters/digits
Include a reference number defined by your department for receipts. May be used for PO Number.

Date: 8 digits
Enter the date of the receipt. If left blank, FAMIS will default to the current date.

Description: 35 characters
Provide a description of the receipt.

◆ Amount: 12 digits
Enter the amount of the transaction.

Debit / Credit: 1 character
Indicate whether this is a debit or credit. It will default to ‘C’ - credit for revenue object codes.

Ref 2: 7 characters/digits
Enter the reference number used by your department to define receipts.
Screen 12 – Receipts (cont’d)

Ref 3: 7 characters/digits
Type the user-defined reference number used by your department for receipts.

Ref 4: 7 characters/digits
Include the reference number defined by your department for receipts.

Cost Ref 1,2,3: 7 characters/digits
Identify the reference number(s) used by your department to define receipts.

ID No: 11 digits
Enter the user-defined reference number for receipts.

Bank: 5 digits
Type the bank code. The default is the bank entered on Screen 30, FA Batch Initialize. However, this bank may be changed on Screen 12.

Transactions: 11 digits
Shows the number of transactions for this batch reference.

Amount: 12 digits
Provides the total of all transactions for this batch reference.

Batch: 6 characters/digits
Shows the batch reference number.

Date: 8 digits
Displays the date the batch was entered.

Additional Functions

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

PF12
Warnings
Displays nonfatal FAMIS warning messages.
Cash Sales/Receipts Clearing

One method of entering sales collections is to use a single clearing account to deposit a single receipt. Then, the detail may be spread across many accounts using Screen 36. FAMIS allows you to distribute single cash deposits among specific General Ledger, Subsidiary Ledger and Support Accounts.

You must open a batch on Screen 30 to use this function. Once you have made your entries and closed your batch, the transactions can be displayed using Screens 24 and 27.

Screen 36 - Cash Sales / Receipts Clearing

Basic Steps

- Advance to Screen 30 and open a session.
- Advance to Screen 36.
- You must type in the account number, the amount, the subcode, the Ref2, and the amount in the fields available and press <ENTER> to record the information.
- Advance to Screen 30 and close the session.

Cash Sales/Receipts Clearing

Clearing accounts are primarily used when large cash deposits are accumulated on a daily basis. In order to simplify bank reconciliation’s, single cash deposits are made to a clearing account, and then later distributed among the specific Subsidiary Ledger (SL) / Support Accounts (SA). At this time, the clearing account is ‘debited’ the amount transferred or ‘credited’ to the SL / SA accounts.

Theoretically, transactions to a clearing account should ultimately result in a zero balance, with all deposits distributed to either GL or SL accounts. Ordinarily, when a clearing account is not used, receipts will be posted on Screen 12 and credited directly to individual accounts.
Screen 36 – Cash Sales / Receipts Clearing (cont’d)

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

Action Line
◆ Debit/Clearing 15 digits
   Account: Enter the account number creating the debit/clearing transaction.

Screen Information
Date: 8 digits
Type the date of the transaction.

PO Nbr: 7 characters/digits
Enter the Purchase Order number or Reference 1 items as part of the transaction.

Ref 3: 7 characters/digits
Include the department-defined reference number for cash sales/receipts clearing. Usually refers to AP check numbers and Teller numbers.

Ref 4: 7 characters/digits
Enter the number defined by the department for cash sales/receipts clearing. Usually refers to departmental reference number (including voucher numbers, credit memos, and A/R payment checks).

Display Cost Ref: 1 character
Indicate if the Cost Reference is to be displayed.

◆ Account: 11 digits
Enter the account number receiving the cash sales.

◆ Subcd: 4 digits
Identify the subcode for specified transaction.

◆ Ref 2: 7 characters/digits
Enter the department-defined reference number for cash sales/receipts clearing. Usually refers to the receipt number used for the cash sales. Entry must be all numeric or two letter characters and five numbers.

Description: 30 characters
Include a detailed description of the transaction.

◆ Amount: 12 digits
Enter the amount of cash sales deposited in specified account.

Reverse Entry: 1 character
Indicate whether or not ('Y' or 'N') to allow reversal of clearing and debit accounts.

Msg: 10 digits
Shows a message for incorrect entries.
### Screen 36 – Cash Sales / Receipts Clearing (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total:</strong></td>
<td>14 digits&lt;br&gt;Provide the total amount of the purchase order.</td>
</tr>
<tr>
<td></td>
<td><strong>Specify a total in the Session will cause a verification prompt after transaction completion. If left blank, FAMIS will prompt with the total and ask if amount is correct.</strong></td>
</tr>
<tr>
<td><strong>Transactions:</strong></td>
<td>11 digits&lt;br&gt;Displays the number of transactions for this batch.</td>
</tr>
<tr>
<td><strong>Amount:</strong></td>
<td>12 digits&lt;br&gt;Provides the total dollar amount of all transactions for this batch.</td>
</tr>
<tr>
<td><strong>Batch:</strong></td>
<td>6 characters/digits&lt;br&gt;Shows you the batch reference number.</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>8 digits&lt;br&gt;Displays the date the batch was entered.</td>
</tr>
</tbody>
</table>

### Additional Functions

**PF KEYS**

See the Appendix for explanation of the standard PF Keys.

**PF12**

**Warnings**

Displays nonfatal FAMIS warning messages.
Disbursement Transactions

FAMIS allows you to post disbursement transactions that reflect money paid out by the institution. These transactions are non-vouchered disbursements – accounting entries only with no check or voucher produced.

All vouchered disbursements are entered through the Accounts Payable or through Invoicing, which is part of Purchasing.

One example of a transaction entered on this screen is the recording of bank interest charges.

Disbursements may be posted to General Ledger (GL), Subsidiary Ledger (SL), Support Accounts (SA) or Bank accounts. You may use Screen 13 to post against these accounts only if the account is active.

The P.O. Number and Debit/Credit fields are required only if a commitment is being liquidated.

**Screen 13 - Disbursements**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>1</td>
</tr>
<tr>
<td>P.O. No</td>
<td>P918210</td>
</tr>
<tr>
<td>Enc Obj</td>
<td>3110</td>
</tr>
<tr>
<td>Date</td>
<td>03/09/2009</td>
</tr>
<tr>
<td>Description</td>
<td>SOFTWARE - ADOBE</td>
</tr>
<tr>
<td>Amount</td>
<td>1679.48</td>
</tr>
<tr>
<td>Debit / Credit</td>
<td>D</td>
</tr>
<tr>
<td>Ref 2</td>
<td></td>
</tr>
<tr>
<td>Ref 3</td>
<td></td>
</tr>
<tr>
<td>Ref 4</td>
<td></td>
</tr>
<tr>
<td>Cost Ref 1</td>
<td></td>
</tr>
<tr>
<td>Cost Ref 2</td>
<td></td>
</tr>
<tr>
<td>Cost Ref 3</td>
<td></td>
</tr>
<tr>
<td>ID No</td>
<td>2vvvvvvvvv1</td>
</tr>
<tr>
<td>Bank</td>
<td>03000</td>
</tr>
</tbody>
</table>

**Transactions:** 0 Amount: 0.00 Batch: JAC001 Date: 03/09/2009

**Basic Steps**

- Advance to Screen 30 and open a session.
- Advance to Screen 13.
- Enter the account number, type, and amount in the fields available.
- Press <ENTER> to record the information.
- Advance to Screen 30 and close the session.
Screen 13 – Disbursements (cont’d)

Disbursement Processing

FAMIS recognizes disbursements as debits to the account on the transaction. The default is ‘D’ - debit. An offsetting credit to cash is automatically generated.

Encumbrance Liquidations
An encumbrance (open commitment) can also be liquidated, either partially or completely, using a cash disbursement transaction. To do this, both a purchase order number and a ‘P’ or ‘F’ code to indicate whether the liquidation is partial or final must be entered.

Indirect Transactions
When a cash disbursement transaction is entered, related accounts are updated by indirect transactions created by the system. FAMIS creates from two (2) to five (5) indirect transactions for a single disbursement. The number of indirect transactions FAMIS creates and posts depends on the type of account to which the disbursement transaction is posted.

General Ledger Processing

When the debit/credit field is ‘D’ (debit), FAMIS:
- Debits the GL current month dollars of the specified account.
- Credits the corresponding GL 1100 account control.
- Debits the corresponding fund balance account control if the account on the transaction has a fund addition or fund deduction account control.

When a disbursement is posted to an asset or liability account, FAMIS posts two (2) indirect transactions:
- Reduction of cash
- Disbursement to the memo bank account

When a disbursement is posted to a fund addition or fund deduction account, FAMIS:
- Updates the fund balance
- Updates cash
- Updates the memo bank account

Follow these guidelines when submitting an 04X transaction for a GL account:
- Ensure that the 6-digit account exists
- Ensure that the account is not deleted or frozen
- Ensure that the account control is valid in the global subcode edit table
- Ensure that the account control is NOT one of the following:
Screen 13 – Disbursements (cont’d)

<table>
<thead>
<tr>
<th>1100</th>
<th>Claim on cash</th>
<th>4700-4799</th>
<th>Inter-Part trans – Fund Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800-1899</td>
<td>Inter-Part due from</td>
<td>4800-4899</td>
<td>Mandatory trans – Fund Additions</td>
</tr>
<tr>
<td>1900-1999</td>
<td>Due from other funds</td>
<td>4900-4999</td>
<td>Non mandatory trans – Fund Additions</td>
</tr>
<tr>
<td>2800-2899</td>
<td>Inter-Part due to</td>
<td>5700-5799</td>
<td>Inter-Part trans – Fund Deductions</td>
</tr>
<tr>
<td>2910-2999</td>
<td>Due to other funds</td>
<td>5800-5899</td>
<td>Mandatory trans – Fund Deductions</td>
</tr>
<tr>
<td>3000-3999</td>
<td>Fund balances</td>
<td>5900-5999</td>
<td>Non mandatory trans – Fund Deductions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9000-9999</td>
<td>System maintained SL summaries</td>
</tr>
</tbody>
</table>

Subsidiary Ledgers (SL) / Support Accounts (SA) Processing

When debit/credit field is ‘D’ (debit), FAMIS:
- Debits the SL/SA current month dollars of the specified account
- Adjusts the SL/SA budget balance available
- Debits the mapped GL account controls for revenue summary and fund balance expense accounts
- Credits the mapped GL 1100 account control

The direct disbursement transaction:
- Increases the actual amount of the expense account
- Decreases the encumbrance amount on the subsidiary account
- Decreases the encumbrance record on the open commitment file
- Decreases the available budget for the SL account

When a disbursement is posted to an expense account, FAMIS posts indirect transactions to the mapped GL on the SL account for each of the following general ledger account controls:
- Expense summary fund balance
- Cash
- The memo bank account

When a disbursement is liquidating a commitment, FAMIS posts an additional indirect transaction to the mapped GL’s encumbrance summary account control.

Disbursements generally are processed against the expense subcodes, 1000-9999. Follow these guidelines when submitting an 04X transaction for an SL account:
- Ensure the subcode is equal to or greater than 0001, but less than 9999
- Ensure the 6-digit account exists
- Ensure the account is not deleted or frozen
- Ensure the subcode is valid in the global subcode edit table

Bank Accounts
Whether the account specified in the transaction is a GL or a SL / SA account, a Bank account is updated by the entry. The bank number is input through the session open screen, but can be changed on Screen 13.

Debit/Credit field is ‘D’ (debit), FAMIS:
- Debits the 5000 summary control within the bank account
- Credits the 1100 cash control within the bank account
Screen 13 – Disbursements (cont’d)

**Transaction Codes**

**TC = 04X**  
Transaction codes 040 – 044 may be user-defined but must be consistent across TAMUS members.

**TC = 045**  
Transaction code 045 indicates miscellaneous cash disbursements.

**TC = 046**  
Transaction code 046 indicates a change in source of funds.

**TC = 047**  
Transaction code 047 indicates an accounts payable check void.

**TC = 048**  
Transaction code 048 indicates accounts payable disbursements.

**TC = 049**  
Transaction code 049 indicates payroll disbursements.

**Reverse or Correct Disbursements**

If a cash disbursement must be reversed, a ‘C’ (credit) may be entered in the Debit or Credit field. If so, FAMIS credits the specified account(s) and debits cash.

**General Ledger (GL)**

When debit/credit field is ‘C’ (credit) or blank (default), FAMIS:

- Credits the GL current month dollars of the specified account.
- Debits the corresponding GL 1100 account control.
- Credits the corresponding Fund Balance account control if the account on the transaction has a Fund Addition or Fund Deduction account control.

**Subsidiary Ledgers (SL) /Support Accounts (SA):**

To reverse a disbursement, a ‘C’ (credit) is placed in the Debit or Credit field. Accounts, that are normally debited, are credited and accounts, that are normally credited, are debited. For example, if a cash disbursement is created against a subsidiary ledger account, and the disbursement contains a purchase order number and a ‘C’ (credit) in the Debit/Credit field, the effects on FAMIS are as follows:

- The memo bank account is increased.
- The General Ledger (GL) cash is increased.
- The GL fund balance is increased.
- The GL expense summary is decreased.
- The GL encumbrance summary is increased.
- The current month actual amount in the SL expense account is decreased.
- The encumbrance amount in the SL expense account is increased.
- The current amount of the encumbrance in the open commitment file is increased.
Screen 13 – Disbursements (cont’d)

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

Action Line
◆ Account: 15 digits
Enter the account number, support account number, and the object code number.

Screen Information
◆ Type: 1 digit
Include the third digit of the transaction code.

◆ P.O. No: 7 character/digits
Enter the purchase order number used to liquidate an encumbrance.

The P.O. Number field is required only if a commitment is being liquidated.

Enc Obj: 4 digits
Type the object code where the purchase order was originally encumbered.

Date: 8 digits
Enter the date of the disbursement. If left blank, FAMIS will default to the current date.

Description: 35 characters
Include a description of the disbursement.

◆ Amount: 11 digits
Enter the dollar amount of the transaction.

◆ Debit / Credit: 1 character
Indicate whether the transaction is a debit (D), partial (P), credit (C), final (F) or no (N). The default is debit (D).

The Debit/Credit fields is required only if a commitment is being liquidated.

Ref 2: 7 characters/digits
Enter the reference number used by your department for disbursements. Entry must be all numeric or one letter character and six numbers.

Ref 3: 7 characters/digits
Include the reference number defined by your department for disbursements.

Ref 4: 7 characters/digits
Identify the department-defined reference number for disbursements.
Screen 13 – Disbursements (cont’d)

**Cost Ref 1,2,3:**  7 characters
Enter the reference number used by your department for disbursements.

**ID No:**  11 digits
Include the user-defined identification number for disbursements.

**Bank:**  5 digits
The bank to record the disbursement is the bank number entered on Screen 30, FA Batch Initialize.

**Transactions:**  11 digits
Displays the number of transactions for this batch reference.

**Amount:**  12 digits
Shows the total of all transactions for this batch.

**Batch:**  6 characters/digits
Displays the batch reference number.

**Date:**  8 digits
Identifies the date the batch was entered.

**Additional Functions**

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

**PF12**  Warnings
Displays nonfatal FAMIS warning messages.
Cash Disbursement Clearing

FAMIS allows the use of a clearing account to assist with the accounting for certain activities. You can enter and maintain cash advances such as loans, pay advances, etc., when they are disbursed by using Screen 37.

Screen 37 - Cash Disbursement Clearing

<table>
<thead>
<tr>
<th>Account</th>
<th>Subcd</th>
<th>Ref 2</th>
<th>Description</th>
<th>Amount</th>
<th>Entry Msg</th>
</tr>
</thead>
<tbody>
<tr>
<td>40001</td>
<td>00000</td>
<td>4010</td>
<td>ENVELOPES</td>
<td>98.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: ______________

Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 03/09/2009

Basic Steps

- Advance to Screen 30 and open a session.
- Advance to Screen 37.
- Type the Credit/Clearing account number, PO number, account number and the subcode in the fields available.
- Press <ENTER> to record the information.
- Advance to Screen 30 and close the session.

Cash Disbursement Clearings

To simplify bank reconciliation, single disbursement transactions are 'credited' to a Cash Disbursement Clearing Account, and then 'debited' to specific GL and SL accounts. At this time, the clearing account should, theoretically, return to a zero balance.

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

Action Line

◆ Credit/Clearing Account: 15 digits
  Identify the account number to be used to hold cash disbursement until distribution to specific accounts.
Screen 37 – Cash Disbursement Clearing (cont’d)

Screen Information

Date: 8 digits
Enter the date the initial disbursement was made to this account.

◆ PO Nbr: 7 character/digits
Include Reference #1 - the Purchase Order number.

Ref 3: 7 characters/digits
Enter the reference number defined by the department for cash disbursement clearing. Usually deals with disbursement numbers.

Ref 4: 7 characters/digits
Include the department-defined reference number for cash disbursement clearing. Usually refers to the departmental reference number (including voucher number, credit memos, and A/R payment checks).

Display Cost Ref: 1 character
Indicate whether Cost Reference is to be displayed.

◆ Account: 11 digits
Indicate the account number receiving cash disbursement from clearing account.

◆ Subcd: 4 digits
Identify the subcode for specified transaction.

Ref 2: 7 characters/digits
Enter the department-defined reference number for cash sales/receipts clearing. Usually refers to the receipt number used for the cash sales. Entry must be all numeric or two letter characters and five numbers.

Description: 30 characters
Provide a detailed description of transaction.

◆ Amount: 12 digits
Indicate the amount of disbursement distributed to specified account.

Reverse Entry: 1 character
Indicate whether or not (‘Y’ or ‘N’) to allow reversal of clearing and debit accounts.

Msg: 10 digits
Displays a message for incorrect entries.

Total: 14 digits
Specifying a total in the Session will cause a verification prompt after transaction completion. If left blank, FAMIS will prompt with the total and ask if amount is correct.
## Screen 37 – Cash Disbursement Clearing (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transactions:</strong></td>
<td>11 digits&lt;br&gt;Displays the number of transactions for this batch.</td>
</tr>
<tr>
<td><strong>Amount:</strong></td>
<td>12 digits&lt;br&gt;Provides the total of all transactions for this batch.</td>
</tr>
<tr>
<td><strong>Batch:</strong></td>
<td>6 characters/digits&lt;br&gt;Shows you the batch reference number.</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>8 digits&lt;br&gt;Displays the date the batch was entered.</td>
</tr>
</tbody>
</table>

### Additional Functions

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

**PF12  
Warnings**  
Displays nonfatal FAMIS warning messages.
Journal Entries

Journal entry transactions are used to make corrections or adjustments to two or more accounts or to make accounting entries that require the direct posting of an amount to two separate accounts. Journal entry transactions are referred to as "double sided" because they require both a debit and credit account. Screen 14 is the basic screen you use to make journal entries.

A journal entry can only be posted to an active account (i.e., one that has not been dropped, deleted or frozen). Journal entry transactions cannot be posted to account controls 1100, 3F00 or 9VVV. To affect cash or fund balance, the entry must be made to a Fund Addition or Fund Deduction account control. (See the TAMUS approved list of account controls). Cash and Fund Balance will be indirectly updated through these transactions.

Support Account journal entry processes are the same as Subsidiary Ledger procedures.

Screen 14 - Journal Entries

<table>
<thead>
<tr>
<th>014 Journal Entries</th>
<th>03/09/09 11:26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Debit Account: 211750 00000 4010</td>
<td></td>
</tr>
<tr>
<td>Type: 1</td>
<td>Type Description</td>
</tr>
<tr>
<td>P.O. No: P910406</td>
<td>0-8 (Except 2) Invalid</td>
</tr>
<tr>
<td>Enc Obj:</td>
<td>for frozen accounts</td>
</tr>
<tr>
<td>Date: 03/09/2009</td>
<td>2 Override Freeze Flag</td>
</tr>
<tr>
<td>Description: LETTERHEAD</td>
<td></td>
</tr>
<tr>
<td>Amount: 250.00</td>
<td></td>
</tr>
<tr>
<td>Partial / Final:</td>
<td></td>
</tr>
<tr>
<td>Credit Account: 297060 00000 3528</td>
<td></td>
</tr>
<tr>
<td>Ref 2:</td>
<td></td>
</tr>
<tr>
<td>Ref 3:</td>
<td></td>
</tr>
<tr>
<td>Ref 4:</td>
<td></td>
</tr>
<tr>
<td>Debit Cost Ref 1: 2: 3:</td>
<td></td>
</tr>
<tr>
<td>Credit Cost Ref 1: 2: 3:</td>
<td></td>
</tr>
<tr>
<td>ID No:</td>
<td></td>
</tr>
<tr>
<td>Bank: 00001</td>
<td></td>
</tr>
<tr>
<td>Transactions: 0 Amount: 0.00 Batch: JAC002 Date: 03/09/2009</td>
<td></td>
</tr>
</tbody>
</table>

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

Basic Steps

- Advance to Screen 30 and open a session.
- Advance to Screen 14.
- Type the account number, object code, type, amount and the account to be credited in the fields available and press <ENTER> to record the information.
- Advance to Screen 30 and close the session.

Journal Entry Information

Indirect Transactions

When a journal entry is posted, related accounts are updated by indirect transactions. FAMIS creates anywhere from two (2) to seven (7) indirect transactions for a single journal entry. The number of indirect transactions the system creates depends on the types of accounts to which the journal entry is posted.
General Ledgers (GL)
When either the debit or credit side of a journal entry is posted to an asset or liability account, FAMIS:

- Creates one indirect transaction to reduce cash.

When either the debit or credit side of the journal entry is posted to a fund addition or fund deduction account, FAMIS creates two (2) indirect transactions:

- Updates fund balance
- Updates cash

If the account is a General Ledger account the following account controls must be in matching pairs.

- 19XX/29XX Due From/To Other Parts
- 48XX/58XX Mandatory Transfers
- 49XX/59XX Non-Mandatory Transfers

These account controls are edited and must be matching pairs.

Subsidiary Ledger (SL)
The direct transaction updates the actual amount and available budget of the SL / SA. The direct transaction:

- Increases the actual amount of the expense account
- Decreases the encumbrance amount on the SL account
- Decreases the encumbrance record on the open commitment file

When either the debit or credit side of the journal entry is posted to a subsidiary ledger account, FAMIS creates an indirect transaction for each of the following GL account controls:

- Expense or revenue summary
- Fund balance
- Cash

The map code field on the SL indicates which GL will be updated. When a journal entry is liquidating an open commitment, FAMIS creates an additional indirect transaction for the amount of the liquidation to update the GL encumbrance summary account control.
**Screen 14 – Journal Entries (cont’d)**

**Transaction Codes**

**TC = 061**
A transaction code of 061 indicates a journal entry for an Interdepartmental Transfer.

**TC = 063**
Transaction code 063 indicates journal entries from student feed.

**TC = 062**
A transaction code of 062 will override the frozen status of an account and post the dollar amount.

**TC = 064**
Transaction code 064 indicates journal entries from payroll feed.

**TC = 065**
Transaction code 065 indicates journal entries from Accounts Receivable. This is used when setting up the receivables.

**TC = 066**
Transaction code 066 is used for journal entries from Fixed Assets.

**TC = 067**
Transaction code 067 indicates journal entries from LMS – TAMU’s Student Loan Management System.

**TC = 068**
Transaction code 068 indicates journal entries from Accounts Payable.

**TC = 069**
A transaction code of 069 indicates a compound journal entry. Compound journal entries must be created on Screen 25.

**Journal Entry Process**

**Liquidate Encumbrances**
Journal entry transactions can be used to liquidate encumbrances either partially or completely. To perform a liquidation, the purchase order number must be entered in the PO Number field and a ‘P’ or ‘F’ in the Partial/Final: field, to indicate whether the liquidation is partial or final.
Reverse or Correct Journal Entries
Journal entries can be reversed or corrected by changing the position of the debit and credit accounts.

- Enter the previous credit account into the Account: field on the Action Line.
- Enter the previous debit account into the Credit Account: field.

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

**Action Line**
◆ Debit Account: 15 digits
Enter the account number, support account number, and the object code number.

**Screen Information**
◆ Type: 1 digit
Indicate the type to tell FAMIS whether or not to freeze the account.

- P.O. No: 7 character/digits
Enter the purchase order number used to liquidate an encumbrance.

- Enc Obj: 4 digits
Include the object code where the purchase order was originally encumbered.

- Date: 8 digits
Enter the date of the journal entry. If blank, FAMIS defaults to current date.

- Description: 35 characters
Provide a description of the journal entry.

◆ Amount: 11 digits
Type the dollar amount of the transaction.

- Partial/Final: 1 character
Indicate if the transaction is Partial (P) or Final (F) payment.

◆ Credit Account: 15 digits
Enter the credit account number, support account number and object code.

Include the user-defined reference number for Journal Entries.

- Ref 3: 7 characters/digits
Enter the reference number defined by your department for Journal Entries.

- Ref 4: 7 characters/digits
Identify the department reference number definition for Journal Entries.

- Ref 2: 7 characters/digits
Include the user-defined reference number for Journal Entries.
Ref 3: 7 characters/digits
Enter the reference number defined by your department for Journal Entries.

Ref 4: 7 characters/digits
Identify the department reference number definition for Journal Entries.

*Indirect Cost:*
Base Amt: 12 digits
Identify the dollar amount the indirect cost will be calculated against.

Base Cd: 8 digits
Include the help code used to define the object code groupings on which to base indirect cost.

Debit Cost Ref 1,2,3: 7 characters/digits
Enter the reference numbers defined by your department for Journal Entries.

Credit Cost Ref 1,2,3: 7 characters/digits
Identify the reference numbers defined by your department for Journal Entries.

ID No: 11 digits
Include the identification number defined by your department for Journal Entries.

Bank: 5 digits
Indicates the bank number, which is the same for both sides of the journal entry transaction. Picks up the batch bank.

Transactions: 11 digits
Shows the number of transactions for this batch.

Amount: 12 digits
Displays the total of all transactions for this batch.

Batch: 6 characters/digits
Shows you the batch reference number.

Date: 8 digits
Displays the date the batch was entered.

*Additional Functions*

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

**PF12**
**Warnings**
Displays nonfatal FAMIS warning messages.
Indirect Cost Journal Entries

This special screen permits the entry of indirect cost journal entries. The processing takes into consideration the rules of Indirect Cost for the agency. The credit accounts have been defined for the agency through the distribution rules as set up in the SPR module.

Most indirect cost journal entries are automatically posted through the batch indirect cost processing. However, on occasion, the need to post indirect cost manually will arise and this screen can handle this situation.

A journal entry can only be posted to an active account (i.e., one that has not been dropped, deleted or frozen). Journal entry transactions cannot be posted to account controls 1100, 3F00 or 9VVV.

Support Account journal entry processes are the same as Subsidiary Ledger procedures.

### Screen 14A – Indirect Cost Journal Entries

```
14A Indirect Cost Journal Entries  03/09/09 11:29
Purchasing Services  FY 2009 CC AM
Screen: ___ Debit Account: 240010 00000

Base Amount: 1000.00_____  Distribution Amount:
Debit/Credit: D             Base Code: MTOC____
Rate(%): 61.00_             Distribution Code: 0000000009
Ref 2: _______             Ref/PO Ref: _______
Partial/Final: _
Date: 03/09/2009
Description: INDIRECT COST______________________
Indirect Expense Object: 9610
Indirect Revenue Object: 0320

Transactions:      0 Amount:              0.00 Batch: JAC001 Date: 03/09/2009
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HMenu Help EHelp                                                 Warns
```

### Basic Steps
- Advance to Screen 30 and open a session.
- Advance to Screen 14A.
- Type the account number on the Action Line and press <ENTER>.
- Enter the appropriate data for the indirect cost transaction and press <ENTER>.
- Advance to Screen 30 and close the session.
**Field Descriptions** (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**  
◆ Debit Account: 11 digits  
Enter the account number and the support account number.

**Screen Information**  
Base Amount: 12 digits  
Indicate the dollar amount the indirect cost will be calculated against.

Distribution Amount: 13 digits  
Shows the dollar amount that will be distributed.

Debit/Credit: 1 character  
Indicate whether the transaction is a debit (D) or credit (C).

Base Code: 8 characters  
Included the help code used to define the object code groupings on which to base indirect cost.

Rate (%): 5 digits  
Enter the percent rate used to calculate indirect cost.

Distribution Code: 10 digits  
Identify the code used to standardize the distribution of indirect cost.

Ref 2: 7 characters/digits  
Include a user-defined reference number.

Ref/PO Ref: 7 characters/digits  
Enter the purchase order number reference, if used to liquidate an encumbrance.

Partial/Final: 1 character  
Indicate whether Partial (P) or Final (F) liquidation of an encumbrance.

Date: 8 digits  
Include the date the journal entry was first entered.

Description: 13 characters  
Provide a description of the transaction.

Indirect Expense Object: 4 digits  
Identify the expense object code to be used with the transaction.

Indirect Revenue Object: 4 digits  
Include the revenue object code to be used with the transaction.
Screen 14A – Indirect Cost Journal Entries (cont’d)

**Transactions:** 11 digits  
Displays the **number of transactions** for this batch.

**Amount:** 12 digits  
Shows the **total** of all transactions for this batch reference.

**Batch:** 6 characters/digits  
Displays the **batch reference number**.

**Date:** 8 digits  
Identifies the **date** the **batch was entered**.

**Additional Functions**

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

**PF12 Warnings**  
Displays nonfatal **FAMIS warning messages**.
Compound Journal Entries

A compound journal entry is a series of journal entries where the individual debit and credit amounts are not the same, but the total of debits equals the total of credits. FAMIS will not accept the transaction if the total debits and credits are not equal. Screen 25 is the screen you will use to make your compound journal entries.

Support Account compound journal entry processes are the same as the SL processes.

### Screen 25 - Compound Journal Entries

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>D/C</th>
<th>Account</th>
<th>Amount</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ 400012000004010</td>
<td>987.65</td>
<td>D</td>
<td>* 410060000004010</td>
<td>987.65</td>
<td>C</td>
</tr>
<tr>
<td>* 400012000004030</td>
<td>1000.25</td>
<td>D</td>
<td>* 410050000004030</td>
<td>1000.25</td>
<td>_</td>
</tr>
</tbody>
</table>

Transactions: 0 Amount: 0.00 Batch: JAC009 Date: 03/09/2009

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

**Basic Steps**
- Advance to Screen 30 and open a session.
- Advance to Screen 25.
- Enter the information to both the debit and credit portions of the screen.
- Press <ENTER> to record the information.
- Advance to Screen 30 and close the session.

### Entering Compound Journal Entries

Compound journal entries are typically used for mass distribution of charges and internal sales. Utilities and telephone charges are examples of distribution of charges, where the utility/phone bill is paid out of one service account and then a compound journal entry is processed to charge (debit) the various department accounts and credit the service account.

Bookstore or print shop sales are examples of internal sales, where many different departments may be charged, and a single credit applied to the bookstore/print shop.
Screen 25 – Compound Journal Entries (cont’d)

If the account is a General Ledger account, it may not be a suspense account. In addition, the following GL account controls cannot be used:

- 19XX/29XX Due From/To Other Parts
- 48XX/58XX Mandatory Transfers
- 49XX/59XX Non-Mandatory Transfers

Transaction Codes

Compound Journal Entry transactions will be assigned a 9 in the Type field.

TC = 069

Compound Journal Entry Process

Both the debit and the credit account(s) must be entered.

Only 24 accounts may be entered per transaction. If you need more than 24 accounts, you must open another batch.

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

Action Line

Account: 10 digits
FAMIS ignores the account number in this field when processing compound journal entries, so an account number is not necessary.

Screen Information

Date: 8 digits
Enter the date of the transaction. If blank, FAMIS defaults to current date.

Description: 35 characters
Enter the description of the transaction.

Ref No2: 7 characters/digits
Enter a user-defined reference number for Compound Journal Entries.

◆ PO/Ref No1: 7 characters/digits
Enter a Purchase Order/Reference Number.

ONLY required if an encumbrance is being liquidated.

Ref No3: 7 characters/digits
Include the department-defined reference number for Compound Journal Entries.
Screen 25 – Compound Journal Entries (cont’d)

**Ref No 4:**
7 characters/digits
Enter the reference number defined for Compound Journal Entries.

**ID Number:**
11 digits
Provide the identification number defined by your department for Compound Journal Entries.

♦ **Account:**
15 digits
Enter the 15-digit account numbers making up both sides of the transaction (debits and credits).

♦ **Amount:**
12 digits
Include the amount of the transaction.

♦ **D/C:**
1 character
Indicate if entry is a debit or a credit.

**Transactions:**
11 digits
Displays the number of transactions for this batch.

**Amount:**
12 digits
Shows the total of all transactions for this batch.

**Batch:**
6 characters/digits
Displays the batch reference number.

**Date:**
8 digits
Shows the date the batch was entered.

**Additional Functions**

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

**PF12**
**Warnings**
Displays nonfatal FAMIS warning messages.
Interdepartmental Transfers

FAMIS enables the user to enter multiple Interdepartmental Transfers. Entries on Screen 35 create Journal Entries which allows the transfer of funds within the system, without producing vouchers or checks.

Each line item must balance, using only valid FAMIS "Buying" and "Selling" accounts that are described on Screen 831. You may use a GL for both the buying and selling accounts; however, they must be included in the permitted accounts. FAMIS report FBXR003 lists the valid accounts.

**Screen 35 - Interdepartmental Transfers**

<table>
<thead>
<tr>
<th>Account</th>
<th>Subcd</th>
<th>Account</th>
<th>Subcd</th>
<th>Ref2/IDT</th>
<th>Amount</th>
<th>Entry</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>411110</td>
<td>00000</td>
<td>4010</td>
<td>187114</td>
<td>A990877</td>
<td>1122.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>411110</td>
<td>00000</td>
<td>4050</td>
<td>187440</td>
<td>A218746</td>
<td>2921.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transactions: 2 Amount: 1,100.00 Batch: JAC009 Date: 03/09/2009
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp

**Basic Steps**

- Advance to Screen 30 and open a session.
- Advance to Screen 35.
- Enter the date, description, selling account number, subcode, buying account number, subcode, Ref2/IDT number, and amount in the fields available.
- Press <ENTER> to record the information.
- Advance to Screen 30 and close the session.

**Interdepartmental Transfer Process**

**Maintain Interdepartmental Transfer Table**

Screen 831 - Maintain Interdepartmental Transfer Table - must be completed before the actual transfer data can be entered on Screen 35. This screen maintains the clearing accounts for all Interdepartmental Transfers within the same part and those between different parts.

The selling account must be entered to check its validity. See sample Screen 831 for additional information.
Screen Information

Date: 8 digits
You may enter the date of the transaction. If left blank, FAMIS will default to current date.

Description: 35 characters
Enter the description of the transaction.

Display Cost Ref: 1 character
Indicate whether to display the Cost Reference. Entering 'Y' will display a popup window to enter.

PO Nbr: 7 character/digits
Identify the Purchase Order Number for interdepartmental transfers.

Enc Obj: 4 digits
Enter the Object Code if using encumbered item.

P/F/N: 1 character
Indicate whether the encumbrance is partial (P), final (F) or no liquidation (N).

Ref No3: 7 characters/digits
Include a department-defined reference number for Interdepartmental Transfers. Usually refers to AP check numbers and Teller numbers.

Ref No4: 7 characters/digits
Identify the reference number defined by the department for Interdepartmental Transfers. Usually refers to the Departmental reference numbers (including voucher numbers, credit memos, and A/R payment checks).

Selling:

Account: 11 digits
Enter the account number receiving transfer.

Subcd: 4 digits
Enter the subcode for the specified transaction.

Buying:

Account: 11 digits
Provide the account number generating the transfer.

Subcd: 4 digits
Enter the subcode for specified transaction.
Screen 35 – Interdepartmental Transfers (cont’d)

◆ Ref2/IDT: 7 characters/digits
Include the FAMIS voucher reference number/IDT number used to reference the transaction in this field. Usually refers to the receipt number used for the cash sales. Entry must be all numeric or two letter characters and five numbers.

◆ Amount: 12 digits
Enter the amount of transfer.

Reverse Entry: 1 character
Indicate whether or not (’Y’ or ‘N’) to allow reversal of clearing and debit accounts.

Message: 12 characters/digits
Displays a message if the selling or buying accounts are not accepted on Screen 831.

Total: 14 digits
Enter the total of transfers listed.

Transactions: 11 digits
Displays the number of transactions for this batch.

Amount: 12 digits
Shows the total amount of all transactions for this batch.

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

Date: 8 digits
Displays the date the batch was entered.

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

PF12 Warnings Displays nonfatal FAMIS warning messages.
Maintain Interdepartmental Transfer Table

FAMIS allows you to maintain the clearing accounts for all Interdepartmental Transfers (IDT) within the same part and those between different parts. This is be done by using Screen 831 and must 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 each campus. The information is campus specific.

### Screen 831 - Maintain Interdepartmental Transfer Table

<table>
<thead>
<tr>
<th>Start F Account</th>
<th>Stop Account</th>
<th>Selling Clearing Allow Account</th>
<th>Buying Bank Account</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM000105</td>
<td>AM000155</td>
<td>211730</td>
<td>AMB00001</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.

### Valid Selling Accounts

FAMIS report FBXR003 lists the valid selling accounts.
Basic Steps

- Advance to Screen 831.
- Type a valid six-digit Selling Account number and press <ENTER>.
- Type A in the F: field to add information for a new account, or type U to update information, or type D to delete.
- Include the information in the appropriate fields and press <ENTER>.

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

**Action Line**

- **Selling Account:** 6 digits/characters
  Enter the selling account number to be checked for ranges of buying accounts. It must be a valid account within the current campus code. The first 2 digits or characters are the campus code.

- **Desc:** 40 characters
  Enter a detailed description of the account.

**Screen Information**

- **F:** 1 character
  Indicate the function to perform for the entered data. 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/characters
  Enter the bottom range of acceptable selling accounts for the buying account. These accounts should be prefixed by the proper campus code.

- **Stop Buying Account:** 8 digits/characters
  Enter the top range of acceptable selling accounts for the buying account. These should be prefixed by the proper campus code.

- **Clearing Account:** 6 digits/characters
  A clearing account is entered only if replacing the given selling account. The clearing account must be a valid account within the current campus code.

- **Allow Flag:** 1 character
  Indicate whether or not the buying account is within the current buying account range. 'Y' - accepts buying account within ranges given and 'N' rejects buying account within ranges given.

  If the Allow Flag is checked with a 'Y' and the clearing account field contains an account, **FAMIS will replace the current selling account with that clearing account.** If the clearing account field is blank, no replacement is made and the current selling account is maintained.
Screen 831 – Maintain Interdepartmental Transfer Table (cont’d)

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

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

- **Message:** 12 characters/digits
  Displays a message if the selling or buying accounts are not accepted on Screen 831.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Interdepartmental Transfers between Parts

**CAUTION:** Do not attempt to use this screen without verifying use with FAMIS Services.

FAMIS will allow you to enter multiple journal entries between members of the TAMUS on Screen 85. This screen has been created for use by TAMU in performing Fiscal Office duties for more than one TAMUS member.

Entries made on this screen are displayed on Screen 86.

**Screen 85 - Interdepartmental Transfers Between Parts**

- **Date:** 03/09/2009
- **Description:** FOOD
- **PO Nbr:**
- **Ref No3:** ______
- **Ref No4:** ______

<table>
<thead>
<tr>
<th>Account</th>
<th>Subcd</th>
<th>CC</th>
<th>Account</th>
<th>Subcd</th>
<th>Ref2/IDT</th>
<th>Amount</th>
<th>Entry</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>271030</td>
<td>00000</td>
<td>4010</td>
<td>01</td>
<td>290706</td>
<td>00000</td>
<td>4020</td>
<td>2185966</td>
<td>226.32</td>
</tr>
</tbody>
</table>

Total: ______________

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

Hmenu Help EHelp Warns

**Basic Steps**

- Advance to Screen 30 and open a session. Advance to Screen 85.
- Enter the date, description, selling account number, subcode, buying account number and subcode, Ref2/IDT number, and amount in the fields available. Press <ENTER> to record the information.
- Advance to Screen 30 and close the session.

**Interdepartmental Transfer Process**

Transactions entered on this screen are saved to a data file which is subsequently picked up and posted in batch by job XR005.

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

**Screen Information**

- **Date:** 8 digits
  - Shows date of the transaction. If left blank, FAMIS will default to current date.
- **Description:** 35 characters
  - Enter the description of the transaction.
Screen 85 – Interdepartmental Transfers between Parts (cont’d)

PO Nbr: 7 character/digits
Shows the purchase order number.

Ref No 3: 7 characters/digits
Enter the reference number defined by your department.

Ref No 4: 7 characters/digits
Include the reference number defined by your department.

**Selling:**

◆ Account: 11 digits
Enter the account number receiving the transfer.

Subcd: 4 digits
Include the subcode for the specified transaction.

**Buying:**

◆ CC: 2 digits
Enter the Campus Code of the buying account.

◆ Account: 11 digits
Enter the account number to be checked for ranges of buying accounts. It must be a valid account within the current campus code.

Subcd: 4 digits
Include the subcode for the specified transaction.

◆ Ref2/IDT: 7 characters/digits
Enter FAMIS voucher number and IDT number used to reference transaction.

◆ Amount: 12 digits
Enter the dollar amount of the transfer.

Reverse Entry: 1 character
Type ‘Y’ to allow reversal of clearing and debit accounts. If left blank, will default to current values.

Message: 10 characters/digits
If selling or buying accounts are not accepted on Screen 831, a message will appear in this field.

Total: 14 digits
Enter the total amount of transactions.

**Additional Functions**

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

PF12 Warnings
Displays nonfatal FAMIS warning messages.
Interdepartmental Transfers between Parts Inquiry

FAMIS allows you to view the multiple journal entries between members of TAMUS that were entered on Screen 85. This functionality was created for use by the Fiscal Office at TAMU in conjunction with their performing fiscal office duties for more than one member. Transactions entered on this screen are saved in a data file posted in batch by job XR005.

Screen 86 - Interdepartmental Transfers Between Parts Inquiry

<table>
<thead>
<tr>
<th>Selling Account</th>
<th>Ref</th>
<th>Date</th>
<th>Post Flag</th>
<th>Amount</th>
<th>D/C</th>
<th>Buying Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>271030</td>
<td>00000</td>
<td>03/09/2009</td>
<td>226.32</td>
<td>D</td>
<td></td>
<td>290706</td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 86.
- Enter the date, operator and reference: in the fields available.
- Press <ENTER> to record the information.

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

Action Line

Date: 8 digits
Enter the date of the transaction. If left blank, FAMIS will default to current date.

Operator: 7 characters/digits
Displays the ID of the person entering the information on Screen 85.

Ref: 1 digit
Shows the reference number defined by your department.

Screen Information

Selling Account: 20 digits
Displays the selling account, subaccount, and object code numbers.
Screen 86 – Interdepartmental Transfers between Parts Inquiry (cont’d)

Ref: 7 characters/digits
Shows the reference number defined by your department.

Date: 8 digits
Displays the date the transfer was entered into the system.

Post Flag: 1 character
Indicates that the job XR005 was run and the transactions were posted.

Amount: 12 digits
Displays the dollar amount entered on Screen 85.

D/C: 1 character
Shows whether the transaction is a debit (D) or a credit (C).

Buying Account: 10 digits
Indicates the buying account for the transaction.

Additional Functions

PF KEYS
See the Appendix for explanation of the standard PF Keys.
Beginning Balances

Posting beginning balance transactions is primarily an implementation task. Once the accounts are set up, beginning balances from existing accounts must be loaded to FAMIS. In subsequent years, beginning balances are automatically transferred from one year to the next year during the year-end cycle.

However, beginning balance entries may be necessary at any time to correct or modify beginning balances or project brought forward entries.

For implementation, beginning balance transactions should be loaded by fund group using Screen 15.

**Screen 15 - Beginning Balances**

<table>
<thead>
<tr>
<th>015 Beginning Balances</th>
<th>03/09/09 13:22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: __ Account: 271030 00000 4010</td>
<td></td>
</tr>
<tr>
<td>Reference No: L954656</td>
<td></td>
</tr>
<tr>
<td>Date: 03/09/2009</td>
<td></td>
</tr>
<tr>
<td>Description: SOFTWARE</td>
<td></td>
</tr>
<tr>
<td>Amount: 199.99</td>
<td></td>
</tr>
<tr>
<td>Debit / Credit: D</td>
<td></td>
</tr>
<tr>
<td>Credit Acct: ___________</td>
<td></td>
</tr>
<tr>
<td>Ref 2: ______________</td>
<td></td>
</tr>
<tr>
<td>Ref 3: ______________</td>
<td></td>
</tr>
<tr>
<td>Ref 4: ______________</td>
<td></td>
</tr>
<tr>
<td>Cost Ref 1: ______________</td>
<td></td>
</tr>
<tr>
<td>ID No: 0vvvvvvvvv1</td>
<td></td>
</tr>
<tr>
<td>Bank: 00001</td>
<td></td>
</tr>
<tr>
<td>Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 03/09/2009</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Advance to Screen 30 and open a session.
- Advance to Screen 15.
- Enter the account number and the object code on the Action Line, and information in the other fields available. Press <ENTER> to record the information.
- Advance to Screen 30 and close the session.

**Beginning Balance Information**

For implementations, the FBDR043 program should be run before and, again, after entering beginning balance transactions in order to verify balances from the old system to the new. All other processing should be held until the account control totals from the first and second FBDR043 reports match the expected totals.
General Ledgers Balance Sheet Account Controls

Two account controls must be defined for each 6-digit GL account. Each entry should debit or credit an appropriate asset, liability or fund balance, with the offsetting entry to account control 1100, claim-on-cash.

For example:

ENTERING AN ASSET ACCOUNT
Debit  0-10000-1210
Credit  -1100

ENTERING A LIABILITY ACCOUNT
Debit  0-10000-1100
Credit  -2100

ENTERING A FUND BALANCE WITH A DEBIT BALANCE
Debit  0-10000-3100
Credit  -1100

ENTERING A FUND BALANCE WITH A CREDIT BALANCE
Debit  0-10000-1100
Credit  -3100

When entering beginning balances to fund additions or fund deductions, use the Debit or Credit field only to identify the type of balance. There is no need to use the Credit Account Control field since this type of transaction requires no offsetting entry.

Subsidiary Ledger (SL) Accounts and Project Balances

Beginning balance entries may be used to set up project-to-date dollars for grants, contracts and project accounts. A project-to-date account may represent several years of activity, since it stores the activity to date from the time the project started.

TC=098 transactions entered to a SL account do NOT result in any indirect updating to a related General Ledger (GL) account. The 95F0 GL account controls are automatically set to zero. When a beginning balance transaction for a project-to-date account is entered, only the Debit or Credit field should be used since this type of transaction does not require a balancing entry.

When using a TC=098 transaction to load project-to-date dollar data, FAMIS reduces the budget balance available figure for each subcode, which results in automatic budget reallocation where appropriate. Therefore, the project account budgets should be entered before posting any 098 transactions.

Memo Bank Accounts

For implementations, a single memo bank account should be used when processing beginning balances for assets, liabilities, or fund balances. The offsetting account control is 1100.
All dollar amounts that are posted to the account control 1100 will automatically update the memo bank account indicated on the session or batch. It is best to use one memo bank during this process. After the beginning balances have been reconciled, the appropriate dollars can be transferred to the individual memo bank accounts using the bank transfer transaction, TC=090.

**Transaction Codes**

**TC = 98 ONLY**
When entering TC=098 transactions, a batch of only 098 transactions should be used.

**Beginning Balance Process**

When entering beginning balance transactions, the account entered on the Action Line is debited.

**Reverse or Correct a Beginning Balance Transaction**
Beginning balance transactions may be reversed or corrected. For GL fund additions or deductions or SLs, enter the original transaction data, but change the Debit/Credit Field to the opposite value.

For GL asset, liability and fund balances, change the position of the Debit and Credit accounts.

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

**Action Line**

◆ **Account:** 15 digits
Enter the account number:
(1) If a Subsidiary Ledger (SL) account is entered, the subcode must be in the range 0001-9998.
(2) If a one-sided General Ledger (GL) account is entered, the account control must be in the range 4000-5999.
(3) For a two-sided GL beginning balance, enter the number of the GL account to be debited.

**Screen Information**

**Reference No:** 7 characters/digits
Enter the reference number for beginning balances.

**Date:** 8 digits
Include the date of the transaction. If left blank, FAMIS will default to current date.

**Description:** 35 characters
Enter the description of the transaction.
Screen 15 – Beginning Balances (cont’d)

◆ Amount: 12 digits
Provide the dollar amount of the transaction.

◆ Debit/Credit: 1 character
Indicate whether the transaction is a debit (D) or credit (C).

Required ONLY when posting to a fund addition, fund deduction or an SL account.

◆ Credit Acct: 4 digits
Type in the account control number to be credited.

Required ONLY when posting to assets, liabilities and fund balances.

Ref 2: 7 characters/digits
Enter the reference number defined by your department for beginning balances.

Ref 3: 7 characters/digits
Type the department-defined reference number for beginning balances.

Ref 4: 7 characters/digits
Include the reference number defined by your department for beginning balances.

Cost Ref 1, 2, 3: 7 characters/digits
Identify the reference numbers defined for beginning balances by your department.

ID No: 11 digits
Identify the department-defined identification number for beginning balances.

Bank: 5 digits
Indicate the bank account number being debited or credited.

Transactions: 11 digits
Displays the number of transactions for this batch reference.

Amount: 12 digits
Provides the total dollar amount of all transactions for this batch.

Batch: 6 characters/digits
Identifies the batch reference number.

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

Additional Functions

PF KEYS See the Appendix for explanation of the standard PF Keys.
Bank Transfers

FAMIS will record bank transfer transactions of moneys from one memo bank to another, for example, to reflect actual cash movement through wire transfers. You may use Screen 16 to record these transactions in FAMIS.

The bank number specified on the session or batch reference, though required, has no impact on the bank transfer transactions.

Screen 16 - Bank Transfers

| Debit Bank: | 00001 |
| Transfer Type: | 4 |
| Date: | 03/09/2009 |
| Description: | SUPPLIES |
| Amount: | 2248.51 |
| Credit Bank: | 00002 |
| ID No: | 1vvvvvvvvv4 |

Transactions: 3 Amount: 3,348.51 Batch: JC0001 Date: 03/09/2009

Basic Steps

- Advance to Screen 30 and open a session.
- Advance to Screen 16.
- Type in the account number on the Action Line and enter the debit bank, transfer type, amount, and the credit bank number in the fields available.
- Press <ENTER> to record the information.
- Advance to Screen 30 and close the session.

Bank Transfer Information

Memo Bank Accounts

Memo bank accounts contain three different account controls:

- 1100 Identifies cash balance
- 4000 Identifies cash receipts (not to be confused with fund additions)
- 5000 Identifies cash disbursements (not to be confused with fund deductions)

When working with the memo bank accounts, a cash balance is normally a debit amount, representing available funds. Cash receipts are reflected as a credit balance and cash disbursements are reflected as a debit balance.
Screen 16 – Bank Transfers (cont’d)

**Transaction Codes**

**TC = 090 ONLY**
A transaction code of 090 indicates a bank transfer entry.

**Transaction Types**
Bank transfer transactions allow the transfer of cash receipts or cash disbursements from one memo bank to another. Transfer types should be used as follows:

- **Type 4 - Transfer Cash Receipts**
  Debit bank account balance decreases.
  Credit bank account balance increases.

- **Type 5 - Transfer Cash Disbursements**
  Debit bank account balance increases.
  Credit bank account balance decreases.

*In most cases, Type 5 is recommended as it is consistent with FAMIS Memo Bank Accounting.*

**Correct or Reverse a Bank Transfer Transaction**
To correct or reverse a bank transfer transaction, enter the original credit bank in the Debit Bank Field, and enter the original debit bank in the Credit Bank Field.

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

- **Action Line**
  - ◆ Account: 10 digits
    Enter the bank account number receiving the cash sales.

- **Screen Information**
  - ◆ Debit Bank: 5 digits
    Enter the bank number to be debited.

  - ◆ Transfer Type: 1 digit
    Enter the type of transfer, a 5 (see previous explanation) is preferred.

  - Ref 1: 7 characters/digits
    Include the department-defined reference number for bank transfers.

  - Date: 8 digits
    Enter the date of the transaction. If left blank, FAMIS will default to current date.

  - Description: 35 characters
    Include a description of the transaction.
Screen 16 – Bank Transfers (cont’d)

- **Amount:** 12 digits
  Enter the dollar amount of the bank transfer.

- **Credit Bank:** 5 digits
  Type the bank number to be credited.

- **Ref 2:** 7 characters/digits
  Include the reference number defined by the department for bank transfers.

- **Ref 3:** 7 characters/digits
  Identify the department-defined reference number for bank transfers.

- **Ref 4:** 7 characters/digits
  Enter the reference number defined by department for bank transfers.

- **ID No:** 11 characters/digits
  Include the department-defined identification number for bank transfers.

- **Transactions:** 11 digits
  Displays the number of transactions for this batch reference.

- **Amount:** 12 digits
  Shows the total transactions for batch.

- **Batch:** 6 characters/digits
  Identifies the batch reference number.

- **Date:** 8 digits
  Displays the date batch was entered.

**Additional Functions**

- **PF KEYS** See the Appendix for explanation of the standard PF Keys.
Suspense Update

You may use Screen 17 for processing items that have been sent to suspense when rejected during batch processing (for instance, payroll) for one of the following reasons:

- The account number on the transaction is not valid or does not exist.
- The account number on the transaction is flagged as dropped, deleted or frozen.

**Screen 17 - Suspense Update**

<table>
<thead>
<tr>
<th>Screen: ___ Account: 211750 4010</th>
<th>MIS PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2009 CC AM</td>
<td></td>
</tr>
<tr>
<td>Suspension Number: 54002__</td>
<td></td>
</tr>
<tr>
<td>Account: _______________</td>
<td></td>
</tr>
<tr>
<td>Transaction Code:</td>
<td></td>
</tr>
<tr>
<td>Ref No 1: 4100100</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Amount:</td>
<td></td>
</tr>
<tr>
<td>Debit or Credit:</td>
<td></td>
</tr>
<tr>
<td>Ref No 2:</td>
<td></td>
</tr>
<tr>
<td>Credit Account: _______________</td>
<td></td>
</tr>
<tr>
<td>Cost Ref 1: 2248.51 2: 2284.15 3: _______</td>
<td>For 06X transactions: \ Change ACCOUNT field OR \ Credit Account field - whichever was in error.</td>
</tr>
<tr>
<td>Ref No 3:</td>
<td></td>
</tr>
<tr>
<td>Ref No 4:</td>
<td></td>
</tr>
<tr>
<td>ID Number:</td>
<td></td>
</tr>
<tr>
<td>Transactions: 3 Amount: 3,348.51</td>
<td>Batch: JC0001 Date: 03/09/2009</td>
</tr>
</tbody>
</table>

**Basic Steps**

- Advance to Screen 30 and open a session. Be sure to enter the bank number that was used to create the transaction being corrected.
- Advance to Screen 17.
- Type the suspense correction number in the Suspense Number field and press <ENTER> to see the error message. FAMIS displays the suspense transaction selected.
- Follow the directions on the screen - different directions will be used for each of the following transactions: 03X - Receipt, 04X - Disbursement, and 06X - Journal Entry.
- Change either the Account: or Credit Account: fields, as appropriate.
- Press <ENTER> to record the information.
- To override checking the open commitment file for the reference number indicated for the suspense record change the indicator to ‘N.’
- Advance to Screen 30 and close the session.

**Suspense Items Information**

Only real dollar data are sent to suspense, i.e. disbursements, deposits and journal entries (04X, 03X, 06X). Notice this does not include encumbrance and budget data.

Real-time transactions are not sent to suspense. When posting transactions in real-time mode, FAMIS provides error messages so that corrections can be made immediately and the transaction can be processed.
Suspense Number and Report
Each item placed in suspense is assigned a 7-digit reference number. The reference number must be used when backing-out the item from suspense. All suspense items, with their reference numbers, appear in the daily suspense listing (FBDR016).

Screen 821 shows the “Suspense Control Number” which is the next to be assigned.

Suspense Accounts
Two general ledger accounts record all suspense transactions: the general suspense account (0001001600) and the payroll suspense account (0001051601). Only transactions with a suspense ID of PRL are directed to the payroll suspense account.

Suspense Process

Make Corrections
Transactions in suspense may be corrected by processing two cash transactions, one a debit and the other a credit. One transaction uses the suspense reference number and the suspense account to back-out the entry. The other transaction records the entry as it should have originally been entered.

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

Action Line
◆ Account: 10 digits
Enter a Suspense Account number.

Screen Information
◆ Suspense Number: 7 digits
Include the suspense correction number.

Account: 15 digits
Shows the account number that has been placed in suspense upon rejection from batch processing.

Transaction Code: 3 characters/digits
Enter a valid transaction code. For example:
03X = Receipt
04X = Disbursement
06X = Journal Entry

Ref 1: 7 characters/digits
Include the department-defined reference number for suspense file items.

Date: 8 digits
Displays the date of the transaction. If left blank, FAMIS will default to current date.
Screen 17 – Suspense Update (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>12 digits&lt;br&gt;Enter the dollar amount of the transaction.</td>
</tr>
<tr>
<td>Debit or Credit:</td>
<td>1 character&lt;br&gt;Enter ‘D’ to debit the account. Enter ‘C’ to credit the account. This field also is used for the Partial (P) or Final (F) Liquidation flag. Enter ‘N’ if necessary to indicate no liquidation of encumbrance.</td>
</tr>
<tr>
<td>Ref No 2:</td>
<td>7 characters/digits&lt;br&gt;Displays the reference number defined by the department for suspense file items.</td>
</tr>
<tr>
<td>Credit Account:</td>
<td>15 digits&lt;br&gt;Indicates the account number to be credited.</td>
</tr>
<tr>
<td>Cost Ref 1,2,3:</td>
<td>7 characters/digits&lt;br&gt;Enter the department-defined reference numbers for suspense file items.</td>
</tr>
<tr>
<td>Ref No 3:</td>
<td>7 characters/digits&lt;br&gt;Displays the department-defined reference number for suspense file items.</td>
</tr>
<tr>
<td>Ref No 4:</td>
<td>7 characters/digits&lt;br&gt;Shows the department-defined reference number for suspense file items.</td>
</tr>
<tr>
<td>ID Number:</td>
<td>11 digits&lt;br&gt;Displays the user-defined identification number for suspense file items.</td>
</tr>
<tr>
<td>Transactions:</td>
<td>11 digits&lt;br&gt;Shows the number of transactions for this batch.</td>
</tr>
<tr>
<td>Amount:</td>
<td>12 digits&lt;br&gt;Displays the total dollar amount of all transactions for this batch.</td>
</tr>
<tr>
<td>Batch:</td>
<td>6 characters/digits&lt;br&gt;Shows you the batch reference number.</td>
</tr>
<tr>
<td>Date:</td>
<td>8 digits&lt;br&gt;Displays the date the batch was entered.</td>
</tr>
</tbody>
</table>

**Additional Functions**

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

**PF12**
**Warnings**
Displays nonfatal FAMIS warning messages.
Section IV
Create/Modify/View Accounts
Basic Concepts

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 is 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.

<table>
<thead>
<tr>
<th>Ref 5</th>
<th>Cost Ref1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref 6</td>
<td>Cost Ref2</td>
</tr>
<tr>
<td>Ref 7</td>
<td>Cost Ref3</td>
</tr>
</tbody>
</table>

Screen 8 in FAMIS provides good information concerning how to set the Cost Ref 1 and 2 fields. For example, place your cursor on the Cost Ref 1: Obj Cat: field to view the following pop-up window:

```
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).
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 is free form 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.

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

### Screen 811 – Cost Reference Table Maintenance

<table>
<thead>
<tr>
<th>Func</th>
<th>Cost Ref</th>
<th>Cost Ref Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>1000052</td>
<td>ART &amp; DRAFTING - OTHER</td>
</tr>
<tr>
<td>-</td>
<td>1000061</td>
<td>COMPUTER - PAPER</td>
</tr>
<tr>
<td>-</td>
<td>1000062</td>
<td>COMPUTER - MAGNETIC MEDIA</td>
</tr>
<tr>
<td>-</td>
<td>1000063</td>
<td>COMPUTER - MANUALS &amp; INSTRUCTION MEDIA</td>
</tr>
<tr>
<td>-</td>
<td>1000064</td>
<td>COMPUTER - MAINTENANCE &amp; SERVICE</td>
</tr>
<tr>
<td>-</td>
<td>1000065</td>
<td>OPERATOR TRAINING</td>
</tr>
<tr>
<td>-</td>
<td>1000066</td>
<td>SPARES</td>
</tr>
<tr>
<td>-</td>
<td>1000067</td>
<td>MISCELLANEOUS COMPUTER SUPPLIES</td>
</tr>
<tr>
<td>-</td>
<td>1000068</td>
<td>COMPUTER - LABELS</td>
</tr>
<tr>
<td>-</td>
<td>1000069</td>
<td>HARDWARE</td>
</tr>
<tr>
<td>-</td>
<td>1000070</td>
<td>SOFTWARE</td>
</tr>
<tr>
<td>-</td>
<td>1000080</td>
<td>HOLE SUMMARY</td>
</tr>
<tr>
<td>-</td>
<td>1000081</td>
<td>PROSPECTUS/PRELIMINARY REPORT</td>
</tr>
<tr>
<td>-</td>
<td>1000082</td>
<td>PROCEEDINGS</td>
</tr>
</tbody>
</table>

*** Press ENTER for More Entries ***

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

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

### Basic Steps

- Advance to Screen 811.
- Enter the desired table type and press <ENTER>.
- To **Add** a valid Cost Ref value, type **A** in the Func: field and enter the correct value and description. Press <ENTER> to add the new value.
- To **Update** an existing value, type **U** in the Func: field and enter the modified information. Press <ENTER> to update the value or description.
- To **Delete** a valid value, type **D** in the Func: field and press <ENTER>.
Screen 811 – Cost Reference Table Maintenance (cont’d)

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

Action Line
Cost Ref: 7 digits
Type in the desired cost reference number to position it at the top of the displayed list.

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

Screen Information
Func: 1 digit
Enter the desired function code:
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 Description: 50 characters
Enter a description of the cost reference value.

Additional Functions
PF KEYS See the Appendix for explanation of the standard PF Keys.
General Ledger Accounts and Attributes

The General Ledger (GL) is a self contained balance sheet account that may include assets, liabilities, and fund balance. GL accounts are created and viewed on Screen 2.

Each screen provides basic descriptive information about an account that may include an account title, the name of the person responsible for the account, its purpose, and the department within the organization using the account.

**Screen 2 - General Ledger 6 Digit Accounts**

<table>
<thead>
<tr>
<th>002 GL 6 Digit</th>
<th>03/09/09 13:34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Account: 026000 _____ DISTANCE LEARNING - NONFUNDED CLR</td>
<td></td>
</tr>
<tr>
<td>Account Title: DISTANCE LEARNING - NONFUNDED CLR</td>
<td></td>
</tr>
<tr>
<td>Resp Person: 2uuuuuuu7 ISLER, IRENE I</td>
<td></td>
</tr>
<tr>
<td>Old Acct: ______</td>
<td></td>
</tr>
<tr>
<td>Year-end Process: F Reclassify: _ Reporting Group: Aux Code:</td>
<td></td>
</tr>
<tr>
<td>AFR Fund Group: 20 Fund Group: DS Sub Fund Group: DF Sub-Sub:</td>
<td></td>
</tr>
<tr>
<td>Function: 30</td>
<td></td>
</tr>
<tr>
<td>Default Bank: 06000 Override: Y SL Mapped Count: 1</td>
<td></td>
</tr>
<tr>
<td>Alternate Banks: ***** _____ _____ _____ _____ Security: ______</td>
<td></td>
</tr>
</tbody>
</table>

**Dept S-Dept Exec Div Coll Mail Cd Stmt**

| Primary: SFSV_ _____ FN CO C6001 Y |
| Secondary: _____ _____ _____ _____ |

| Fund Source: 08 Long Title: DISTANCE LEARNING - NONFUNDED CLEARING |
| Account Letter: Y Setup Date: 09/15/1999 |

**Basic Steps**

- Access Screen 2 or Screen 4.
- Type an account number into the Account: field on the Action Line and press <ENTER>.
- Type in necessary information as desired. Press <ENTER>. For more information about any field, move the cursor to that field and press PF2.

**Create/Modify General Ledger Accounts**

Attribute records also provide additional general information about an account. This includes a long description, the payroll analysis code, and endowment earnings distribution, as applicable. These records can be created or modified using Screen 2 and/or Screen 4.

When you type a number in the account field and this is the number of an existing account, its attribute information will appear. If this is the number of a new account, no attribute information will appear, but you can now input this information in the necessary fields.
### Screen 4 - GL Attributes 2

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Enter a General Ledger account number.</td>
</tr>
<tr>
<td>Account Title</td>
<td>Signify the title of the account.</td>
</tr>
<tr>
<td>Resp Person</td>
<td>Type the personal ID of the person responsible for the account.</td>
</tr>
<tr>
<td>Old Acct</td>
<td>Provide the previous account number used in the predecessor system.</td>
</tr>
<tr>
<td>Year-end Process</td>
<td>Determine the processing at year end.</td>
</tr>
<tr>
<td>Reclassify</td>
<td>Indicate the special action must be taken to reclassify the account for financial reporting purposes.</td>
</tr>
</tbody>
</table>

**Field Descriptions**

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

**Screen 2**

**Action Line**

◆ **Account:**

10 digits

Enter a General Ledger account number.

**Screen Information**

◆ **Account Title:**

35 characters

Signify the title of the account.

◆ **Resp Person:**

Help 9 digits

Type the personal ID of the person responsible for the account.

◆ **Old Acct:**

15 digits

Provide the previous account number used in the predecessor system.

◆ **Year-end Process:**

Help 1 character

Determine the processing at year end.

F = Fiscal Year

P = Project Year

E = Encumbrance Only (SL's only)

T = Transfer BBA (SL's Only)

D = BBA to Different account (SL)

**Reclassify:**

1 character

Indicate the special action must be taken to reclassify the account for financial reporting purposes.
Screen 2 and 4 – General Ledger Accounts and Attributes (cont’d)

Reporting Group: 2 characters
Designate the grouping for reports. (Used primarily for AL-RSCH.)

Aux Code: 3 characters
Enter an auxiliary code for reports, especially AFR.

AFR Fund Group: 2 digits
Identify the AFR fund group to which the account belongs.

Fund Group: 2 characters
Shows fund group to which the account belongs.

Sub Fund Group: 2 characters
Shows the sub-grouping for Fund Group codes.

Sub-Sub: 2 characters
Enter the lower level grouping of Sub Fund Group.

Function: 2 characters
Enter the NACUBO function that TAMUS uses.

Default Bank: 5 digits
Include the bank number of the default bank to be used for this account.

Override: 1 character
Indicate whether or not (‘Y’ or ‘N’) the default bank may be overridden.

SL Mapped Count: 6 digits
Shows number of subsidiary ledger accounts mapped to the GL account.

Alternate Banks: 5 digits or asterisks (*****)/ 5 fields available
Identify bank number of alternate bank(s) that can be used with GL account. Alternate banks may be entered using wild cards (i.e. ***** or 1****).
You may enter up to 5 specific banks.

Security: 6 characters
Include the user-defined word for account access; this must match an individual’s security profile for access.

Primary
Dept: 5 characters
Identify the department responsible for the account.

S-Dept: 2 characters
Designate the sub-department using the account.

Exec: 2 characters
Shows the Executive level office responsible for the account. The information in this field is updated on Screen 860.
Screen 2 and 4 – General Ledger Accounts and Attributes (cont’d)

Div: 2 characters
Designates the division using the account. The information in this field is updated on Screen 860.

Coll: 2 characters
Identifies the school/college using account. The information in this field is updated on Screen 860.

Mail Cd: 6 characters/digits
Include the Mail Code where reports can be sent.

Stmt: 1 character
Indicate whether or not ('Y' or 'N') a statement for the account is to be printed.

Secondary Dept: 5 characters
Designate the department responsible for the account.

S-Dept: 2 characters
Enter the sub-department using the account.

Exec: 2 characters
Shows the Executive level office responsible for the account. The information in this field is updated on Screen 860.

Div: 2 characters
Designates the division using the account. The information in this field is updated on Screen 860.

Coll: 2 characters
Identifies the school/college using account. The information in this field is updated on Screen 860.

Mail Cd: 1 character/5 digits
Enter the Mail Code where reports can be sent.

Stmt: 1 character
Indicate whether or not ('Y' or 'N') a statement for the account is to be printed. The account letter lists all the attributes with the account and can be sent to the account owner.

Fund Source: 2 digits
Indicate the major source of funds.

Long Title: 80 characters
Include the long title of the account.
Screen 2 and 4 – General Ledger Accounts and Attributes (cont’d)

Account Letter: 1 character
Indicate whether or not ('Y' or 'N') the account letter is to be printed.
The account letter lists all the attributes with the account and can be sent to
the account owner.

Setup Date: 8 digits
Enter the date the account was established.

Screen 4

Element of Help 3 characters
Indicate the area of expenses for reporting institutional cost.

Instit. Cost: Help 2 digits/characters
Enter the lower level (sub-element) of the area of expenses for reporting:
Numeric - User-defined codes
Alpha - System-defined codes

Endowment Earnings Distribution

Acct: 15 digits
Identify the SL account number to receive the earnings.

Pct: 5 digits
Indicate the percentage of endowment earnings given to specified SL.

Restricted: 1 character
Indicate whether or not ('Y' or 'N') the account is restricted or unrestricted.

Payroll Acct 4 digits
Include the Payroll accounting analysis number used by BPP to distribute payroll.

Bond Issue: 8 digits
Indicate the Issue number for Bonds.

Accountant Help 9 digits
Shows the personal ID number of Fiscal Accountant responsible for account.

Interest Exempt: 1 character
Indicate whether ('Y' or 'N') account is exempt from interest charges or not.

Interest Exempt Help 2 characters
Reason: Include the code explaining the reason this is exempt from interest charges.

Interest GL Acct: 6 digits
Enter the GL account used to pay the interest.

Capital Campaign: Help 1 digit
Identify the Capital Campaign code used for reporting purposes.
Delegation Type:  

Include the delegation type for the account.

These edits override the Global Subcode Edit Table (Screen 803).

Subcode Edits:

Low:  

Include the subcode defining the low range to be controlled.

High:  

Enter the subcode defining the high range to be controlled.

Match:  

Indicate whether or not ('Y' or 'N') to allow use of codes within the high/low range.

Comments:  

Use to further describe GL account.

Additional Functions

PF KEYS  

See the Appendix for explanation of the standard PF Keys.

PF5 Next  

Advances to the next screen.
General Ledger 10-Digit Account

FAMIS will allow you to create/modify/display a GL 10-digit account on-line. You must create the 6-digit account (L-XXXXX-0000) before attempting to create any related dollar records or subsequent attribute records. You can use Screen 3 to display the Account Control Description.

**Screen 3 – GL 10 Digit**

<table>
<thead>
<tr>
<th>003 GL 10 Digit</th>
<th>03/31/08 16:20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Account: 012000 1100</td>
</tr>
<tr>
<td>FY 2008 CC 02</td>
<td>GENERAL ADMINISTRATION</td>
</tr>
<tr>
<td>Account Control Description: Claim on Cash______________________</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Access Screen 3.
- Type a 10-digit account number into the Account: field on the Action Line and press <ENTER>.
- Data will be displayed in the Account Control Description: field. Modify as needed and press <ENTER> to record change.

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

**Action Line**

- **Account:**
  - 10 digits
  - Type in the **GL account number and account control number**.

**Screen Information**

- **Account Control Description:**
  - 35 characters
  - Enter a **description of the account**.

**Additional Functions**

- **PF KEYS**
  - See the Appendix for explanation of the standard PF Keys.
Create SL Accounts and Attributes

FAMIS will allow you to create, modify or display a 6-digit SL account on-line. You must create the 6-digit account (L-XXXXX-0000) before attempting to create any related dollar records or subsequent attribute records. Screens 6 and 8 are designed for SL account records.

There are three panels of information for this screen. However, if you do not have update security access you will only be able to view the main screen.

PF Keys:

- **PF5** (Next) key - allows you to move between Screens 6, 8 and 9 (attribute screens) without having to type a screen number on the Action Line.
- **PF6** and **PF7** keys - only functional if you have UPDATE security access for Screen 6.
- **PF10** and **PF11** keys - only functional if you have UPDATE security access for Screens 8 and/or 9.

**Screen 6 - Subsidiary Ledger 6 Digit Account (FSA) – (Panel 1)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Title</td>
<td>HORTICULTURE MISCELLANEOUS</td>
</tr>
<tr>
<td>ABR Rule</td>
<td>001</td>
</tr>
<tr>
<td>Bottom Line Cntl</td>
<td>Y</td>
</tr>
<tr>
<td>Defit Cat Cntl</td>
<td>R</td>
</tr>
<tr>
<td>Defit Cat Tol Pct</td>
<td></td>
</tr>
<tr>
<td>AFR Fund Group</td>
<td>23</td>
</tr>
<tr>
<td>Fund Group</td>
<td>DS</td>
</tr>
<tr>
<td>Sub Fund Group</td>
<td>SM</td>
</tr>
<tr>
<td>Sub-Sub</td>
<td>SC</td>
</tr>
<tr>
<td>Year-End Process</td>
<td>E</td>
</tr>
<tr>
<td>Year-End Acct</td>
<td></td>
</tr>
<tr>
<td>Default Bank</td>
<td>06000</td>
</tr>
<tr>
<td>Override</td>
<td>Y</td>
</tr>
<tr>
<td>Proj FYTD End Mo</td>
<td>08</td>
</tr>
<tr>
<td>Aux Code</td>
<td></td>
</tr>
<tr>
<td>Account Source</td>
<td>09</td>
</tr>
<tr>
<td>TRS/ORP Exempt</td>
<td></td>
</tr>
<tr>
<td>Long Title</td>
<td>HORTICULTURE MISCELLANEOUS</td>
</tr>
<tr>
<td>Admin for CC</td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td></td>
</tr>
<tr>
<td>SDept</td>
<td></td>
</tr>
<tr>
<td>Center CC</td>
<td></td>
</tr>
<tr>
<td>Dept</td>
<td></td>
</tr>
<tr>
<td>SDept</td>
<td></td>
</tr>
<tr>
<td>Primary</td>
<td>HORT_</td>
</tr>
<tr>
<td>AA</td>
<td></td>
</tr>
<tr>
<td>CD</td>
<td>AG</td>
</tr>
<tr>
<td>C2133</td>
<td></td>
</tr>
<tr>
<td>Expense</td>
<td>N</td>
</tr>
<tr>
<td>Revenue</td>
<td>N</td>
</tr>
<tr>
<td>Secondary</td>
<td></td>
</tr>
<tr>
<td>TRS/ORP Exempt</td>
<td></td>
</tr>
<tr>
<td>Account Letter</td>
<td></td>
</tr>
<tr>
<td>Setup Date</td>
<td>06/19/2000</td>
</tr>
<tr>
<td>Iteration Date</td>
<td>06/19/2000</td>
</tr>
<tr>
<td>Budget</td>
<td></td>
</tr>
<tr>
<td>Actual</td>
<td></td>
</tr>
</tbody>
</table>

These fields are MAESTRO related fields and can be changed even if the Fiscal Year has been closed.

**Basic Steps**

- Access Screen 6 or Screen 8.
- Type an account number into the Account: field on the Action Line and press <ENTER>. If this is the number of an existing account, its attribute information will appear. If this is the number of a new account, no attribute information will appear, but you can now input this information in the necessary fields.
- Type a map code, and then type data into as many of the optional fields as desired. Press <ENTER> to record this information. For more information about any field, move the cursor to that field and press PF2.
Screen 6 or 8 – Create SL Accounts and Attributes (cont’d)

• On Screen 6 or Screen 8, you can create a new SL account and bring forward the attributes from either an existing GL or SL by pressing PF6. This is intended to reduce the amount of input to fields that will be common to the one copied. To use this feature, enter the account number you wish to add on the Action Line and press Enter. Then press PF6. The pop-up window asks that you enter the account to be copied. Do this and press <ENTER>. Most attribute fields will be filled in with the values from the original account, but not all. The fields may be changed as needed.

• On Screen 6, to create a new account from data existing on an SPR project, press PF7. This is intended to reduce the amount of input to fields that will be common to the project. To use this feature, you first enter the account number you wish to add on the Action Line and press <ENTER>. Then press PF7. The pop-up window asks that you enter the project number that will be used to populate the SL. Do this and press <ENTER>. Most attribute fields will be filled in with the values from the original account, but not all. The fields may be changed as necessary.

• On Screen 6, if you have UPDATE security access for Screens 8 or 9, you can press PF11 to scroll to Panel 2 and view information from Screen 8 and press PF11 again to scroll to Panel 3 and view information from Screen 9.

Create/Modify SL Account Process

Attributes
The subsidiary ledger contains revenue and expense accounts for activities, such as instruction, institutional support or auxiliary services. The characteristics of the account, such as account title, responsible person, department code, etc., are called attributes.

The Effort Category Code has been added as an attribute at the Support Account (SA) level on Screen 51. It has the exact same choices available as the Subsidiary Ledger level on Screen 8. If the Effort Cat: field is left blank on Screen 51 the information will be considered equal to that at the SL level. Please Note: This is a key item in preparing the IDC calculation.

Map Code
When a 6-digit SL account is created, it requires one of the map code attributes. This code defines the indirect updating relationship between the SL account and the GL account to which it relates. Each time a transaction is posted to a revenue or expense account in the SL, FAMIS automatically updates the claim-on-cash and fund balance maintained in the related GL account.

Map codes can only be changed if there are zero dollars on the account.

If you need to change the map code after setting up a new account, you will need to delete the account, and then drop the account. Once the account is gone, create the account again with the correct map code.
Screen 6 or 8 – Create SL Accounts and Attributes (cont’d)

Map codes on a Subsidiary Ledger can be changed under the following circumstances:

1. The user has both screen security for updating Screen 6 and element security (element 9) to update the map code field.
2. At each object code any transactions must be net zero.
3. The map code must be updated before dollar information is added to the account.

If you need to change a map code after the account has activity, see the map code instructions on Screen 19 in this manual.

10-Digit Subsidiary Ledger Accounts

Once a 6-digit Subsidiary Ledger account is created, detailed line items for dollar activity associated with the account may be specified. Some examples include: salaries, travel, and supplies for an expense account, or tuition income, interest income and rental income for a revenue account.

When a 4-digit revenue or expense object code is assigned to each detailed line item, the object code is appended to the original 6-digit number. Therefore, one 6-digit account may have multiple object codes or detail lines of revenue and/or expense associated with it. It is this complete 10-digit account number that is then used for posting dollar related transactions to FAMIS.

Bank

A default memo bank for the SL is required. This bank is the default bank for cash transactions for the account, but can be changed to another bank on the transaction.

COA Table

Before any accounts can be created, FAMIS must have a chart of accounts (COA) table. The COA table establishes some general rules about the ranges of account numbers that are valid for use. Each time a new 6-digit account is created, FAMIS edits the COA table to assure that this account meets the basic rules.

SL account records are created and modified using Screen 6 and Screen 8. From either of these screens, enter a valid SL account number and press <ENTER>. Type in the SL account information as desired. To record the information, press <ENTER>.

Subcode Edits

You can override a global subcode edit on an account using the Subcode Edits matrix on Screen 8. This allows up to five (5) account subcode edits. Here you can enter a subcode or range of subcodes that will not be allowed nor will be allowed on the individual accounts. This overrides Screen 803, Global Subcode Edits.
Screen 6 or 8 – Create SL Accounts and Attributes (cont’d)

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

Screen 6

Action Line
◆ Account: 10 digits
Type in the SL account number.

Screen Information
Panel 1
◆ Account Title: 35 characters
Enter the title of the account.

SA create enable: Help 1 character
Identify whether or not to create support accounts for this SL account:

◆ Resp Person: Help 9 digits
Enter the identification number of the person responsible for the account.

Old Acct: 15 digits
Provide the account number used in the previous system.

◆ ABR Rule: 3 digits
Indicate the specific rule for automatic budget reallocation that the account follows.

◆ Map Code: 5 digits
Identify the map code (GL account ID, second to sixth digits) indirectly updated by SL transactions.

Reporting Group: Help 2 characters
Designate the account number that reports to a specified group.

Bottom Line Cntl: Help 1 character
Indicate whether or not (‘Y’ or ‘N’) control is used on the attribute record bottom line.

Deflt Cat Cntl: Help 1 character
Identify the default category control
N = No default category budget control
W = warning if over budget
R = reject if over budget

Deflt Cat Tol Pct: Help 5 digits
Include the default category total percent. If the default category total percent is filled in the percent can go over budget.
Screen 6 or 8 – Create SL Accounts and Attributes (cont’d)

AFR Fund Group: Help 2 digits
Enter the Annual Financial Reporting Fund Group code appropriate for the account.

Fund Group: 2 characters
Identify the Fund Group code associated with the account.

Sub-Fund Group: 2 characters
Include the sub-grouping for Fund Group codes.

Sub-Sub: Help 2 characters
Enter lower level grouping of Sub-Fund Group.

◆ Year-End Process: Help 1 character
Indicate the process to be followed at the end of the fiscal year for the SL account.

Year-End Acct: Help 10 digits
Indicate the account and object code for receipt of balances in accounts using ‘T’ in Year-End Process field.

◆ Function: Help 2 characters/digits
Enter the current fund expenditures purpose. (Except ledgers 7 and 9). Holds the NACUBO function code.

Sub-Fun: Help 2 characters
Indicates the sub-grouping for the Function code.

◆ Default Bank: Help 5 digits
Enter the default bank account number for vouchers written against the Subsidiary Ledger.

Override: 1 character
Indicate whether or not (‘Y’ or ‘N’) the default bank may be overridden.

Proj FYTD End Mo: Help 2 digits
Indicate ending month of Project Fiscal Year-To-Date.

Aux Code: Help 3 characters
Designate the secondary or auxiliary code for reports.

Alternate Banks: 5 digits / 5 fields
Identify the alternate bank account(s) for vouchers written against the Subsidiary Ledger.

Alternate banks may be entered using wild cards (i.e. ***** or 1****).
You may enter up to 5 specific banks.

Security: Help 6 characters
Enter the department-defined security word for account access.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Funds</td>
<td>Indicate whether or not ('Y' or 'N') the funds are from a state account.</td>
</tr>
<tr>
<td>Appropriated</td>
<td>'Y' indicates the funds in the account are State funds. When closing a purchase order, this flag determines if a contract workforce pop-up window should appear.</td>
</tr>
<tr>
<td>Primary Dept</td>
<td>Designate the department responsible for the account.</td>
</tr>
<tr>
<td>S-Dept</td>
<td>Include a sub-grouping for departments using the account.</td>
</tr>
<tr>
<td>Exec</td>
<td>Shows the Executive level office responsible for the account.</td>
</tr>
<tr>
<td>Div</td>
<td>Designates the division using the account.</td>
</tr>
<tr>
<td>Coll</td>
<td>Identifies the College responsible for the account.</td>
</tr>
<tr>
<td>Mail Cd</td>
<td>Enter the Mail Code for the location or address of responsible person;</td>
</tr>
<tr>
<td>Stmt</td>
<td>Indicate whether or not ('Y' or 'N') a statement for the account is to be printed.</td>
</tr>
<tr>
<td>Budget Expense</td>
<td>Identify the status of the expense budget.</td>
</tr>
<tr>
<td>Actual Expense</td>
<td>Include the status of the actual expense budget.</td>
</tr>
<tr>
<td>Budget Revenue</td>
<td>Identify the status of the revenue budget.</td>
</tr>
<tr>
<td>Actual Revenue</td>
<td>Identify the status of the revenue budget.</td>
</tr>
</tbody>
</table>
### Screen 6 or 8 – Create SL Accounts and Attributes (cont’d)

**Secondary**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept:</td>
<td>5 characters</td>
</tr>
<tr>
<td></td>
<td>Designates the department responsible for the account.</td>
</tr>
<tr>
<td>S-Dept:</td>
<td>5 characters</td>
</tr>
<tr>
<td></td>
<td>Designate a sub-grouping for departments using the account.</td>
</tr>
<tr>
<td>Exec:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Shows the Executive level office responsible for the account.</td>
</tr>
<tr>
<td></td>
<td>This information is updated on Screen 860.</td>
</tr>
<tr>
<td>Div:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Designates the division using the account.</td>
</tr>
<tr>
<td></td>
<td>This information is updated on Screen 860.</td>
</tr>
<tr>
<td>Coll:</td>
<td>2 characters</td>
</tr>
<tr>
<td></td>
<td>Identifies the college responsible for the account.</td>
</tr>
<tr>
<td></td>
<td>This information is updated on Screen 860.</td>
</tr>
<tr>
<td>Mail Cd:</td>
<td>5 characters/digits</td>
</tr>
<tr>
<td></td>
<td>Enter the Mail Code for the location or address of responsible person; Secondary mail code used the same as Mail Code 1. Format is AXXXX where A is a location indicator and XXXX are user-defined numbers or alpha characters.</td>
</tr>
<tr>
<td>Stmt:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Indicate whether or not ('Y' or 'N') a statement for the account is to be printed.</td>
</tr>
<tr>
<td>Admn for CC:</td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Data for this field is associated with the Maestro system.</td>
</tr>
<tr>
<td>Dept:</td>
<td>4 characters</td>
</tr>
<tr>
<td></td>
<td>Data for this field is associated with the Maestro system.</td>
</tr>
<tr>
<td>SDept:</td>
<td>4 characters</td>
</tr>
<tr>
<td></td>
<td>Data included in this field is associated with the Maestro system.</td>
</tr>
<tr>
<td>Center CC:</td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Data included in this field is associated with the Maestro system.</td>
</tr>
<tr>
<td>Dept:</td>
<td>4 characters</td>
</tr>
<tr>
<td></td>
<td>Data included in this field is associated with the Maestro system.</td>
</tr>
<tr>
<td>SDept:</td>
<td>4 characters</td>
</tr>
<tr>
<td></td>
<td>Data included in this field is associated with the Maestro system.</td>
</tr>
<tr>
<td>Fund Source:</td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Designate where the source of funds is coming from for the account.</td>
</tr>
<tr>
<td>TRS/ORP Exempt:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Type 'Y' if the account allows TRS/ORP exemptions.</td>
</tr>
</tbody>
</table>
Screen 6 or 8 – Create SL Accounts and Attributes (cont’d)

**Long Title:**

Identify the **Long Title** of the account.

**Account Letter:**

Type 'Y' if the **account letter** is to be printed.

**Setup Date:**

Enter the **date the account was established**.

**Iteration Date:**

Enter the **iteration date** to be used for the Maestro application to help identify and grouping accounts that are the same from year to year.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: AIAG</td>
<td>Sub-Dept: APRG</td>
<td>Dept: INRE</td>
<td>Sub-Dept: FAMIS</td>
<td></td>
</tr>
<tr>
<td>Desc: TEST</td>
<td>Desc: TEST ITERATION DATE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pers ID: Innnnnnnn1</td>
<td>Person ID: Innnnnnn1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This account exists in other year(s). If the purpose of the account is related to the existing account(s), confirm the data and press <ENTER> to continue.

**Iteration Date:** 09/02/2009

---

**Screen 8 extends the attribute information for an SL account.**

**Screen 8 - Subsidiary Ledger Attributes 2**

<table>
<thead>
<tr>
<th>008 SL Attributes 2</th>
<th>03/09/09 14:03</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2009 CC AM</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Account: 271030 4010 HORTICULTURE MISCELLANEOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element of Cost: ___</td>
<td>Sub-El: ___</td>
</tr>
<tr>
<td>Effort Category: USVC</td>
<td>Rev Pledged: ___</td>
</tr>
<tr>
<td>Salary Sav. Dist: ___</td>
<td>Pyr1 Acct Anal: 5012</td>
</tr>
<tr>
<td>Grad Savings Form 500: ___</td>
<td>Interest Acct: ___</td>
</tr>
<tr>
<td>Bond Issue: ___</td>
<td>Obj Trans</td>
</tr>
<tr>
<td>Budget Sort: ___</td>
<td>Cat Type</td>
</tr>
<tr>
<td>Gift Fee Exempt: ___</td>
<td>Cost Ref 1: ___</td>
</tr>
<tr>
<td>A/R Clerk Cd: ___</td>
<td>Cap. Campaign: ___</td>
</tr>
<tr>
<td>GCP/Constr.Proj: ___</td>
<td>Accountant Resp: 5uuuuuu4 RONSON, ROGER R</td>
</tr>
<tr>
<td>Accountant Resp: ___</td>
<td>___</td>
</tr>
<tr>
<td>Comments: SERVICE ACCT-TO DEPOSIT REVENUE INCURRED FR ORGANIZATIONS ON CAMPUS THAT RENT PLANTS FR HORTICULTURE, PLANTS, SOIL, PESTICIDES, HERBICIDES, FERTILIZER, IRRIGATION SUPPLIES, MISC. GREENHOUSE SUPPLIES.</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help</td>
<td>EHelp</td>
</tr>
</tbody>
</table>
Screen 8

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

**Action Line**

◆ Account: 10 digits
Type in the SL account number.

**Screen Information**

Element of Cost: Help 3 characters
Indicate the area of expenses for reporting.

Sub-El: Help 2 digits/characters
Enter the lower level (sub-element) of the area of expenses for reporting:
Numeric = User-defined codes
Alpha = System-defined codes

Foreign Travel: Help 1 digit
Specify any restrictions governing foreign travel approval.

Gen Exp Bud: 1 character
Indicate (‘Y’ or ‘N’) if this account will have expense budget automatically generated from available revenue budget. This is done in a nightly batch job.

Effort Category: Help 5 characters
Define the effort category of fund use. This is a key item in preparing the IDC calculation.

Rev Pledged: 1 character
Indicate if account will be receiving pledged revenue.

Restricted: 1 character
Indicate whether or not (‘Y’ or ‘N’) the account is restricted or unrestricted.

Salary Sav. Dist.: 10 digits
Enter the account (SL) number receiving any salary savings distributions.

Pyrl Acct Anal: 4 digits
Include the code that defines banks and accounts for payroll analysis processing.

Delg Type: Help 1 character
Enter the delegation type for the account.

Fac Salary Sav. Dist: 10 digits
Identify the SL account receiving faculty salary savings distribution.
Screen 6 or 8 – Create SL Accounts and Attributes (cont’d)

Int Exempt: [Help] 1 character
Type ‘Y’ if this is an interest exempt account.

Int Exe Reason: [Help] 2 characters
Include the code explaining reason account is interest exempt.

Fac Savings Form 500: 6 digits
Identify the SL account number receiving faculty savings from Form 500.

Interest Acct: 11 digits
Enter the SL account number to use for paying interest.

Grad Savings Form 500: 10 digits
[This field is not currently used.]

Bond Issue: 8 digits
Indicate the issue number for bonds tied to this account.

Budget Sort: [Help] 6 digits
[This field is not currently used.]

Gift Fee Exempt: 1 character
Indicate whether or not (‘Y’ or ‘N’) the account is exempt from gift fee.

A/R Clerk Cd: [Help] 2 characters
Identify the code used by Research Foundation to indicate which Accounts Receivable Clerk handles the billing on the account.

GCP/Constr.Proj: 10 digits
Designate the project number for building projects.

Accountant Resp: [Help] 9 digits
Identifies personal ID number of the accountant responsible for the account.

Title to Equip: 40 characters
Include a detailed description/title to equipment.

Comments: 240 characters
Include any comments about the account.

Cost Ref 1 & 2:

Obj Cat: [Help] 1 digit
Indicate if cost references are required for certain type of accounting transactions (object category).

Trans Type: [Help] 1 digit
Signify if cost references are required for certain type of accounting transactions.

Cap. Campaign: [Help] 1 digit
Identifies the Capital Campaign code used for reporting purposes.
Screen 6 or 8 – Create SL Accounts and Attributes (cont’d)

Subcode Edits

Low:

4 digits
Enter the low subcodes to be controlled.

Global subcode edits specified on this screen will take precedence over those entered on the Global Subcode Edit Table (Screen 803).

High:

4 digits
Define the high subcodes to be controlled.

Global subcode edits specified on this screen will take precedence over those entered on the Global Subcode Edit Table (Screen 803).

Match:

1 character
Type ‘Y’ if the account is allowed to spend on the subcode.

Additional Functions

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

PF5
Next
Press this key to advance to the next screen (Screen 6 to Screen 8, and from Screen 8 to Screen 9). Press this key on Screen 9 to return to Screen 6.

You need UPDATE security for Screens 8 and/or 9 to access these keys.

PF6
CAcct
Copy Account
Create a new SL account and bring forward the attributes from either an existing GL or SL.

PF7
CProj
Copy Project
Create a new account from data existing on an SPR project.
Subsidiary Ledger 10 Digit Maintenance

FAMIS allows you to freeze an account at the object code level. This will prevent further activity at this object code.

In addition, you may activate a line item budget account on-line. By setting the flag to yes (Y), you can post budget to this object code, even though this object code is not defined in the ABR rule as a budget pool.

Screen 7 - SL 10 Digit Maintenance

<table>
<thead>
<tr>
<th>007 SL 10 Digit Maintenance</th>
<th>03/09/09 14:14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Account: 144013 1000</td>
<td>VET MED - TEACHING HOSPITAL</td>
</tr>
<tr>
<td>Object Code Description: All Expense Pool</td>
<td></td>
</tr>
<tr>
<td>- FREEZE this account from future activity</td>
<td></td>
</tr>
<tr>
<td>Y - Line Item Budget Activate</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 7.
- Type an account number in the Account: field on the Action Line and press <ENTER>.
- Enter/modify object code Description: field. Press <ENTER> to record.

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

**Action Line**

◆ Account: 10 digits
Type in the SL/SA account number.

**Screen Information**

Object Code: 35 characters
Description: Include a description of the object code.

FREEZE: 1 character
Type ‘Y’ to freeze this account from further activity.

Line Item Budget: 1 character
Activate: Type ‘Y’ to activate the line item budget.

**Additional Functions**

PF KEYS
See the Appendix for explanation of the standard PF Keys.
Subsidiary Ledger Grant/Contract Attributes

Subsidiary Ledger (SL) grant/contract records are created and modified using Screen 9 and tie the account to a sponsored project in the SPR module.

**Screen 9 - Subsidiary Ledger Grant/Contract Attributes**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen:</td>
<td>___</td>
</tr>
<tr>
<td>Account:</td>
<td>476110</td>
</tr>
<tr>
<td>Performance Restoration</td>
<td></td>
</tr>
<tr>
<td>Sponsored Project:</td>
<td>47611000000</td>
</tr>
<tr>
<td>Billing Revenue Object:</td>
<td>0250</td>
</tr>
<tr>
<td>Start Date:</td>
<td>09/08/2006</td>
</tr>
<tr>
<td>End Date:</td>
<td>09/30/2010</td>
</tr>
<tr>
<td>Indirect Expense Object:</td>
<td>9610</td>
</tr>
<tr>
<td>Indirect Revenue Object:</td>
<td>0320</td>
</tr>
<tr>
<td>TAMRF Acct/Proj Mbr:</td>
<td>________</td>
</tr>
<tr>
<td>TE Certify:</td>
<td>Y</td>
</tr>
<tr>
<td>System Member:</td>
<td>12</td>
</tr>
<tr>
<td>Funding:</td>
<td>E-Verify: __</td>
</tr>
<tr>
<td>Indirect Cost:</td>
<td>__ __</td>
</tr>
<tr>
<td>Responsible Persons:</td>
<td>1: __ _uuuuuu6  CARLTON, CARLY C</td>
</tr>
<tr>
<td>Distribution:</td>
<td>00000000005</td>
</tr>
<tr>
<td>Short Title:</td>
<td>PERFORMANCE RESTORATION FOR RETROREFLECT</td>
</tr>
<tr>
<td>Sponsor:</td>
<td>0000730  DOT-FEDERAL HIGHWAY ADMINISTRATION</td>
</tr>
<tr>
<td>Award Nbr:</td>
<td>DTFH61-06-C-00033</td>
</tr>
<tr>
<td>CFDA Nbr:</td>
<td>20.000  Total Awarded: 260939.00</td>
</tr>
<tr>
<td>Enter: PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
</tbody>
</table>

--- Project Information - Display Only ---

Use PF8 key to add up to 26 additional responsible persons.

**Basic Steps**

- Advance to Screen 9.
- Type an account number into the Account: field on the Action Line and press <ENTER>. If this is the number of an existing account, its attribute information will appear. If this is the number of a new account, no attribute information will appear, but you can now input this information in the necessary fields.
- The Billing Revenue Object, Indirect Expense Object and Indirect Revenue Object will not automatically be populated. This change is due to the new object codes being based on source of funds rather than sponsor type. These are now required fields when adding an SPR project number to an account.
- The Billing Revenue Object entry determines the Indirect Expense, Indirect Revenue and Distribution (2026 ACT). Press <Enter> to record the information.
- To create a new account from data existing on an SPR project, press PF7. This is intended to reduce the amount of input to fields that will be common to the project. To use this feature, you first enter the account number that you wish to add on the Action Line, and press <ENTER>. Then, press PF7. The pop-up window asks that you enter the project number that will be used to populate the SL. Do this and press <ENTER>. Most attribute fields will be filled in with the values from the original account, but not all. The fields may be changed as necessary.
- Press PF8 to add up to 26 additional responsible persons.
**Screen 9 – Subsidiary Grant/Contract Attributes (cont’d)**

### Field Descriptions

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

#### Action Line

- **Account:**
  - 10 digits
  - Enter a Subsidiary Ledger account number.

#### Screen Information

- **Sponsored Project:**
  - 10 digits
  - Include the number assigned in the SPR module.

- **Billing Revenue**
  - **Object:**
    - 4 digits
    - Designate the object code used for billing project sponsor.
    - Only object codes 0250 through 0279, and 0286 are allowed.
  - **Start Date:**
    - 8 digits
    - Enter date funds will be designated for project.

- **Indirect Expense**
  - **Object:**
    - 4 digits
    - Include the object code used for billing sponsor for indirect costs associated with the project.
  - **End Date:**
    - 8 digits
    - Identify date the sponsored project should end.

- **Indirect Revenue**
  - **Object:**
    - 4 digits
    - Enter the object code used for specifying revenue received from indirect expenses for the project.

- **TAMRF Acct/Proj Nbr:**
  - 11 digits
  - Include the Texas A&M Research Foundation account and project number that matches this FAMIS account.

- **TE Certify:**
  - 1 character
  - Signify (‘Y’ or ‘N’) if the account must be Time and Effort certified. The default is blank. If account meets the criteria for T&E certification (e.g. Federal Grant), this field will default to ‘Y’.

- **System Member:**
  - 2 digits
  - Identify the TAMUS member where project is initiated.

- **E-Verify:**
  - 1 character
  - Federal contractors are required to agree to E-Verify employees paid on contracts. This flag (‘Y’, ‘N’ or blank) is used to help identify the accounts and affected employees paid on these accounts.
Screen 9 – Subsidiary Grant/Contract Attributes (cont’d)

Funding: 12 characters
Displays “ARRA Stimulus” if either the AFR Fund Group: field on Screen 6 contains “41” (Restricted-ARRA), or if the Sub-Sub: field on Screen 6 contains “AR”. Helps to track any type of special funding such as the American Recovery and Reinvestment Act (ARRA).

Indirect Cost:
Base: 8 characters
Include base or rules for indirect cost charges.

Rate: 5 digits
Indicate rate indirect costs will be charged.

Distribution: 10 digits
Identify the code to be used for percentage distribution of indirect cost.

Responsible Persons Help 9 digits
1, 2, 3, 4: Indicate the type and identification number (UIN) of the person(s) responsible for the account. Use PF8 to add additional responsible persons.

The following fields are displayed from data input in the SPR module.

Short Title: 50 characters
Shows the title of project in SPR tied to account.

Sponsor: 50 characters
Identifies sponsor name for the SPR project tied to this account.

Award Nbr: 11 digits
Indicates award number associated with project.

CFDA Nbr: 8 digits
Identifies the Catalog of Federal Domestic Assistance number assigned to the SPR project.

Total Awarded: 15 digits
Gives the total dollar amount awarded to project.

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

PF5 Next
Advances to the next screen.

PF7 Create Project
Create a new account from data existing on an SPR project.

PF8 Additional Responsible Persons
Used to add up to 26 additional responsible persons.
Subsidiary Ledger Delegation of Authority

FAMIS allows you to identify persons who have some delegated authority on an account. You may do this using Screen 8B.

**Screen 8B - Subsidiary Ledger SL Delegation of Authority**

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Account: 271030 4010</th>
<th>FINANCE SERVICES</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Person ID</th>
<th>Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4uuuuuu2</td>
<td>KINSEY, KARLA K</td>
<td>PREP PURCH/TRAVEL VOUCHERS; APPROVE PURCH REQS/ORDERS/VOUCHS &amp; PAYROLL DOCUMENTS</td>
</tr>
<tr>
<td>8uuuuuu6</td>
<td>CLARK, CONDY C</td>
<td>SARA S. &amp; B. BARRONSEN PREPARE PURCH/TRAVEL VOUCHES</td>
</tr>
</tbody>
</table>

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

**Action Line**

◆ Account: 10 digits
Enter a Subsidiary Ledger account number.

**Screen Information**

Help 9 digits, 5 lines
Identify the identification number of the person being delegated the authority.

**Delegate Authority to**

Name: 20 characters, 5 lines
Enter the full name of the authorized person.

Comments: 100 characters, 5 lines
Include comments about the person or the account.

**Additional Functions**

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

Basic Steps

- Advance to Screen 8B.
- Type an account number into the Account: field on the Action Line and press <ENTER>.
- To add, enter the person’s ID number, comment, and press <ENTER>.
Effort Category Updates

Screen 8C is a specialized screen that allows updates to be made to the Effort Category: field.

Use of this screen would be given to persons who do not have update access to Screen 8.

### Screen 8C - Effort Category Updates

<table>
<thead>
<tr>
<th>Action Line</th>
<th>Screen Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account:</strong> 10 digits</td>
<td><strong>Effort Category:</strong> 5 characters</td>
</tr>
<tr>
<td>Enter a Subsidiary Ledger account number.</td>
<td>Enter the appropriate effort category code.</td>
</tr>
</tbody>
</table>

### Basic Steps

- Advance to Screen 8C.
- Type an account number in the Account: field on the Action Line and press <ENTER>.
- Type desired change or addition in the Effort Category: field and press <ENTER>.

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

#### Action Line

- **Account:** 10 digits

#### Screen Information

- **Effort Category:** 5 characters
- **Dept:** 5 characters/25 characters
- **Fund:** 2 digits/25 characters
- **Function:** 2 digits/25 characters

Enter appropriate data.

**Help** 5 characters

Enter the appropriate effort category code.

Displays the initials and the full name of the department.

Displays the code and description of the fund.

Identifies the current fund expenditures purpose. This field holds the NACUBO Function code.
Screen 8C – Effort Category Updates (cont’d)

**Comments:**
240 characters
Displays any additional comments or a detailed description of the bank account.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Support Account Effort Category Updates

To update the effort category for a support account (SA), use Screen 51C.

All fields entered on this screen override fields on the parent SL account.

Screen 51C – SA Effort Category Updates

<table>
<thead>
<tr>
<th>Screen Information</th>
<th>SL Information - Display Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account: 144013 00000</td>
<td>Effort Category: DINS DIRECT - INSTRUCTION</td>
</tr>
<tr>
<td>Dept: VTEA VET - TEACHING HOSPITAL</td>
<td>Dept: VTEA VET - TEACHING HOSPITAL</td>
</tr>
<tr>
<td>Fund: 05 STATE GENERAL REVENUE</td>
<td>Fund: 05 STATE GENERAL REVENUE</td>
</tr>
<tr>
<td>Function: 10 INSTRUCTION</td>
<td>Function: 10 INSTRUCTION</td>
</tr>
<tr>
<td>Comments: STATE FUNDING FOR THE COLLEGE OF VETERINARY MEDICINE - TEACHING HOSPITAL OPERATING EXPENSES. PURCHASES MUST FOLLOW STATE GUIDELINES.</td>
<td>Comments: STATE FUNDING FOR THE COLLEGE OF VETERINARY MEDICINE - TEACHING HOSPITAL OPERATING EXPENSES. PURCHASES MUST FOLLOW STATE GUIDELINES.</td>
</tr>
</tbody>
</table>

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

Hmenu Help  EHelp

Basic Steps

- Advance to Screen 51C.
- Type the account number on the Action Line and press <ENTER> to display current effort category information.
- Modify the fields as desired, and press <ENTER> to record the information.

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

**Action Line**

◆ Account: 11 digits
Enter the desired Subsidiary Ledger (SL) account + Support Account (SA) number to be updated.

**Screen Information**

Effort Category: Help 5 characters
Enter the appropriate effort category code for the account. This is a key item in preparing the IDC calculation. For example:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Not specified</td>
</tr>
<tr>
<td>CSIN</td>
<td>Cost share instruction</td>
</tr>
<tr>
<td>CSOR</td>
<td>Cost share-organized research</td>
</tr>
<tr>
<td>CSOS</td>
<td>Cost share-other spon. activities</td>
</tr>
<tr>
<td>DCSH</td>
<td>Direct – Cost sharing</td>
</tr>
</tbody>
</table>

Dept: Help 4 characters
Designate the department responsible for the account.
Screen 51C – SA Effort Category Updates (cont'd)

**SL Information**

- **Effort Category:** 5 characters
  Displays the *effort category code* for the SL account.

- **Dept:** 4 characters
  Shows the *department responsible* for the SL account.

- **Fund:** *Help* 2 digits
  Identifies the *funding source* for the SL account.

- **Function:** 2 digits
  Displays the *function code* for the SL account.

- **Comments:** 4 lines
  Shows *comments* about the SL account.

**Additional Functions**

- **PF KEYS**
  See the Appendix for an explanation of the standard PF Keys.
Support Account Category Maintenance

Screen 58 is used to set the Support Account category flags. These flags include the bottom line budget control / unprotect budget control flag, and the default category control flag. In addition, there is a field provided to enter the default category tolerance percent.

For additional information, see Screen 54.

**Screen 58 – Support Account Category Maintenance**

<table>
<thead>
<tr>
<th>058 Support Acct Category Maintenance</th>
<th>03/09/09 14:27</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2008 CC 02</td>
<td></td>
</tr>
<tr>
<td>Screen: ___ Account: 144013 00000</td>
<td>VET MED – TEACHING HOSPITAL</td>
</tr>
</tbody>
</table>

**Support Account Flags**

**Y - Bottom Line Budget Control / Unprotect Budget Control**

*Note: A Budget Control Flag of ‘N’ does not check Bottom Line and turns off protection of Protected Categories. The ‘P’ flag on Screen 10D will still display.*

**R - Default Category Control**

Default Category Tolerance Pct: _______

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

Hmenu Help EH Help Warns

**Basic Steps**

- Advance to Screen 58.
- Type ‘Y’ to control the bottom line budget control, or ‘N’ for no control.
- Enter the desired flag code for the default category control and default category tolerance percent.
- Press <ENTER> to set the flags.

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

**Action Line**

◆ Account: 11 digits

Enter the Subsidiary Ledger (SL) account + Support Account (SA) number to be encumbered.

**Bottom Line Budget Control / Unprotect Budget Control:**

Help 1 character

Type ‘Y’ if bottom line budget checks should be made for the account. ‘N’ does not check bottom line and turns off protection of protected categories. ‘P’ flag on Screen 10D will still display.
Screen 58 – Support Account Category Maintenance (cont’d)

Default Category Control:  
Help 1 character  
Include the desired category control code to instruct the system on whether or not to perform budget checks at the category (pool) level. Valid values are:  
N  =  No Budget Control  
W  =  Warning if over budget  
R  =  Reject if over budget

Default Category Tolerance Pct:  
Help 5 digits  
Indicate the percentage the category can go over budget. Negative values are also supported.

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

PF12  
Warnings  
Displays nonfatal FAMIS warning messages.
Department Support Account Attributes

You may create or modify Support Accounts (SAs) for your department using Screen 50. The 11 digits making up a Support Account (SA) number consist of the 6-digit Subsidiary Ledger (SL) account number plus the 5-digit SA identification number.

The attributes on this screen may be set to different values than the SL. You have the authority to change this information to make it specific to your support account. Fields left blank will assume the same values as the SL.

Once you press <ENTER> on this screen you may not modify the bottom line control or the default category control using Screen 50. Instead, you would use Screen 54.

Screen 50 – Department Support Account Attributes

| Account Title: IMAGE ANALYSIS LABORATORY-COLLEGE O |
| Resp Person: 4uuuuuu2 GRAY, GARY G | Security: ______ |
| Old Acct: 18575_______ | SA Group: ______ |
| Roll BBA to Base: _ | |
| Bottom Ln Cntl: Y Deflt Cat Cntl: R Deflt Cat Tol Pct: ______ |
| Dept S-Dept Exec Div Coll Mail Cd Stmt |
| Primary: CLVM_ _____ AA CD VM C4461 Y |
| Secondary: _____ _____ Center CC: _ Dept: _____ SDept: _____ |
| Long Title: IMAGE ANALYSIS LABORATORY-COLLEGE OF VET MEDICINE |

*** All fields entered on this screen override fields on the Parent SL ***

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

All of the fields on this screen override the values set at the parent SL.

Basic Steps

Add a New Support Account
- Advance to Screen 50.
- Type an existing Subsidiary Ledger (SL) account number and a new Support Account (SA) number on the Action Line and press <ENTER>.
- Type an account title.
- Indicate whether or not you want bottom line control and/or default category control for the account.
- Type additional account information, as desired.
- Press <ENTER> to record the account information.
Modify an Existing Support Account

- Advance to Screen 50.
- Type a Subsidiary Ledger (SL) account number and Support Account (SA) number on the Action Line and press <ENTER>.
- Add or modify account information, as desired and press <ENTER> to record the account information.

Support Account Process

Create Support Accounts

Before you may create a Support Account, the fiscal office must first access Screen 6 to modify the Subsidiary Ledger (SL) account to allow for Support Account creation and FSA transactions. This is done by setting the SA Create Enable: field to ‘Y’ (see below).

Support Accounts may then be created using Screen 50. From Screen 50, you should enter a valid 5-digit support account number and press <ENTER>. Type in the account information as desired. To record the information, press <ENTER>.

Support Account Budget Attributes

Bottom Line Control

Controlling your budget by its “bottom line” means that FAMIS will allow transactions to post as long as there is budget available in the account total, regardless of the budget (or lack of) at the category level. When the bottom line control flag is set to ‘Y,’ transactions against your account will post only as long as they do not exceed the budget balance available for your account as a whole.
Default Category Control
The default category control flag tells you whether or not the account budget may be controlled at the pool (or category) level. You may use this budget control in addition to, or in place of, the bottom line control (see above). Valid flag values are:

N - No budget control at the category level, i.e. allows the system to process all transactions, including those that cause the category to go over budget.

R - Instructs the system to reject transactions when the category goes over budget.

W - Instructs the system to warn the user when a transaction will cause the category to go over budget.

Default Tolerance Percent
Default tolerance percent is a percentage entered to allow a leeway or tolerance against the budget available. This flag is used to control your budget at either the pool or bottom line level. If you turn the bottom line control flag on (‘Y’), the default tolerance percent will apply to your budget as a whole. If you set the default category control flag is to ‘W’ or ‘R’, the default tolerance will apply to the budget at the pool (category) level. If the bottom line control flag is set to ‘Y’ and the default category control flag is set to ‘W’ or ‘R’, the default tolerance will apply to both and all transactions must pass both budget checks in order to be processed by FAMIS.

You may enter the default tolerance percent as either a positive or negative number. For example:

<table>
<thead>
<tr>
<th>Default Tolerance Percent = 10.00%</th>
<th>Default Tolerance Percent = -10.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>For a budget of $1000, all transactions totaling $1100 or less will be processed without warnings or rejections issued by FAMIS.</td>
<td>For a budget of $1000, all transactions totaling $900 or less will be processed without warnings or rejections issued by FAMIS.</td>
</tr>
</tbody>
</table>

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

Action Line
◆ Account: 11 digits
Enter the desired Subsidiary Ledger (SL) account and Support Account (SA) number.

Screen Information
◆ Account Title: 35 characters
Indicate the title of the account.

Resp Person: Help 9 digits
Enter the UIN number and name of the person responsible for the account.
Screen 50 – Department Support Account Attributes (cont’d)

Security: 6 characters/digits
Include the department-defined security code for account access.

Old Acct: 15 digits
Indicate the previous account number used in the old system.

SA Group: 6 digits
Identify the grouping of support accounts for security access.

Roll BBA to Base: 1 character
Type ‘Y’ to indicate year-end processing will move any remaining Budget Balance Available to the base account of the SL.

◆ Bottom Ln Cntl: 1 character
Type ‘Y’ if bottom line control budget checks should be made for the account. It is used on the attribute record only.

◆ Deflt Cat Cntl: 1 character
Include the code to instruct the system how to perform default category control budget checks at the category (pool) level. Now shown on the screens as Budget Control. On the Attribute record, this field will contain the initial/default values for the dollar records. On the dollar records it can have specific values for each record. Possible values are:
- N = No Budget Control
- W = Warning if over budget
- R = Reject if over budget

Deflt Cat Tol Pct: 5 digits
Indicate the total percent that the default category can go over budget. Negative values are also supported.

Primary and Secondary
◆ Dept: 5 characters
Enter the department code responsible for the account. Defaults from the parent SL account.

S-Dept: 5 characters
Identify a sub-grouping for departments using the account.

Exec: 2 characters
Identifies the executive level associated with the account. Values include:
- AD = V.P. - Administration
- Blank = Not Specified
- DE = V.P. - Development
- DI = Director

Div: 2 characters
Indicates the division or campus associated with the account. Displays the information for the department as defined on Screen 860.
Screen 50 – Department Support Account Attributes (cont’d)

Coll: **Help** 2 characters
Shows the college responsible for the account, as defined on Screen 860.

Mail Cd: 5 characters/digits
Include the mail code for the responsible person for the account. Secondary mail code is used the same as Mail Code 1. Format is Axxxx where A is a location indicator and xxxx includes user-defined numbers or alpha characters.

Stmt: 1 character
Indicate whether or not (‘Y’ or ‘N’) an account statement is to be printed.

Admin For CC: **Help** 2 digits
Campus Code data for this field is associated with the Maestro system.

Dept: **Help** 5 characters
Department data for this field is associated with the Maestro system.

SDept: **Help** 5 characters
Subdepartment data for this field is associated with the Maestro system.

Center CC: **Help** 2 digits
Campus Code data for this field is associated with the Maestro system.

Dept: **Help** 5 characters
Department data for this field is associated with the Maestro system.

SDept: **Help** 5 characters
Subdepartment data for this field is associated with the Maestro system.

Long Title: 80 characters
Provides additional space to enter the full title of the account.

Additional Functions

PF KEYS
See the Appendix for an explanation of the standard PF Keys.
Fiscal Office Support Account Entry

The Fiscal Office may be called upon to create Support Accounts (SAs) for departments that are not set up to use Screen 50. In this case; SAs may be created or modified by using Screen 51. The 11 digits making up a Support Account (SA) number consist of the 6-digit Subsidiary Ledger (SL) account number plus the 5-digit SA identification number.

All fields entered on this screen override the values set at the parent SL.

Screen 51 - Support Account Attributes (Fiscal Office Use Only)

Basic Steps

Add a New Support Account
- Access Screen 6 and set the SA Creation: field to ‘Y’ on the SL.
- Advance to Screen 51. Type an existing Subsidiary Ledger (SL) and a new Support Account (SA) number in the Account: field on the Action Line and press <ENTER>. If this is the number of an existing account, its attribute information will appear. If this is the number of a new account, no attribute information will appear, but you can now input this information in the necessary fields.
- Type an account title. Indicate whether or not you want bottom line control and/or default category control for the account.
- Type additional account information, as desired, and press <ENTER> to record the account information.

Modify an Existing Support Account
- Advance to Screen 51.
- Type a Subsidiary Ledger (SL) account number and Support Account (SA) number on the Action Line and press <ENTER>.
- Add or modify account information, as desired, and press <ENTER> to record the account information.
Support Account Process

Create Support Accounts
Support Accounts offer budget and expense tracking at a level below the SL.

Before you create a Support Account, the fiscal office must access Screen 6 to modify the Subsidiary Ledger (SL) account to allow for Support Account creation and transactions. This is done by setting the SA Create Enable: field to ‘Y’.

Support Accounts may then be created by the Fiscal Office using Screen 51. From Screen 51, you should enter a valid support account number and press <ENTER>. Type in the account information as desired, and press <ENTER> to record.

The data in the Effort Cat: field should accurately reflect the activities of the account, both at the SA and the SL level. This is a key item in preparing the IDC calculation. If this field is left blank, the information will be considered equal to what the SL level on Screen 8. In addition, this information will be reflected on the FBAR246 and FBAR541 reports.

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

Action Line
◆ Account: 11 digits
Enter the Subsidiary Ledger (SL) account and Support Account (SA) number to be created/modified.

Screen Information
◆ Account Title: 35 characters
Type the title of the account.

Security: Help 6 characters
Include the department-defined security word for account access.

◆ Resp Person: Help 9 digits
Type the UIN of the person responsible for the account.

SA Group: 6 digits
Use as a user-defined security code for support accounts.

◆ Bot Ln Cntl: Help 1 character
Indicate whether or not (‘Y’ or ‘N) the bottom line control is used on the attribute record only.
Screen 51 – Support Account Attributes – Fiscal Office Use Only (cont’d)

☒ Deflt Cntl:  Help  1 character
Include the appropriate code to instruct the system how to perform default category control budget checks at the category (pool) level. Now shown on the screens as Budget Control. On the Attribute record, this field will contain the initial/default values for the dollar records. On the dollar records it can have specific values for each record. Possible values are:

N = No Budget Control
W = Warning if over budget
R = Reject if over budget

☒ Deflt Cat Tol Pct:  Help  7 digits
Indicate the percentage the category can go over budget. Negative values are also supported.

☒ Default Bank:  5 digits
Include the default bank account number for transactions written against the support account.

Override:  1 character
Enter ‘Y’ to allow opening of a session established by a different user ID on the same day.

☒ Delg Type:  Help  1 character
Enter the delegation type for the account.

☒ Old Acct:  15 digits
Indicate the previous account number used in the old system.

Alt. Banks:  5 digits or asterisks (*****)/ 5 fields available
Include alternate bank account numbers for transactions written against the support account.

Alternate banks may be entered using wild cards (i.e. ***** or 1****). You may enter up to 5 specific banks.

☒ Roll BBA to Base:  1 character
Enter ‘Y’ to indicate year-end processing will move any remaining Budget Balance Available to the base account of the SL.

☒ Effort Cat:  Help  5 characters
Enter the appropriate effort category code for the account. This is a key item in preparing the IDC calculation. Example values include:

Blank = Not specified
CSIN = Cost share instruction
CSOR = Cost share-organized research
CSOS = Cost share-other spon. activities
DCSH = Direct – Cost sharing
Primary

Dept: 5 characters
Designate the department responsible for the account.

S-Dept: 5 digits
Indicate a sub-grouping for departments using the account.

Exec: 2 characters
Identifies the executive level office responsible for the account.

Div: 2 characters
Indicates the division using the account.

Coll: 2 characters
Identifies the college responsible for the account.

Mail Cd: 5 characters/digits
Include the mail code for the location or address of responsible person; Secondary mail code used the same as Mail Code 1. Format is AXXXX where A is a location indicator and XXXX are user-defined numbers or alpha characters.

Stmt: 1 character
Indicate whether or not (‘Y’ or ‘N’) a statement for the account is to be printed.

Sys Member: 2 digits
Identify which TAMUS member the account is associated with. Valid values include:
BL = Not specified
02 = Texas A&M University
15 = TAMU-Corpus Christi
20 = TVMDL
21 = TAMU-Commerce

Off Campus: 1 character
Indicate whether or not (‘Y’ or ‘N’) work associated with the account is being done off-campus. Work done off-campus may be subject to different in-direct cost rates.

Admin For

CC: 2 digits
Campus Code data for this field is associated with the Maestro system.

Dept: 4 characters
Department data for this field is associated with the Maestro system.

SDept: 4 characters
Subdepartment data for this field is associated with the Maestro system.
Screen 51 – Support Account Attributes – Fiscal Office Use Only (cont’d)

Center
 CC: 2 digits
Campus Code Data for this field is associated with the Maestro system.

Dept: 4 characters
Department data for this field is associated with the Maestro system.

SDept: 4 characters
Subdepartment data for this field is associated with the Maestro system.

(For Research Projects)
Start Date: 8 digits
Identify the date when an account was/will be activated. Also used to identify the start date of the budget period related to sponsored projects.

End Date: 8 digits
Indicate the date when an account was/will be terminated as an active account. Also used to identify the ending date of the budget period related to sponsored projects.

Classing Cd: 1 character
Indicate whether or not (‘Y’ or ‘N’) the account should be included on the classing list, used by TAMRF, when applicable.
N = No
Y = Yes
BLANK = Not Applicable / No / Unknown

TAMRF Nbr: 11 digits
Identify the TAMU Research Foundation project number associated with the account.

Long Desc: 40 characters
Provides additional space to enter the full title of the account. When the Account Title is modified, this field will also be updated.

Indirect Cost
Base: 8 characters/digits
Indicate the rules (base) for calculation of indirect cost charges. Valid values include:
CYCLOTRO = Cyclotron MTDC Base
MTDC = Modified direct cost
S&W = Salaries & wages Only
TDC = Total direct cost
425195 = TXDOT - JR. HIGH SAFETY PROGRAM

Rate: 6 digits
Identify the rate at which indirect costs will be charged.
Distribution:  
Include the distribution code, which defines the percentage of distribution of indirect costs. Valid values include:
- FEDERAL = Federal indirect cost revenue
- MISC = Miscellaneous indirect cost revenue
- STATE = State indirect cost revenue
- VPADMIN = Administrative allowance-Bush Library
- WELCH = Welch indirect cost revenue

Expense Obj:  
Designate the object code used for billing a sponsor for indirect costs associated with a project.

Revenue Obj:  
Identify the object code used for specifying revenue received from indirect expenses associated with a project.

Additional Functions

PF KEYS  
See the Appendix for explanation of the standard PF Keys.
Support Account Attributes 2

FAMIS will show you further department Support Account Attributes on Screen 52. These attributes may be added, modified, or deleted.

All fields entered on this screen override fields on the Parent SL.

Screen 52 – Support Account Attributes 2

<table>
<thead>
<tr>
<th>Account:</th>
<th>144013 00000 VET MED - TEACHING HOSPITAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant Resp:</td>
<td>8uuuuuuu9 GRANT, GENA G</td>
</tr>
<tr>
<td>Funding:</td>
<td>0390 TE Certify:</td>
</tr>
<tr>
<td>Pyrl Acct Anal:</td>
<td></td>
</tr>
<tr>
<td>Int Exempt:</td>
<td></td>
</tr>
<tr>
<td>Int Exe Reason:</td>
<td></td>
</tr>
<tr>
<td>Obj Trans:</td>
<td>Low High Match</td>
</tr>
<tr>
<td>Cat Type:</td>
<td></td>
</tr>
<tr>
<td>Cost Ref 1:</td>
<td></td>
</tr>
<tr>
<td>Cost Ref 2:</td>
<td></td>
</tr>
<tr>
<td>--- Subcode Edits ---</td>
<td></td>
</tr>
<tr>
<td>Obj Trans</td>
<td>Low High Match</td>
</tr>
<tr>
<td>Cat Type:</td>
<td></td>
</tr>
<tr>
<td>Cost Ref 1:</td>
<td></td>
</tr>
<tr>
<td>Cost Ref 2:</td>
<td></td>
</tr>
<tr>
<td>** Responsible Persons **</td>
<td></td>
</tr>
<tr>
<td>1:</td>
<td>_______</td>
</tr>
<tr>
<td>2:</td>
<td>_______</td>
</tr>
<tr>
<td>3:</td>
<td>_______</td>
</tr>
<tr>
<td>4:</td>
<td>_______</td>
</tr>
</tbody>
</table>

*** All fields entered on this screen override fields on the Parent SL ***

Basic Steps

- Advance to Screen 52.
- Type an account number into the Account: field on the Action Line and press <ENTER>.
- Type data in the fields as necessary.
- Use PF8 to add up to 26 additional responsible persons.

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

**Action Line**

◆ Account: 11 digits
Enter a Support Account number.

**Screen Information**

Accountant Resp: 9 digits
Enter the accountant responsible for the account.

Funding: 12 characters
Displays “ARRA Stimulus” if either the AFR Fund Group: field on Screen 6 contains “41” (Restricted-ARRA), or if the Sub-Sub: field on Screen 6 contains “AR”. Helps to track any type of special funding such as the American Recovery and Reinvestment Act (ARRA).
<table>
<thead>
<tr>
<th><strong>Salary Sav. Dist.</strong></th>
<th>10 digits</th>
<th>Identify the Account (SL) receiving any salary savings distributions.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fac Salary Sav. Dist:</strong></td>
<td>10 digits</td>
<td>Include the SL account receiving faculty salary savings distribution.</td>
</tr>
<tr>
<td><strong>Fac Savings Form 500:</strong></td>
<td>6 digits</td>
<td>Identify the SL account receiving faculty savings from Form 500.</td>
</tr>
<tr>
<td><strong>Grad Savings Form 500:</strong></td>
<td>10 digits</td>
<td>[This field is not currently used.]</td>
</tr>
<tr>
<td><strong>Pyrl Acct. Anal:</strong></td>
<td>4 digits</td>
<td>Displays the code that defines banks and accounts for payroll processing.</td>
</tr>
<tr>
<td><strong>TE Certify:</strong></td>
<td>1 character</td>
<td>Signify whether or not (‘Y’ or ‘N’) account must be Time and Effort certified. The default is blank. If the account meets the criteria for T&amp;E certification (e.g. Federal Grant), then this field will default to ‘Y’.</td>
</tr>
<tr>
<td><strong>Int Exempt:</strong></td>
<td>1 character</td>
<td>Type ‘Y’ if exempt from interest charges.</td>
</tr>
<tr>
<td><strong>Int Exe Reason:</strong></td>
<td>2 characters</td>
<td>Include the code explaining the reason this is exempt from interest charges.</td>
</tr>
<tr>
<td><strong>Interest Acct:</strong></td>
<td>11 digits</td>
<td>Enter the account number used to pay interest.</td>
</tr>
</tbody>
</table>

**Cost Ref 1**

<table>
<thead>
<tr>
<th><strong>Obj Cat:</strong></th>
<th>1 character</th>
<th>Cost Ref is required if the object category is type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Both revenue and expense</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Trans Type:</strong></th>
<th>1 digit</th>
<th>Cost Ref is required if the account is transaction type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Actual</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Encumbrance</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Actual, encumbrance, or budget</td>
<td></td>
</tr>
</tbody>
</table>

**Cost Ref 2**

<table>
<thead>
<tr>
<th><strong>Obj Cat:</strong></th>
<th>1 character</th>
<th>Cost Ref is required if the object category is type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Both revenue and expense</td>
<td></td>
</tr>
</tbody>
</table>
Trans Type:  
**Help** 1 digit

Cost Ref is required if the account is **transaction type**:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Actual</td>
</tr>
<tr>
<td>2</td>
<td>Encumbrance</td>
</tr>
<tr>
<td>3</td>
<td>Actual, encumbrance, or budget</td>
</tr>
</tbody>
</table>

**Subcode Edits**

**Low:** 4 digits

Define the **low subcodes** to be controlled.

Global subcode edits specified on this screen will take precedence over those entered on the Global Subcode Edit Table (Screen 803).

**High:** 4 digits

Enter the **high subcodes** to be controlled.

Global subcode edits specified on this screen will take precedence over those entered on the Global Subcode Edit Table (Screen 803).

**Match:** 1 character

Indicate whether or not (**Y** or **N**) to allow spending on the **sub code**.

**Responsible Persons**  
**Help** 9 digits

1, 2, 3, 4: Include the type and identification number (UIN) of the **person(s) responsible** for the account.

**Additional Functions**

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

**PF8**  
**Additional Responsible Persons**

**AResp**  
Used to add up to 26 **additional responsible persons**.
Support Account Delegation of Authority

Screen 52B was created to view and maintain the SA Delegation of Authority. This screen corresponds to the SL Delegation of Authority, Screen 8B.

Appropriate security is needed to make additions/changes to this screen.

<table>
<thead>
<tr>
<th>Screen 52B – SA Delegation of Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>52B SA Delegation of Authority</td>
</tr>
<tr>
<td>Screen: ___ Account: ______ _____</td>
</tr>
<tr>
<td>FY 2009 CC 02</td>
</tr>
<tr>
<td>04/16/09 12:43</td>
</tr>
<tr>
<td><strong>---------- Delegate Authority to --------</strong></td>
</tr>
<tr>
<td>Person ID      Name</td>
</tr>
<tr>
<td>Comments</td>
</tr>
<tr>
<td>___________   ___________</td>
</tr>
<tr>
<td>___________   ___________</td>
</tr>
<tr>
<td>___________   ___________</td>
</tr>
<tr>
<td>___________   ___________</td>
</tr>
<tr>
<td>*** All fields entered on this screen override fields on the Parent SL ***</td>
</tr>
</tbody>
</table>

Basic Steps
- Advance to Screen 52B.
- Type an account number into the Account: field on the Action Line and press <ENTER>.
- Type data in the fields as necessary and press <ENTER>.

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

Action Line
◆ Account: 11 digits
Enter a Support Account number.

Screen Information
Person ID: Help 9 digits
Enter the UIN ID number of the person who has delegation authority for the account.
Name: 17 characters
Displays the name of the person associated with the Person ID entered.
Comments: 30 characters/5 rows
Enter comments needed about the delegated authority.

Additional Functions
PF KEYS
See the Appendix for explanation of the standard PF Keys.
Move Support Account Budgets

FAMIS allows you to move budget from one Support Account to another Support Account using Screen 53. This function permits departments to manage their SA's without the necessity of the Business Office involvement.

This screen is intended for departmental input and cannot be used to make Month 13 entries. Use Screen 10 to create budget transfers between support accounts.

Screen 53 will only let you move an account that is less than or equal to the total of the budget transactions entered on that support account.

**Basic Steps**
- Advance to Screen 53.
- Type the first six digits of the support account number (the subsidiary ledger account number), the support account from which funds will be moved, and the support account to which funds will be moved on the Action Line.
- Enter your departmental reference number in Ref2 field and/or Ref4 field to assist you tracking the budget move. You can use this number to look up your transaction on Screens 76, 77, 78, and 79.
- As necessary, provide the appropriate cost reference value. (currently used by TTI and TAMRF only)
- Type the dollar amount to be moved from the first support account into the second in the Adjust: field.
- Press <ENTER> to display the new budget for the second support account.
- Press <PF5> to post the transaction.
Screen 53 – Support Account Budget Move (cont’d)

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

Action Line
◆ Acct: 6 digits
Identify the parent Subsidiary Ledger (SL) account number.

◆ From SA: 5 digits
Enter the Support Account (SA) number that budget is to be transferred from.

◆ To SA: 5 digits
Enter the Support Account number that budget is to be transferred into.

Thru month: 2 digits
Identify through which month to display account transaction activity.

Screen Information
◆ Ref No. 1, 2, 3, 4: 7 characters/digits
Enter a user-defined sequence reference number that identifies the budget transaction.

Cost Ref1, 2, 3: 7 characters
Include the user-defined reference number identifying budget transactions for the selected account. Only used by TTI and TAMRF.

Page _ of _ Viewed: 2 digits
Shows the number of pages to be viewed.

Cat: 4 digits
Identifies the budget category pool subcode based on the ABR rule for the account.

Desc: 17 characters
Displays the description of the budget pool subcode.

XXXXX Budget: 13 digits
Indicates the current budgeted amount for the budget pool in the first Support Account (whose 5-digit ID number is XXXX).

YYYYY Budget: 13 digits
Indicates the current budgeted amount for the budget pool in the second Support Account (whose 5-digit ID number is YYYYY).

Adjust: 12 digits
Enter the dollar amount to be transferred from the “FROM SA” to the “TO SA” for specified budget pool (category).

New YYYYYY Bud: 13 digits
Displays the anticipated change for the “TO SA.”
Screen 53 – Support Account Budget Move (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals:</td>
<td>12 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates the total amount of funds to be transferred between the SA accounts.</td>
</tr>
<tr>
<td>Transactions:</td>
<td>6 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the number of transactions for this batch reference.</td>
</tr>
<tr>
<td>Amount:</td>
<td>13 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the total of all transactions processed for this batch reference.</td>
</tr>
<tr>
<td>Batch:</td>
<td>6 characters</td>
</tr>
<tr>
<td></td>
<td>Identifies the batch reference number associated with the budget transactions posted.</td>
</tr>
<tr>
<td>Date:</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the date of the batch for the budget transactions.</td>
</tr>
</tbody>
</table>

**Additional Functions**

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

- **PFS Post**: Used to post the budget move transaction.
Departmental Encumbrances

Departments can use Screen 57 for certain encumbrances they want to make on an account. The ability to establish a new encumbrance (i.e. increase) or ‘zero out’ an existing encumbrance is included here. There is, however, no liquidation for these adjustments.

The first step in adjusting these encumbrances is to identify the support account that has the original encumbrance. Two support account screens to help you are Screen 68 (Support Account Search) and Screen 63 (Transaction Inquiry by Support Account).

The current amount of the encumbrance (if any) will be displayed. The encumbrance object code, transaction code, and reference will also be displayed on the screen, but you cannot change these fields. They are determined by the encumbrance type entered on the Action Line.

Screen 57 cannot be used to adjust or establish payroll encumbrances.

There is no need to enter a batch when using this screen because a batch will be open in the background.

CostRefs are used by some parts as another way to track expenses. They are required for certain accounts and whether they are required or not is determined on Screen 8, or Screen 52.

Screen 57 – Departmental Encumbrances

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Account: 271030 00000</th>
<th>Encumbrance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obj Code: 3010</td>
<td>Liquidated:</td>
<td></td>
</tr>
<tr>
<td>Type: 051</td>
<td>Adjustments: 14,200.00</td>
<td></td>
</tr>
<tr>
<td>Enc Ref: TRAV001</td>
<td>Current: 26,200.00</td>
<td></td>
</tr>
<tr>
<td>Date: 03/09/2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase/Decrease: _ (I/D)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Ref 1: ____ 2: ____ 3: ____</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transactions: 0 Amount: 0.00 Batch: 1586JC Date: 08/31/2008
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp

You can access a list of the encumbrance types, if they have been defined on Screen 853, by placing your cursor in the Encumbrance: field, pressing PF2, and then pressing ENTER. This does not include Purchase Order or Payroll encumbrances.

To use this functionality, FAMIS Services must define valid encumbrance types on Screen 853.
Screen 57 – Encumbrance Types Pop-up

+-----------------------------------------------+
| ** End of List - 2 Type(s) Found **          |
|                                               |
| Enc                                         |
| Type Description                            |
| _ B  BENEFITS                              |
| _ W  WAGES                                 |
|                                               |
|                                               |
|                                               |
|                                               |
|                                               |
|                                               |
|                                               |
| Select Type or Press <PF4> to QUIT.          |
+-----------------------------------------------+

Basic Steps

- Access Screen 57.
- Enter a valid subsidiary ledger account and support account number in the Account: field.
- Type a valid encumbrance type code in the Encumbrance: field and press <ENTER>. The appropriate object code, Type, Enc Ref and Date field, and current encumbrance are displayed automatically. The date defaults to the current processing date, but can be changed.
- Enter a reason describing the change to the encumbrance, the dollar amount, and either ‘I’ (increase) or ‘D’ (decrease) in the fields provided.

If you want to ‘zero out’ the encumbrance, you may leave Amount: field blank and type ‘D’ for decrease.

- Optional fields include: Cost Ref1, Cost Ref2, and Cost Ref3.
- Press <ENTER> after all the data has been entered to validate and process the information.

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

**Action Line**

◆ **Account:**

11 digits
Enter the Subsidiary Ledger (SL) account + Support Account (SA) number to be encumbered.

◆ **Encumbrance:**

Help 1 character
Indicate the type of encumbrance:
B = Benefits
T = Travel
W = Wages

These values must be defined on Screen 853.
Screen Information

**Obj Code:** 4 digits
Displays the *original encumbrance object code*; automatically filled in by FAMIS.

**Liquidated:** 12 digits
Shows the *total amount liquidated* for encumbered item.

**Type:** 3 digits
Automatically displays the *encumbrance transaction code*, based upon what was entered in the Encumbrance: field.

**Adjustments:** 12 digits
Displays the *adjustments* (other than liquidations) made to an encumbrance.

**Enc Ref:** 7 characters/digits
The value displayed is based on the type entered in the Encumbrance: field.

**Current:** 12 digits
Shows the *current amount* of encumbrance.

**Date:** 8 digits
Indicates the *date the encumbrance was entered*. If blank, it will default to the batch session date.

**Description:** 31 characters
Provide a *description of the reason for the change* to the encumbrance.

**Amount:** 13 digits
Enter the *amount of the change to the encumbrance*.

**Increase/Decrease:** 1 character
Indicate if the amount is an *increase* (I) or *decrease* (D).

**Cost Ref 1/2/3:** 8 digits
If necessary, provide the appropriate *cost reference value* defined by your department. [This is currently only used by TTI and TAMRF]}

Additional Functions

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

**PF12 Warnings**
Displays nonfatal FAMIS *warning messages*, if any.
Create/Maintain Bank Accounts

FAMIS allows you to create and modify memo bank account records using Screen 28. These bank accounts are often referred to as “Memo” banks to distinguish them from “Physical” or “Real” bank accounts held at a financial institution. Memo bank accounts are reconciled with physical bank accounts by fiscal personnel.

To delete a bank account, use Screen 43.

Screen 28 - Create/Maintain Bank Accounts

Basic Steps

- Access Screen 28.
- Type a bank account number into the Account: field on the Action Line and press <ENTER>. If this is the number of an existing account, attribute information will appear. If this is the number of a new account, no attribute information will appear. You can now input this information in the necessary fields.
- Type data in the fields provided, as desired. Press <ENTER>.

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

**Action Line**

- **Account:** 10 characters/digits
  Enter a bank account number (always begins with B).

**Screen Information**

- **Account Title:** 35 characters
  Enter the bank name.

- **Long Description:** 40 characters/2 lines
  Include a long description, usually name and designation of funds.
Screen 28 – Create/Maintain Bank Accounts (cont’d)

**Local Bank Information**
- **Account No:** 12 digits
  Enter the bank account number.
- **Contact:** 20 characters
  Identify the person at bank to contact regarding account.
- **Contact Phone:** 10 digits
  Include the phone number of contact person at the local bank.
- **Ext:** 4 digits
  Enter the extension number of person at bank to contact regarding account.
- **ABA Number:** 10 digits
  Include the federally assigned number used to identify the bank.
- **LType:** 4 characters/digits
  Identify the local bank type.
- **Check Stock:** 10 digits
  Enter the check numbers issued by bank specifically for use in the System.
- **Bank Name:** 40 characters
  Indicate the name and location of the bank.
- **Old Account:** 15 digits
  Include the number of predecessor bank account.
- **Comments:** 240 characters
  Enter additional comments or a detailed description of the bank account.

**State Appropriation Information**
- **Appropriation Year:** 4 digits
  Enter fiscal year the bank account was established as a State Cost Center.
- **Fund:** 4 digits
  Enter the number designated at the State level for allocation of resources held by the institution as custodian or agent for these funds.
- **Appropriation Number:** 5 digits
  Enter the number given to agencies representing the legislative appropriation bill passed for fund approval.
- **Agency Code:** 3 digits
  Identify a state-assigned code representing each agency participating in use of state funds through the State Cost Center.
- **Cost Center:** 5 digits
  Include the Cost Center number (has same meaning as the bank number at the local level) used to track appropriations.
Screen 28 – Create/Maintain Bank Accounts (cont’d)

**SType:**

<table>
<thead>
<tr>
<th>Help</th>
<th>4 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identify the State bank type.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**

See the Appendix for explanation of the standard PF Keys.
Maintain USAS Strategy Table

Basic Concepts

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

USAS Program Structure

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

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

FAMIS Strategy Table

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

FAMIS Screen 840 is the table for the definition of the USAS strategies. Each FAMIS agency sets up this table for each Fiscal Year. If FAMIS does not find a match on Screen 840, a default PCA of ‘89010’ is used.

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

Screen 840 - Maintain USAS Strategy Table

<table>
<thead>
<tr>
<th>Acct</th>
<th>Acct</th>
<th>S/C</th>
<th>S/C</th>
<th>F</th>
<th>Low</th>
<th>High</th>
<th>Low</th>
<th>High</th>
<th>Goal</th>
<th>Obj</th>
<th>Strat</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>120016</td>
<td>120033</td>
<td>1100</td>
<td>9999</td>
<td>F</td>
<td>1200016</td>
<td>120033</td>
<td>1100</td>
<td>9999</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>STUDENT SERVICES</td>
</tr>
<tr>
<td>120034</td>
<td>120049</td>
<td>1000</td>
<td>1000</td>
<td>F</td>
<td>120034</td>
<td>120049</td>
<td>1000</td>
<td>1000</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>INSTITUTIONAL SUPPORT</td>
</tr>
<tr>
<td>120045</td>
<td>120049</td>
<td>1000</td>
<td>1000</td>
<td>F</td>
<td>120045</td>
<td>120049</td>
<td>1000</td>
<td>1000</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>INSTITUTIONAL SUPPORT</td>
</tr>
<tr>
<td>120050</td>
<td>120050</td>
<td>1000</td>
<td>1000</td>
<td>F</td>
<td>120050</td>
<td>120050</td>
<td>1000</td>
<td>1000</td>
<td>1702</td>
<td>2702</td>
<td>3712</td>
<td>UNIVERSITY POLICE</td>
</tr>
<tr>
<td>120050</td>
<td>120050</td>
<td>1005</td>
<td>1005</td>
<td>F</td>
<td>120050</td>
<td>120050</td>
<td>1005</td>
<td>1005</td>
<td>1702</td>
<td>2702</td>
<td>3712</td>
<td>UNIVERSITY POLICE</td>
</tr>
<tr>
<td>120050</td>
<td>120050</td>
<td>1100</td>
<td>9999</td>
<td>F</td>
<td>120050</td>
<td>120050</td>
<td>1100</td>
<td>9999</td>
<td>1702</td>
<td>2702</td>
<td>3712</td>
<td>UNIVERSITY POLICE</td>
</tr>
<tr>
<td>120051</td>
<td>120399</td>
<td>1000</td>
<td>1000</td>
<td>F</td>
<td>120051</td>
<td>120399</td>
<td>1000</td>
<td>1000</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>INSTITUTIONAL SUPPORT</td>
</tr>
<tr>
<td>120051</td>
<td>120399</td>
<td>1005</td>
<td>1005</td>
<td>F</td>
<td>120051</td>
<td>120399</td>
<td>1005</td>
<td>1005</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>INSTITUTIONAL SUPPORT</td>
</tr>
<tr>
<td>120051</td>
<td>120399</td>
<td>1100</td>
<td>9999</td>
<td>F</td>
<td>120051</td>
<td>120399</td>
<td>1100</td>
<td>9999</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>INSTITUTIONAL SUPPORT</td>
</tr>
<tr>
<td>120400</td>
<td>120899</td>
<td>1000</td>
<td>1000</td>
<td>F</td>
<td>120400</td>
<td>120899</td>
<td>1000</td>
<td>1000</td>
<td>1900</td>
<td>2990</td>
<td>8915</td>
<td>STATE PAID GIP - RETIREES</td>
</tr>
</tbody>
</table>

********** More Data -- Press <ENTER> to View **********

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

Hmenu Help EHelp DLOAD
**Account Function Attribute in FAMIS**

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

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

```
<table>
<thead>
<tr>
<th>006 SL 6 Digit Account (FSA)</th>
<th>03/09/09 15:16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Account: 120035 1105 PRESIDENT’S OFFICE SPECIAL DEVELOP</td>
</tr>
<tr>
<td>Account Title: PRESIDENT’S OFFICE SPECIAL DEVELOP</td>
<td>SA create enable: Y</td>
</tr>
<tr>
<td>Resp Person: 8uuuuuuu9 LAWRENCE, LARRY L</td>
<td>Old Acct: ___________</td>
</tr>
<tr>
<td>ABR Rule: 001</td>
<td>Map Code: 12000 Reporting Group: __</td>
</tr>
<tr>
<td>Bottom Line Cntl: Y Deflt Cat Cntl: R Deflt Cat Tol Pct: ___</td>
<td></td>
</tr>
<tr>
<td>AFR Fund Group: 10 Fund Group: FG Sub Fund Group: __ Sub-Sub: ___</td>
<td></td>
</tr>
<tr>
<td>Year-End Process: F Year-End Acct: ___</td>
<td>Function: __</td>
</tr>
<tr>
<td>Default Bank: 78001 Override: Y Proj FYTD End Mo: 08 Aux Code: ___</td>
<td></td>
</tr>
<tr>
<td>Alternate Banks: ***** _____ _____ _____ _____</td>
<td>Security: ___</td>
</tr>
<tr>
<td>State Funds: Y Appropriated: ___</td>
<td>----SA Transactions----</td>
</tr>
<tr>
<td>Dept S-Dept Exec Div Coll Mail Cd Stmt Budget Actual</td>
<td>Primary: PRES _____ PR AD C1246 Y Expense: N N</td>
</tr>
<tr>
<td>Secondary: _____ _____ _____ _____</td>
<td>Revenue: N N</td>
</tr>
<tr>
<td>Fund Source: 05</td>
<td>Setup Date: 06/28/1999 TRS/ORP Exempt: ___</td>
</tr>
<tr>
<td>Long Title: PRESIDENT’S OFFICE SPECIAL DEVELOP</td>
<td></td>
</tr>
</tbody>
</table>
```

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

```
<table>
<thead>
<tr>
<th>VALUES</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLANK</td>
<td>NOT SPECIFIED</td>
</tr>
<tr>
<td>10</td>
<td>INSTRUCTION</td>
</tr>
<tr>
<td>15</td>
<td>RESEARCH</td>
</tr>
<tr>
<td>20</td>
<td>PUBLIC SERVICE</td>
</tr>
<tr>
<td>25</td>
<td>ACADEMIC SUPPORT</td>
</tr>
<tr>
<td>30</td>
<td>STUDENT SERVICE</td>
</tr>
<tr>
<td>35</td>
<td>INSTITUTIONAL SUPPORT</td>
</tr>
<tr>
<td>40</td>
<td>OPERATION &amp; MAINT OF PLANT</td>
</tr>
<tr>
<td>50</td>
<td>MAJOR REPAIR &amp; REHABILITATION</td>
</tr>
<tr>
<td>60</td>
<td>SCHOLARSHIPS &amp; FELLOWSHIPS</td>
</tr>
<tr>
<td>70</td>
<td>AUXILIARY</td>
</tr>
<tr>
<td>90</td>
<td>DEPRECIATION</td>
</tr>
</tbody>
</table>
```
Next, FAMIS converts the FAMIS value for Function to the state value as seen in the following chart.

<table>
<thead>
<tr>
<th>Statewide defined NACUBO Function Values</th>
<th>FAMIS Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1000 Education and General</strong></td>
<td></td>
</tr>
<tr>
<td>1100 Instruction</td>
<td>Screen 6</td>
</tr>
<tr>
<td>1200 Research</td>
<td>Conversion</td>
</tr>
<tr>
<td>1300 Public Service</td>
<td>10</td>
</tr>
<tr>
<td>1400 Hospitals</td>
<td>15</td>
</tr>
<tr>
<td>1500 Academic Support</td>
<td>20</td>
</tr>
<tr>
<td>1600 Student Services</td>
<td>HS</td>
</tr>
<tr>
<td>1700 Institutional Support</td>
<td>25</td>
</tr>
<tr>
<td>1800 Operation and Maintenance of Plant</td>
<td>30</td>
</tr>
<tr>
<td>1900 Scholarships and Fellows</td>
<td>HS</td>
</tr>
<tr>
<td><strong>2000 Auxiliary Enterprise</strong></td>
<td></td>
</tr>
<tr>
<td>2100 Auxiliary Enterprise</td>
<td>PL, RR</td>
</tr>
</tbody>
</table>

**PCA is Determined**

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

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

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

FAMIS allows you to access the USAS PCA Calculations showing goal, objective, strategy and PCA by using Screen 991.

For each FAMIS account, the PCA (Program Cost Account) is calculated. When transactions are sent to USAS, FAMIS includes the PCA. The user does not have to enter the PCA on the transaction.

**Screen 991 – USAS PCA Calculation**

<table>
<thead>
<tr>
<th>Function</th>
<th>Object Code</th>
<th>Description</th>
<th>Goal</th>
<th>Objective</th>
<th>Strategy</th>
<th>PCA</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1410</td>
<td>Sal-Teaching - Faculty</td>
<td>1701</td>
<td>2701</td>
<td>3721</td>
<td>37210</td>
</tr>
<tr>
<td></td>
<td>1510</td>
<td>Sal-Support Staff - Professional</td>
<td>1701</td>
<td>2701</td>
<td>3721</td>
<td>37210</td>
</tr>
<tr>
<td></td>
<td>1910</td>
<td>Employee Insurance Payments</td>
<td>1701</td>
<td>2701</td>
<td>3721</td>
<td>37210</td>
</tr>
<tr>
<td></td>
<td>4010</td>
<td>Supplies - Office General</td>
<td>1701</td>
<td>2701</td>
<td>3721</td>
<td>37210</td>
</tr>
</tbody>
</table>

**Basic Steps**

- Advance to Screen 991.
- Enter a valid account number and press <ENTER> to view the information.

**USAS Program Cost Account Profile**

In USAS, this profile is used to track revenues and expenditures for LBB Program and LBB Activity. The program cost account (PCA) infers the program structure. PCAs must be used in order to track strategies, goals, and objectives.

**USAS Access**

- From MAIN MENU P - Profile Maintenance

- OR -

- Link To ➔ Screen ID - 026 - Program Cost Account Profile
In this example, the value for PCA = 37016.

### Field Descriptions

**Action Line**

- **Account:** 10 digits
  Enter a six-digit Subsidiary Ledger account number.

- **Appropriation Year:** 4 digits
  Indicate the year of the appropriation.

- **Actual Fiscal Year:** 4 digits
  Indicate the actual fiscal year.

- **Function:** 2 digits
  Identifies the current fund expenditures purpose. This field holds the NACUBO Function.

**Screen Information**

- **Object Code:** 4 digits
  Enter the object code to be used for the expenditure.

- **Description:** 30 characters
  Shows a description of the object code.

- **Goal:** 4 digits
  Displays a USAS code used to represent a line item in the general appropriations act.

- **Objective:** 4 digits
  Displays a USAS code used to represent a sub-line item in the General Appropriations Act.
Screen 991 – USAS PCA Calculation (cont’d)

**Strategy:**
4 digits
Displays a USAS code used to represent a third level sub-item in the General Appropriations Act.

**PCA:**
5 digits
Identifies the Program Cost Account, the lowest level of the USAS program structure.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Maintain USAS Strategy Table

FAMIS allows you to create, modify or view the USAS Strategy Table using Screen 840. This table is used to map FAMIS accounts and transactions to USAS goals, objects and strategies.

Each FAMIS agency will set up this table in FAMIS.

Screen 840 – Maintain USAS Strategy Table

<table>
<thead>
<tr>
<th>Acct</th>
<th>Acct</th>
<th>S/C</th>
<th>S/C</th>
<th>Low</th>
<th>High</th>
<th>Low</th>
<th>High</th>
<th>Goal Obj</th>
<th>Strat</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>120000</td>
<td>120010</td>
<td>1000</td>
<td>1000</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>INSTITUTIONAL SUPPORT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120000</td>
<td>120010</td>
<td>1005</td>
<td>1005</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>INSTITUTIONAL SUPPORT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120011</td>
<td>120014</td>
<td>1005</td>
<td>1005</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>STUDENT SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120011</td>
<td>120014</td>
<td>1100</td>
<td>9999</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>STUDENT SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120015</td>
<td>120015</td>
<td>1005</td>
<td>1005</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>AFR ACCOUNT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120015</td>
<td>120015</td>
<td>1100</td>
<td>4044</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>AFR ACCOUNT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120015</td>
<td>120015</td>
<td>1005</td>
<td>4045</td>
<td>1701</td>
<td>2701</td>
<td>3721</td>
<td>VET MEDICAL SUPPLIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120015</td>
<td>120015</td>
<td>4046</td>
<td>4999</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>AFR ACCOUNT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120015</td>
<td>120015</td>
<td>5000</td>
<td>5035</td>
<td>1702</td>
<td>2702</td>
<td>3712</td>
<td>UTILITIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120015</td>
<td>120015</td>
<td>5036</td>
<td>5529</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>AFR ACCOUNT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120015</td>
<td>120015</td>
<td>5530</td>
<td>5530</td>
<td>1702</td>
<td>2702</td>
<td>3712</td>
<td>BUILDING MAINTENANCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120016</td>
<td>120033</td>
<td>1005</td>
<td>1005</td>
<td>1701</td>
<td>2701</td>
<td>3701</td>
<td>STUDENT SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 840.
- Enter a valid appropriation year on the Action Line and press <ENTER> to view the table.
- Type the desired Starting High Account number to place it at the top of the list.
- Type A (Add), U (Update), or D (Delete) in the F: field to make additions, modifications or deletions to the table as needed.
- Press <ENTER> to record the information.

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

**Action Line**

◆ Appropriation Year: 4 digits
  Indicate the year of the appropriation; the default is the current year.

Starting High Acct: 6 digits
  Include an account number to position it at the top of the screen, if desired.

**Screen Information**

F: 1 character
  Enter the desired function code:
  A = Add a record
  U = Update a record
  D = Delete a record
### Screen 840 – Maintain USAS Strategy Table (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct Low</td>
<td>6 digits Identify the <strong>lowest SL account number</strong> in the range.</td>
</tr>
<tr>
<td>Acct High</td>
<td>6 digits Include the <strong>highest SL account number</strong> in the range.</td>
</tr>
<tr>
<td>S/C Low</td>
<td>4 digits Signify the <strong>lowest object code</strong> for the range.</td>
</tr>
<tr>
<td>S/C High</td>
<td>4 digits Enter the <strong>highest object code</strong> for the range.</td>
</tr>
<tr>
<td>Goal</td>
<td>4 digits Identify a USAS code used to represent a <strong>line item</strong> in the general appropriations act.</td>
</tr>
<tr>
<td>Obj</td>
<td>4 digits Provide a USAS <strong>object code</strong> used to represent a <strong>sub-line item</strong> in the general appropriations act.</td>
</tr>
<tr>
<td>Strat</td>
<td>4 digits Identify a USAS <strong>strategy table code</strong> used to represent a third level sub-item in the General Appropriations Act.</td>
</tr>
<tr>
<td>Description</td>
<td>30 characters Provide a <strong>description</strong> of the strategy.</td>
</tr>
</tbody>
</table>

### Additional Functions

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

**PF9**
**Download** data using Entire Connection.
Account Search

Screen 29 allows you to view a list of accounts by account number, account title, department, or responsible person. This screen can be used to display General Ledger accounts, Subsidiary Ledger accounts, or bank accounts.

Accounts that are set to “freeze” will appear on this screen. Accounts that are set to be “deleted” will not be displayed unless you type ‘Y’ in the Include Deleted Accts: field.

Screen 29 - Account Search (Panel 1)

Panel 2 displays any SPR Projects that may be associated with an account.

Screen 29 - Account Search (Panel 2)
Basic Steps

- Advance to Screen 29.
- Enter a valid account number to position the screen to a particular place in the list.
- Type ‘Y’ in the Include Deleted Accts: field to include deleted accounts in the displayed list.
- Press <ENTER> to view the information.
- Type an ‘X’ in the Sel: field to select an account and press <ENTER>. FAMIS will advance to Screen 6 and display more detail about the account.

Account Search Process

Search by Account
Screen 29 allows the user to search for General Ledger (GL), Subsidiary Ledger (SL), and Bank accounts. To search for any of these account by their account number, enter their 6 digit identification number in the Account: field. This will bring up a numerical list of accounts, beginning with the number entered.

Search by Title
If the account number is not known, the user may search by account description, or title. The ability to search for accounts by Title has been expanded. The Title Search: field can now be searched using a wildcard asterisk (*). Be aware that FAMIS is now searching through the Title and the Long Title fields in order to return a display list.

For example, typing *pres* in the field may give you the following:

<table>
<thead>
<tr>
<th>ART</th>
<th>PRESERVATION</th>
<th>460597-00000</th>
<th>ARTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO</td>
<td>COLLABOR INITIATIVE AG CAREERS</td>
<td>412084-00000</td>
<td>CITR RES1</td>
</tr>
<tr>
<td>DE</td>
<td>DESIGNING LOW BIT RATE SIGNALS</td>
<td>412184-00000</td>
<td>ELEN RES1</td>
</tr>
<tr>
<td>EXP</td>
<td>EXPRESSION OF RICH GENE</td>
<td>160300-00042</td>
<td>BIOL</td>
</tr>
<tr>
<td>FURN</td>
<td>FURNITURE-PRESIDENT'S RESIDENCE</td>
<td>883003-00000</td>
<td>PHPL</td>
</tr>
</tbody>
</table>

You'll notice that you do not see “PRES” in two of the above titles -- that's because, you are looking at the Short Title, while the letters PRES are found in the Long Title visible on the account screens such as Screen 6.

Search by Department/Sub-Department
If the account number is not known, the user may search by the department or sub-department responsible for the account. Enter up to 5 characters of the responsible department in the Dept Search: field and press <ENTER> to initiate the search. This will bring up an alphabetical list of accounts by department, beginning with the department entered.
Screen 29 – Account Search (cont’d)

Search by Responsible Person
If the account number is not known, the user may search by the person responsible for the account. Enter up to 20 characters of the name of the person responsible for the account in the Resp Person Search: field and press <ENTER> to initiate the search. This will bring up an alphabetical list of accounts by responsible person, beginning with the name entered.

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

**Action Line**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account:</strong></td>
<td>10 digits&lt;br&gt;Enter a six-digit account number (General Ledger, Subsidiary Ledger, or Bank Accounts).</td>
</tr>
<tr>
<td><strong>Title Search:</strong></td>
<td>Help 20 characters&lt;br&gt;Type title or portion of the account title.</td>
</tr>
<tr>
<td><strong>Dept/SDept Search:</strong></td>
<td>5 characters&lt;br&gt;Indicate the department/subdepartment of the account.</td>
</tr>
<tr>
<td><strong>Resp Person Search:</strong></td>
<td>20 characters&lt;br&gt;Enter the name, or portion of a name, of the person responsible for the account.</td>
</tr>
<tr>
<td><strong>Include Deleted Accts:</strong></td>
<td>1 character&lt;br&gt;Indicate whether or not (‘Y’ or ‘N’) to include the deleted accounts.</td>
</tr>
</tbody>
</table>

**Screen Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sel:</strong></td>
<td>1 character&lt;br&gt;Type ‘X’ and press &lt;ENTER&gt; to select.</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>35 characters&lt;br&gt;Description of the General Ledger, Subsidiary Ledger, or Bank account.</td>
</tr>
<tr>
<td><strong>Account:</strong></td>
<td>6 digits&lt;br&gt;Indicates the six-digit account number identifying a General Ledger, a Subsidiary Ledger, or a Bank Account.</td>
</tr>
<tr>
<td><strong>Dept:</strong></td>
<td>4 characters&lt;br&gt;Designates the code for the department responsible for the account.</td>
</tr>
<tr>
<td><strong>SDept:</strong></td>
<td>5 characters&lt;br&gt;Shows the code for the subdepartment responsible for the account.</td>
</tr>
<tr>
<td><strong>Responsible Person:</strong></td>
<td>20 characters&lt;br&gt;Designates the person responsible for the account.</td>
</tr>
</tbody>
</table>
Screen 29 – Account Search (cont'd)

Panel 2
 SPR Project: 10 digits
 Shows the SPR Project number associated with the account.

Additional Functions
 PF KEYS See the Appendix for explanation of the standard PF Keys.
 PF9 Download DLoad
 Used to download the information through Entire Connection. This download is restricted to 5000 records.
Support Account Search

FAMIS will list all support accounts by account number, account description or title and by the person responsible for the account. Screen 68 lists valid Support Accounts as well as account number, department code, account title, and responsible person.

Select an item on this screen to advance to Screen 50 for additional information.

<table>
<thead>
<tr>
<th>Sel</th>
<th>Description</th>
<th>Account</th>
<th>Dept</th>
<th>SDept</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CIS TRAINING</td>
<td>271290-83000</td>
<td>CEE</td>
<td></td>
<td>ROGERS, RUDY R</td>
</tr>
<tr>
<td></td>
<td>CLASSIFICATION AND COMPENSATION</td>
<td>271290-90000</td>
<td>CEE</td>
<td></td>
<td>ROGERS, RUDY R</td>
</tr>
<tr>
<td></td>
<td>FMO</td>
<td>271300-00000</td>
<td>FISC</td>
<td></td>
<td>PARKER, POLLY P</td>
</tr>
<tr>
<td></td>
<td>ACCOUNTING SERVICES</td>
<td>271300-90000</td>
<td>FISC</td>
<td></td>
<td>PARKER, POLLY P</td>
</tr>
<tr>
<td></td>
<td>RECONCILIATIONS</td>
<td>271300-11000</td>
<td>FISC</td>
<td>APS</td>
<td>PARKER, POLLY P</td>
</tr>
<tr>
<td></td>
<td>TRAINING/SECURITY</td>
<td>271300-12000</td>
<td>FISC</td>
<td>APS</td>
<td>PARKER, POLLY P</td>
</tr>
<tr>
<td></td>
<td>EXTERNAL REPORTING</td>
<td>271300-13000</td>
<td>FISC</td>
<td>APS</td>
<td>PARKER, POLLY P</td>
</tr>
<tr>
<td></td>
<td>ACCOUNTING OPERATIONS</td>
<td>271300-20000</td>
<td>FISC</td>
<td>OPS</td>
<td>PARKER, POLLY P</td>
</tr>
<tr>
<td></td>
<td>ACCOUNTS PAYABLE</td>
<td>271300-21000</td>
<td>FISC</td>
<td>OPS</td>
<td>PARKER, POLLY P</td>
</tr>
<tr>
<td></td>
<td>PROPERTY</td>
<td>271300-22000</td>
<td>FISC</td>
<td>OPS</td>
<td>PARKER, POLLY P</td>
</tr>
<tr>
<td></td>
<td>ACCOUNTS CONTROLS</td>
<td>271300-23000</td>
<td>FISC</td>
<td>OPS</td>
<td>PARKER, POLLY P</td>
</tr>
<tr>
<td></td>
<td>FACULTY WORKSTATION ALLOCATION</td>
<td>271310-00000</td>
<td>GALV</td>
<td>ADAA</td>
<td>MORRIS, MITCHEL M</td>
</tr>
<tr>
<td></td>
<td>PURCHASED UTILITIES</td>
<td>271320-00000</td>
<td>VPFN</td>
<td></td>
<td>BYERS, BRENDA B</td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 68.
- Enter a valid account number.
- Press <ENTER> to view the information.
- Type ‘X’ next to an account, press <ENTER> and FAMIS will display additional detailed information for that account on Screen 50.

Account Search Process

Searching by Title

If the account number is not known, the user may search by account description, or title. The ability to search for accounts by Title has been expanded. You may now use a wildcard asterisk (*) in the Title Search: field. Be aware that FAMIS will then search through the Title and the Long Title fields in order to return a list for viewing.

Be aware that FAMIS is now searching through the Title and the Long Title fields in order to return a list to you for viewing.
For example, typing *pres* in the field may give you the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Account Number</th>
<th>Department/SL Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART PRESERVATION</td>
<td>460597-00000</td>
<td>ARTS</td>
</tr>
<tr>
<td>COLLABOR INITIATIVE AG CAREERS</td>
<td>412084-00000</td>
<td>CITR RES1</td>
</tr>
<tr>
<td>DESIGNING LOW BIT RATE SIGNALS</td>
<td>412184-00000</td>
<td>ELEN RES1</td>
</tr>
<tr>
<td>EXPRESSION OF RICH GENE</td>
<td>160300-00042</td>
<td>BIOL</td>
</tr>
<tr>
<td>FURNITURE-PRESIDENT'S RESIDENCE</td>
<td>883003-00000</td>
<td>PHPL</td>
</tr>
</tbody>
</table>

You'll notice that you do not see “PRES” in two of the above titles -- that's because, you are looking at the Short Title, while the letters PRES are found in the Long Title visible on the account screens such as Screen 6.

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

**Action Line**

◆ Account: 11 digits
Enter a Subsidiary Ledger + Support Account number.

Title Search: Help 20 characters
Identify the title, or portion of the account title, you wish to search.

Dept/SDep Search: 2 fields (5 characters each)
Enter the department/subdepartment code for the account you wish to search.

Resp Person Search: 20 characters
Identify the name, or portion of a name, of the person responsible for the account search.

Include Deleted Accts: 1 character
Indicate whether or not ('Y' or 'N') to include the deleted accounts.

**Screen Information**

Sel: 1 character
Type ‘X’ to select a particular support account. FAMIS will display more detail on Screen 50.

Description: 31 characters
Shows the description or title of the support account.

Account: 11 digits
Displays the 11-digit support account number (the first six digits being the attached SL account).

Dept: 4 characters
Shows the code for the department responsible for the account.
Screen 68 – Support Account Search (cont’d)

SDept: 5 characters
Identifies the code for the sub-department responsible for the account.

Responsible Person: 18 characters
Shows the person responsible for the account.

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

PF9  Download
DLoad Used to download the information through Entire Connection.
[This download is restricted to 5000 records.]
Old/New Account Crosswalk

Screen 990 provides a cross-reference for the conversion of accounts to FAMIS accounts.

The old account field on Screen 6 is used on Screen 990 to find the matching FAMIS account. This is helpful for employees who are learning new FAMIS accounts during implementation when accounts are changed to meet FAMIS requirements. As an aid to users, Screen 990 will take an old account number and display the new FAMIS number.

### Screen 990 – Old/New Account Crosswalk

<table>
<thead>
<tr>
<th>990 Old/New Account Crosswalk</th>
<th>03/13/09 15:12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Account: 271030 00000</td>
<td></td>
</tr>
<tr>
<td>Old Account Number: 297060000______</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Advance to Screen 990.
- Enter the old account number and press <ENTER>.
- The new account number will be displayed on the Action Line.

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

**Action Line**

- **Account**
  - 11 digits
  - Identify the new Subsidiary Ledger + Support Account.

**Screen Information**

- ◆ **Old Account Number:** 14 digits
  - Enter the old account number.

**Additional Functions**

- **PF KEYS**
  - See the Appendix for explanation of the standard PF Keys.
Section VII

Financial Transaction Inquiry
General Ledger 6 Digit List

Screen 18 displays the balance sheet for a General Ledger Account. The balance sheet will be that portion of the screen that lists the Assets (Account Controls - 1000s), Liabilities (Account Controls - 2000s) and the Fund Balance at 3X00.

Account controls higher than 3000 are for your information only and not part of the balance sheet for the account.

**Screen 18 - GL 6 Digit List**

<table>
<thead>
<tr>
<th>Account Control</th>
<th>Description</th>
<th>Begin Balance</th>
<th>Current Month</th>
<th>April</th>
<th>YTD Thru</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>Claim on Cash</td>
<td>2956023.31</td>
<td>323289.91</td>
<td>12173036.53</td>
<td></td>
</tr>
<tr>
<td>1399</td>
<td>Allowance for Uncoll Re</td>
<td>352.82</td>
<td></td>
<td>352.82</td>
<td></td>
</tr>
<tr>
<td>2100</td>
<td>Accounts Payable</td>
<td>137171.00-</td>
<td>347579.42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3100</td>
<td>Fund Bal-Functional &amp; G</td>
<td>201205.13-</td>
<td>15189.51-</td>
<td>12173339.35-</td>
<td></td>
</tr>
<tr>
<td>4910</td>
<td>Non-Mand Trn From Funct</td>
<td>15831.08-</td>
<td></td>
<td>37376380.79-</td>
<td></td>
</tr>
<tr>
<td>5910</td>
<td>Non-Mand Trn To Functio</td>
<td>35258016.56</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9120</td>
<td>Un-Restricted Expense B</td>
<td>15831.08</td>
<td>23327569.36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9130</td>
<td>Un-Restricted Surplus/D</td>
<td>15831.08</td>
<td>23327569.36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9510</td>
<td>Expense Sum Ledger 1</td>
<td>641.57</td>
<td>11154180.01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9610</td>
<td>Encumb Sum Ledger 1</td>
<td>328345.06</td>
<td>18925.55</td>
<td>9291736.52</td>
<td></td>
</tr>
</tbody>
</table>

* Account Total                  | 0.00 | 15189.51- | 9354184.22- |

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

Hmenu Help  EHelp                         DLoad Print

**Basic Steps**

- Advance to Screen 18.
- Enter a valid General Ledger account number on the Action Line.
- Press <ENTER> to view the information.

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

**Action Line**

◆ **Account:**
10 digits
Enter a General Ledger account number.

◆ **Fiscal Year:**
4 digits
Indicate the current fiscal year.

◆ **Thru Month:**
2 digits
Identify through which month the information is to be listed.

**Screen Information**

Department:
4 characters
Designates the department responsible for the account.
Screen 18 – GL 6 Digit List (cont’d)

**Resp Person:** 20 characters
Identifies the name of the person responsible for the account.

**Flags:** 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject

-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

**Account Control:** 4 digits
Represents a specific Balance Sheet line item for a GL account.

**Description:** 30 characters
Provides a description of the Account Control item.

**YTD Begin**
**Balance:** 15 digits
Shows the beginning year-to-date balance.

**Current Month:** 15 digits
Provides information on current month’s activities.

**YTD Thru:** 15 digits
Shows year-to-date information about line items through specified month.

**Account Total:** 10 digits each
Displays the totals of the columns.

**Additional Functions**

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

**PF8** **Download**
Used to download the information through Entire Connection.

**PF9** **Print**
Print the information through Entire Connection.
General Ledger 10 Digit Snapshot

Screen 40 displays summary dollar data for a specific General Ledger (GL) Account Control. This view mimics looking at one line item on a Balance Sheet, such as 1100 - Claim on Cash or 2100 - Accounts Payable.

This is the only General Ledger screen to show dollars and cents.

### Screen 40 - General Ledger 10 Digit Snapshot

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Account: 010000 1100</td>
</tr>
<tr>
<td>Thru Month: 3_ March</td>
<td>Description: Claim on Cash</td>
</tr>
<tr>
<td>FY Beginning Balance:</td>
<td>3,023,493.69-</td>
</tr>
<tr>
<td>Balance at Begin of Month:</td>
<td>32,818,955.09-</td>
</tr>
<tr>
<td>Current Month Change:</td>
<td>6,071,221.66</td>
</tr>
<tr>
<td>Year to Date Balance:</td>
<td>26,747,733.43-</td>
</tr>
<tr>
<td>Prior Year Curr Mon Actual:</td>
<td>5,943,250.64</td>
</tr>
<tr>
<td>Prior Year YTD Actual:</td>
<td>34,704,130.51-</td>
</tr>
<tr>
<td>Date Last Activity:</td>
<td>04/01/2008</td>
</tr>
<tr>
<td>Last Activity Counter:</td>
<td>264</td>
</tr>
</tbody>
</table>

### Basic Steps
- Advance to Screen 40.
- Enter a valid General Ledger account number and month on the Action Line.
- Press <ENTER> to view the information.

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

**Action Line**
- ◆ Account: 10 digits
  - Enter a General Ledger + Account Control Number.
- Thru Month: 2 digits
  - Identify through which month the information is to be listed.
Screen 40 – General Ledger 10 Digit Snapshot (cont’d)

Screen Information

Flags: 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject

D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Description: 30 characters
Provides a description of the GL account.

FY Beginning Balance: 12 digits
Displays the balance at beginning of fiscal year for specified subcode.

Balance at Begin of Month: 12 digits
Provides the balance at beginning of specified month.

Current Month Change: 12 digits
Shows the net dollar activity for the month.

Year-to-Date Balance: 12 digits
Shows the amount available year-to-date for Balance Sheet item.

Prior Year Curr Mon Actual: 12 digits
Shows the current month actuals for prior fiscal year.

Prior Year YTD Actual: 12 digits
Shows the amount available year-to-date for Balance Sheet item for prior year.

Date Last Activity: 8 digits
Displays the date last transaction was processed.

Last Activity Counter: 8 digits
Shows the number of transactions made on date of last activity.

Additional Functions

PF KEYS See the Appendix for explanation of the standard PF Keys.
FAMIS allows you to analyze the current balances on a General Ledger account.

Screen 702 is used to display an analysis of a GL fund balance as well as various reserves. The total for Estimated Uncommitted Fund Balance shows the projected surplus or deficit amount for that account.

**Screen 702 - GL 6 Digit Reserve Balance**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Reserves</td>
<td>0.00</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>28,974.28</td>
</tr>
<tr>
<td>Reserve for Encumbrances</td>
<td></td>
</tr>
<tr>
<td>Accrued Cash Balance</td>
<td>28,974.28</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>28,974.28</td>
</tr>
<tr>
<td>Revenue Budget - Unrealized</td>
<td>0.00</td>
</tr>
<tr>
<td>Unobligated Remaining Budget</td>
<td>14,954.29</td>
</tr>
<tr>
<td>Reserve for Encumbrances</td>
<td>0.00</td>
</tr>
<tr>
<td>Estimated Uncommitted Fund Balance</td>
<td>14,019.99</td>
</tr>
</tbody>
</table>

* If negative - corrective action may be necessary

**NOTE:**

The total for **Accrued Cash Balance** is comprised of:

\[ \partial + \bullet - \div \]

The **Estimated Uncommitted Fund Balance** total is produced by:

\[ \leftarrow + \uparrow - \rightarrow - \downarrow \]

**Basic Steps**

- Advance to Screen 702.
- Type a valid General Ledger account number and object code on the Action Line.
- Enter the desired month.
- Press <ENTER> to view the information.
Screen 702 – General Ledger 6 Digit Reserve Balance (cont’d)

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

**Action Line**

◆ Account: 10 digits
Enter a General Ledger account number.

◆ Thru Month: 2 digits
Identify through which month the information is to be listed.

**Screen Information**

Department: 4 characters
Designates the department responsible for the account.

Resp Person: 30 characters
Identifies the name of the person responsible for the account.

Flags: 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject
-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Special Reserves: 20 digits
Identifies the dollar amount in the special reserves account control of the General Ledger.

Fund Balance: 20 digits
Gives the dollar amount available in the fund balance of the General Ledger account.

Reserve for Encumbrances: 20 digits
Displays the dollar amount of open commitments assigned to the Subsidiary Ledger accounts mapped to the General Ledger. Can be seen at Acct Control 9620.

Accrued Cash Balance: 20 digits
Displays the difference between the special reserves plus the fund balance minus the reserve for encumbrances.

Fund Balance: 20 digits
Gives the dollar amount available in the Subsidiary Ledger account.
### Screen 702 – General Ledger 6 Digit Reserve Balance (cont’d)

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue Budget - Unrealized</strong></td>
<td>20 digits</td>
</tr>
<tr>
<td><strong>Unrealized</strong></td>
<td>Gives the dollar amount summarized the expected revenue (Revenue BBA) in all SL’s mapped to the General Ledger.</td>
</tr>
<tr>
<td><strong>Unobligated Remaining Budget</strong></td>
<td>20 digits</td>
</tr>
<tr>
<td><strong>Remaining Budget</strong></td>
<td>Includes a summary of BBA expenses for all SL’s mapped to General Ledger.</td>
</tr>
<tr>
<td><strong>Reserve for Encumbrances</strong></td>
<td>20 digits</td>
</tr>
<tr>
<td><strong>Encumbrances</strong></td>
<td>Shows the dollar amount of open commitments assigned to the Subsidiary Ledger account.</td>
</tr>
<tr>
<td><strong>Estimated Uncommitted Fund Balance</strong></td>
<td>20 digits</td>
</tr>
<tr>
<td><strong>Uncommitted Fund Balance</strong></td>
<td>Indicates the estimated portion of fund balance that is not committed (projected surplus or deficit).</td>
</tr>
</tbody>
</table>

**Additional Functions**

*PF KEYS*  
See the Appendix for explanation of the standard
Form 500 Tracking

With the introduction of EPA documents, Screen 90 can only be used for historical records. This screen displays all actions taken against a specified Position ID Number in the BPP system and is used primarily to find and track Form 500 actions. Only actions taken through the Form 500 process through BPP will show on this screen.

The information on this screen is reported from BPP.

### Screen 90 - Form 500 Tracking (Panel 1)

<table>
<thead>
<tr>
<th>Itr Seq</th>
<th>PT Acct</th>
<th>Net Funding</th>
<th>Regmt/Sav</th>
<th>First</th>
<th>Reverse</th>
<th>Form 500</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>01</td>
<td>271030</td>
<td>31056.00</td>
<td>08/01/01</td>
<td>07/17/03</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>01</td>
<td>271030</td>
<td>00399</td>
<td>150.48</td>
<td>271999</td>
<td>1000</td>
</tr>
</tbody>
</table>

******* End of Data *******

### Screen 90 - Form 500 Tracking (PF11)

<table>
<thead>
<tr>
<th>Itr Seq</th>
<th>Employee</th>
<th>Suppt Obj</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Pos Eff Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>SHORE SAMANTHA</td>
<td>7uuuuuuu6</td>
<td>08/01/01</td>
<td>07/31/04</td>
<td>08/01/01</td>
</tr>
<tr>
<td>02</td>
<td>SHORE SAMANTHA</td>
<td>7uuuuuuu6</td>
<td>08/01/01</td>
<td>07/31/04</td>
<td>08/01/01</td>
</tr>
</tbody>
</table>

******* End of Data *******

### Basic Steps
- Advance to Screen 90.
- Enter the PIN number in the in the PIN: field.
- Press <ENTER> to view the information.
Screen 90 – Form 500 Tracking (cont’d)

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

**Action Line**

◆ Fiscal Year: 4 digits
Enter the fiscal year when actions against specified PIN occur.

◆ PIN: 6 characters/digits
Enter a valid Position Identification Number.

**Screen Information**

Iter: 2 digits
Indicates the iterations of the specified Form 500.

Seq: 3 digits
Shows the sequential numbering to indicate number of transactions per iteration.

PT: 2 digits
Indicates the System Part number responsible for action in each iteration.

Acct: 6 digits
Displays the account number where salaries are initially encumbered.

Bud Ch Nbr: 6 digits
Identifies the Budget Change Number.

Net Funding Requirement: 12 digits
Identifies the amount being encumbered or liquidated for each iteration.

Reqmt/Sav Acct: 6 digits
Displays the account number receiving funds if salary savings requirement is involved.

First Entry: 6 digits
Displays the date of transaction entry.

Reverse Entry: 6 digits
Shows the date the transaction was reversed.

Form 500 Prep Dt: 8 digits
Displays the date the Form 500 information was prepared by Budget / Payroll / Personnel.

**Additional Functions**

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

PF11 More
Advances the screen to the right to view additional information.
GL Mapped SLs

Screen 39 displays the SLs that map to a GL. It groups the display by GL, followed by all of the SLs that map to it. This screen is similar to Screen 29.

Select a GL account to view detail information on Screen 2. Select an SL account to view the detail information on Screen 6. If you would like to view the detail on Screen 8 for a specific SL, type “8” in the Screen: field on the Action Line, type ‘X’ by the desired SL and press <ENTER>.

<table>
<thead>
<tr>
<th>GL</th>
<th>SL Description</th>
<th>Dept</th>
<th>SDept</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>020002</td>
<td>MS FINANCE SUPPORT</td>
<td>FINC</td>
<td>OLSON, OLIVER O</td>
<td></td>
</tr>
<tr>
<td>020003</td>
<td>BUSH SCHOOL ROYALTIES</td>
<td>SGFS</td>
<td>LARNELL, LEONA L</td>
<td></td>
</tr>
<tr>
<td>020004</td>
<td>MEPS SEMINAR ACCOUNT</td>
<td>SCSC</td>
<td>ALLEN, ANTOINE A</td>
<td></td>
</tr>
<tr>
<td>020005</td>
<td>ENGINEERING GEOLOGY OUTREACH</td>
<td>GEOL</td>
<td>ROBERTS, ROWLIN R</td>
<td></td>
</tr>
<tr>
<td>020006</td>
<td>PATHOLOGY GLP LABORATORY</td>
<td>VTPB</td>
<td>GARNER, GERALD G</td>
<td></td>
</tr>
<tr>
<td>020007</td>
<td>RECRUITMENT/MATRICULATION</td>
<td>APHU</td>
<td>JOHNSON, JILL J</td>
<td></td>
</tr>
<tr>
<td>020008</td>
<td>RECRUITMENT LEADERSHIP TAM-S</td>
<td>APHU</td>
<td>JOHNSON, JILL J</td>
<td></td>
</tr>
<tr>
<td>020009</td>
<td>HLKN DANCE MINOR PROGRAM</td>
<td>HLKN</td>
<td>DREW, DONALD D</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps
- Advance to Screen 39.
- Type a valid GL account number on the Action Line to advance the display to a specific number.
- Type “X” in the Sel: field next to a GL and press <ENTER> to advance to Screen 2.
- Type “X” in the Sel: field next to an SL and press <ENTER> to advance to Screen 6.

GL Mapped SLs Process

Press <ENTER> to scroll through the GL accounts displayed on this screen and view the SL accounts that are mapped to each GL. If you wish to view a specific GL account number, type it in the Account: field on the Action Line and press <ENTER> to have it displayed at the top of the screen.

Select a specific GL or SL account by typing ‘X’ in the Sel: field to view detailed account information. Screen 2 shows the detail for a GL account; Screen 6 shows the detail for an SL account. Screen 8 shows the SL attributes.
Screen 39 – GL Mapped SLs (cont’d)

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

**Action Line**
◆ Account: 6 digits
Enter a valid GL account number to advance the display to the specified number.

**Screen Information**
◆ Sel: 1 character
Type ‘X’ and press <ENTER> to select an account and advance to either Screen 2 (for GL) or Screen 6 (for SL).

GL: 6 digits
Displays the GL (General Ledger) account number.

SL: 6 digits
Identifies the SL (Subsidiary Ledger) account number mapped to the GL account.

Description: 28 characters
Provides a description of the GL or SL account.

Dept: 4 characters
Displays the department code for the account.

SDept: 4 characters
Indicates the subdepartment, if any, on the account.

Responsible Person: 20 characters
Identifies the person responsible for the account.

**Additional Functions**
PF KEYS See the Appendix for an explanation of the standard PF Keys.
Transaction Inquiry by Account

Screen 23 displays detail transactions previously entered against a specified General Ledger (GL), Subsidiary Ledger (SL) account, or bank account.

Data entered in the “Cost Ref 1, 2 and 3” fields on transaction screens such as Screen 11 or Screen 14, can be displayed on Screen 23 using Ref 5, 6 and 7.

**Screen 23 - Transaction Inquiry by Account (Panel 1)**

<table>
<thead>
<tr>
<th>Sbdc TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100 098 BBF2007 09/01</td>
<td>GL BEGINNING BALAN</td>
<td>1,945.78</td>
<td>BBGL01 021122</td>
<td>2100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100 098 BBF2007 09/01</td>
<td>GL BEGINNING BALAN</td>
<td>3,550.00</td>
<td>BBGL01 021122</td>
<td>2101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100 098 BBF2007 09/01</td>
<td>GL BEGINNING BALAN</td>
<td>40,558.91</td>
<td>BBGL01 021122</td>
<td>3200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 048 1866790 09/04</td>
<td>HARRIET*HARRIS</td>
<td>1,000.00</td>
<td>D APC006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 048 1867935 09/06</td>
<td>ISON OFFICE SOLUTI</td>
<td>345.78</td>
<td>D APA022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 048 1866476 09/06</td>
<td>ISON OFFICE SOLUTI</td>
<td>600.00</td>
<td>D APA022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 068 5005575 09/20</td>
<td>SHEILA S*STARR</td>
<td>96.03</td>
<td>F PVP067 211220</td>
<td>3016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 048 5005575 09/21</td>
<td>SHEILA S*STARR</td>
<td>96.03</td>
<td>D APC094</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 068 5007040 09/24</td>
<td>UNITED DELIVERY SERV</td>
<td>19.15</td>
<td>F PVP069 211220</td>
<td>5650</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 068 5007043 09/24</td>
<td>UNITED DELIVERY SERV</td>
<td>4.91</td>
<td>F PVP069 211220</td>
<td>5650</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 068 5007208 09/24</td>
<td>SHEILA S*STARR</td>
<td>1,214.12</td>
<td>F PVP069 211220</td>
<td>3310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 068 5007208 09/24</td>
<td>SHEILA S*STARR</td>
<td>51.10</td>
<td>D APC108</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 048 5007208 09/25</td>
<td>SHEILA S*STARR</td>
<td>96.03</td>
<td>D APC006</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 048 5007208 09/25</td>
<td>SHEILA S*STARR</td>
<td>51.10</td>
<td>D APC108</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Continued *

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

**Screen 23 - Transaction Inquiry by Account (Panel 2)**

<table>
<thead>
<tr>
<th>Sbdc TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>SAcct Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100 098 BBF2007 09/01</td>
<td>GL BEGINNING BALANCE</td>
<td>1,945.78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100 098 BBF2007 09/01</td>
<td>GL BEGINNING BALANCE</td>
<td>3,550.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100 098 BBF2007 09/01</td>
<td>GL BEGINNING BALANCE</td>
<td>40,558.91</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 048 1866790 09/04</td>
<td>HARRIET*HARRIS</td>
<td>1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 048 1867935 09/06</td>
<td>ISON OFFICE SOLUTI</td>
<td>345.78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 048 1866476 09/06</td>
<td>ISON OFFICE SOLUTI</td>
<td>600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 068 5005575 09/20</td>
<td>SHEILA S*STARR</td>
<td>96.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 048 5005575 09/21</td>
<td>SHEILA S*STARR</td>
<td>96.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 068 5007040 09/24</td>
<td>UNITED DELIVERY SERV</td>
<td>19.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 068 5007043 09/24</td>
<td>UNITED DELIVERY SERV</td>
<td>4.91</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 068 5007208 09/24</td>
<td>SHEILA S*STARR</td>
<td>1,214.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 068 5007208 09/24</td>
<td>SHEILA S*STARR</td>
<td>51.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 048 5007208 09/25</td>
<td>SHEILA S*STARR</td>
<td>96.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 048 5007208 09/25</td>
<td>SHEILA S*STARR</td>
<td>51.10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Continued *

When you type “Y” in the Bank Option: field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.
Screen 23 – Transaction Inquiry by Account (cont’d)

Basic Steps

- Advance to Screen 23.
- Enter a valid account number on the Action Line.
- Press <ENTER> to view the information.

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

**Action Line**

- Account: 10 digits
  Enter an account number and object code.

- Ref: 1 digit
  Indicate the user-defined reference number that accounts will be sorted by.

- Direct/Indirect: 1 digit
  Identify whether or not the account is controlled directly or indirectly by the responsible person.

- Bank Option: 1 character
  Indicate whether or not ('Y' or 'N') to display the bank for each transaction.
  N - Default: Does not display the bank for each transaction.

**Screen Information**

- Sbcd: 4 digits
  Shows a specified transaction subcode.

- TC: 3 digits
  Indicates the transaction code specifying budget, receipt, disbursement, or encumbrance entries.

- Ref: 7 characters/digits
  Shows more detail for transaction being posted. Reference examples are: purchase order #, voucher #, AP Check #, and Dept. Voucher #.

- Date: 4 digits
  Displays the date transaction was posted.

- Description: 30 characters
  Provides a description of the type of income/expense designated in transaction.

- Amount: 20 characters
  Indicates the dollar amount by specific transaction.
Screen 23 – Transaction Inquiry by Account (cont’d)

I: 1 character
   Shows the transaction indicator:
   C = Credit
   D = Debit
   P = Partial liquidation of encumbrances
   F = Final liquidation of encumbrances
   N = No liquidation of encumbrances
   Blank = Default transaction was used and posted with normal accounting.
   If the transaction normally posts as a credit, then “blank” means no change to the normal posting and it is a credit transaction.

BatRef: 6 characters/digits
   Designates the batch reference for each transaction.

Offset Acct: 10 digits
   Identifies the offsetting account number for direct double-sided transactions.

Panel 2
SAcct: 5 digits
   Displays the Support Account number of the transaction listed.

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

PF6 View
   View
   Place the cursor on a line of data on the screen and press this PF key to view the details of the transaction record.

PF9 Download
   Download
   Used to download the information through Entire Connection.
Transactions for a Month by Reference Number 2 or 4

Screen 46 displays all transactions posted in a given month against a specified General Ledger, Subsidiary Ledger or bank account number, beginning at a specific Reference 2 or 4 number.

Use Screen 48 to view transactions by subcode and processing month.

### Screen 46 - Transactions for a Month by Ref Number 2 or 4

<table>
<thead>
<tr>
<th>Sbd TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4045</td>
<td>054 A817774</td>
<td>04/07</td>
<td>WINSTON VETERINARY</td>
<td>55.24</td>
<td>D 85762F</td>
</tr>
<tr>
<td>4045</td>
<td>054 A817776</td>
<td>04/07</td>
<td>WINSTON VETERINARY</td>
<td>14.80</td>
<td>D 85762F</td>
</tr>
<tr>
<td>4045</td>
<td>054 A817778</td>
<td>04/07</td>
<td>WINSTON VETERINARY</td>
<td>73.66</td>
<td>D 85762F</td>
</tr>
<tr>
<td>4055</td>
<td>054 A817876</td>
<td>04/07</td>
<td>PRODUCERS MARKET</td>
<td>9.30</td>
<td>D 85762F</td>
</tr>
<tr>
<td>5751</td>
<td>054 A817790</td>
<td>04/07</td>
<td>ASHRAH INC</td>
<td>3,399.00</td>
<td>D 85762F</td>
</tr>
<tr>
<td>4011</td>
<td>054 A817791</td>
<td>04/07</td>
<td>RAY CARSON DISTR</td>
<td>24.26</td>
<td>D 85762F</td>
</tr>
<tr>
<td>5654</td>
<td>054 A817994</td>
<td>04/07</td>
<td>UR REGENTS</td>
<td>180.00</td>
<td>D 85762F</td>
</tr>
<tr>
<td>5813</td>
<td>054 A817996</td>
<td>04/07</td>
<td>BARTON OXYGEN &amp; TOOL CO INC</td>
<td>26.10</td>
<td>D 85762F</td>
</tr>
<tr>
<td>5645</td>
<td>061 C478933</td>
<td>03/20</td>
<td>CSC: 00008598 V/C/</td>
<td>132.00</td>
<td>N 6091MD 144013 5645</td>
</tr>
<tr>
<td>5645</td>
<td>061 C478933</td>
<td>03/20</td>
<td>CSC: 00008598 V/C/</td>
<td>132.00</td>
<td>N 6091MD 1013 5645</td>
</tr>
<tr>
<td>5870</td>
<td>061 P310608</td>
<td>04/03</td>
<td>Transportation Ser</td>
<td>250.00</td>
<td>FIPK01 200540 0508</td>
</tr>
<tr>
<td>5670</td>
<td>055 P803961</td>
<td>04/02</td>
<td>TREY BRISON &amp; LAWS</td>
<td>4,666.77</td>
<td>D 3443SP</td>
</tr>
<tr>
<td>5670</td>
<td>055 P803962</td>
<td>04/02</td>
<td>TREY BRISON &amp; LAWS</td>
<td>163.62</td>
<td>D 3443SP</td>
</tr>
<tr>
<td>5670</td>
<td>054 R803048</td>
<td>04/02</td>
<td>COLLECTIONS</td>
<td>4,666.77</td>
<td>C 3443SP</td>
</tr>
</tbody>
</table>

* Continued *

When you type “Y” in the Bank Option: field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.

### Screen 46 - Transactions for a Month by Ref Number 2 or 4 (Panel 2)

<table>
<thead>
<tr>
<th>Sbd TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4045</td>
<td>054 A817774</td>
<td>04/07</td>
<td>37000 WINSTON VETERINARY SUPPLY INC</td>
<td>55.24</td>
</tr>
<tr>
<td>4045</td>
<td>054 A817776</td>
<td>04/07</td>
<td>36200 WINSTON VETERINARY SUPPLY INC</td>
<td>14.80</td>
</tr>
<tr>
<td>4045</td>
<td>054 A817778</td>
<td>04/07</td>
<td>37000 WINSTON VETERINARY SUPPLY INC</td>
<td>73.66</td>
</tr>
<tr>
<td>4055</td>
<td>054 A817876</td>
<td>04/07</td>
<td>47200 PRODUCERS MARKET</td>
<td>9.30</td>
</tr>
<tr>
<td>5751</td>
<td>054 A817790</td>
<td>04/07</td>
<td>34400 ASHRAH INC</td>
<td>3,399.00</td>
</tr>
<tr>
<td>4011</td>
<td>054 A817791</td>
<td>04/07</td>
<td>34200 RAY CARSON DISTRIBUTING COMPANY</td>
<td>24.26</td>
</tr>
<tr>
<td>5654</td>
<td>054 A817994</td>
<td>04/07</td>
<td>22600 UR REGENTS</td>
<td>180.00</td>
</tr>
<tr>
<td>5813</td>
<td>054 A817996</td>
<td>04/07</td>
<td>11600 BARTON OXYGEN &amp; TOOL CO INC</td>
<td>26.10</td>
</tr>
<tr>
<td>5645</td>
<td>061 C478933</td>
<td>03/20</td>
<td>22110 CSC: 00008598 V/C/N TO CORRECT SA</td>
<td>132.00</td>
</tr>
<tr>
<td>5645</td>
<td>061 C478933</td>
<td>03/20</td>
<td>11110 CSC: 00008598 V/C/N TO CORRECT SA</td>
<td>132.00</td>
</tr>
<tr>
<td>5870</td>
<td>061 P310608</td>
<td>04/03</td>
<td>00000 Transportation Services</td>
<td>250.00</td>
</tr>
<tr>
<td>5670</td>
<td>055 P803961</td>
<td>04/02</td>
<td>11700 TREY BRISON &amp; LAWN INC</td>
<td>4,666.77</td>
</tr>
<tr>
<td>5670</td>
<td>055 P803962</td>
<td>04/02</td>
<td>11700 TREY BRISON &amp; LAWN INC</td>
<td>163.62</td>
</tr>
<tr>
<td>5670</td>
<td>054 R803048</td>
<td>04/02</td>
<td>11700 COLLECTIONS</td>
<td>4,666.77</td>
</tr>
</tbody>
</table>

* Continued *
Basic Steps

- Advance to Screen 46.
- Type a valid account number on the Action Line.
- Enter a valid Ref 2 or 4 number in the Ref Nbr: field and press <ENTER> to view the information.

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

**Action Line**

◆ Account: 6 digits
Enter a valid account number.

◆ Month: 2 digits
Indicate the current month.

◆ Search on Ref: 1 digit
Enter 2 or 4 for the user-defined reference number (usually the PO number).

◆ Ref Nbr: 7 characters/digits
Indicate the Reference Number used to access the account.

Display Ref: 1 digit
Include the user-defined reference number by which accounts are to be sorted.

Bank Option: 1 character
Type ‘Y’ to display the bank for each transaction. The default is ‘N’ which does not display the bank for each transaction.

**Screen Information**

Sbcd: 4 digits
Designates a specified transaction subcode.

TC: 3 digits
Displays the transaction code specifying budget, receipt, disbursement, or encumbrance entries.

Ref: 7 characters/digits
Shows detail of the type of transaction being posted. Some reference examples are: purchase order #, voucher #, AP Check #, and Dept. Voucher #.

The column title changes according to the number entered in the Search on Ref: field.

Date: 4 digits
Displays the date the batch session was entered.

Description: 30 characters
Provides a description of the type of income/expense designated in transaction.
Amount: 14 digits
Displays the dollar amount of the transaction.

I: 1 character
Designates the transaction indicator as credit (C), debit (D), or encumbrance liquidation (Partial (P) or Final (F)).

BatRef: 7 characters/digits
Shows the individual batch reference headers.

Offset Acct: 10 digits
Indicates the offsetting account for direct double-sided transactions if ‘N’ was entered in the Bank Option: field.

--OR--
Bank: 5 digits
Displays the bank account number if ‘Y’ was entered in the Bank Option: field.

Panel 2
SAcct: 5 digits
Shows the Support Account number.

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

PF6  View
Displays the detailed Transaction Record.

PF9  Download
Used to download the information through Entire Connection.
FAMIS lists transactions posted in a specific month with a specific value in Reference Number 2 or 4. This can be seen on Screen 47.

**Screen 47 - Transaction Inquiry on Reference Number 2 or 4**

<table>
<thead>
<tr>
<th>Sbod TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Bank Ref</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>0151</td>
<td>064</td>
<td>03/12</td>
<td>BIWEEKLY PAYROLL</td>
<td>2,155.20</td>
<td>PAYB08</td>
<td>011125</td>
</tr>
<tr>
<td>0150</td>
<td>064</td>
<td>03/12</td>
<td>BIWEEKLY PAYROLL</td>
<td>739.00</td>
<td>PAYB08</td>
<td>011125</td>
</tr>
<tr>
<td>0150</td>
<td>064</td>
<td>03/12</td>
<td>BIWEEKLY PAYROLL</td>
<td>38.06</td>
<td>PAYB08</td>
<td>011125</td>
</tr>
<tr>
<td>0151</td>
<td>064</td>
<td>03/12</td>
<td>BAKER, BONNIE B</td>
<td>689.60</td>
<td>PAYB08</td>
<td>011125</td>
</tr>
<tr>
<td>0150</td>
<td>064</td>
<td>03/12</td>
<td>BIWEEKLY PAYROLL</td>
<td>7.54</td>
<td>D</td>
<td>PAYB10</td>
</tr>
<tr>
<td>0150</td>
<td>064</td>
<td>03/12</td>
<td>BIWEEKLY PAYROLL</td>
<td>2.41</td>
<td>D</td>
<td>PAYB10</td>
</tr>
<tr>
<td>0150</td>
<td>051</td>
<td>03/12</td>
<td>SUMMARY BIWEEKLY P</td>
<td>2,155.20</td>
<td>C</td>
<td>PAYB25</td>
</tr>
<tr>
<td>0150</td>
<td>051</td>
<td>03/12</td>
<td>SUMMARY BIWEEKLY P</td>
<td>7.54</td>
<td>C</td>
<td>PAYB25</td>
</tr>
<tr>
<td>0150</td>
<td>051</td>
<td>03/12</td>
<td>SUMMARY BIWEEKLY P</td>
<td>689.60</td>
<td>C</td>
<td>PAYB25</td>
</tr>
<tr>
<td>0150</td>
<td>051</td>
<td>03/12</td>
<td>SUMMARY BIWEEKLY P</td>
<td>2.41</td>
<td>C</td>
<td>PAYB25</td>
</tr>
</tbody>
</table>

When you type “Y” in the Bank Option: field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.

**Screen 47 - Transaction Inquiry on Reference Number 2 or 4 (Panel 2)**

<table>
<thead>
<tr>
<th>Sbod TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>SAcct</th>
<th>Description</th>
<th>Amount</th>
<th>Bank Ref</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>0151</td>
<td>064</td>
<td>03/12</td>
<td>08631</td>
<td>BIWEEKLY PAYROLL</td>
<td>2,155.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0150</td>
<td>064</td>
<td>03/12</td>
<td>08635</td>
<td>BIWEEKLY PAYROLL</td>
<td>739.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0150</td>
<td>064</td>
<td>03/12</td>
<td>08635</td>
<td>BIWEEKLY PAYROLL</td>
<td>38.06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0151</td>
<td>064</td>
<td>03/12</td>
<td>14990</td>
<td>BAKER, BONNIE B</td>
<td>689.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0150</td>
<td>064</td>
<td>03/12</td>
<td>14990</td>
<td>BIWEEKLY PAYROLL - LEAV</td>
<td>7.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0150</td>
<td>064</td>
<td>03/12</td>
<td>14990</td>
<td>BIWEEKLY PAYROLL - LEAV</td>
<td>2.41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0150</td>
<td>051</td>
<td>03/12</td>
<td>14990</td>
<td>SUMMARY BIWEEKLY PAYROLL EPA ADJ</td>
<td>2,155.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0150</td>
<td>051</td>
<td>03/12</td>
<td>14990</td>
<td>SUMMARY BIWEEKLY PAYROLL EPA ADJ</td>
<td>7.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0150</td>
<td>051</td>
<td>03/12</td>
<td>14990</td>
<td>SUMMARY BIWEEKLY PAYROLL EPA ADJ</td>
<td>689.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0150</td>
<td>051</td>
<td>03/12</td>
<td>14990</td>
<td>SUMMARY BIWEEKLY PAYROLL EPA ADJ</td>
<td>2.41</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**
- Advance to Screen 47.
- Type a valid Subsidiary Ledger (SL) account number on the Action Line.
- Enter a valid Reference 2 or 4 number for the SL and press <ENTER>. 
Screen 47 – Transaction Inquiry on Ref Number 2 or 4 (cont’d)

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

**Action Line**

◆ Account: 6 digits  
Enter a valid account number.

◆ Search on Ref: 1 digit  
Enter a user-defined reference number (usually the PO number).

◆ Ref Nbr: 7 characters/digits  
Include the user-defined reference number (usually the PO number).

Display Ref: 1 digit  
Enter the user-defined reference number that accounts will be sorted by.

Bank Option: 1 character  
Type ‘Y’ to display the bank for each transaction. The default is ‘N’ and does not display the bank for each transaction.

**Screen Information**

Sbcd: 4 digits  
Designates a specified subcode or account control.

TC: 3 digits  
Shows the transaction code posted with the transaction.

Ref: 7 characters/digits  
Identifies the reference number providing details about specified transactions.

Date: 4 digits  
Displays the date the batch session was entered.

Description: 30 characters  
Provides a description of the transaction item.

Amount: 14 digits  
Gives the dollar amount of the transactions.

I: 1 character  
Shows the transaction indicator as credit (C), debit (D), or encumbrance liquidation - Partial (P) or Final (F).

◆ BatRef: 7 characters/digits  
Designates the individual batch reference headers.
Screen 47 – Transaction Inquiry on Ref Number 2 or 4 (cont’d)

Offset Acct: 12 digits
Displays the offsetting account for direct double-sided transactions.

Bank: 5 digits
Displays the bank account number if ‘Y’ was entered in the Bank Option: field.

Panel 2
SAccount: 5 digits
Identifies the Support Account number.

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

PF6 View
Displays the detailed transaction record.

PF9 Download
Used to download the information through Entire Connection.
Transactions by Account/Subcode/Month

Screen 48 allows you to view monthly transactions posted against a GL, SL or bank account by specifying the account number, subcode, and/or month.

Use Screen 46 to see any transactions for the processing month.

**Screen 48 - Transaction Inq. by Account/Subcode/Month (Panel 1)**

<table>
<thead>
<tr>
<th>Sbcd</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010</td>
<td>068</td>
<td>5087586</td>
<td>03/18</td>
<td>ACERO OF AUSTIN</td>
<td>301.03</td>
<td>F</td>
<td>PVP184 014400 2100</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>5084193</td>
<td>03/04</td>
<td>JP MORRIS CHANCE</td>
<td>15.14</td>
<td>N</td>
<td>PCV001 014400 2100</td>
</tr>
<tr>
<td>4010</td>
<td>041</td>
<td>0611670</td>
<td>03/04</td>
<td>OFFICE-credit-dry erase board</td>
<td>15.14</td>
<td>C</td>
<td>PCR001</td>
</tr>
<tr>
<td>4010</td>
<td>054</td>
<td>A810239</td>
<td>03/07</td>
<td>ACERO OF AUSTIN</td>
<td>301.03</td>
<td>D</td>
<td>7070SA</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>5085052</td>
<td>03/17</td>
<td>SURRY MEDICAL SERVICES INC</td>
<td>224.62</td>
<td>F</td>
<td>PVP183 014400 2100</td>
</tr>
<tr>
<td>4010</td>
<td>054</td>
<td>A814737</td>
<td>03/27</td>
<td>M S GRAY INC</td>
<td>262.59</td>
<td>D</td>
<td>8576JF</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051666</td>
<td>03/27</td>
<td>STORES</td>
<td>422.77</td>
<td></td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051667</td>
<td>03/27</td>
<td>STORES</td>
<td>165.30</td>
<td></td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051668</td>
<td>03/27</td>
<td>STORES</td>
<td>374.08</td>
<td></td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051669</td>
<td>03/27</td>
<td>STORES</td>
<td>78.72</td>
<td></td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051670</td>
<td>03/27</td>
<td>STORES</td>
<td>108.02</td>
<td></td>
<td>PURS01 270260 0523</td>
</tr>
</tbody>
</table>

*Continued*

When you type “Y” in the Bank Option: field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.

**Screen 48 - Transaction Inq. by Account/Subcode/Month (Panel 2)**

<table>
<thead>
<tr>
<th>Sbcd</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>SAcct</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010</td>
<td>068</td>
<td>5087586</td>
<td>03/18</td>
<td>11200</td>
<td>ACERO OF AUSTIN INC</td>
<td>301.03</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>5084193</td>
<td>03/04</td>
<td>22120</td>
<td>JP MORRIS CHANCE</td>
<td>39.26</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>5084193</td>
<td>03/04</td>
<td>22800</td>
<td>JP MORRIS CHANCE</td>
<td>15.14</td>
</tr>
<tr>
<td>4010</td>
<td>041</td>
<td>03/03</td>
<td>OFFICE-credit-dry erase board</td>
<td>15.14-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>054</td>
<td>A810239</td>
<td>03/07</td>
<td>ACERO OF AUSTIN INC</td>
<td>301.03</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>5085052</td>
<td>03/17</td>
<td>34400</td>
<td>SURRY MEDICAL SERVICES INC</td>
<td>224.62</td>
</tr>
<tr>
<td>4010</td>
<td>054</td>
<td>A814737</td>
<td>03/27</td>
<td>46750</td>
<td>M S GRAY INC</td>
<td>262.59</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051666</td>
<td>03/27</td>
<td>11000</td>
<td>STORES</td>
<td>422.77</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051667</td>
<td>03/27</td>
<td>11110</td>
<td>STORES</td>
<td>25.50</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051668</td>
<td>03/27</td>
<td>11200</td>
<td>STORES</td>
<td>165.30</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051669</td>
<td>03/27</td>
<td>11600</td>
<td>STORES</td>
<td>374.08</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051670</td>
<td>03/27</td>
<td>12001</td>
<td>STORES</td>
<td>23.95</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051671</td>
<td>03/27</td>
<td>22010</td>
<td>STORES</td>
<td>78.72</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051672</td>
<td>03/27</td>
<td>22020</td>
<td>STORES</td>
<td>108.02</td>
</tr>
</tbody>
</table>

*Continued*
Basic Steps

- Advance to Screen 48.
- Type a valid account number and object code on the Action Line.
- Press <ENTER> to view the information.

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

**Action Line**

- **Account**: 10 digits
  Enter a valid account number and object code.

- **Month**: 2 digits
  Type the month of transactions to be displayed.

- **Direct/Indirect**: 1 character
  Indicate whether the transaction is direct (D) or indirect (I).

- **Display Ref**: 1 digit
  Include the user-defined reference number that accounts will be sorted by.

- **Bank Option**: 1 character
  Indicate whether or not ('Y' or 'N') to display the bank for each transaction.
  N = Default: Does not display the bank for each transaction.

- **Ref**: 7 characters/digits
  Identify a reference number providing details about specified transactions.

**Screen Information**

- **Sbcd**: 4 digits
  Designates a specified object code or account control.

- **TC**: 3 digits
  Displays the transaction code designating type of transaction.

- **Ref**: 7 characters/digits
  Identifies a reference number providing details about specified transactions.

- **Date**: 4 digits
  Displays the date the batch session was entered.

- **Description**: 30 characters
  Provides a description of the transaction item.

- **Amount**: 14 digits
  Gives the dollar amount of the transaction.
I: 1 character
    Shows the transaction indicator as credit (C), debit (D), or encumbrance liquidation - Partial (P) or Final (F).

BatRef: 6 characters/digits
    Designates the individual batch reference header where this transaction was entered.

Offset Acct: 12 digits
    Identifies the offsetting account for direct double-sided transactions.

--OR--
Bank: 5 digits
    Displays the bank account number if 'Y' was entered in the Bank Option: field.

Panel 2
SAcct: 5 digits
    Shows the Support Account number.

Additional Functions

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

PF6 View
    View
    Displays the detailed transaction record.

PF9 Download
    Download
    Used to download the information through Entire Connection.
**Transaction Inquiry by Subcode**

Screen 80 provides the ability to find transactions at a subcode level. For example, by entering the object code 4010 for supplies, you can see a list of all the accounts that have posted transactions using object code 4010. To view a range of subcodes, enter the subcode and the account information you wish to view and press PF8 to page to the next subcode.

This feature can also be used for account control postings at the General Ledger level.

**Screen 80 - Inquiry By Subcode**

<table>
<thead>
<tr>
<th>SL</th>
<th>SA</th>
<th>Title</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>120016</td>
<td>120</td>
<td>VP &amp; ASSOC PROVOST FO</td>
<td>24.00</td>
<td>24.00</td>
<td></td>
</tr>
<tr>
<td>120046</td>
<td>120</td>
<td>STUDENT FINANCIAL SER</td>
<td>130.05</td>
<td>130.05</td>
<td></td>
</tr>
<tr>
<td>120401</td>
<td>120</td>
<td>STUDENT LEARNING CENT</td>
<td>80.36</td>
<td>80.36</td>
<td></td>
</tr>
<tr>
<td>120408</td>
<td>120</td>
<td>OFFICE OF THE COMMAND</td>
<td>4866.13</td>
<td>4866.13</td>
<td></td>
</tr>
<tr>
<td>121204</td>
<td>121</td>
<td>DEVELOPMENT FOUNDATIO</td>
<td>13542.60</td>
<td>13542.60</td>
<td></td>
</tr>
<tr>
<td>130001</td>
<td>130</td>
<td>AGRICULTURAL ECONOMIC</td>
<td>726.42</td>
<td>726.42</td>
<td></td>
</tr>
<tr>
<td>130009</td>
<td>130</td>
<td>HORTICULTURAL SCIENCE</td>
<td>582.53</td>
<td>582.53</td>
<td></td>
</tr>
<tr>
<td>130012</td>
<td>130</td>
<td>PLANT SCIENCES</td>
<td>404.03</td>
<td>404.03</td>
<td></td>
</tr>
<tr>
<td>130050</td>
<td>130</td>
<td>ECOSYSTEM SCIENCE &amp; M</td>
<td>12.00</td>
<td>12.00</td>
<td></td>
</tr>
<tr>
<td>130052</td>
<td>130</td>
<td>GRAD PROGRAM ENHANCEM</td>
<td>473.06</td>
<td>473.06</td>
<td></td>
</tr>
<tr>
<td>130053</td>
<td>130</td>
<td>GRAD PROGRAM ENHANCEM</td>
<td>191.18</td>
<td>191.18</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>_</td>
<td>_</td>
<td>_</td>
<td>_</td>
</tr>
</tbody>
</table>

Page Totals for 4010: 21500.66 21096.63 404.03

*** Press ENTER to view more SL Accounts ***

**Basic Steps**

- Advance to Screen 80.
- Type a valid subcode in the Subcode: field on the Action Line and press <ENTER>.
- To view a more specific group of subcodes, enter specific information in the other fields as needed.
- To view a range of subcodes, press PF8 to view the next subcode.
- Type 'X' in the S: field to select an item and advance to Screen 81 to view detailed transactions.
- Use the PF7 and PF8 keys to advance the display backward or forward to other subcodes. The subcode number and description will appear above the Action Line.

**Inquiry by Subcode Process**

The information on this screen may be displayed by subsidiary ledger, support account, general ledger or bank codes. The title and information of the first column will show the desired data, based on the code entered in the SL/SA/GL/BK: field.
Screen 80 – Inquiry by Subcode (cont’d)

**Entire Connection**
To download the screen information through Entire Connection, press PF9. This download feature also allows a range of subcodes to be downloaded. See the Entire Connection User Manual for help using this feature.

The PF7 (backward) and PF8 (forward) keys will display the transactions for the subcode entered on the Action Line. When the end of the list is reached for that subcode, PF7 and PF8 will go back and forth to the previous or next subcode, which will be displayed above the Action Line.

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

**Action Line**

◆ **Subcode:**
  4 digits
  Enter a valid subcode.

◆ **Fiscal Year:**
  4 digits
  Type the desired fiscal year to view a previous year. The current year is the default.

Page _ of _
ViewPg(s):
  3 digits
  Shows the number of the page being displayed.

**From Acct:**
  11 digits
  Include the beginning range of accounts to be displayed.

**To Acct:**
  11 digits
  Enter the ending range of accounts to be displayed.

**Thru Month:**
  2 digits
  Type in the desired month to be included in the search. The default is the current month.

**Dept:**
  5 characters
  Include a department code to limit the data displayed, if desired.

**SL/SA/GL/BK:**
  2 characters
  Enter desired type of account:
  SL = Subsidiary Ledger
  SA = Support Account
  GL = General Ledger
  BK = Bank

**FY/IN:**
  2 characters
  Include the appropriate code for displaying either fiscal year (FY) data or inception-to-date (IN) data.

**Zero Balance:**
  1 character
  Enter ‘Y’ to display zero balances.
Screen 80 – Inquiry by Subcode (cont’d)

**Screen Information**

- **S:**
  1 character
  Type ‘X’ to select an item and advance to Screen 81.

- **SL (GL or BK):**
  6 digits
  Displays the account number that has transactions for the subcode.

- **SA:**
  5 digits
  Displays the support account number.

- **Title:**
  21 characters
  Shows the account title.

- **Budget:**
  10 digits
  Indicates dollar amount budgeted.

- **Actual:**
  10 digits
  Shows actual dollar amount spent through the specified month.

- **Encumbrance:**
  10 digits
  Displays the dollar amount encumbered on the account through the month entered on the Action Line.

**Additional Functions:**

- **PF KEYS**
  See the Appendix for explanation of the standard PF Keys.

- **PF7 Backward**
  Advances to previous subcode.

- **PF8 Forward**
  Advances to the next subcode.

- **PF9 Download**
  Download screen data through Entire Connection.
Detail Transaction by Subcode

Screen 81 displays detailed information for transactions by subcode. Additional information is displayed on a second panel, and can be accessed by pressing the PF11 key.

In addition to viewing the transactions, a user may download the data through Entire Connection. See the Entire Connection User’s Manual for help using this feature.

### Screen 81 - Detail Transaction by Subcode (Panel 1)

<table>
<thead>
<tr>
<th>Acct</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>130001</td>
<td>068</td>
<td>5000595</td>
<td>09/11</td>
<td>SOUTHWEST BOXES</td>
<td>125.93</td>
<td>F PVP060</td>
<td>013000 2100</td>
</tr>
<tr>
<td>130001</td>
<td>054</td>
<td>L803750</td>
<td>09/17</td>
<td>LASER SERVICES</td>
<td>531.86</td>
<td>D 7057TM</td>
<td></td>
</tr>
<tr>
<td>130001</td>
<td>068</td>
<td>5003012</td>
<td>09/17</td>
<td>LASER SERVICES</td>
<td>11.56</td>
<td>F PVP064</td>
<td>013000 2100</td>
</tr>
<tr>
<td>130001</td>
<td>054</td>
<td>L717555</td>
<td>09/19</td>
<td>LASER SERVICES</td>
<td>1.80</td>
<td>C 7057TM</td>
<td></td>
</tr>
<tr>
<td>130001</td>
<td>068</td>
<td>5008958</td>
<td>09/27</td>
<td>LASER SERVICES</td>
<td>189.55</td>
<td>F PVP072</td>
<td>013000 2100</td>
</tr>
<tr>
<td>130001</td>
<td>054</td>
<td>L803750</td>
<td>09/28</td>
<td>LASER SERVICES</td>
<td>4.47</td>
<td>D 7057TM</td>
<td></td>
</tr>
<tr>
<td>130001</td>
<td>054</td>
<td>1016506</td>
<td>10/18</td>
<td>LASER SERVICES</td>
<td>536.33</td>
<td>C INV382</td>
<td></td>
</tr>
<tr>
<td>130001</td>
<td>054</td>
<td>A000246</td>
<td>02/04</td>
<td>LASER SERVICES</td>
<td>392.52</td>
<td>D 7057TM</td>
<td></td>
</tr>
<tr>
<td>130001</td>
<td>054</td>
<td>A000246</td>
<td>02/12</td>
<td>LASER SERVICES</td>
<td>6.86</td>
<td>D 7057TM</td>
<td></td>
</tr>
<tr>
<td>130001</td>
<td>068</td>
<td>5076306</td>
<td>02/21</td>
<td>LASER SERVICES</td>
<td>399.38</td>
<td>F PVP167</td>
<td>013000 2100</td>
</tr>
<tr>
<td>130008</td>
<td>054</td>
<td>A805478</td>
<td>02/21</td>
<td>HTS GOVERNMENT SERVICES</td>
<td>407.00</td>
<td>D 9234EJ</td>
<td></td>
</tr>
<tr>
<td>130008</td>
<td>054</td>
<td>A805478</td>
<td>03/11</td>
<td>HTS GOVERNMENT SERVICES</td>
<td>407.00</td>
<td>C 9234EJ</td>
<td></td>
</tr>
</tbody>
</table>

*** Press ENTER to View More SL Transactions ***

### Screen 81 - Detail Transaction by Subcode (Panel 2)

<table>
<thead>
<tr>
<th>Acct</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>SAcct</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>130001</td>
<td>068</td>
<td>5000595</td>
<td>09/11</td>
<td>10050</td>
<td>SOUTHWEST BOXES</td>
<td>125.93</td>
</tr>
<tr>
<td>130001</td>
<td>054</td>
<td>L803750</td>
<td>09/17</td>
<td>10030</td>
<td>LASER SERVICES</td>
<td>531.86</td>
</tr>
<tr>
<td>130001</td>
<td>068</td>
<td>5003012</td>
<td>09/17</td>
<td>10030</td>
<td>LASER SERVICES</td>
<td>11.56</td>
</tr>
<tr>
<td>130001</td>
<td>054</td>
<td>L717555</td>
<td>09/19</td>
<td>10030</td>
<td>LASER SERVICES</td>
<td>1.80</td>
</tr>
<tr>
<td>130001</td>
<td>068</td>
<td>5008958</td>
<td>09/27</td>
<td>10030</td>
<td>LASER SERVICES</td>
<td>189.55</td>
</tr>
<tr>
<td>130001</td>
<td>054</td>
<td>L803750</td>
<td>09/28</td>
<td>10030</td>
<td>LASER SERVICES</td>
<td>4.47</td>
</tr>
<tr>
<td>130001</td>
<td>054</td>
<td>1016506</td>
<td>10/18</td>
<td>10030</td>
<td>LASER SERVICES</td>
<td>536.33</td>
</tr>
<tr>
<td>130001</td>
<td>054</td>
<td>A000246</td>
<td>02/04</td>
<td>20110</td>
<td>LASER SERVICES</td>
<td>392.52</td>
</tr>
<tr>
<td>130001</td>
<td>054</td>
<td>A000246</td>
<td>02/12</td>
<td>20110</td>
<td>LASER SERVICES</td>
<td>6.86</td>
</tr>
<tr>
<td>130001</td>
<td>068</td>
<td>5076306</td>
<td>02/21</td>
<td>20110</td>
<td>LASER SERVICES</td>
<td>399.38</td>
</tr>
<tr>
<td>130008</td>
<td>054</td>
<td>A805478</td>
<td>02/21</td>
<td>00000</td>
<td>HTS GOVERNMENT SERVICES</td>
<td>407.00</td>
</tr>
<tr>
<td>130008</td>
<td>054</td>
<td>A805478</td>
<td>03/11</td>
<td>00000</td>
<td>HTS GOVERNMENT SERVICES</td>
<td>407.00</td>
</tr>
</tbody>
</table>

*** Press ENTER to View More SL Transactions ***

When you type “Y” in the Bank Option: field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.
Basic Steps

- Advance to Screen 81.
- Type a valid subcode in the Subcode: field and press <ENTER>. (If an item was selected on Screen 80, FAMIS will advance to this screen.)
- To view specific subcodes, enter information in on the Action Line as needed.

Inquiry by Subcode Process

The information on this screen may be displayed by subsidiary ledger, support account, general ledger or bank codes. The title and information of the first column will show the desired data, based on the code entered in the SL/SA/GL/BK: field.

To download the screen information through Entire Connection, press PF9. This download feature also allows a range of subcodes to be downloaded.

To view additional detail for a transaction, place the cursor on the desired transaction and press PF6.

Screen 81 - PF6 View Pop-Up Window

+---------------------------------------------+
|                                Display of Detailed Transaction Record |
| 02/21/2008 : SHI GOVERNMENT SOLUTIONS INC  $407.00 |
| 407.00-DEPT-FLATBED SCANNER               |
| TransCode: 054 Enc - Req. Limited, Exempt Dir/Ind: D |
| Account: 130008 00000 4010  HORTICULTURAL SCIENCES Supplies - Office General |
| Offset:                                    |
| PO/Enc/Ref 1: A805478  Cost Ref1: Fiscal Yr: 2008 |
| Ref 2: A805478  2: Proc Month: 06 |
| Ref 3: 3: Batch Date: 02/21/2008 |
| Ref 4: 00000  Bank: 78001 Batch Ref: 9234EJ |
| Vndr/Card Id: 1vvvvvvvvv3                  |
| Enc Obj Cd:                                |
| Ovrd Comp Cd: Processed: 02/21/2008 13:50:30 |
| Liquidation Amt: 0.00                      |
| User Id: KxxxxxP                           |
| Oper Id: KxxxxxP                           |
| Indirect Base Code: Term Id: R642          |
| Base Amount: 0.00                          |
| Internal Tracking Nbr: 33147587            |
| PF3= Back to 081 PF4= Exit PF6= Indirect Accts |
+---------------------------------------------+

To view detail of indirect accounts, press PF6 on the pop-up window.

+-----------------------------------------------+
| Indirect Account Information for Direct Detailed Transaction Record |
| General Ledger: 013000 DOE & FACULTY SALARIES-AG & |
| Account  Amount  Account Control Title          |
| 013000-9610 407.00 Encumb Sum Ledger 1 |
| PF3= Back to 081 PF4= Exit |
+-----------------------------------------------+
Screen 81 – Detail Transaction by Subcode (cont’d)

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

**Action Line**
- ◆ Subcode: 4 digits
  Enter a valid subcode.
- ◆ Fiscal year: 4 digits
  Type the desired fiscal year to view a previous year. The current year is the default.
- Page _ of _ 3 digits
  View Pg(s): Shows the number of pages displayed.
- From Month: 2 digits
  Include the beginning month to be included in the displayed transactions.
- To Month: 2 digits
  Enter the ending month to be included in the displayed transactions.
- Bank Option: 1 character
  Indicate whether or not (‘Y’ or ‘N’) to display the bank for each transaction. N - Default: Does not display the bank for each transaction.
- Ref: 1 digit
  Include the user-defined reference number that accounts will be sorted by.
- SL/SA/GL: 2 characters
  Identify the type of code to be displayed.
  SL = Subsidiary Ledger
  SA = Support Account
  GL = General Ledger
- From Acct: 11 digits
  Include the beginning range of accounts to be displayed.

**Screen Information**

Panel 1
- Acct: 6 digits
  Shows the account number.
- TC: 2 characters
  Identifies the transaction code.
- Ref: 7 characters/digits
  Shows more detail for transaction being posted. Reference examples are: purchase order #, voucher #, AP Check #, and Dept. Voucher #.
- Date: 4 digits
  Displays the date the transaction was posted.
Screen 81 – Detail Transaction by Subcode (cont’d)

**Description:**
15 characters
Provides a description of the transaction.

**Amount:**
10 digits
Identifies the amount of the transaction.

**I:**
1 character
Shows the transaction indicator as credit (C), debit (D), or encumbrance liquidation - Partial (P) or Final (F).

**BatRef:**
6 characters/digits
Displays the batch reference number.

**Offset Acct (or Bank):**
10 digits (5 digits for bank)
Shows either the offset account number or bank number, depending on what was entered in the Bank Option: field.

**Panel 2**

**SACct:**
5 digits
Identifies the Support Account.

**Description:**
30 characters
Provides a description of the transaction.

**Amount:**
10 digits
Identifies the amount of the transaction.

**Additional Functions**

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

**PF6**
**View**
View additional detailed transaction record information.

**PF9**
**Download**
Download screen data through Entire Connection.
Subsidiary Ledger Account Dollar Totals

FAMIS displays a "To-Date" statement of account for a Subsidiary Ledger (SL) Account. This display is another on-line version of the monthly statement and can be changed to reflect any past month.

This screen breaks out direct expense data from indirects often useful for project tracking.

### Screen 6B - SL Account Dollar Totals

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Totals: Budget</td>
<td>0.00 0.00 0.00</td>
</tr>
<tr>
<td>Actual</td>
<td>0.00 0.00 0.00</td>
</tr>
<tr>
<td>BBA</td>
<td>0.00 0.00 0.00</td>
</tr>
<tr>
<td>Direct Exp Totals: Budget</td>
<td>778.20 0.00 778.20</td>
</tr>
<tr>
<td>Actual</td>
<td>0.00 276.95 276.95</td>
</tr>
<tr>
<td>Encumbrance:</td>
<td>0.00 0.00 0.00</td>
</tr>
<tr>
<td>BBA:</td>
<td>778.20 -276.95 501.25</td>
</tr>
<tr>
<td>Exclude from Bottom Line:</td>
<td>0.00</td>
</tr>
<tr>
<td>Net Direct BBA:</td>
<td>501.25</td>
</tr>
<tr>
<td>Unprot Available:</td>
<td>501.25</td>
</tr>
</tbody>
</table>

### Basic Steps
- Advance to Screen 6B.
- Type a valid Subsidiary Ledger account number and month on the Action Line and press <ENTER>.

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

**Action Line**

- ◆ Account: 6 digits
  - Enter a valid Subsidiary Ledger account number.

- Thru Month: 2 digits
  - Identify through which month to be displayed.

- **Screen Information**

  **Revenue Totals:**
  - Budget: 12 digits
    - Shows original plus revised budget by object code.
Screen 6B – SL Account Dollar Totals (cont’d)

**Actual:** 12 digits
Displays the **actual dollar amount**.

**BBA:** 12 digits
Identifies the **budget balance available**.

**Direct Expense Totals:**

- **Budget:** 8 digits
  Shows **original plus revised budget** by object code.

- **Actual:** 12 digits
  Displays the **actual dollar amount**.

- **Encumbrance:** 12 digits
  Gives **dollar amount committed** for object codes.

- **BBA:** 12 digits
  Shows the **budget balance available**.

- **Exclude from Bottom Line:** 12 digits
  Gives the **dollar amount excluded** from the total.

- **Net Direct BBA:** 12 digits
  Identifies the portion of **budget balance available** attributed to direct expenses.

- **Unprot Available:** 12 digits
  Shows **unprotected portion of budget available** not under spending restrictions on Screen 10C.

**Indirect Expense Totals:**

- **Budget:** 12 digits
  Shows **original plus revised budget** by object code.

- **Actual:** 12 digits
  Identifies **actual dollar amount**.

- **Encumbrance:** 12 digits
  Gives **dollar amount committed** for object codes.

- **BBA:** 12 digits
  Shows the **budget balance available**.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Subsidiary Ledger List with Category Totals

FAMIS displays a "To-Date" statement of account for a Subsidiary Ledger (SL) Account. This display is the on-line version of the monthly statement and can be changed to reflect any past month. Using the PF11 key to scroll to the right will show the actual dollar and cents amount.

**Screen 19 – SL 6 Digit List with Category Totals (Panel 1)**

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001 Revenue Pool</td>
<td>28085.00-</td>
<td>28085.00-</td>
<td>28085.00-</td>
<td></td>
</tr>
<tr>
<td>0655 Services - Lab Work</td>
<td>53296.00-</td>
<td>53296.00-</td>
<td>53296.00-</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue Pool</strong></td>
<td>81380.00-</td>
<td>53296.00-</td>
<td>28085.00-</td>
<td></td>
</tr>
<tr>
<td>1000 All Expense Pool</td>
<td>76714.00</td>
<td>76714.00</td>
<td>76714.00</td>
<td></td>
</tr>
<tr>
<td>1105 Salary Encumbrance</td>
<td>25003.37</td>
<td>25003.37</td>
<td>25003.37</td>
<td></td>
</tr>
<tr>
<td>1320 Sal-Research - Class</td>
<td>14620.32</td>
<td>14620.32</td>
<td>14620.32</td>
<td></td>
</tr>
<tr>
<td>1510 Sal-Support Staff -</td>
<td>18258.31</td>
<td>18258.31</td>
<td>18258.31</td>
<td></td>
</tr>
<tr>
<td>1605 Longevity Encumbrance</td>
<td>600.00</td>
<td>600.00</td>
<td>600.00</td>
<td></td>
</tr>
<tr>
<td>1610 Longevity Pay</td>
<td>760.00</td>
<td>760.00</td>
<td>760.00</td>
<td></td>
</tr>
<tr>
<td>1740 Wages - Student</td>
<td>2616.25</td>
<td>2616.25</td>
<td>2616.25</td>
<td></td>
</tr>
</tbody>
</table>

**Screen 19 – SL 6 Digit List with Category Totals (Panel 2)**

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>28084.50-</td>
<td>28084.50-</td>
<td>28084.50-</td>
<td></td>
</tr>
<tr>
<td>0655</td>
<td>53295.50-</td>
<td>53295.50-</td>
<td>53295.50-</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue Pool</strong></td>
<td>81380.00-</td>
<td>53295.50-</td>
<td>28084.50-</td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>76714.28</td>
<td>76714.28</td>
<td>76714.28</td>
<td></td>
</tr>
<tr>
<td>1105</td>
<td>25003.37</td>
<td>25003.37</td>
<td>25003.37</td>
<td></td>
</tr>
<tr>
<td>1320</td>
<td>14620.32</td>
<td>14620.32</td>
<td>14620.32</td>
<td></td>
</tr>
<tr>
<td>1510</td>
<td>18258.31</td>
<td>18258.31</td>
<td>18258.31</td>
<td></td>
</tr>
<tr>
<td>1605</td>
<td>600.00</td>
<td>600.00</td>
<td>600.00</td>
<td></td>
</tr>
<tr>
<td>1610</td>
<td>760.00</td>
<td>760.00</td>
<td>760.00</td>
<td></td>
</tr>
<tr>
<td>1740</td>
<td>2616.25</td>
<td>2616.25</td>
<td>2616.25</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Advance to Screen 19.
- Enter a valid Subsidiary Ledger account number on the Action Line and press <ENTER> to view the information.
Map Codes

To change the map code for an account, all columns on Screen 19 must be equal to zero. You can only change a map code if there are zero dollars on the account.

The transactions to change the map code for an account must be done in the proper recommended order:

1. Use Screen 13 to do a “lump sum” reversal of all actuals.
2. On Screen 753, remove all encumbrances from the PIN number.
3. Check the budget amount on Screen 19 and then use Screen 10 to remove the budget amount from the account.
4. Recheck Screen 19 and if all columns are equal to zero, go to Screen 6 and change the map code.
5. Use Screen 10 to put the budget back into the account.
6. Use Screen 753 to put the encumbrances back on the PIN number.
7. Use Screen 13 to do a “lump sum” to record the actuals.

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

Action Line
◆ Account: 10 digits
Enter a Subsidiary Ledger Account number.
◆ Fiscal Year: 4 digits
Enter the desired fiscal year. The default is the current fiscal year.

Screen Information
Thru Month: 2 digits
Identify through which month the information is to be listed.
FY/PY/IN to Date: 2 characters
Include the code for determining the data to be displayed. For example:
FY = Fiscal Year
PY = Project Year
IN to Date = Inception to date
If ‘PY’ or ‘IN’ in this field, the display won’t be correct unless the year-end process flag is set to ‘P’ on Screen 6.
Resp Person: 30 characters
Identifies the name of the person responsible for the account.
Bottom Line Exclusion 12 characters
Gives the dollar amount excluded from the total.
Screen 19 – SL 6 Digit List with Category Totals (cont’d)

Department: 4 characters
Designates the department responsible for the account.

Flags: 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject
-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Net Direct BBA: 12 digits
Shows the budget balance available attributed to direct expenses.

Map Code: 5 digits
Indicates the General Ledger map code to which the Subsidiary Ledger is tied.

Unprotected Available: 12 digits
Displays the unprotected portion of budget available that is not under spending restrictions set on Screen 10C.

Obj: 4 digits
Represents line item of revenue/expense object code for this account.

Description: 30 characters
Designates the description of the object code title.

Budget: 12 digits
Designates the original plus revised budget by object code.

Actual: 12 digits
Gives actual dollar amount spent/received on object code item.

Encumbrances: 12 digits
Gives dollar amount committed for specified object codes.

Available: 12 digits
Gives dollar amount available, in relation to the budget, for specified object codes.
Screen 19 – SL 6 Digit List with Category Totals (cont’d)

Panel 2

C: 1 character
Indicates the type of category control in effect. Valid values are:
N = No Budget Control
W = Warning if over budget
R = Reject if over budget

P: 1 character
A ‘P’ indicates that this budget category is protected from borrowing funds by other budget categories.

CM Actual: 12 digits
Gives the actual dollar amount for the current month.

Actual: 12 digits
Gives actual dollar amount spent/received on object code item.

Encumbrances: 12 digits
Gives dollar amount committed for specified object codes.

Available: 12 digits
Gives dollar amount available, in relation to the budget, for specified object codes.

Additional Functions

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

PF9 Download
DLoad
Used to download the information through Entire Connection.
Screen 32 shows comparison budget data for a Subsidiary Ledger (SL) Account on-line in FAMIS. In addition to Original and Current budget information, comparison displays are also available for Last Year and Next Year.

Screen 32 - Subsidiary Ledger Budget Data List

<table>
<thead>
<tr>
<th>Obj</th>
<th>Description</th>
<th>Original</th>
<th>Current</th>
<th>Last Year</th>
<th>Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010</td>
<td>Supplies - Office Ge</td>
<td>5789</td>
<td>6202</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4011</td>
<td>Supplies - Paper Goo</td>
<td>45</td>
<td>18-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4014</td>
<td>Supplies - Other (In</td>
<td>23</td>
<td>78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4020</td>
<td>Computer Consumables</td>
<td>474</td>
<td>78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4030</td>
<td>Fuels and Lubricants</td>
<td>422</td>
<td>47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4066</td>
<td>Parts - Machinery an</td>
<td>5503</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4075</td>
<td>Shop and Industrial</td>
<td>79</td>
<td>59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4076</td>
<td>Building Supplies an</td>
<td>165</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4085</td>
<td>Furnishings &amp; Equipm</td>
<td>35479</td>
<td></td>
<td>6740</td>
<td></td>
</tr>
<tr>
<td>4090</td>
<td>Computer Parts &amp; Sup</td>
<td>10164</td>
<td>17768</td>
<td>5003</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>Running Total</td>
<td>713627</td>
<td>146644</td>
<td>248555</td>
<td>0</td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 32.
- Enter a valid Subsidiary Ledger account number and month on the Action Line.
- Press <ENTER> to view the information.

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

Action Line

◆ Account: 10 digits
  Enter a Subsidiary Ledger account number.

Thru Month: 2 digits
  Identify through which month the information is to be listed.

Department: 4 characters
  Designates the department responsible for the account.

Resp Person: 30 characters
  Identifies the name of the person responsible for the account.
Screen 32 – Subsidiary Ledger Budget Data List (cont’d)

Flags: 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject
-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Screen Information

Obj: 4 digits
Designates the object code for the budget line item.

Description: 30 characters
Shows a description of the object code line item.

Original: 12 digits
Gives original dollar amount budgeted for the line item.

Current: 12 digits
Provides current dollar amount available for line item.

Last Year YTD: 12 digits
Displays the year-to-date dollar amount budgeted for the previous year.

Next Year YTD: 12 digits
Displays the year-to-date dollar amount to be budgeted next year.

Running Total: 12 digits
Indicates the total current dollar amount displayed in each column.

Additional Functions

PF KEYS
See the Appendix for explanation of the standard PF Keys.
Subsidiary Ledger Annual Activity by Month

FAMIS spreads Object Code summary dollar data by month of the fiscal year. This is particularly useful to see the year's activity by object code and month, and is a cumulative presentation of the monthly statement.

Screen 33 - Subsidiary Ledger Annual 10 Digit Activity By Month

<table>
<thead>
<tr>
<th>Mon</th>
<th>Original</th>
<th>Revised</th>
<th>Actuals</th>
<th>Encumbrance</th>
<th>BBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep</td>
<td>5,836</td>
<td>5,868</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>3,637</td>
<td>3,533</td>
<td>104</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>4,369</td>
<td>4,473</td>
<td>104</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>3,350</td>
<td>3,350</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>3,489</td>
<td>3,448</td>
<td>41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>4,938</td>
<td>4,979</td>
<td>41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar</td>
<td>4,874</td>
<td>4,611</td>
<td>263</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr</td>
<td>263</td>
<td>263</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tot</td>
<td>30,525</td>
<td>30,525</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Basic Steps

- Advance to Screen 33.
- Type a valid Subsidiary Ledger account number and object code on the Action Line and press <ENTER> to view the information.

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

Action Line
◆ Account: 10 digits
Enter a Subsidiary Ledger account number.

Screen Information
Flags:
1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject

----------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule
Screen 33 – Subsidiary Ledger Annual 10 Digit Activity by Month (cont’d)

**Department:**
4 characters
Designates the department responsible for the account.

**Resp Person:**
30 characters
Identifies the person responsible for the account.

**Mon:**
3 characters
Designates the month for information.

**Original:**
12 digits
Displays original budget amount by month.

**Revised:**
12 digits
Displays revised budget amount by month.

**Actuats:**
12 digits
Displays actual total amount spent by month.

**Encumbrance:**
12 digits
Displays amount encumbered per month for specified account.

**BBA:**
12 digits
Displays the budget balance available by month.

**Tot:**
12 digits each
Shows the total dollar amount transactions listed.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Subsidiary Ledger Summary by Budget Pool

Screen 34 displays summary data for budget pool at the Subsidiary Ledger (SL) level. Additional information is available on Panel 2.

**Basic Steps**
- Advance to Screen 34.
- Type a valid Subsidiary Ledger account number and fiscal year on the Action Line and press <ENTER> to view the information.
Screen 34 – Subsidiary Ledger Summary by Budget Pool (cont’d)

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

**Action Line**
- ◆ Account: 6 digits
  Enter a Subsidiary Ledger Account Number.
- ◆ Fiscal Year: 4 digits
  Shows current fiscal year. Change if you want to view a previous year.

**Screen Information**

Panel 1

- Thru Month: 2 digits
  Identify through which month the information is to be listed.

- FY/PY/IN to Date: 2 characters
  Include the code for determining the data to be displayed. For example:
  
  - FY = Fiscal Year
  - PY = Project Year
  - IN = Inception of the project to date.

  If ‘PY’ or ‘IN’, the display won’t be correct unless the year-end process flag is set to ‘P’ on Screen 6.

- Calc CM IDC: 1 character
  ‘Y’ will calculate current month indirect cost charges for display only. The actual posting is a batch job run at month end.

- Resp Person: 30 characters
  Identifies the name of the person responsible for the account.

- Bottom Line Exclusion: 11 digits
  Shows the amount of budget excluded from the total direct budget (held in reserve).

- Department: 4 characters
  Designates the department responsible for the account.

- Flags: 1 character / 3 digits (ABR)
  Indicates values for flag maintenance.
  - Y = On
  - N = Off
  - R = Reject
  -------------------
  - D = Delete
  - F = Freeze
  - B = Bottom Line
  - C = Category Control
  - Z = Freeze direct only
  - G = Generate Expense Budget (GEB)
  - ABR = ABR number rule
Screen 34 – Subsidiary Ledger Summary by Budget Pool (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Dir BBA:</td>
<td>12 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the budget balance available attributed to direct expenses.</td>
</tr>
<tr>
<td>Map Code:</td>
<td>6 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the General Ledger map code to which the Subsidiary Ledger is tied.</td>
</tr>
<tr>
<td>Unprotected Available:</td>
<td>13 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the unprotected portion of budget available that is not under spending restrictions set on Screen 10C.</td>
</tr>
<tr>
<td>Obj:</td>
<td>4 digits</td>
</tr>
<tr>
<td></td>
<td>Represents budget pool object code.</td>
</tr>
<tr>
<td>Description:</td>
<td>30 characters</td>
</tr>
<tr>
<td></td>
<td>Provides a description of the title of budget pools.</td>
</tr>
<tr>
<td>Budget:</td>
<td>12 digits</td>
</tr>
<tr>
<td></td>
<td>Designates the original plus revised budget by pool.</td>
</tr>
<tr>
<td>Actual:</td>
<td>12 digits</td>
</tr>
<tr>
<td></td>
<td>Summarizes actual dollar amount spent/received by budget pool.</td>
</tr>
<tr>
<td>Encumbrances:</td>
<td>12 digits</td>
</tr>
<tr>
<td></td>
<td>Summarizes dollar amount committed by budget pool.</td>
</tr>
<tr>
<td>Available:</td>
<td>12 digits</td>
</tr>
<tr>
<td></td>
<td>Gives dollar amount available, in relation to the budget, for specified object codes.</td>
</tr>
<tr>
<td>Account Total:</td>
<td>12 digits</td>
</tr>
<tr>
<td></td>
<td>Gives the total amount of transactions processed.</td>
</tr>
</tbody>
</table>

Panel 2

C: 1 character
Indicates the type of category control in effect. Valid values are:
N = No Budget Control
W = Warning if over budget
R = Reject if over budget

P: 1 character
A ‘P’ indicates that this budget category is protected from borrowing funds by other budget categories.

CM Actual: 12 digits
Gives the actual dollar amount for the current month.

Actual: 14 digits
Gives actual dollar amount spent/received on object code item.
Screen 34 – Subsidiary Ledger Summary by Budget Pool (cont’d)

**Encumbrances:**
- 12 digits
- Gives dollar amount committed for specified object codes.

**Available:**
- 12 digits
- Gives dollar amount available, in relation to the budget, for specified object codes.

**Account Total:**
- 12 digits each column.
- Gives the total amount of transactions processed.

**Additional Functions**

**PF KEYS**
- See the Appendix for explanation of the standard PF Keys.
Subsidiary Ledger Snapshot

FAMIS provides detailed information on a specific Subsidiary Ledger (SL) account at the object code level. A valid 10-digit account number (6 digit SL account number plus the 4 digit object code) is required. The month will default to current month (unless otherwise specified), and the description of the object code will be given along with the Flag options. Fields available for viewing include original, revised, past and future budgets through specified month.

Screen 41 displays object code dollar information (such as Budgets and Actuals) divided into different periods.

**Screen 41 - Subsidiary Ledger 10 Digit Snapshot**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account:</td>
<td>144013 4010</td>
</tr>
<tr>
<td>Thru Month:</td>
<td>January</td>
</tr>
<tr>
<td>Flags:</td>
<td>D F C ABR</td>
</tr>
<tr>
<td>Description:</td>
<td>Supplies - Office General</td>
</tr>
<tr>
<td>Map Code:</td>
<td>14400</td>
</tr>
<tr>
<td>Original Budget:</td>
<td>32.24</td>
</tr>
<tr>
<td>Curr Month Act:</td>
<td>3,447.99</td>
</tr>
<tr>
<td>ABR Budget:</td>
<td>20,713.05</td>
</tr>
<tr>
<td>Last Yr Curr M Act:</td>
<td>7,133.58</td>
</tr>
<tr>
<td>Revised Budget:</td>
<td>20,713.05</td>
</tr>
<tr>
<td>YTD Act:</td>
<td>20,672.32</td>
</tr>
<tr>
<td>Actuals:</td>
<td>20,672.32</td>
</tr>
<tr>
<td>Quarter 1 Act:</td>
<td>11,776.84</td>
</tr>
<tr>
<td>Encumbrances:</td>
<td>40.73</td>
</tr>
<tr>
<td>Quarter 2 Act:</td>
<td>13,874.32</td>
</tr>
<tr>
<td>Budget Bal Avl:</td>
<td>0.00</td>
</tr>
<tr>
<td>Quarter 3 Act:</td>
<td>4,873.59</td>
</tr>
<tr>
<td>Future Budget:</td>
<td>0.00</td>
</tr>
<tr>
<td>Quarter 4 Act:</td>
<td>0.00</td>
</tr>
<tr>
<td>Proj Forward Bud:</td>
<td>32.24</td>
</tr>
<tr>
<td>Curr Mth Bud:</td>
<td>3,488.72</td>
</tr>
<tr>
<td>Proj Forward ABR:</td>
<td>32.24</td>
</tr>
<tr>
<td>Curr Mth ABR Bud:</td>
<td>3,488.72</td>
</tr>
<tr>
<td>Proj Forward Act:</td>
<td>0.00</td>
</tr>
<tr>
<td>Curr Year Bud:</td>
<td>20,680.81</td>
</tr>
<tr>
<td>Proj Forward Enc:</td>
<td>32.24</td>
</tr>
<tr>
<td>Curr Year ABR:</td>
<td>20,680.81</td>
</tr>
<tr>
<td>Project FYTD Act:</td>
<td>26,023.81</td>
</tr>
<tr>
<td>Date Last Activity:</td>
<td>04/04/2008</td>
</tr>
<tr>
<td>Activity Counter:</td>
<td>236</td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 41.
- Type a valid Subsidiary Ledger account number and object code on the Action Line and press <ENTER> to view the information.

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

**Action Line**

◆ Account: 10 digits
Enter a Subsidiary Ledger and Object Code.

**Screen Information**

Thru Month: 2 digits
Identify through which month the information is to be listed.
Screen 41 – Subsidiary Ledger 10 Digit Snapshot (cont’d)

Flags: 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject
-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Description: 50 characters
Shows a description of General Ledger account.

Map Code: 5 digits
Identifies the General Ledger map code to which the Subsidiary Ledger is tied.

Original Budget: 15 digits
Gives the dollar amount assigned to the account budget upon creation.

Curr Month Act: 15 digits
Gives the dollar amount for the current month activity.

ABR Budget: 15 digits
Summarizes automatic budget reallocation dollar amount of expenses or revenues that have been drawn from the pool.

Last Yr Curr M Act: 15 digits
Shows comparative data of dollar activity for the current month in the last fiscal year.

Revised Budget: 15 digits
Gives the dollar amount assigned to the account budget since creation.

YTD Act: 15 digits
Shows the year-to-date dollar amount.

Actuals: 15 digits
Summarizes actual dollar amount posted to the account for a specified object code.

Last Year YTD Act: 15 digits
Shows the year-to-date actual dollar amount for previous fiscal year.

Encumbrances: 15 digits
Summarizes dollar amount of open commitments posted to the account.
### Screen 41 – Subsidiary Ledger 10 Digit Snapshot (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter 1 Act:</strong></td>
<td>15 digits&lt;br&gt;Displays the actual dollar amount for the first quarter of the fiscal year.</td>
</tr>
<tr>
<td><strong>Budget Bal Avl:</strong></td>
<td>15 digits&lt;br&gt;Gives the dollar budget balance amount available in a specific object code.</td>
</tr>
<tr>
<td><strong>Quarter 2 Act:</strong></td>
<td>15 digits&lt;br&gt;Displays the actual dollar amount for the second quarter of the fiscal year.</td>
</tr>
</tbody>
</table>
| **Past Budget:**           | 15 digits<br>[Unused.]
| **Quarter 3 Act:**         | 15 digits<br>Displays the actual dollar amount for the third quarter of the fiscal year. |
| **Future Budget:**         | 15 digits<br>[Unused.]
| **Quarter 4 Act:**         | 15 digits<br>Displays the actual dollar amount for the fourth quarter of the fiscal year. |
| **Proj Forward Bud:**      | 15 digits<br>Indicates the project budget amount brought forward. |
| **Curr Mth Bud:**          | 15 digits<br>[Unused.]
| **Proj Forward ABR:**      | 15 digits<br>Indicates the project automatic budget reallocation dollar activity brought forward. |
| **Curr Mth ABR Bud:**      | 15 digits<br>[Unused.]
| **Proj Forward Act:**      | 15 digits<br>Indicates the project dollar activity brought forward. |
| **Curr Year Bud:**         | 15 digits<br>Summarizes budget dollar activity for the current fiscal year. |
| **Proj Forward Enc:**      | 15 digits<br>Indicates the project dollar activity for encumbrances brought forward. |
| **Curr Year ABR:**         | 15 digits<br>Summarizes automatic budget reallocation dollar activity for the current fiscal year. |
| **Proj FYTD Act:**         | 15 digits<br>Indicates the project dollar activity fiscal year-to-date actuals brought forward. |
Screen 41 – Subsidiary Ledger 10 Digit Snapshot (cont’d)

**Date Last Activity:**
15 digits
Displays the date last transaction was processed for the account.

**Activity Counter:**
15 digits
Gives the number of transactions processed on the account.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
You can find transactions that were posted against an account in a given month by using screens, such as Screen 49. Screen 49 can be used to view current data on specific accounts or groups of accounts without requesting, printing, and waiting for hard-copy reports.

### Screen 49 - Detail Account Statement For a Month (Panel 1)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Ref 4</th>
<th>Budget</th>
<th>Expenses</th>
<th>Encumbrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01</td>
<td>Balance Forward</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/31</td>
<td>Reclass 1005 to all Expense Po</td>
<td>3,243.52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/21</td>
<td>EPA - A00565 - LEE 0253867</td>
<td></td>
<td></td>
<td></td>
<td>755.28</td>
</tr>
<tr>
<td>08/31</td>
<td>EPA SUMMARY ADJUSTM A135223</td>
<td></td>
<td></td>
<td></td>
<td>782.49</td>
</tr>
<tr>
<td>08/31</td>
<td>CENTREX CHARGE: 02-</td>
<td>13,113.28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/31</td>
<td>BRIMMING IDEAS</td>
<td>255</td>
<td></td>
<td></td>
<td>558.15</td>
</tr>
<tr>
<td>08/03</td>
<td>BIWEEKLY PAYROLL</td>
<td>4,058.80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/03</td>
<td>SUMMARY BIWEEKLY PA A131033</td>
<td>4,058.80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/17</td>
<td>SUMMARY BIWEEKLY PA A131678</td>
<td>4,058.80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/31</td>
<td>BIWEEKLY PAYROLL</td>
<td>4,058.80</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Continued on next page *

### Screen 49 - Detail Account Statement For a Month (Panel 2)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Ref1</th>
<th>Ref2</th>
<th>Ref4</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01</td>
<td>Balance Forward</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/31</td>
<td>Reclass 1005 to all Expense Po</td>
<td>130014-1000 DR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/31</td>
<td>Reclass 1005 to all Expense Po</td>
<td>130014-1005 CR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/21</td>
<td>EPA - A00565 - LEE SAL0001 A00565 0253867</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/31</td>
<td>EPA SUMMARY ADJUSTM SAL0001 EPA0831 A135223</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/31</td>
<td>CENTREX CHARGE: 02-130014-0000 T172516</td>
<td>102019-0608 CR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/22</td>
<td>PR 130038 To130014 U705856 U705856</td>
<td>130038-1000 CR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/31</td>
<td>BRIMMING IDEAS</td>
<td>2718246 2718246 255</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/03</td>
<td>BIWEEKLY PAYROLL</td>
<td>0004224</td>
<td>011125-2400 CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/03</td>
<td>SUMMARY BIWEEKLY PAYROLL EPA A SAL0001 0004224 A131033</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/17</td>
<td>BIWEEKLY PAYROLL</td>
<td>0004260</td>
<td>011125-2400 CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/17</td>
<td>SUMMARY BIWEEKLY PAYROLL EPA A SAL0001 0004260 A131678</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/31</td>
<td>BIWEEKLY PAYROLL</td>
<td>0004296</td>
<td>011125-2400 CR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Continued on next page *

The account statement is either a revenue or expense statement, depending on the value of the Rev/Exp: flag. To get both revenue and expense statements, enter “R” or “E” and print once for each type.
Basic Steps

- Advance to Screen 49.
- Type the desired account number, month, reference number, and account type on the Action Line and press <ENTER> to view the information.
- The Reference Number entered will determine the column header and data displayed.

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

Action Line

◆ Account: 6 digits
Enter a Subsidiary Ledger account number.

◆ Month: 2 digits
Include the month of transactions to be displayed.

Ref: 1 digit
Designate which user-defined reference number will be displayed.

Rev/Exp: 1 character
Identify whether revenue or expense transactions for the month will be listed.

Page: 1 digit
Use to advance to a specific page number.

Screen Information

Panel 1

Date: 4 digits
Displays the month and day of the transaction.

Description: 30 characters
Provides a line description of the transaction.

Ref: 7 characters/digits
Identifies the user-defined reference number for the transaction. It is determined by the number entered in the Ref: field on the Action Line.

Budget: 12 digits
Shows the original plus revised budget by pool.

Sales or Expenses: 12 digits
Displays the specific dollar amount of transaction listed.

Encumbrances: 12 digits
Shows the specific dollar amount of encumbrance listed.

Panel 2

Ref 1: 7 characters/digits
Displays the user-defined reference number.
### Screen 49 – Detail Account Statement for a Month (cont’d)

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ref 2:</strong></td>
<td>7 characters/digits</td>
</tr>
<tr>
<td></td>
<td>Displays the user-defined reference number.</td>
</tr>
<tr>
<td><strong>Ref 4:</strong></td>
<td>7 characters/digits</td>
</tr>
<tr>
<td></td>
<td>Displays the user-defined reference number.</td>
</tr>
<tr>
<td><strong>PF:</strong></td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Designates the type of encumbrance:</td>
</tr>
<tr>
<td></td>
<td>Partial (P) or Full (F).</td>
</tr>
<tr>
<td><strong>Offset Account:</strong></td>
<td>15 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the account receiving offsetting credit or debit from listed transaction.</td>
</tr>
</tbody>
</table>

### Additional Functions

**PF KEYS**

See the Appendix for explanation of the standard PF Keys.

**PF9**

**Print**

Print information through Entire Connection.
Support Account Dollar Totals

To find information on specific 11-digit accounts (Support Account number) you can view Screen 51B. Information is totaled through a specified month. This screen breaks out direct expense data from indirect, often useful for project tracking.

Screen 51B - Support Account Dollar Totals

<table>
<thead>
<tr>
<th>Screen: ___ Account: 144013 44000 Thru Month: 3_ March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Yr</td>
</tr>
<tr>
<td>--Rollover---- --Fiscal Yr-- ----Total----</td>
</tr>
<tr>
<td>Revenue Totals: Budget: 0.00 0.00 0.00</td>
</tr>
<tr>
<td>Actual: 0.00 0.00 0.00</td>
</tr>
<tr>
<td>BBA: 0.00 0.00 0.00</td>
</tr>
<tr>
<td>Direct Exp Totals: Budget: 619.80 0.00 619.80</td>
</tr>
<tr>
<td>Actual: 0.00 185330.74 185330.74</td>
</tr>
<tr>
<td>Encumbrance: 619.80 95065.71 95685.51</td>
</tr>
<tr>
<td>BBA: 619.80 95065.71 95685.51</td>
</tr>
<tr>
<td>Exclude from Bottom Line: 0.00</td>
</tr>
<tr>
<td>Net Direct BBA: -280396.45</td>
</tr>
<tr>
<td>Unprot Available: -280396.45</td>
</tr>
<tr>
<td>Indirect Exp Totals: Budget: 0.00 0.00 0.00</td>
</tr>
<tr>
<td>Actual: 0.00 0.00 0.00</td>
</tr>
<tr>
<td>Encumbrance: 0.00 0.00 0.00</td>
</tr>
<tr>
<td>BBA: 0.00 0.00 0.00</td>
</tr>
</tbody>
</table>

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

Basic Steps

- Advance to Screen 51B.
- Type a valid Subsidiary Ledger account number and month on the Action Line and press <ENTER> to view the information.

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

**Action Line**

◆ **Account:** 11 digits
  Enter the desired SL Account number.

**Thru Month:** 2 digits
  Identify through which month the information is to be listed.

Screen Information

All of the following fields can show the dollar amounts for the Prior Year Rollover, Fiscal Year and Total.

**Revenue Totals:**

  **Budget:** 12 digits
  Shows original plus revised budget by object code.
Screen 51B – Support Account Dollar Totals (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actual:</strong></td>
<td>12 digits Displays the <strong>actual dollar amount</strong>.</td>
</tr>
<tr>
<td><strong>BBA:</strong></td>
<td>12 digits Indicates the <strong>budget balance available</strong>.</td>
</tr>
</tbody>
</table>

**Direct Expense Totals:**
- **Budget:** 12 digits Shows **original plus revised budget** by object code.
- **Actual:** 12 digits Displays the **actual dollar amount**.
- **Encumbrance:** 12 digits Shows **dollar amount committed** for object codes.
- **BBA:** 12 digits Indicates the **budget balance available**.
- **Exclude from Bottom Line:** 12 digits Gives the **dollar amount excluded** from the total.
- **Net Direct BBA:** 12 digits Displays the **budget balance available** attributed to direct expenses.
- **Unprot Available:** 12 digits Shows **unprotected portion of budget available** not under spending restrictions on Screen 10C.

**Indirect Expense Totals:**
- **Budget:** 12 digits Shows **original plus revised budget** by object code.
- **Actual:** 12 digits Displays the **actual dollar amount**.
- **Encumbrance:** 12 digits Shows **dollar amount committed** for specified object codes.
- **BBA:** 12 digits Indicates the **budget balance available**.

**Additional Functions**
- **PF KEYS** See the Appendix for explanation of the standard PF Keys.
Support Account List with Category Totals

To find information on specific 11-digit accounts (Subsidiary Ledger account number plus Support Account number) you can view Screen 69. Information is totaled through a specified month.

Basic Steps

- Advance to Screen 69.
- Type a valid account number and fiscal year on the Action Line and press <ENTER> to view the information.
Field Descriptions (◆ = Required / [Help] = PF2, ? or * Field Help Available)

**Action Line**
- **Account**
  - 15 digits
  - Enter a Subsidiary Ledger + Support Account + Object Code.
- **Fiscal Year**: 4 digits
  - Indicate the current fiscal year. Change to previous year, if needed.

**Screen Information**

**Panel 1**
- **Thru Month**: 2 digits
  - Identify through which month the information is to be listed.
- **FY/PY/IN to Date**: 2 characters
  - Include the code for determining the data to be displayed. For example:
    - FY = Fiscal Year
    - PY = Project Year
    - IN = Inception of the project to date.
    
    If ‘PY’ or ‘IN’, the display won't be correct unless the year-end process flag is set to ‘P’ on Screen 6.

**Zero Balance**: 1 character
- Enter ‘Y’ if zero balances are to be displayed.

**Resp Person**: 30 characters
- Identifies the name of the person responsible for the account.

**Bottom Line Exclusion**: 12 digits
- Gives the dollar amount excluded from the total.

**Department**: 4 characters
- Designates the department responsible for the account.

**Flags**: 1 character / 3 digits (ABR)
- Indicates values for flag maintenance.
  - Y = On
  - N = Off
  - R = Reject
  - D = Delete
  - F = Freeze
  - B = Bottom Line
  - C = Category Control
  - Z = Freeze direct only
  - G = Generate Expense Budget (GEB)
  - ABR = ABR number rule
**Screen 69 – SA 11 Digit List with Category Totals (cont’d)**

- **Net Dir BBA:** 12 digits
  Shows the **budget balance available** attributed to direct expenses.

- **Map Code:** 5 digits
  The **General Ledger map code** to which the Subsidiary Ledger is tied.

- **Unprotected Available:** 12 digits
  Shows the **unprotected portion of budget available** not under spending restrictions set on Screen 10C.

- **Obj:** 4 digits
  Shows the **object codes** defining categories where money is expensed or received.

- **Description:** 20 characters
  Provides a **description of object code**.

- **Budget:** 12 digits
  Shows the **amount budgeted** and the allocation of these funds to expenses.

- **Actual:** 12 digits
  Displays the **actual dollar amount spent** in object code categories.

- **Encumbrances:** 12 digits
  Shows the **dollar amount encumbered** for object code categories.

- **Available:** 12 digits
  Displays the **available funds** (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.

**Panel 2**

- **C:** 1 character
  Indicates the type of **category control** in effect. Valid values are:
  - **R** = Reject
  - **W** = Warning
  - Blank = No control

- **P:** 1 character
  'P' indicates that this budget category is **protected from borrowing funds** by other budget categories.

- **CM Actual:** 12 digits
  Gives the **actual dollar amount for current month**.

- **Actual:** 14 digits
  Gives the **actual dollar amount spent/received** on object code item.

- **Encumbrances:** 12 digits
  Gives the **dollar amount committed** for specified object codes.
Available: 12 digits
Gives dollar amount available, in relation to the budget, for specified object codes.

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

PF9
DLoad
Download
Used to download the information through Entire Connection.
SA Summary for SL with Category Totals

To find Support Account summary information for a Subsidiary Ledger (SL) account you can view Screen 65. Information is totaled through a specified month.

**Screen 65 – SA Summary for SL with Category Totals (Panel 1)**

<table>
<thead>
<tr>
<th>Obj</th>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>All Expense Pool</td>
<td>7558</td>
<td></td>
<td></td>
<td>7558</td>
</tr>
<tr>
<td>3016</td>
<td>Tvl-In-Mileage</td>
<td>100</td>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>3111</td>
<td>Tvl-Out-Public Trans</td>
<td>398</td>
<td>398</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3125</td>
<td>Tvl-Out-Incidental E</td>
<td>45</td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3130</td>
<td>Tvl-Out-Meals&amp;Lodg L</td>
<td>474</td>
<td>474</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3145</td>
<td>Tvl-Out-Parking Fees</td>
<td>24</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5215</td>
<td>Employee Training -</td>
<td>636</td>
<td>360</td>
<td>276.01</td>
<td></td>
</tr>
<tr>
<td>5750</td>
<td>Office Furn and Equi</td>
<td>65</td>
<td>65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5760</td>
<td>PC Peripherals/Add O</td>
<td>24</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5765</td>
<td>Educ Books, Film &amp; R</td>
<td>27</td>
<td>27</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total All Expense Po</strong></td>
<td>9350</td>
<td>1416</td>
<td>376</td>
<td>7558</td>
</tr>
</tbody>
</table>

**Press ENTER to continue**

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

**Screen 65 – SA Summary for SL with Category Totals (Panel 2)**

<table>
<thead>
<tr>
<th>Obj</th>
<th>C P</th>
<th>Budget</th>
<th>CM Actual</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td></td>
<td>7558.09</td>
<td></td>
<td></td>
<td></td>
<td>7558.09</td>
</tr>
<tr>
<td>3016</td>
<td></td>
<td>99.79</td>
<td>99.79</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3111</td>
<td></td>
<td>397.50</td>
<td>397.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3125</td>
<td></td>
<td>44.56</td>
<td>44.56</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3130</td>
<td></td>
<td>473.62</td>
<td>473.62</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3145</td>
<td></td>
<td>24.00</td>
<td>24.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5215</td>
<td></td>
<td>636.01</td>
<td>360.00</td>
<td>276.01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5750</td>
<td></td>
<td>64.99</td>
<td>64.99</td>
<td>64.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5760</td>
<td></td>
<td>27.45</td>
<td>27.45</td>
<td>27.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5765</td>
<td></td>
<td>9350.00</td>
<td>116.43</td>
<td>1416.11</td>
<td>375.80</td>
<td>7558.09</td>
</tr>
</tbody>
</table>

**Press ENTER to continue**

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

**Basic Steps**

- Advance to Screen 65.
- Type a valid SL account on the Action Line and press <ENTER> to view the information.
Screen 65 – SA Summary for SL with Category Totals (cont’d)

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

**Action Line**

◆ SL Account 11 digits
Enter a Subsidiary Ledger + Support Account.

Fiscal Year: 4 digits
Indicate the current fiscal year. Change to previous fiscal year, if needed.

**Screen Information**

Panel 1

Thru Month: 2 digits
Identify through which month the information is to be listed.

FY/PY/IN to Date: 2 characters
Include the code for determining the data to be displayed. For example:
FY = Fiscal Year
PY = Project Year
IN = Inception of the project to date.

If ‘PY’ or ‘IN’, the display won’t be correct unless the year-end process flag is set to ‘P’ on Screen 6.

Resp Person: 30 characters
Shows person responsible for the account.

Support Acct: 10 digits
Designates the number of support accounts for the SL indicated ( __ of __ ).

Department: 4 characters
Shows department responsible for the account.

Flags: 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject
-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Map Code: 5 digits
The General Ledger map code to which the Subsidiary Ledger is tied.
Screen 65 – SA Summary for SL with Category Totals (cont’d)

Obj: 4 digits
Object codes defining categories where money is expensed or received.

Description: 30 characters
Provides description of object code.

Budget: 12 digits
Shows funds budgeted and the allocation of these funds to expenses.

Actual: 12 digits
Actual dollar amount spent in object code categories.

Encumbrances: 12 digits
Gives the dollar amount encumbered for object code categories.

Available: 12 digits
Displays available funds (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.

Panel 2

C: 1 character
Indicates the type of Category Control in effect:
Blank = No Budget Control
W = Warning if over budget
R = Reject if over budget

P: 1 character
‘P’ indicates this budget category is protected from borrowing funds by other budget categories.

Budget: 12 digits
Shows funds budgeted and the allocation of these funds to expenses.

CM Actual: 12 digits
Gives the actual dollar amount for the current month.

Actual: 14 digits
Gives actual dollar amount spent/received on object code item.

Encumbrances: 12 digits
Displays dollar amount committed for specified object codes.

Available: 12 digits
Shows dollar amount available, in relation to the budget, for specified object codes.

Additional Functions

PF KEYS
See the Appendix for explanation of the standard PF Keys.
Support Account Budget Data List

Screen 64 provides comparison of historical budget data for a Support Account (SA) on-line in FAMIS. In addition to Original and Current budget information, comparison displays are also available for Last Year and Next Year.

**Screen 64 – Support Account Budget Data List**

<table>
<thead>
<tr>
<th>Obj</th>
<th>Description</th>
<th>Original</th>
<th>Current</th>
<th>Last Year</th>
<th>Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>All Expense Pool</td>
<td>52463-</td>
<td>158222</td>
<td>163859</td>
<td></td>
</tr>
<tr>
<td>4020</td>
<td>Computer Consumables</td>
<td></td>
<td>978</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4090</td>
<td>Computer Parts &amp; Sup</td>
<td></td>
<td>2525</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5512</td>
<td>M&amp;R - Machinery and</td>
<td>2948</td>
<td></td>
<td>5370</td>
<td></td>
</tr>
<tr>
<td>5521</td>
<td>M&amp;R - Cmptr Software</td>
<td>48587</td>
<td></td>
<td>38442</td>
<td></td>
</tr>
<tr>
<td>5536</td>
<td>M&amp;R - Cmptr Equip -</td>
<td>8180</td>
<td></td>
<td>15497</td>
<td></td>
</tr>
<tr>
<td>5645</td>
<td>Data Proc Emplt Serv</td>
<td>25676</td>
<td></td>
<td>16260</td>
<td></td>
</tr>
<tr>
<td>5650</td>
<td>Freight/Delivery Ser</td>
<td>450</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5670</td>
<td>Other Contracted Ser</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5750</td>
<td>Office Furn and Equi</td>
<td>1737</td>
<td></td>
<td>6598</td>
<td></td>
</tr>
</tbody>
</table>

* Running Total 52463- 250121 246026 0

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

**Basic Steps**

- Advance to Screen 64.
- Type the desired 15-digit support account number on the Action line.
- Change the month in the Thru Month: field, if desired, and press <ENTER> to display the Support Account budget data list.

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

**Action Line**

- **Account:** 15 digits
  Enter the desired **support account number**.

- **Thru Month:** 2 digits
  Indicate through which **month** to display account transaction activity.

**Screen Information**

- **Department:** 4 characters
  Displays the **department code** responsible for the account.

- **Resp Person:** 20 characters
  Identifies the name of the **responsible person** for the account.
Screen 64 – Support Account Budget Data List (cont’d)

Flags: 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject

-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Obj: 4 digits
Designates the object code for the budget line item.

Description: 20 characters
Shows the description of the object code line item.

Original: 12 digits
Displays original dollar amount budgeted for the line item.

Current: 12 digits
Indicates the current budget amount available for line item.

Last Year YTD: 12 digits
Displays the year-to-date dollar amount budgeted for the previous year.

Next Year YTD: 12 digits
Identifies the year-to-date dollar amount budgeted for next year.

Running Total: 12 digits
Indicates the total current dollar amount displayed in each column.

Additional Functions

PF KEYS
See the Appendix for explanation of the standard PF Keys.
FAMIS lists information about transactions previously entered against the selected account. The transactions are positioned by the Subcode and are found on Screen 63.

### Screen 63 - Transaction Inquiry by Support Account (Panel 1)

<table>
<thead>
<tr>
<th>Sbcd</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1951</td>
<td>049</td>
<td>000360</td>
<td>02/29</td>
<td>BIWEEKLY PAY</td>
<td>28.31</td>
<td>D PAYB10</td>
<td></td>
</tr>
<tr>
<td>1951</td>
<td>049</td>
<td>000370</td>
<td>03/12</td>
<td>BIWEEKLY PAY</td>
<td>27.85</td>
<td>D PAYB10</td>
<td></td>
</tr>
<tr>
<td>1951</td>
<td>049</td>
<td>000370</td>
<td>03/28</td>
<td>BIWEEKLY PAY</td>
<td>29.66</td>
<td>D PAYB10</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S048366</td>
<td>09/26</td>
<td>STORES</td>
<td>810.56</td>
<td>PURS01</td>
<td>270260 0000 0523</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S048977</td>
<td>10/26</td>
<td>STORES</td>
<td>277.37</td>
<td>PURS01</td>
<td>270260 0000 0523</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S049544</td>
<td>11/27</td>
<td>STORES</td>
<td>474.30</td>
<td>PURS01</td>
<td>270260 0000 0523</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S050058</td>
<td>12/21</td>
<td>STORES</td>
<td>77.23</td>
<td>PURS01</td>
<td>270260 0000 0523</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S050559</td>
<td>01/28</td>
<td>STORES</td>
<td>301.46</td>
<td>PURS01</td>
<td>270260 0000 0523</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>S067210</td>
<td>02/05</td>
<td>CARLISLE HEA</td>
<td>190.55</td>
<td>F PVP155</td>
<td>014400 00000 2100</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051103</td>
<td>02/27</td>
<td>STORES</td>
<td>232.66</td>
<td>PURS01</td>
<td>270260 0000 0523</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051695</td>
<td>03/27</td>
<td>STORES</td>
<td>706.85</td>
<td>PURS01</td>
<td>270260 0000 0523</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051103</td>
<td>02/27</td>
<td>STORES</td>
<td>54.90</td>
<td>PURS01</td>
<td>270260 0000 0523</td>
</tr>
</tbody>
</table>

*Continued*

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

When you type "Y" in the Bank Option: field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.

### Screen 63 - Transaction Inquiry by Support Account (Panel 2)

<table>
<thead>
<tr>
<th>Sbcd</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
</tr>
</thead>
<tbody>
<tr>
<td>1951</td>
<td>049</td>
<td>000360</td>
<td>02/29</td>
<td>BIWEEKLY PAYROLL - LEAV</td>
<td>28.31</td>
<td>PAYB10</td>
</tr>
<tr>
<td>1951</td>
<td>049</td>
<td>000370</td>
<td>03/12</td>
<td>BIWEEKLY PAYROLL - LEAV</td>
<td>27.85</td>
<td>PAYB10</td>
</tr>
<tr>
<td>1951</td>
<td>049</td>
<td>000370</td>
<td>03/28</td>
<td>BIWEEKLY PAYROLL - LEAV</td>
<td>29.66</td>
<td>PAYB10</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S048366</td>
<td>09/26</td>
<td>BIWEEKLY PAYROLL - LEAV</td>
<td>810.56</td>
<td>PURS01</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S048977</td>
<td>10/26</td>
<td>BIWEEKLY PAYROLL - LEAV</td>
<td>277.37</td>
<td>PURS01</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S049544</td>
<td>11/27</td>
<td>BIWEEKLY PAYROLL - LEAV</td>
<td>474.30</td>
<td>PURS01</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S050058</td>
<td>12/21</td>
<td>BIWEEKLY PAYROLL - LEAV</td>
<td>77.23</td>
<td>PURS01</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S050559</td>
<td>01/28</td>
<td>BIWEEKLY PAYROLL - LEAV</td>
<td>301.46</td>
<td>PURS01</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>S067210</td>
<td>02/05</td>
<td>CARLISLE HEALTH INDUSTRIES INC</td>
<td>190.55</td>
<td>PVP155</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051103</td>
<td>02/27</td>
<td>STORES</td>
<td>232.66</td>
<td>PURS01</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051695</td>
<td>03/27</td>
<td>STORES</td>
<td>706.85</td>
<td>PURS01</td>
</tr>
<tr>
<td>4010</td>
<td>061</td>
<td>S051103</td>
<td>02/27</td>
<td>STORES</td>
<td>54.90</td>
<td>PURS01</td>
</tr>
</tbody>
</table>

*Continued*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp             View              Dload Left  Right
Screen 63 – Transaction Inquiry by Support Account (cont’d)

Screen 63 - Transaction Inquiry by Support Account (PF6)

<table>
<thead>
<tr>
<th>Display of Detailed Transaction Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/2007 : ROY REESE DISTRIBUTING COMPANY $103.98</td>
</tr>
<tr>
<td>ROY REESE - CUPS</td>
</tr>
<tr>
<td>TransCode: 054 Enc - Req, Limited, Exempt Dir/Ind: D</td>
</tr>
<tr>
<td>Account: 144013 44000 4011 LAC - CLIENT SERVICES</td>
</tr>
<tr>
<td>Supplies - Paper Goods &amp; Janitorial</td>
</tr>
<tr>
<td>Offset:</td>
</tr>
<tr>
<td>Ref 2: L818914 2: Proc Month: 03</td>
</tr>
<tr>
<td>Ref 3: 3: Batch Date: 11/06/2007</td>
</tr>
<tr>
<td>Ref 4: 80822 Bank: 78001 Batch Ref: 7070SA</td>
</tr>
<tr>
<td>Vndr/Card Id: 1vvvvvvvvv1</td>
</tr>
<tr>
<td>Enc Obj Cd:</td>
</tr>
<tr>
<td>Overd Comp Cd:</td>
</tr>
<tr>
<td>Liquidation Amt: 0.00</td>
</tr>
<tr>
<td>Indirect Base Code:</td>
</tr>
<tr>
<td>Base Amount: 0.00</td>
</tr>
<tr>
<td>PF3= Back to 063 PF4= Exit PF6= Indirect Accts</td>
</tr>
<tr>
<td>+----------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

Screen 63 – Indirect Accounts (PF6 from Pop-Up Window)

<table>
<thead>
<tr>
<th>Indirect Account Information for Direct Detailed Transaction Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger: 014400 VETERINARY MEDICINE</td>
</tr>
<tr>
<td>Account</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>014400-9610</td>
</tr>
<tr>
<td>PF3= Back to 063 PF4= Exit</td>
</tr>
<tr>
<td>+----------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 63.
- Type a valid account number on the Action Line and press <ENTER> to view the information.

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

**Action Line**

◆ Account: 15 digits
Enter a Subsidiary Ledger + Support Account + Object Code.

Display Ref: 1 digit
Include the reference number to be displayed.

Bank Option: 1 character
Type ‘Y’ to display the bank for each transaction.
N = Default: Does not display the bank.
Screen Information

Sbcd: 4 digits
Displays the subcode.

TC: 3 digits
Identifies the transaction code for the type of financial transaction being posted.

Ref: 1 digit
Displays the reference number used for identifying information about posted financial transaction. For example:
- Ref 1: = PO #
- Ref 2: = Voucher #
- Ref 3: = A/P Check #
- Ref 4: = Departmental Voucher #

Date: 4 digits
Shows the date the financial transaction was posted.

Description: 12 characters
Provides a description of the posted transaction.

Amount: 12 digits
Gives the dollar amount of the transaction.

I: 1 character
Shows the transaction indicator as credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final).

BatRef: 6 characters/digits
Designates the individual batch reference header where this transaction was entered.

Offset Acct: 15 digits
Shows the GL account number offsetting the dollar amount of the transaction.

--- OR ---

Bank: 5 digits
Displays the bank account number if ‘Y’ was entered in the Bank Option: field.

Additional Functions

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

PF6 View
View the detailed transaction record.

PF9 DLoad
Used to download the information through Entire Connection.
Support Accounting 15 Digit Snapshot

FAMIS provides detailed information on a 15-digit support account level. The 15 digit support account is composed of the 6-digit Subsidiary Ledger (SL) account number, the 5-digit Support Account (SA) number, and the 4-digit object code. The information on Screen 71 is provided at the 4-digit object code level.

Budget information is broken down into sub-categories giving different timetables for balances and dollar activity, showing original and revised budgets, the actual amount spent, and the numbers projected forward.

The screen below shows an example of dollar activity for Object Code 4010 - Supplies - Office General.

<table>
<thead>
<tr>
<th>Screen 71 - Support Accounting 15 Digit Snapshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>071 Support Accounting 15 Digit Snapshot</td>
</tr>
<tr>
<td>Screen: ___  Account: 144011 00000 4010</td>
</tr>
<tr>
<td>Thru Month: 4_ April</td>
</tr>
<tr>
<td>Flags: D F C ABR</td>
</tr>
<tr>
<td>Description: Supplies - Office General</td>
</tr>
<tr>
<td>Original Budget: 0.00</td>
</tr>
<tr>
<td>Curr Month Act: 0.00</td>
</tr>
<tr>
<td>ABR Budget: 13.04</td>
</tr>
<tr>
<td>Last Yr Curr M Act: 39.98</td>
</tr>
<tr>
<td>Revised Budget: 13.04</td>
</tr>
<tr>
<td>Last Year Act: 13.04</td>
</tr>
<tr>
<td>Actuals: 13.04</td>
</tr>
<tr>
<td>Last Year YTD Act: 39.98</td>
</tr>
<tr>
<td>Encumbrances: 0.00</td>
</tr>
<tr>
<td>Quarter 1 Act: 0.00</td>
</tr>
<tr>
<td>Budget Bal Avl: 39.98</td>
</tr>
<tr>
<td>Quarter 3 Act: 0.00</td>
</tr>
<tr>
<td>Past Budget: 13.04</td>
</tr>
<tr>
<td>Quarter 4 Act: 0.00</td>
</tr>
<tr>
<td>Future Budget: 0.00</td>
</tr>
<tr>
<td>Quarter 4 Act: 0.00</td>
</tr>
<tr>
<td>Proj Forward Bud: 0.00</td>
</tr>
<tr>
<td>Curr Mth Bud: 0.00</td>
</tr>
<tr>
<td>Proj Forward Act: 0.00</td>
</tr>
<tr>
<td>Curr Mth ABR Bud: 0.00</td>
</tr>
<tr>
<td>Proj Forward Enc: 0.00</td>
</tr>
<tr>
<td>Curr Year Bud: 13.04</td>
</tr>
<tr>
<td>Proj Forward ABR: 0.00</td>
</tr>
<tr>
<td>Curr Year ABR: 13.04</td>
</tr>
<tr>
<td>Project YTD Act: 13.04</td>
</tr>
<tr>
<td>Date Last Activity: 02/28/2008</td>
</tr>
<tr>
<td>Activity Counter: 1</td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 71.
- Type a valid account number on the Action Line and press <ENTER> to view the information.

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

**Action Line**

◆ Account: 15 digits

Enter a Subsidiary Ledger + Support Account + Object Code.

**Screen Information**

Thru Month: 2 digits

Identify through which month to list information.
### Screen 71 – Support Accounting 15 Digit Snapshot (cont’d)

**Flags:**

1 character / 3 digits (ABR)

Indicates values for flag maintenance.

- **Y** = On
- **N** = Off
- **R** = Reject

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

- **D** = Delete
- **F** = Freeze
- **B** = Bottom Line
- **C** = Category Control
- **Z** = Freeze direct only
- **G** = Generate Expense Budget (GEB)
- **ABR** = ABR number rule

**Description:**

50 characters

Provides a description of the support account.

**Original Budget:**

12 digits

Gives the dollar amount assigned to the account budget upon creation.

**Curr Month Act:**

12 digits

Gives the dollar activity for the current month.

**ABR Budget:**

12 digits

Summarizes the automatic budget reallocation dollar amount of expenses or revenues that have been drawn from the pool.

**Last Yr Curr M Act:**

12 digits

Displays comparative data of dollar activity for the current month in the previous fiscal year.

**Revised Budget:**

12 digits

Gives the dollar amount assigned to the account budget since creation.

**Last Year Act:**

12 digits

Displays comparative data of actual dollar activity for the previous fiscal year.

**Actualls:**

12 digits

Summarizes actual dollar amount posted to the account for a specified object code.

**Last Year YTD Act:**

12 digits

Gives the year-to-date actual dollar amount for previous fiscal year.

**Encumbrances:**

12 digits

Summarizes dollar amount of open commitments posted to the account.

**Quarter 1 Act:**

12 digits

Gives the actual dollar amount for the first quarter of the fiscal year.
Screen 71 – Supporting Account 15 Digit Snapshot (cont’d)

<table>
<thead>
<tr>
<th>Description</th>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Bal Avl:</td>
<td>12 digits</td>
<td>Gives the dollar amount of budget balance available in a specific object code.</td>
</tr>
<tr>
<td>Quarter 2 Act:</td>
<td>12 digits</td>
<td>Gives the actual dollar amount for the second quarter of the fiscal year.</td>
</tr>
<tr>
<td>Past Budget:</td>
<td>12 digits</td>
<td>[Unused.]</td>
</tr>
<tr>
<td>Quarter 3 Act:</td>
<td>12 digits</td>
<td>Gives the actual dollar amount for the third quarter of the fiscal year.</td>
</tr>
<tr>
<td>Future Budget:</td>
<td>12 digits</td>
<td>[Unused.]</td>
</tr>
<tr>
<td>Quarter 4 Act:</td>
<td>12 characters</td>
<td>Gives the actual dollar amount for the fourth quarter of the fiscal year.</td>
</tr>
<tr>
<td>Proj Forward Bud:</td>
<td>12 digits</td>
<td>Identifies the project budget dollar activity brought forward.</td>
</tr>
<tr>
<td>Curr Mth Bud:</td>
<td>12 digits</td>
<td>[Unused.]</td>
</tr>
<tr>
<td>Proj Forward Act:</td>
<td>12 digits</td>
<td>Identifies the project actual dollar activity brought forward.</td>
</tr>
<tr>
<td>Curr Mth ABR Bud:</td>
<td>12 digits</td>
<td>[Unused.]</td>
</tr>
<tr>
<td>Proj Forward Enc:</td>
<td>12 digits</td>
<td>Identifies the project encumbered dollar activity brought forward.</td>
</tr>
<tr>
<td>Curr Year Bud:</td>
<td>12 digits</td>
<td>Summarizes dollar amount for the current fiscal year budget.</td>
</tr>
<tr>
<td>Proj Forward ABR:</td>
<td>12 digits</td>
<td>Identifies the project automatic budget reallocation dollar activity brought forward.</td>
</tr>
<tr>
<td>Curr Year ABR:</td>
<td>12 digits</td>
<td>Summarizes automatic budget reallocation dollar activity for the current fiscal year.</td>
</tr>
<tr>
<td>Proj FYTD Act:</td>
<td>12 digits</td>
<td>Identifies the project fiscal year-to-date actual dollar activity brought forward.</td>
</tr>
<tr>
<td>Date Last Activity:</td>
<td>12 digits</td>
<td>Displays the date last transaction was processed for the account.</td>
</tr>
</tbody>
</table>
Screen 71 – Supporting Account 15 Digit Snapshot (cont’d)

**Activity Counter:** 12 digits
Identifies the number of transactions processed on the account.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Support Account Annual Activity by Month

To find information on a specific 15-digit support account (Subsidiary Ledger (SL) account number + Support Account (SA) number + object code) broken down by month you can use Screen 73. This is particularly useful to see the year's activity by object code and month, and is a cumulative presentation of the monthly statement. This information is viewed at an object code level and thus an object code is required on the Action Line.

**Screen 73 - Support Account Annual 15 Digit Activity By Month**

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Account: 271020 00000 4010</th>
<th>PROTEIN CHEMISTRY LABORATORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: BCBP</td>
<td>Resp Person: OZEIRA, ORIS O</td>
<td>Flags: D F C ABR</td>
</tr>
<tr>
<td>Mon</td>
<td>Original</td>
<td>Revised</td>
</tr>
<tr>
<td>Sep</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>27</td>
<td>27</td>
</tr>
<tr>
<td>Dec</td>
<td>27</td>
<td>27</td>
</tr>
<tr>
<td>Jan</td>
<td>71</td>
<td>58</td>
</tr>
<tr>
<td>Feb</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>Mar</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>Apr</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>May</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>Jun</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>Jul</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>Aug</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>Sep</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>Oct</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>Nov</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>Dec</td>
<td>25</td>
<td>38</td>
</tr>
<tr>
<td>Tot</td>
<td>124</td>
<td>124</td>
</tr>
</tbody>
</table>

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

**Basic Steps**
- Advance to Screen 73.
- Type a valid SA account number and object code on the Action Line and press <ENTER> to view the information.

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

**Action Line**
◆ Account: 15 digits
Enter a Subsidiary Ledger + Support Account + Object Code.

**Flags:**
1 character / 3 digits (ABR)
Indicates values for flag maintenance.

Y = On
N = Off
R = Reject

-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule
Screen 73 – Support Account Annual 15 Digit Activity by Month (cont’d)

**Screen Information**

**Department:**
- 4 characters
- Displays the department responsible for the account.

**Resp Person:**
- 30 characters
- Identifies the name of the person responsible for the account.

**Mon:**
- 3 characters
- Shows the month for information.

**Original:**
- 12 digits
- Displays original budget amount by month.

**Revised:**
- 12 digits
- Shows revised budget amounts by month.

**Actualls:**
- 12 digits
- Identifies actual dollar amount spent by month.

**Encumbrance:**
- 12 digits
- Displays amount encumbered per month for specified account.

**BBA:**
- 12 digits
- Shows budget balance available by month.

**Tot:**
- 12 digits
- Displays the total dollar amount of data in each column.

**Additional Functions**

**PF KEYS**
- See the Appendix for explanation of the standard PF Keys.
Support Account Summary by Budget Pool

Screen 74 displays summary data for budget pools at the Support Account (SA) level.

**Screen 74 - Support Account Summary By Budget Pool (Panel 1)**

<table>
<thead>
<tr>
<th>Obj</th>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Revenue Pool</td>
<td>81380-</td>
<td>53296-</td>
<td></td>
<td>28085-</td>
</tr>
<tr>
<td></td>
<td><strong>Total Revenue</strong></td>
<td><strong>81380-</strong></td>
<td><strong>53296-</strong></td>
<td></td>
<td><strong>28085-</strong></td>
</tr>
<tr>
<td>1005</td>
<td>Lump Sum Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1006</td>
<td>Salary Savings Budge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>All Expense Pool</td>
<td>259538</td>
<td>144066</td>
<td>44740</td>
<td>70732</td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenses</strong></td>
<td><strong>259538</strong></td>
<td><strong>144066</strong></td>
<td><strong>44740</strong></td>
<td><strong>70732</strong></td>
</tr>
</tbody>
</table>

* Account Total         178158  90771  44740  42647

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

**Screen 74 - Support Account Summary By Budget Pool (Panel 2)**

<table>
<thead>
<tr>
<th>Obj</th>
<th>C P</th>
<th>Budget</th>
<th>CM Actual</th>
<th>Actual</th>
<th>Encumbrances</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>81380-</td>
<td>53295.50</td>
<td>28084.50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Total        178158.19  90770.68  44740.42  42647.09

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

**Basic Steps**

- Advance to Screen 74.
- Enter a valid Subsidiary Ledger account number and Support Account number on the Action Line.
- Press <ENTER> to view the information.
Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

Action Line
◆ Account: 11 digits
Enter a Subsidiary Ledger + Support Account Object Code defining categories
where money is expensed or received.

Fiscal Year: 4 digits
Shows the current fiscal year. Change to a previous year, if needed.

Screen Information
Panel 1
Thru Month: 2 digits
Identify through which month the information is to be listed.

FY/PY/IN to Date: 2 characters
Include the code for determining the data to be displayed. For example:
FY = Fiscal Year
PY = Project Year
IN = Inception of the project to date.

Calc CM IDC: 1 character
‘Y’ will calculate current month indirect cost charges for display only. Actual
posting is a batch job run at month end.

Resp Person: 30 characters
Identifies the person responsible for the account.

Bottom Line Exclusion: 12 digits
Shows the dollar amount that is excluded from the total.

Department: 4 characters
Designates the department responsible for the account.

Flags: 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject
-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule
### Screen 74 – Support Account Summary by Budget Pool (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Dir BBA</td>
<td>12 digits</td>
<td>Shows the budget balance available attributed to direct expenses.</td>
</tr>
<tr>
<td>Map Code</td>
<td>6 digits</td>
<td>Indicates the General Ledger map code to which the Subsidiary Ledger is tied.</td>
</tr>
<tr>
<td>Unprotected</td>
<td>12 digits</td>
<td>Displays the unprotected portion of budget available that is not under spending restrictions set on Screen 10C.</td>
</tr>
<tr>
<td>Available</td>
<td>12 digits</td>
<td>Provides description of object code.</td>
</tr>
<tr>
<td>Description</td>
<td>12 characters</td>
<td>Shows the object code defining category where money is expensed or received.</td>
</tr>
<tr>
<td>Budget</td>
<td>12 digits</td>
<td>Indicates funds budgeted and the allocation of these funds to expenses.</td>
</tr>
<tr>
<td>Actual</td>
<td>12 digits</td>
<td>Gives the actual dollar amount spent in object code categories.</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>12 digits</td>
<td>Displays amount encumbered for object code categories.</td>
</tr>
<tr>
<td>Available</td>
<td>12 digits</td>
<td>Displays the available funds (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.</td>
</tr>
<tr>
<td>Account Total</td>
<td>12 digits</td>
<td>Shows the actual dollar amount spent in each category.</td>
</tr>
</tbody>
</table>

#### Panel 2

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
</table>
| C     | 1 character | Indicates the type of category control in effect. Valid values:  
| N     | No Budget Control |  
| W     | Warning if over budget |  
| R     | Reject if over budget |  

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>1 character</td>
<td>'P' indicates this budget category is protected from borrowing funds by other budget categories.</td>
</tr>
<tr>
<td>Budget</td>
<td>12 digits</td>
<td>Indicates dollar amount budgeted.</td>
</tr>
<tr>
<td>CM Actual</td>
<td>12 digits</td>
<td>Gives the actual dollar amount for current month.</td>
</tr>
</tbody>
</table>
### Screen 74 – Support Account Summary by Budget Pool (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Display Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual:</td>
<td>14 digits</td>
<td>Indicates actual dollar amount spent/received on object code item.</td>
</tr>
<tr>
<td>Encumbrances:</td>
<td>12 digits</td>
<td>Shows dollar amount committed for specified object codes.</td>
</tr>
<tr>
<td>Available:</td>
<td>12 digits</td>
<td>Displays the amount available, in relation to the budget, for specified object codes.</td>
</tr>
</tbody>
</table>

#### Additional Functions

**PF KEYS**

See the Appendix for explanation of the standard PF Keys.
Transactions for a Month by Reference 2 or 4

Screen 76 is used to find all of the transactions posted in a given month against a specified Support Account number, beginning at a specific Reference 2 or 4 number.

<table>
<thead>
<tr>
<th>Sbcd TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>4039</td>
<td>054</td>
<td>A801238</td>
<td>04/03 BARTON OXYGEN &amp; TOOL CO INC</td>
<td>3.67</td>
<td>D</td>
<td>8219JS</td>
</tr>
<tr>
<td>4090</td>
<td>054</td>
<td>A806343</td>
<td>04/03 ACTION IMAGE</td>
<td>103.96</td>
<td>D</td>
<td>8219JS</td>
</tr>
<tr>
<td>4035</td>
<td>054</td>
<td>A807797</td>
<td>04/03 PRIME BIOENERGY</td>
<td>56.44</td>
<td>D</td>
<td>8219JS</td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>A808073</td>
<td>04/03 MICRO RESOURCES</td>
<td>5.45</td>
<td>D</td>
<td>8219JS</td>
</tr>
<tr>
<td>4040</td>
<td>054</td>
<td>A817267</td>
<td>04/04 BARTON OXYGEN &amp; TOOL CO INC</td>
<td>44.64</td>
<td>D</td>
<td>8219JS</td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>A817582</td>
<td>04/07 APPLE BIOSYSTEMS</td>
<td>628.33</td>
<td>D</td>
<td>2806SP</td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>A817584</td>
<td>04/07 INVITRO CORPORATION</td>
<td>148.20</td>
<td>D</td>
<td>2806SP</td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>A817585</td>
<td>04/07 ICT FLO</td>
<td>118.00</td>
<td>D</td>
<td>2806SP</td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>A817589</td>
<td>04/07 GRE HEALTH SYSTEMS</td>
<td>474.00</td>
<td>D</td>
<td>2806SP</td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>A817590</td>
<td>04/07 GENSON BIOTECH INC</td>
<td>4,400.00</td>
<td>D</td>
<td>2806SP</td>
</tr>
<tr>
<td>4039</td>
<td>068</td>
<td>5095391</td>
<td>04/03 VINNIE V*VANCE</td>
<td>36.78</td>
<td>F</td>
<td>PVP196 027102 2100</td>
</tr>
<tr>
<td>4039</td>
<td>068</td>
<td>5095831</td>
<td>04/04 BARTON OXYGEN &amp; TOOL CO INC</td>
<td>39.06</td>
<td>F</td>
<td>PVP197 027102 2100</td>
</tr>
</tbody>
</table>

* End of Data for April *

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

When you type "Y" in the Bank Option: field, the last column heading of Panel 1 displays "Bank" and the bank number is displayed.

<table>
<thead>
<tr>
<th>Sbcd TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
</tr>
</thead>
<tbody>
<tr>
<td>4039</td>
<td>054</td>
<td>A801238</td>
<td>04/03 BARTON OXYGEN &amp; TOOL CO INC</td>
<td>3.67</td>
<td>D</td>
</tr>
<tr>
<td>4090</td>
<td>054</td>
<td>A806343</td>
<td>04/03 ACTION IMAGE</td>
<td>103.96</td>
<td>D</td>
</tr>
<tr>
<td>4035</td>
<td>054</td>
<td>A807797</td>
<td>04/03 PRIME BIOENERGY</td>
<td>56.44</td>
<td>D</td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>A808073</td>
<td>04/03 MICRO RESOURCES</td>
<td>5.45</td>
<td>D</td>
</tr>
<tr>
<td>4040</td>
<td>054</td>
<td>A817267</td>
<td>04/04 BARTON OXYGEN &amp; TOOL CO INC</td>
<td>44.64</td>
<td>D</td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>A817582</td>
<td>04/07 APPLE BIOSYSTEMS</td>
<td>628.33</td>
<td>D</td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>A817584</td>
<td>04/07 INVITRO CORPORATION</td>
<td>148.20</td>
<td>D</td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>A817585</td>
<td>04/07 ICT FLO</td>
<td>118.00</td>
<td>D</td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>A817589</td>
<td>04/07 GRE HEALTH SYSTEMS</td>
<td>474.00</td>
<td>D</td>
</tr>
<tr>
<td>4013</td>
<td>054</td>
<td>A817590</td>
<td>04/07 GENSON BIOTECH INC</td>
<td>4,400.00</td>
<td>D</td>
</tr>
<tr>
<td>4039</td>
<td>068</td>
<td>5095391</td>
<td>04/03 VINNIE V*VANCE</td>
<td>36.78</td>
<td>F</td>
</tr>
<tr>
<td>4039</td>
<td>068</td>
<td>5095831</td>
<td>04/04 BARTON OXYGEN &amp; TOOL CO INC</td>
<td>39.06</td>
<td>F</td>
</tr>
</tbody>
</table>

* End of Data for April *

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

Basic Steps
- Advance to Screen 76.
- Type a valid Support Account (SA) number and Ref 2 or 4 number for the SA on the Action Line and press <ENTER> to view the information.
- Place cursor on transaction and press PF6 to view additional details.
Field Descriptions (◆ = Required / Help = PF2, ?, or * Field Help Available)

**Action Line**

◆ **Account:** 11 digits
Enter a Subsidiary Ledger + Support Account.

◆ **Month:** 2 digits
Designate which month of transactions to display.

◆ **Search on Ref:** 2 digits
Indicate whether to search on reference number 2 or 4.

**Ref Nbr:** 7 digits
Enter the user defined reference number/PO number.

**Screen Information**

**Display Ref:** 1 digit
Displays information sorted by user-defined reference number.

**Bank Option:** 1 character
Type 'Y' to display the bank for each transaction.
N - Default: Does not display the bank.

**Sbcd:** 4 digits
Shows a specified subcode transaction record.

**TC:** 3 digits
Displays the transaction code designating type of transaction.

**Ref:** 7 characters/digits
Shows the reference number providing details about specified transactions.

**Date:** 4 digits
Displays the date the batch session was entered.

**Description:** 30 characters
Provides a description of the transaction item.

**Amount:** 20 digits
Shows amount of the total batch transactions.

**I:** 1 character
Identifies the transaction indicator as credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final).

**BatRef:** 7 characters/digits
Displays individual batch reference headers.
Screen 76 – Transactions for a Month by Ref. 2 or 4 (cont’d)

Offset Acct: 12 digits
Shows offsetting account for direct double-sided transactions.

---OR---
Bank: 5 digits
Displays the bank account number if ‘Y’ was entered in the Bank Option: field.

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

PF6  View
View the Detailed Transaction Record.

Screen 76 – Detailed Transaction Record (PF6)

| 04/07/2008 : GENSON BIOTECH INC | $4,400.00 |
| ALCORIN MICROBEADS, ANTI-IGG FOR DR. ANSON |
| TransCode: 054 Enc - Req, Limited, Exempt Dir/Ind: D |
| Account: 271020 00000 4013 PROTEIN CHEMISTRY LABORATORY |
| Supplies - Research |
| Offset: |
| PO/Enc/Ref 1: A817590  Cost Ref1: Fiscal Yr: 2008 |
| Ref 2: A817590  2: Proc Month: 08 |
| Ref 3: 3: Batch Date: 04/07/2008 |
| Ref 4: 3217  Bank: 06000  Batch Ref: 2806SP |
| Vndr/Card Id: vvvvvvvvvv0 |
| Enc Obj Cd: |
| Ord Comp Cd: Processed: 04/07/2008 08:59:55 |
| Liquidation Amt: 0.00  User Id: PxxxxxP |
| Oper Id: PxxxxxP |
| Indirect Base Code: Term Id: R178 |
| Base Amount: 0.00  Internal Tracking Nbr: 34688541 |
| FF3= Back to 076  FF4= Exit FF6= Indirect Accts |

Screen 76 – Indirect Accounts (PF6 from Pop-Up Window)

<p>| General Ledger: 027102 PROTEIN CHEMISTRY LABORATORY |</p>
<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
<th>Account Control Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>027102-9620</td>
<td>4,400.00</td>
<td>Encumb Sum Ledger 2</td>
</tr>
</tbody>
</table>
You can find transactions based on the value of the Reference Number 2 or 4 (usually a voucher number). Screen 77 is the screen to use for this task.

### Screen 77 - Transaction Inquiry on Ref. Number 2 or 4 (Panel 1)

<table>
<thead>
<tr>
<th>Sbod TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>022</td>
<td>04/01 OT</td>
<td>144013 To144003</td>
<td>21,838.00</td>
<td>2188TS</td>
<td>144003 1000</td>
</tr>
<tr>
<td>1000</td>
<td>022</td>
<td>04/01 OT</td>
<td>144013 To144006</td>
<td>7,123.00</td>
<td>2188TS</td>
<td>144006 1000</td>
</tr>
<tr>
<td>1000</td>
<td>022</td>
<td>04/01 OT</td>
<td>144013 To144004</td>
<td>44,644.00</td>
<td>2188TS</td>
<td>144004 1000</td>
</tr>
</tbody>
</table>

*End of Data*

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

Hmenu Help EHelp             View                    Left  Right

When you type “Y” in the Bank Option: field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.

### Screen 77 - Transaction Inquiry on Ref. Number 2 or 4 (Panel 2)

<table>
<thead>
<tr>
<th>Sbod TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
</tr>
</thead>
<tbody>
<tr>
<td>5654</td>
<td>054</td>
<td>03/24 MR1 USAGE</td>
<td></td>
<td>495.00</td>
<td>9753AR</td>
</tr>
<tr>
<td>5654</td>
<td>054</td>
<td>03/29 MR1 USAGE</td>
<td></td>
<td>495.00-</td>
<td>9753AR</td>
</tr>
</tbody>
</table>

*End of Data*

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

Hmenu Help EHelp             View                    Left  Right
With the bank option set to Y:

### Screen 77 - Transaction Inquiry on Ref. Number 2 or 4

<table>
<thead>
<tr>
<th>Sbod TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>5654</td>
<td>054</td>
<td>R402706</td>
<td>03/24 MRI USAGE</td>
<td>495.00</td>
<td>D 9753AR 74001</td>
<td></td>
</tr>
<tr>
<td>5654</td>
<td>054</td>
<td>R402706</td>
<td>03/29 MRI USAGE</td>
<td>495.00</td>
<td>C 9753AR 74001</td>
<td></td>
</tr>
</tbody>
</table>

*End of Data*

---

### Screen 77 - Transaction Inquiry on Ref. Number 2 or 4 (PF6 View)

<table>
<thead>
<tr>
<th>03/24/2004: MRI USAGE</th>
<th>$495.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>TransCode: 054 Enc - Req, Limited, Exempt</td>
<td>Dir/Ind: D</td>
</tr>
<tr>
<td>Account: 144013 00000</td>
<td>5654</td>
</tr>
<tr>
<td>Contracted Services - Lab Testing</td>
<td>Offset:</td>
</tr>
<tr>
<td>PO/Enc/Ref 1: R402706</td>
<td>Cost Ref1: Fiscal Yr: 2004</td>
</tr>
<tr>
<td>Ref 2: R402706</td>
<td>2: Proc Month: 07</td>
</tr>
<tr>
<td>Ref 3:</td>
<td>3: Batch Date: 03/24/2004</td>
</tr>
<tr>
<td>Ref 4: MY04</td>
<td>Bank: 74001 Batch Ref: 9753AR</td>
</tr>
</tbody>
</table>

### Screen 77 – Indirect Accounts (PF6)

<table>
<thead>
<tr>
<th>General Ledger: 014400 VETERINARY MEDICINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>014400-9610</td>
</tr>
</tbody>
</table>
Screen 77 – Transaction Inquiry on Ref. Number 2 or 4 (cont’d)

Basic Steps
- Advance to Screen 77.
- Enter a valid SL account number and SA number on the Action Line.
- Fill in the Search on Ref: and Ref Nbr: fields and press <ENTER> to view the information.

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

Action Line
◆ Account: 11 digits
Enter a Subsidiary Ledger + Support Account requiring transaction.

◆ Search on Ref: 1 digit
Identify whether to search on reference 2 or 4.

◆ Ref Nbr: 7 characters/digits
Enter the user defined reference number/PO number.

Display Ref: 1 digit
Signify the reference number to be used for the display.

Bank Option: 1 character
Indicate whether or not (‘Y’ or ‘N’) to display the bank for each transaction. N - Default: Does not display the bank for each transaction.

Screen Information
Sbcd: 4 digits
Designates a specified subcode.

TC: 3 digits
Displays the transaction code designating type of transaction.

Ref: 7 characters/digits
Shows the reference number providing details about specified transactions. Usually, Ref 2 is a voucher number.

Date: 4 digits
Displays date the batch session was entered.

Description: 20 characters
Provides a description of the object code.

Amount: 12 digits
Gives the dollar amount of the transaction.

I: 1 character
Shows the transaction indicator as credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final).
### Screen 77 – Transaction Inquiry on Ref. Number 2 or 4 (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BatRef:</td>
<td>6 characters/digits</td>
</tr>
<tr>
<td>Offset Acct:</td>
<td>10 digits</td>
</tr>
<tr>
<td>Bank:</td>
<td>5 digits</td>
</tr>
</tbody>
</table>

- **BatRef:** Indicates the batch reference header where this transaction was entered.
- **Offset Acct:** Indicates the offsetting account for direct double-sided transactions.
- **Bank:** Displays the bank number if ‘Y’ was entered in the Bank Option: field.

**Additional Functions**

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF6</td>
<td>View</td>
</tr>
</tbody>
</table>

View detailed transaction record.
**Transaction by Account/Subcode/Month**

FAMIS will allow you to locate transactions posted against a Support Account in a given month by specifying a month, an account number, and a subcode. This information is available on Screen 78.

### Screen 78 - Transaction Inq. by Account/Subcode/Month (Panel 1)

<table>
<thead>
<tr>
<th>Sbcd TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010</td>
<td>068</td>
<td>03/11</td>
<td>ALISHA A*ANDERSON</td>
<td>12.99</td>
<td>PVP180</td>
</tr>
<tr>
<td>4010</td>
<td>054</td>
<td>03/17</td>
<td>VINNIE V*VANCE</td>
<td>25.12</td>
<td>2806SP</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>03/24</td>
<td>VINNIE V*VANCE</td>
<td>25.12</td>
<td>PVP188</td>
</tr>
</tbody>
</table>

*End of Data for March*

When you type “Y” in the Bank Option: field, the last column heading of Panel 1 displays “Bank” and the bank number is displayed.

### Screen 78 - Transaction Inq. by Account/Subcode/Month (Panel 2)

<table>
<thead>
<tr>
<th>Sbcd TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>BatRef</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010</td>
<td>068</td>
<td>03/11</td>
<td>ALISHA A*ANDERSON</td>
<td>12.99</td>
<td>PVP180</td>
</tr>
<tr>
<td>4010</td>
<td>054</td>
<td>03/17</td>
<td>VINNIE V*VANCE</td>
<td>25.12</td>
<td>2806SP</td>
</tr>
<tr>
<td>4010</td>
<td>068</td>
<td>03/24</td>
<td>VINNIE V*VANCE</td>
<td>25.12</td>
<td>PVP188</td>
</tr>
</tbody>
</table>

*End of Data for March*
Screen 78 – Transaction Inquiry by Account/Subcode/Month (cont’d)

Basic Steps
- Advance to Screen 78.
- Type a valid Subsidiary Ledger account number and object code on the Action Line and press <ENTER> to view the information.
- Place the cursor on a transaction and press PF6 to view the Detailed Transaction Record.

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

**Action Line**

◆ Account: 15 digits
Enter a Subsidiary Ledger account number.

Month: 2 digits
Designate the month of transactions to be displayed.

Display Ref: 1 digit
Enter the desired user defined reference number to display information sorted by reference number.

Bank Option: 1 character
Type 'Y' to display the bank for each transaction. N = Default: does not display the bank for each transaction.

Ref: 7 characters/digits
Include a user-defined reference number/PO number to place it at the top of the list displayed.

**Screen Information**

Sbcd: 4 digits
Designates the specified subcode.

TC: 3 characters
Displays the Transaction Code showing the type of transaction.

Ref: 7 characters/digits
Shows the reference number/PO number providing details about specified transactions. Usually, Ref 2 is a voucher number.

Date: 4 digits
Displays the date the batch session was entered.

Description: 20 characters/digits
Provides a description of the object code.

Amount: 12 digits
Shows the dollar amount of the transaction.
Screen 78 – Transaction Inquiry by Account/Subcode/Month (cont’d)

I: 1 character
Shows the transaction indicator as credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final).

BatRef: 6 characters/digits
Provides the individual batch reference number where this transaction was entered.

Offset Acct: 10 digits
Indicates the offsetting account number for direct double-sided transactions.

-- OR --
Bank: 5 digits
Displays the bank account number if ‘Y’ was entered in the Bank Option: field.

Additional Functions

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

PF6 View
View Detailed Transaction Record.

Screen 78 – Detailed Transaction Record (PF6)

Display of Detailed Transaction Record

03/17/2008 : VINNIE V*VANCE $25.12
BAGS FOR LAB FOR DR. ANDERSON
TransCode: 054 Enc - Req, Limited, Exempt Dir/Ind: D
Account: 271020 00000 4010 PROTEIN CHEMISTRY LABORATORY
Supplies - Office General
Offset:

PO/Enc/Ref 1: A811565 Cost Ref1: Fiscal Yr: 2008
Ref 2: A811565 2: Proc Month: 07
Ref 3: 3: Batch Date: 03/17/2008
Ref 4: 2707 Bank: 06000 Batch Ref: 2806SP
Vndr/Card Id: 2vvvvvvvvv0
Enc Obj Cd:
Ovrd Comp Cd: Processed: 03/17/2008 10:03:14
Liquidation Amt: 0.00 User Id: PxxxxxP
Oper Id: PxxxxxP
Indirect Base Code: Term Id: R163
Base Amount: 0.00 Internal Tracking Nbr: 34011491

PF3= Back to 078 PF4= Exit PF6= Indirect Accts

Screen 78 – Indirect Accounts (PF6)

Indirect Account Information for Direct Detailed Transaction Record

General Ledger: 027102 PROTEIN CHEMISTRY LABORATORY

Account Amount Account Control Title

| 027102-9620 | 25.12 | Encumb Sum Ledger 2 |

PF6= Indirect Accts
You can locate transactions against an account in a given month by using Screen 79. The information and column headings on this screen will change depending on the reference number entered on the Action Line.

### Screen 79 - SA Detail Account Statement For A Month (Panel 1)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Ref 4</th>
<th>Budget</th>
<th>Expenses</th>
<th>Encumbrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01</td>
<td>BALANCE FORWARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/31</td>
<td>CENTREX CHARGE: 02-</td>
<td>500.41</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/28</td>
<td>BIWEEKLY PAYROLL</td>
<td>180.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/12</td>
<td>BIWEEKLY PAYROLL</td>
<td>1,782.53</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/28</td>
<td>BIWEEKLY PAYROLL</td>
<td>1,214.60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/31</td>
<td>MONTHLY PAYROLL</td>
<td>34,134.06</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/31</td>
<td>SUMMARY MONTHLY PAY A158015</td>
<td>34,015.00-</td>
<td></td>
<td></td>
<td>119.06-</td>
</tr>
<tr>
<td>03/04</td>
<td>JT MORRIS CHASE</td>
<td>79.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/31</td>
<td>JT MORRIS CHASE</td>
<td>86.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/31</td>
<td>Ending Balance</td>
<td>22,063.43</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account Expense Tot: 38,067.35 + 34,134.06 = 72,201.41

*End of data for March*

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

Hmenu Help EHelp Bkwd Fwrd Print Left Right

The Reference number entered in the Ref: field will determine what is displayed in the “Ref” column.

### Screen 79 - SA Detail Account Statement For A Month (Panel 2)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Ref1</th>
<th>Ref2</th>
<th>Ref4</th>
<th>F</th>
<th>Offset</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01</td>
<td>BALANCE FORWARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25,996.72</td>
</tr>
<tr>
<td>03/31</td>
<td>CENTREX CHARGE: 02-144011-0000</td>
<td>T200381</td>
<td></td>
<td></td>
<td>102019-0608 CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/28</td>
<td>BIWEEKLY PAYROLL</td>
<td>0000497</td>
<td></td>
<td></td>
<td>011125-2400 CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/12</td>
<td>BIWEEKLY PAYROLL</td>
<td>0003704</td>
<td></td>
<td></td>
<td>011125-2400 CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/28</td>
<td>BIWEEKLY PAYROLL</td>
<td>0003740</td>
<td></td>
<td></td>
<td>011125-2400 CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/31</td>
<td>SUMMARY MONTHLY PAYROLL EPA AD SAL0001</td>
<td>0003776</td>
<td></td>
<td></td>
<td>011125-2400 CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/31</td>
<td>SUMMARY MONTHLY PAYROLL EPA AD BENB001</td>
<td>0003776</td>
<td></td>
<td></td>
<td>011125-2400 CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/04</td>
<td>JT MORRIS CHASE</td>
<td>5094421</td>
<td></td>
<td></td>
<td>014400-2100 CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/31</td>
<td>JT MORRIS CHASE</td>
<td>5094421</td>
<td></td>
<td></td>
<td>014400-2100 CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/31</td>
<td>Ending Balance</td>
<td>22,063.43</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account Expense Totals: 22,063.43

*End of data for March*

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

Hmenu Help EHelp Bkwd Fwrd Print Left Right

### Basic Steps

- Advance to Screen 79.
- Type a valid Subsidiary Ledger account number and Support Account number on the Action Line. Provide additional information as desired.
- Press <ENTER> to view the information.
Screen 79 – SA Detail Account Statement for a Month (cont’d)

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

Action Line
◆ Account: 11 digits
Enter a Subsidiary Ledger account number + Support Account number.

◆ Month: 2 digits
Designate the month of transactions to be displayed.

◆ Ref: 1 digit
Enter the desired user-defined reference number to be displayed.

Rev/Exp: 1 character
Indicate whether revenue or expense transactions for the month are to be listed.

Page: 3 digits
Signify which page of the report is to be displayed.

Screen Information
Panel 1
Date: 4 digits
Shows the date of the transaction.

Description: 20 characters
Provides a description of the transaction.

Ref: 7 characters/digits
Shows the user-defined reference number for the transaction. The display is determined by the number entered in the Ref: field on the Action Line.

Budget: 15 digits
Identifies the funds budgeted and the allocation of these funds to expenses.

Sales or Expenses: 15 digits
Displays the dollar amount of the transaction as sales or an expense.

Encumbrances: 15 digits
Shows the dollar amount of the encumbrance.

Panel 2
Ref 1: 7 characters/digits
Displays the user-defined Reference 1 for the transaction.

Ref 2: 7 characters/digits
Displays the user-defined Reference 2 for the transaction.

Ref 4: 7 digits
Displays the user-defined Reference 4 for the transaction.
Screen 79 – SA Detail Account Statement for a Month (cont’d)

**P/F:** 1 character
Indicates partial (P) or full (F) encumbrance.

**Offset Account:** 15 digits
Identifies the account number receiving offsetting credit or debit.

**Additional Functions**

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

**PF9**
**Print**
Print the information using Entire Connection.
General Ledger Flag Maintenance

Three flags help control activity against each General Ledger (GL) account. These flags allow the review, freezing, dropping or deletion of an account, and are located on Screen 43.

### Screen 43 - General Ledger Flag Maintenance

<table>
<thead>
<tr>
<th>043 GL Flag Maintenance</th>
<th>04/07/08 16:43</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Account: 028001 0000 CITEL</td>
<td></td>
</tr>
</tbody>
</table>

**General Ledger Flags**

- **N** - FREEZE this account from future activity
- **N** - DELETE this GL account
- **N** - Physically DROP this GL account (must be deleted first)

An account cannot be dropped (physically deleted) from FAMIS if certain budget entries have been made for the account. These budget entries are Account Attributes, Budget Entry (Versions), and Transfers or Allocations.

If any of the budget information has been marked as 'Sent to the Board' (B), 'Changes Done' (D) or 'Fed to FAMIS Accounting' (F), the account cannot be dropped. The account can remain flagged as deleted to prevent it from rolling into the next year.

If the budget information does not fall into the previous categories, but a budget entry version has been submitted, certain steps can be taken to drop the account. These steps are:

a) change the delete flag to N (it had to be set to "Y" to attempt the drop),

b) remove the submitted versions using Screen 584 or 594,

c) change the delete flag to 'Y' and d) change the drop flag to "Y".

If budget information exists for the account but has not been marked with a B, D, or F and no versions have been submitted for the account, the screens will display a pop-up window indicating which type budget entries were found and ask if the budget information should be deleted. Entering a 'Y' in the pop-up will delete the budget information and then drop the account.

**Basic Steps**

- Advance to Screen 43.
- Enter the account number and press <ENTER>.
- Set flag value (N=OFF, Y=ON) for each account. Press <ENTER> to record.
- Continue entering a new account number and flag values until all flags have been set or changed.
General Ledger Flag Maintenance Process

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

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

**FREEZE FLAG:**

The freeze flag restricts posting certain types of direct transactions to an account. This flag may be set ONLY at the 6-digit level for a General Ledger (GL) account. Cash receipts, disbursements and journal entries are rejected if processed against a "frozen" account.

Transactions that are accepted against a frozen GL account include attribute modifications, journal entries with a special transaction code of 062 and indirect updates.

All transactions processed against a frozen account generate diagnostic messages.

**DELETE FLAG:**

The delete flag, when set to ‘Y’ (on), restricts any further activity against an account. It can only be set at the 6-digit level. It logically removes the account from the files, but continues to store it for audit purposes.

A delete flag for a 6-digit General Ledger (GL) account can be set to ‘Y’ and then set to ‘N’ to reinstate the account.

Before a delete flag can be set for a GL account, the following conditions must be met:

- Each asset, liability and fund balance record must have a zero balance.
- All Subsidiary Ledger accounts mapped to the GL must be deleted.
- The account must have been inactive for the current month. FAMIS does not allow an account that has had activity processed during the current month to be deleted. The account can be deleted after the current month-end process has been run.

Attempts to process transactions against a deleted account are rejected.
DROP FLAG: The drop flag is used to identify an account that is to be physically purged from the file. When the drop flag is set to ‘Y’ (on), the account is removed from the file.

The drop flag can be set for a 6-digit General Ledger (GL) account only if the following conditions are met:
- The delete flag on the GL account must already be set to a value of ‘Y’.
- All Subsidiary Ledger accounts mapped to the GL account must have both the delete and drop flags set to ‘Y’.
- The drop flag may also be set on a 10-digit account, with the additional condition that the 10-digit account must have a zero balance in all dollar fields (i.e., Beginning balance, Current month, Present balance, etc.).

Delete Bank Account

There are two steps to complete when you need to delete a bank account that was set up in error:

1. Using Screen 43, delete the bank account.
2. “Drop” the bank account.

Check Screen 28 when you are finished to make sure that the bank account is removed from the database.

This process can only be done when there is no activity on the bank account. Once there are transactions then the account must be frozen and then deleted for the following year, so that it does not roll forward.

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

**Action Line**

◆ Account: 10 digits
Enter a General Ledger + Object Code account number.

**Screen Information**

FREEZE: 1 character
Type ‘Y’ to freeze the account and restrict posting of certain types of direct transactions to an account.

DELETE: 1 character
Enter ‘Y’ to set the delete flag and restrict any further activity against the account.
Screen 43 – General Ledger Flag Maintenance (cont’d)

**DROP:**

1 character

Enter ‘Y’ to physically drop the GL account and purge (remove) it from the file.

Must be deleted first.

**Additional Functions**

**PF KEYS**

See the Appendix for explanation of the standard PF Keys.

**PF6**

Interest

Displays the account numbers using specified interest account.
Subsidiary Ledger Flag Maintenance

Seven flags help control activity against each Subsidiary Ledger (SL) account. These flags, found on Screen 44, allow review, freezing, deleting or dropping of an account, suppressing "over budget" messages, and controlling automatic budget reallocation (ABR).

Screen 44 - Subsidiary Ledger Flag Maintenance

<table>
<thead>
<tr>
<th>Screen: ___ Account: 330001 -- SL ACCOUNT FOR LARRY TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidiary Ledger Flags</td>
</tr>
<tr>
<td>N  - FREEZE this account from future activity</td>
</tr>
<tr>
<td>N  - Flag for DELETE (Not rolled forward at Year End)</td>
</tr>
<tr>
<td>N  - Physically DROP this SL account (Must be deleted first)</td>
</tr>
<tr>
<td>Y  - Bottom Line Budget Control / Unprotect Budget Control</td>
</tr>
<tr>
<td>Note: A Budget Control Flag of 'N' does not check Bottom Line and turns off protection of Protected Categories. The 'P' flag on Screen 10C will still display.</td>
</tr>
<tr>
<td>N  - Default Category Control</td>
</tr>
<tr>
<td>Default Category Tolerance Pct: 1.00__</td>
</tr>
<tr>
<td>N  - FREEZE Direct Expenses</td>
</tr>
<tr>
<td>007 - Automatic Budget Reallocation (ABR)</td>
</tr>
</tbody>
</table>

When changing the Bottom Line Budget Control / Unprotect Budget Control from 'Y' to 'N', the following message will appear.

Screen 44 – Pop-Up Window

| Note: Reserve Budget Amounts exists on this account. |
| Changing the Bottom Line Budget Control on this account from 'Y' to 'N' will no longer protect the Reserve Budget Amounts and the Reserve Budgets can be used by other expenditures. |
| Note: The 'P' flag on Screen 10C will still display. |
| Press <ENTER> to Continue, or Press <PF4> to Cancel the Bottom Line Budget Control change. |

An account cannot be dropped (physically deleted) from FAMIS if certain budget entries have been made for the account. These budget entries are Account Attributes, Budget Entry (Versions), and Transfers or Allocations.

If any of the budget information has been marked as 'Sent to the Board' (B), 'Changes Done' (D) or 'Fed to FAMIS Accounting' (F), the account cannot be dropped. The account can remain flagged as deleted to prevent it from rolling into the next year.
If the budget information does not fall into the previous categories, but a budget entry version has been submitted, certain steps can be taken to drop the account. These steps are:

a) change the delete flag to N (it had to be set to "Y" to attempt the drop),
b) remove the submitted versions using Screen 584 or 594,
c) change the delete flag to 'Y' and d) change the drop flag to "Y".

If budget information exists for the account but has not been marked with a B, D, or F and no versions have been submitted for the account, the screens will display a pop-up window indicating which type budget entries were found and ask if the budget information should be deleted. Entering a 'Y' in the pop-up will delete the budget information and then drop the account.

**Basic Steps**

- Advance to Screen 44.
- Enter the account number on the Action Line and press <ENTER>.
- Set flag values (N=Off, Y=On) for each account. Press <ENTER> to record.
- Continue entering a new account number and flag values until all flags have been set or changed.

**SL Flag Maintenance Process**

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

- **Y** (on) - indicates that an action will occur
- **N** (off) - indicates that the action will not occur.
- **R** - Default category control.

**Exception**
The ABR flag uses "0" for OFF, but has no setting for ON. Instead, the digits 1-9 indicate a budget reallocation rule in the ABR table.

Flags may be set on an account by account basis using Screen 44, or you can request that FAMIS run the following programs to change the flags for a given range of accounts:

- Run XXCHGBLC for an account range to change the **bottom line budget** control flag to ‘Y’
- Run XXCHGDCC for an account range to change the **default category control** to ‘R’ for all accounts.
FREEZE FLAG:  The freeze flag restricts posting certain types of direct transactions to an account.

The following transactions will be rejected or suspended if processed against a frozen Subsidiary Ledger (SL) account:
- Original budgets
- Encumbrances (except credit encumbrances)
- Cash receipts
- Cash disbursements
- Journal entries, except those with a transaction code of 062

The following transactions will still be accepted if processed against a frozen Subsidiary Ledger (SL) account:
- Attribute modifications
- Budgets (excluding original budgets)
- Credit encumbrances against an existing open commitment or purchase order
- Disbursements liquidating outstanding commitments
- Journal entries with a transaction code of 062

All transactions processed against a frozen account generate diagnostic messages.

DELETE FLAG:  The delete flag, when set to ‘Y’ (On), restricts all further activity against an account. It can only be set at the 6-digit level. It logically removes the account from the files but continues to store it for auditing and comparative reporting purposes. The account can be reinstated by setting the flag to ‘N’ (Off), unless the delete flag for the related General Ledger account is on.

Before the delete flag can be set, the following conditions must be met:
- The budget balance available must be zero (0).
- There can be no outstanding or open encumbrances against the account.
- The account must have been inactive during the current month. The system will not delete an account that has had activity during the current month.

DROP FLAG:  The drop flag identifies an account that is to be physically purged from the file. When the drop flag is set to ‘Y’ (On), the account is removed from the file. It is recommended that an account not be dropped except at the end of the fiscal year, or if the account was created in error and has no dollar activity. Before the drop flag can be set, the delete flag for the account must be set to ‘Y’ (On).
Screen 44 – Subsidiary Ledger Flag Maintenance (cont’d)

**ABR FLAG:**

The ABR flag specifies the automatic budget reallocation rule for an account. It inhibits an account from the ABR process (when the flag is turned off, or set to 'N' or 0) or identifies the ABR rule that applies to the account (when the flag is turned on, set to 1-9).

When a 10-digit account is created, the flag setting is automatically copied from the 6-digit account. Both the 6-digit and 10-digit accounts must carry the same ABR rule value, if other than 0.

When a budget transaction is entered against a 10-digit SL account, the ABR flag is set to 0 (Off) by FAMIS. Therefore, when an account that has been participating in ABR receives budget dollars of its own, the flag is turned off and the account no longer participates in ABR. **Reversing the budget transaction will not reinstate the ABR flag. It must be manually reset.**

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

**Action Line**

◆ Account: 6 digits
Enter a valid Subsidiary Ledger Code.

**Screen Information**

FREEZE: Help 1 character
Type ‘Y’ to freeze the account and restrict posting certain types of direct transactions to an account.

DELETE: Help 1 character
Enter ‘Y’ to delete account and restrict all further activity against account.

DROP: Help 1 character
Enter ‘Y’ to physically drop (remove) the account from the file. Must be deleted first.

Bottom Line Help 1 character
Type ‘Y’ to indicate that bottom line BBA will be used in checking budget to see if a transaction will process. ‘N’ does not check bottom line and turns off protection of protected categories.

Budget Control/ Unprotected Budget Control: Help
P flag on Screen 10C will still display.
Default Category Control:  
**Help** 1 character  
Enter ‘Y’ to specify that FAMIS is to suppress over-budget diagnostic messages, even if the account is over budget. Values are:  
N = No Budget Control  
W = Warning if over budget  
R = Reject if over budget  
Values of ‘R’ will cause the transaction to reject if the account is over budget.  
A value of ‘N’ indicates to display a warning message only. This flag may be set on either 6-digit or 10-digit Subsidiary Ledger (SL) accounts.

Default Category Tolerance Pct:  
**Help** 5 characters  
If needed, include the percent allowed to go over the budget.

FREEZE Direct Expenses:  
**Help** 1 character  
Type ‘Y’ to freeze direct expenses only.

Automatic Budget Reallocation (ABR):  
**Help** 3 digits  
Specify the ABR rule for the account.

**Additional Functions**

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

PF6 Interest  
Displays the account numbers using specified interest account.
Set/Reset Support Account Flags

FAMIS allows you to support and maintain Support Account (SA) flags on-line by using Screen 54. Six flags help control activity against each supporting account. These flags allow review, freezing, dropping or deletion of an account, as well as annual and monthly budget suppression.

This screen can be used by the Fiscal Office and the departmental personnel.

Screen 54 - Support Account Flag Maintenance

<table>
<thead>
<tr>
<th>Support Account Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>N - FREEZE this account from future activity</td>
</tr>
<tr>
<td>N - Flag for DELETE (Not rolled forward at Year End)</td>
</tr>
<tr>
<td>N - Physically DROP this Support Account (Must be deleted first)</td>
</tr>
<tr>
<td>Y - Bottom Line Budget Control / Unprotect Budget Control</td>
</tr>
<tr>
<td>Note: A Budget Control Flag of 'N' does not check Bottom Line and turns off protection of Protected Categories. The 'P' flag on Screen 10D will still display.</td>
</tr>
<tr>
<td>N - Default Category Control</td>
</tr>
<tr>
<td>Default Category Tolerance Pct: _______</td>
</tr>
<tr>
<td>N - FREEZE Direct Expenses</td>
</tr>
</tbody>
</table>

When changing the Bottom Line Budget Control / Unprotect Budget Control from 'Y' to 'N', the following message will appear.

Screen 54 – Pop-Up Window

Note: Reserve Budget Amounts exists on this account.

Changing the Bottom Line Budget Control on this account from 'Y' to 'N' will no longer protect the Reserve Budget Amounts and the Reserve Budgets can be used by other expenditures.

Note: The 'P' flag on Screen 10D will still display.

An account cannot be dropped (physically deleted) from FAMIS if certain budget entries have been made for the account. These budget entries are Account Attributes, Budget Entry (Versions), and Transfers or Allocations.

If any of the budget information has been marked as 'Sent to the Board' (B), 'Changes Done' (D) or 'Fed to FAMIS Accounting' (F), the account cannot be dropped. The account can remain flagged as deleted to prevent it from rolling into the next year.
Screen 54 – Support Account Flag Maintenance (cont’d)

If the budget information does not fall into the previous categories, but a budget entry version has been submitted, certain steps can be taken to drop the account. These steps are:

a) change the delete flag to N (it had to be set to "Y" to attempt the drop),
b) remove the submitted versions using Screen 584 or 594,
c) change the delete flag to 'Y' and d) change the drop flag to "Y".

If budget information exists for the account but has not been marked with a B, D, or F and no versions have been submitted for the account, the screens will display a pop-up window indicating which type budget entries were found and ask if the budget information should be deleted. Entering a 'Y' in the pop-up will delete the budget information and then drop the account.

Basic Steps

- Advance to Screen 54.
- Enter the account number on the Action Line and press <ENTER> to display the current flag values.
- Set flag values (N=Off, Y=On) for each account. Press <ENTER> to record the record.
- Continue entering new account numbers and flag values until all flags have been set or changed.

Support Account Flag Maintenance Process

Six flags help control activity against each Support account. These flags allow freezing, dropping or deletion of an account, as well as maintaining its budget processes.

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

Y (on) indicates that an action will occur
N (off) indicates that the action will not occur.

Support Account Flags

**FREEZE:** The freeze flag restricts posting certain types of direct transactions to an account. Cash receipts, disbursements and journal entries are rejected if processed against a "frozen" account.

Transactions that are accepted against a frozen account include attribute modifications, journal entries with a special transaction code of 062 and indirect updates.

All transactions processed against a frozen account generate diagnostic messages.
Screen 54 – Support Account Flag Maintenance (cont’d)

DELETE: The delete flag, when set to ‘Y’ (On), restricts any further activity against an account. It logically removes the account from the fields, but continues to store it for audit purposes.

DROP: The drop flag is used to identify an account that is to be physically purged from the file. When the drop flag is set to ‘Y’ (On), the account is removed from the database file.

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

**Action Line**

◆ Account: 11 digits
Enter a Subsidiary Ledger + Support Account number.

**Screen Information**

FREEZE: Help 1 character
Type ‘Y’ to freeze the account and restrict posting certain types of direct transactions to an account.

DELETE: Help 1 character
Enter ‘Y’ to delete the account and restrict all further activity against an account.

DROP: Help 1 character
Type ‘Y’ to physically drop (remove) the account from the file.
Must be deleted first.

Bottom Line Budget Control/Unprotect

Budget Control

Y = Control on “bottom line.” Instructs the system to reject all transactions that may cause the SA budget to exceed the bottom line.

N = No control on “bottom line.” Allows the system to process all transactions, including those that cause the SA budget to go over the bottom line. The ‘P’ flag on Screen 10D will still display.

Default Category Control:

Help 1 character
Type ‘Y’ to specify that FAMIS is to perform budget checks at the category (pool) level and suppress over-budget diagnostic messages, even if the account is over budget. Values are:

R = Reject if over budget. Used to instruct the system to reject transactions when the category goes over budget.

W = Warning if over budget. Used to instruct the system to warn the user when a transaction will cause the category to go over budget.

N = No budget control at the category level. Used to allow the system to process all transactions, including those that cause the category to go over budget.
Screen 54 – Support Account Flag Maintenance (cont’d)

**Default**
- **Help** 5 digits

**Category**
Indicate the **percentage** the category can go **over budget**. Negative values are also supported.

**Tolerance Pct:**

**FREEZE Direct Expenses:**
- **Help** 1 character

Identify whether or not ('Y' or 'N') to **freeze** the account from making direct expense transactions (those within the 1000 - 9599 object code range).
Revenue and indirect are still allowed.

'Y' = Freeze direct expenses

'N' = (or blank) do not freeze

**Additional Functions**

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

PF6
**Interest**
Shows the account numbers using specified **interest account**.

PF12
**Warnings**
Displays nonfatal **FAMIS warning messages**.
Support Account Transaction Move

FAMIS allows you to freeze a 15-digit account from any future activity. This is done by using Screen 55.

**Basic Steps**
- Advance to Screen 55.
- Type an account number in the Account: field and press <ENTER>.
- Enter ‘Y’ in the FREEZE: field to freeze this account from future activity and press <ENTER>.

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

**Action Line**
◆ Account: 15 digits
Enter an **account number and support account number**.

**Screen Information**
Object Code
35 characters
Description: Shows a description of the object code entered on the Action Line.

FREEZE:
Help 1 character
Indicate whether or not to freeze this account from future activity.
‘Y’ = Frozen - no activity is allowed
‘N’ = Not frozen

**Additional Functions**
PF KEYS
See the Appendix for explanation of the standard PF Keys.
Use Screen 56 to move transactions on-line from one Support Account to another. This is beneficial to departments as they can manage their SA accounts without Business Office involvement.

**Transaction types 02x and 05x are not allowed on this screen.**

**Screen 56 – Support Account Transaction Move**

<table>
<thead>
<tr>
<th>Transaction Move</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>056 SA Transaction Move</td>
<td>04/07/08 16:47</td>
</tr>
</tbody>
</table>

GULF OF MEXICO OFFSHORE OPERATIONS FY 2008 CC AA

Screen: ___ Account: 440001 00000 Month: 2 Search On Ref: 2 Ref Nbr: _______
Display Ref: 2 Internal Tracking No: 78654 ______

Obj Code: 4010 P.O. No: ______ ID No: V0v0v0v0v0 Ref: 2 Cost Ref
Type: 048 Enc Obj: Bank: 00001 Date: 02/25/2008 Amount: 100.00

Description: A-1 PROPANE A-1 PROPANE

--- Account Title ------- To SA Amount
GULF SHORE OPERATIONS 10000 100.00

--- Cost Ref -------

Transactions: 0 Amount: 0.00 Batch: 0615JC Date: 04/07/2008

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

Hmenu Help EHelp  Post SAcct                Warns

--- Account Title ------- To SA Amount
GULF SHORE OPERATIONS 10000 100.00

--- Cost Ref -------

**Press PF7 to view transactions and make your selection.**

**Screen 56 – PF7 Key (Panel 1)**

<table>
<thead>
<tr>
<th>Transaction Move</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>056 SA Transaction Move</td>
<td>04/07/08 16:47</td>
</tr>
</tbody>
</table>

F2202 Mark field with an "X" to select
Transactions for a Month by Reference Number 2 or 4

Screen: ___ Account: 440001 00000 Month: 2 Search On Ref: 2 Ref Nbr: _______
Display Ref: 2 Bank Option: N

S Sbd TC Ref 2 Date Description Amount I BatRef Offset Acct
--- --- ----- ---- ----------- ---- ------ ---------------
4010 048 000035 02/25 A-1 PROPANE 100.00 N DLW001
4010 048 000035 02/25 A-1 PROPANE 100.00- C DLW001
4010 048 000035 02/25 A-1 PROPANE 100.00- C DLW001
4010 068 000037 02/02 A&M TRAVEL SERVI 23.00 JKAP01 043000 2100

** End of List - 4 Account(s) Found **

PF3= Back to 056  PF4= Exit  PF6=View  PF10=Left  PF11=Right
Basic Steps

- Advance to Screen 56.
- Type an account number in the Account: field on the Action Line and press <ENTER>.
- Type the month of the transaction and the reference number (if available) that is to be moved to another account.
- Press PF7 to access a pop-up screen displaying transactions and select the transaction to be moved.
- In the Description: field briefly describe the transaction (e.g. C/N to support account 50000).
- Under “To SA”, include the account where the transaction is to be moved, and indicate the amount. Enter Cost Reference information, if needed. Press <ENTER> and the SA account title will be displayed.
- Press PF5 to post the SA transaction move.

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

**Account Line**

◆ Account: 11 digits
Enter the desired account number.

Month: 2 digits
Include the month of the transaction. The default is the current processing month.

Search on Ref: 1 digit
Indicate the reference number to be used for transaction search.

Ref Nbr: 7 characters/digits
Include a reference number/PO number, if needed.
### Screen 56 – Support Account Transaction Move (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Display Ref:</strong></td>
<td>1 digit&lt;br&gt;Indicate the reference number to be used for the display of the transaction.</td>
</tr>
<tr>
<td><strong>Internal Tracking No:</strong></td>
<td>8 digits&lt;br&gt;Enter a tracking number for use by FAMIS Services.</td>
</tr>
<tr>
<td><strong>Screen Information</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Obj Code:</strong></td>
<td>4 digits&lt;br&gt;Shows object code for the transaction.</td>
</tr>
<tr>
<td><strong>P.O. No:</strong></td>
<td>7 character/digits&lt;br&gt;Provides the Purchase Order number used with the transaction.</td>
</tr>
<tr>
<td><strong>ID No:</strong></td>
<td>11 characters/digits&lt;br&gt;Shows the user-defined identification number entered on the original document.</td>
</tr>
<tr>
<td><strong>Type:</strong></td>
<td>1 digit&lt;br&gt;Identifies the transaction code for the type of transaction. The third digit of the transaction code (1 – 9) represents the type of receipt.</td>
</tr>
<tr>
<td><strong>Enc Obj:</strong></td>
<td>4 digits&lt;br&gt;Shows the object code where the purchase order was originally encumbered.</td>
</tr>
<tr>
<td><strong>Bank:</strong></td>
<td>5 digits&lt;br&gt;Displays the bank to receive the deposit as entered on Screen 30, FA Batch Initialize.</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>8 digits&lt;br&gt;Displays date the transaction was originated.</td>
</tr>
<tr>
<td><strong>Amount:</strong></td>
<td>12 digits&lt;br&gt;Shows dollar amount of the transaction.</td>
</tr>
<tr>
<td><strong>Ref 2, 3, 4:</strong></td>
<td>7 characters/digits&lt;br&gt;Identifies the reference number for receipts as defined by your department.</td>
</tr>
<tr>
<td><strong>Cost Ref 1, 2, 3:</strong></td>
<td>7 characters/digits&lt;br&gt;Shows the cost reference number for receipts as defined by your department.</td>
</tr>
<tr>
<td><strong>Modifiable Information:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>35 characters&lt;br&gt;Type a description to identify the transaction.</td>
</tr>
<tr>
<td><strong>Dept Ref #:</strong></td>
<td>7 digits&lt;br&gt;Enter the reference number assigned by the department.</td>
</tr>
<tr>
<td><strong>Account Title:</strong></td>
<td>30 characters&lt;br&gt;Shows the full title of the account after entering the SA account and amount to be moved.</td>
</tr>
</tbody>
</table>
### Screen 56 – Support Account Transaction Move (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>To SA:</td>
<td>5 digits, enter the support account number where the amount is to be transferred.</td>
</tr>
<tr>
<td>Amount:</td>
<td>12 digits, indicate the dollar amount to be transferred from one account to another.</td>
</tr>
<tr>
<td>Cost Ref 1:</td>
<td>8 digits, include a cost reference number defined by your department.</td>
</tr>
<tr>
<td>Cost Ref 2:</td>
<td>8 digits, include a cost reference number defined by your department.</td>
</tr>
<tr>
<td>Cost Ref 3:</td>
<td>8 digits, include a cost reference number defined by your department.</td>
</tr>
<tr>
<td>Transactions:</td>
<td>1 digit, shows the number of transactions made to change this account.</td>
</tr>
<tr>
<td>Amount:</td>
<td>12 digits, displays the total dollar amount of the changes.</td>
</tr>
<tr>
<td>Batch:</td>
<td>6 characters/digits, provides the batch ID number of the person who made the changes.</td>
</tr>
<tr>
<td>Date:</td>
<td>8 digits, displays the batch date indicating the actual date changes were made to the account.</td>
</tr>
</tbody>
</table>

### Additional Functions

**PF KEYS**

- See the Appendix for explanation of the standard PF Keys.
- **PF5** Post
- **PF7** SAcct
- **PF12** Warnings

- Post the modified transactions.
- Provides the ability to search account transactions.
- Displays nonfatal FAMIS warning messages, if any.
Open Commitment File List

FAMIS displays a list of the open commitments or encumbrances for a Subsidiary Ledger Account on Screen 21. The data is displayed in whole dollars.

**Screen 21 - Open Commitment File List (Panel 1)**

<table>
<thead>
<tr>
<th>Obj</th>
<th>Ref</th>
<th>Date</th>
<th>Description</th>
<th>Original</th>
<th>Liquidated</th>
<th>Adjustments</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>4075</td>
<td>A816232</td>
<td>0402</td>
<td>G G GAINER INC</td>
<td>12</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>4075</td>
<td>A816818</td>
<td>0403</td>
<td>G G GAINER INC</td>
<td>92</td>
<td></td>
<td></td>
<td>92</td>
</tr>
<tr>
<td>4075</td>
<td>A816872</td>
<td>0403</td>
<td>FURNITURE MARKET</td>
<td>211</td>
<td></td>
<td></td>
<td>211</td>
</tr>
<tr>
<td>4080</td>
<td>A815935</td>
<td>0401</td>
<td>CASE MED SUPPLIES</td>
<td>85</td>
<td></td>
<td></td>
<td>85</td>
</tr>
<tr>
<td>4085</td>
<td>P803284</td>
<td>0221</td>
<td>TCAC AMERICA</td>
<td>50748</td>
<td></td>
<td></td>
<td>50748</td>
</tr>
<tr>
<td>5512</td>
<td>P704394</td>
<td>0416</td>
<td>IRON OFFICE SOLO</td>
<td>2232</td>
<td>558</td>
<td></td>
<td>1674</td>
</tr>
<tr>
<td>5512</td>
<td>P800032</td>
<td>0901</td>
<td>STARS CORPORATI</td>
<td>912</td>
<td>28819</td>
<td>48492</td>
<td>20585</td>
</tr>
<tr>
<td>5513</td>
<td>A815426</td>
<td>0331</td>
<td>SMILES MEDICAL A</td>
<td>483</td>
<td></td>
<td></td>
<td>483</td>
</tr>
<tr>
<td>5513</td>
<td>A815885</td>
<td>0401</td>
<td>MAXIM X-RAY HOSPITAL</td>
<td>136</td>
<td></td>
<td></td>
<td>136</td>
</tr>
<tr>
<td>5513</td>
<td>A815888</td>
<td>0401</td>
<td>MAXIM X-RAY HOSPITAL</td>
<td>75</td>
<td></td>
<td></td>
<td>75</td>
</tr>
</tbody>
</table>

* Running Total 88178 29377 48660 107461

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

**Screen 21 - Open Commitment File List (Panel 2)**

<table>
<thead>
<tr>
<th>Obj</th>
<th>Ref</th>
<th>Date</th>
<th>Description</th>
<th>Original</th>
<th>Liquidated</th>
<th>Adjustments</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>4075</td>
<td>A816232</td>
<td>0402</td>
<td>G G GAINER INC</td>
<td>11.98</td>
<td></td>
<td></td>
<td>11.98</td>
</tr>
<tr>
<td>4075</td>
<td>A816818</td>
<td>0403</td>
<td>G G GAINER INC</td>
<td>92.22</td>
<td></td>
<td></td>
<td>92.22</td>
</tr>
<tr>
<td>4075</td>
<td>A816872</td>
<td>0403</td>
<td>FURNITURE MARKET</td>
<td>210.95</td>
<td></td>
<td></td>
<td>210.95</td>
</tr>
<tr>
<td>4080</td>
<td>A815935</td>
<td>0401</td>
<td>CASE MED SUPPLIES</td>
<td>84.50</td>
<td></td>
<td></td>
<td>84.50</td>
</tr>
<tr>
<td>4085</td>
<td>P803284</td>
<td>0221</td>
<td>TCAC AMERICA</td>
<td>50748.00</td>
<td></td>
<td></td>
<td>50748.00</td>
</tr>
<tr>
<td>5512</td>
<td>P704394</td>
<td>0416</td>
<td>IRON OFFICE SOLO</td>
<td>2232.00</td>
<td>558.00</td>
<td></td>
<td>1674.00</td>
</tr>
<tr>
<td>5512</td>
<td>P800032</td>
<td>0901</td>
<td>STARS CORPORATI</td>
<td>912.00</td>
<td>28819.00</td>
<td>48492.00</td>
<td>20585.00</td>
</tr>
<tr>
<td>5513</td>
<td>A815426</td>
<td>0331</td>
<td>SMILES MEDICAL A</td>
<td>483.14</td>
<td></td>
<td></td>
<td>483.14</td>
</tr>
<tr>
<td>5513</td>
<td>A815885</td>
<td>0401</td>
<td>MAXIM X-RAY HOSPITAL</td>
<td>135.60</td>
<td></td>
<td></td>
<td>135.60</td>
</tr>
<tr>
<td>5513</td>
<td>A815888</td>
<td>0401</td>
<td>MAXIM X-RAY HOSPITAL</td>
<td>75.00</td>
<td></td>
<td></td>
<td>75.00</td>
</tr>
</tbody>
</table>

* Running Total 88178.27 29377.00 48660.12 107461.39

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

**Basic Steps**

- Advance to Screen 21.
- Enter a valid Subsidiary Account number on the Action Line.
- Press <ENTER> to view information on encumbrances.
Screen 21 – Open Commitment File List (cont’d)

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

**Action Line**

♦ Account: 10 digits
Enter a Subsidiary Ledger account number.

Ref: 7 digits
Include a purchase order number or user-defined reference number to set up original encumbrances.

Thru Month: 2 digits
Identify through which month the information is to be listed.

Include Completed(Y/N): 1 character
Type ‘Y’ to include all the completed encumbrances.

**Screen Information**

Department: 4 characters
Shows the department responsible for the account.

Resp Person: 20 characters
Identifies the name of the person responsible for the account.

Flags: 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject
---------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Obj: 4 digits
Displays the object code for encumbered item.

Ref: 7 digits
Designates the purchase order reference number to set up original encumbrance.

Date: 4 digits
Displays the date of the original encumbrance.

Description: 20 characters
Provides a description of the object code item.
Screen 21 – Open Commitment File List (cont’d)

Original: 12 digits
Provides the original budget for encumbered item. On Screen 21, in this field, updates to the original encumbrance budget will not be reflected in this column. Therefore, the liquidated amount plus any current available amount would reflect the actual original encumbrance budget.

Liquidated: 12 digits
Shows the total amount liquidated for encumbered item.

Adjustments: 12 digits
Displays the adjustments (other than liquidations) made to an encumbrance.

Current: 12 digits
Gives the total dollar amount available for encumbered item.

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

PF11 Right
Whole dollar amounts from Panel 1 are shown on Panel 2 with decimal amounts.
Subsidiary Ledger Open Commitment List

Open commitment (encumbrance) data for an account and specified object code may be found on Screen 20. This screen can be used to view current data on specific accounts or groups of accounts without requesting, printing, and waiting for hard-copy reports.

**Screen 20 - Subsidiary Ledger Open Commitment 10 Digit List**

<table>
<thead>
<tr>
<th>Obj</th>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrance</th>
<th>Budget Avail</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010</td>
<td>Supplies - Office Ge</td>
<td>30525</td>
<td>30525</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4010</td>
<td>A801032 0206 ID SYSTEMS</td>
<td>890</td>
<td>890</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>A804253 0218 SHORE VETERINARY</td>
<td>66</td>
<td>66</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>A810239 0307 ACR OF AUSTIN</td>
<td>301</td>
<td>301</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>A814737 0327 G G GAINER INC</td>
<td>263</td>
<td>263</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>L803520 0917 STRALEY ENDOSCO</td>
<td>227</td>
<td>227</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>L805366 0920 DISCOUNT MERITS</td>
<td>9</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>L807825 1001 NEWSOME SOUN D S</td>
<td>248</td>
<td>248</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>L807979 1001 GLOBAL TECH</td>
<td>49</td>
<td>49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>L808538 1002 ASTERNS MATERIAL</td>
<td>826</td>
<td>826</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>L809871 1008 STRALEY ENDOSCO</td>
<td>21</td>
<td>21</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Sub Account To 2900 2637 263

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

Hmenu Help EHelp

**Basic Steps**

- Advance to Screen 20.
- Enter a valid Subsidiary Ledger account number on the Action Line and press <ENTER> to view the information.

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

**Action Line**

◆ Account: 10 digits

Enter a Subsidiary Ledger account number.

Thru Month: 2 characters

Identify through which month the information is to be listed.

**Screen Information**

Department: 4 characters

Shows the department responsible for the account.

Resp Person: 20 characters

Identifies the name of the person responsible for the account.
Flags: 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject
-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Line 1 displays summary data for a specified object code. The remaining lines display information for all encumbrances for the Line 1 object code.

Line 1
Obj: 4 digits
Indicates the object code for items of revenue/expense for this account.

Description: 20 characters
Provides a description of the object code title.

Budget: 12 digits
Designates the original plus revised budget by object code.

Actual: 12 digits
Gives actual dollar amount spent/received on object code item.

Encumbrances: 12 digits
Gives dollar amounts encumbered for specified object codes.

Budget Available: 12 digits
Gives dollar amounts available, in relation to the budget, for specified object codes, usually a budget pool.

Line 2, 3, 4, etc:
Obj: 4 digits
Shows the object code for encumbered budget item.

Ref: 7 characters/digits
Shows the reference number to original P.O. number.

Date: 4 digits
Displays the date the encumbrance was set up.

Description: 20 characters
Provides a description of the encumbrance.
### Screen 20 – Subsidiary Ledger Open Commitment 10 Digit List (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Original:</strong></td>
<td>12 digits</td>
</tr>
<tr>
<td></td>
<td>Gives the <a href="#">original budget</a> for encumbered item. On Screen 20, updates to the original encumbrance budget will <strong>not</strong> be reflected in this column. Therefore, the liquidated amount plus any current available amount would reflect the actual original encumbrance budget.</td>
</tr>
<tr>
<td><strong>Liquidated:</strong></td>
<td>12 digits</td>
</tr>
<tr>
<td></td>
<td>Gives the <a href="#">total amount liquidated</a> for encumbered item.</td>
</tr>
<tr>
<td><strong>Adjustments:</strong></td>
<td>12 digits</td>
</tr>
<tr>
<td></td>
<td>Displays <a href="#">adjustments</a> (other than liquidations) made to the encumbrance.</td>
</tr>
<tr>
<td><strong>Current:</strong></td>
<td>12 digits</td>
</tr>
<tr>
<td></td>
<td>Gives <a href="#">current amount encumbered</a>.</td>
</tr>
<tr>
<td><strong>Account Total:</strong></td>
<td>12 digits each column</td>
</tr>
<tr>
<td></td>
<td>Gives the <a href="#">total of all transactions</a>.</td>
</tr>
</tbody>
</table>

### Additional Functions

**PF KEYS**

See the Appendix for explanation of the standard PF Keys.
Open Commitments by User Reference or PO Number

Using Screen 22, you can view the status of an open commitment, sorted by the value of its reference number or PO number. You may include completed documents by indicating this on the Action Line.

### Screen 22 - Open Commitments by User Ref or PO Number (Panel 1)

<table>
<thead>
<tr>
<th>User Ref</th>
<th>PO Ref</th>
<th>Obj</th>
<th>Date</th>
<th>Description</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>A137090</td>
<td>SAL0001</td>
<td>1105</td>
<td>09/01</td>
<td>SALARY ENCOMPBANCE</td>
<td>25003.37</td>
</tr>
<tr>
<td>A137090</td>
<td>LMG0001</td>
<td>1605</td>
<td>09/01</td>
<td>LONGEVITY ENCOMPBANCE</td>
<td>600.00</td>
</tr>
<tr>
<td>1267</td>
<td>L829097</td>
<td>4039</td>
<td>12/12</td>
<td>BARTON OXYGEN &amp; TOOL CO INC</td>
<td>255.03</td>
</tr>
<tr>
<td>1623</td>
<td>A800612</td>
<td>4013</td>
<td>02/05</td>
<td>VIX LABORATORIES INC</td>
<td>250.00</td>
</tr>
<tr>
<td>1901</td>
<td>L838943</td>
<td>5761</td>
<td>01/30</td>
<td>XYZ COMPUTER SERVICES</td>
<td>658.88</td>
</tr>
<tr>
<td>2076</td>
<td>A801238</td>
<td>4039</td>
<td>02/07</td>
<td>BARTON OXYGEN &amp; TOOL CO INC</td>
<td>36.67</td>
</tr>
<tr>
<td>2407</td>
<td>A806343</td>
<td>4090</td>
<td>04/03</td>
<td>ARTFUL IMAGE</td>
<td>103.96</td>
</tr>
<tr>
<td>2518</td>
<td>A807797</td>
<td>4013</td>
<td>02/28</td>
<td>PRIME BIOTECH</td>
<td>124.44</td>
</tr>
<tr>
<td>2548</td>
<td>A808073</td>
<td>4013</td>
<td>02/29</td>
<td>MICRO RESOURCES</td>
<td>105.45</td>
</tr>
</tbody>
</table>

* Running Total 33556.42

### Screen 22 - Open Commitments by User Ref or PO Number (Panel 2)

<table>
<thead>
<tr>
<th>User Ref</th>
<th>PO Ref</th>
<th>Obj</th>
<th>Original</th>
<th>Liquidated</th>
<th>Adjustments</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>A137090</td>
<td>SAL0001</td>
<td>1105</td>
<td>57882.00</td>
<td>32878.63</td>
<td>32878.63</td>
<td>25003.37</td>
</tr>
<tr>
<td>A137090</td>
<td>LMG0001</td>
<td>1605</td>
<td>1360.00</td>
<td>760.00</td>
<td>760.00</td>
<td>600.00</td>
</tr>
<tr>
<td>A137090</td>
<td>BNB001</td>
<td>1906</td>
<td>14873.25</td>
<td>8454.63</td>
<td>8454.63</td>
<td>6418.62</td>
</tr>
<tr>
<td>1267</td>
<td>L829097</td>
<td>4039</td>
<td>218.60</td>
<td>36.43</td>
<td>36.43</td>
<td>255.03</td>
</tr>
<tr>
<td>1623</td>
<td>A800612</td>
<td>4013</td>
<td>250.00</td>
<td></td>
<td></td>
<td>250.00</td>
</tr>
<tr>
<td>1901</td>
<td>L838943</td>
<td>5761</td>
<td>658.88</td>
<td></td>
<td></td>
<td>658.88</td>
</tr>
<tr>
<td>2076</td>
<td>A801238</td>
<td>4039</td>
<td>33.00</td>
<td>3.67</td>
<td>3.67</td>
<td>36.67</td>
</tr>
<tr>
<td>2407</td>
<td>A806343</td>
<td>4090</td>
<td>103.96</td>
<td></td>
<td></td>
<td>103.96</td>
</tr>
<tr>
<td>2518</td>
<td>A807797</td>
<td>4013</td>
<td>68.00</td>
<td>56.44</td>
<td>56.44</td>
<td>124.44</td>
</tr>
<tr>
<td>2548</td>
<td>A808073</td>
<td>4013</td>
<td>100.00</td>
<td></td>
<td></td>
<td>105.45</td>
</tr>
</tbody>
</table>

* Running Total 75547.69

Basic Steps
- Advance to Screen 22.
- Enter a valid Subsidiary Ledger account number on the Action Line.
- Press <ENTER> to view the information.
Field Descriptions (◆ = Required / Help = PF2, ?, or * Field Help Available)

**Action Line**

◆ **Account:** 6 digits  
Enter a **Subsidiary Ledger Account number**.

◆ **Ref:** 7 digits  
Designate the purchase order or user-defined reference number to set up original encumbrances.

**Sort (PO/UR):** 2 characters  
Indicate whether information is sorted by **Purchase Order** (PO) or by **User Reference** (UR). (Reference 4.)

**Thru Month:** 2 digits  
Identify through which month the information is to be listed.

**Include Completed(Y/N):** 1 character  
Type ‘Y’ to **include** all the completed encumbrances.

**Screen Information**

**Department:** 4 characters  
Shows the department responsible for the account.

**Resp Person:** 20 characters  
Identifies the name of the person responsible for the account.

**Flags:** 1 character / 3 digits (ABR)  
Indicates values for flag maintenance.  
Y = On  
N = Off  
R = Reject  
-------------------  
D = Delete  
F = Freeze  
B = Bottom Line  
C = Category Control  
Z = Freeze direct only  
G = Generate Expense Budget (GEB)  
ABR = ABR number rule

**User Ref:** 7 digits  
Shows the **User Reference number** (Reference 4).

**PO Ref:** 7 characters/digits  
Designates the **Purchase Order reference number**.

**Obj:** 4 digits  
Identifies the **object code** for the budget line item.
Screen 22 – Open Commitments by User Ref or PO Number (cont’d)

**Date:**
- 4 digits
- Displays the date of transaction.

**Description:**
- 50 characters
- Provides a description of the object code line item.

**Current:**
- 12 digits
- Displays current dollar amount available for line item.

**Account Total:**
- 12 digits
- Shows the total dollar amount of transactions for the account.

**Additional Functions**

**PF KEYS**
- See the Appendix for explanation of the standard PF Keys.
Open Commitment Inquiry by Reference

FAMIS will display open commitment (encumbrance) data for a specific account and reference #1 (PO Number). You can use Screen 26 to view this data.

Reference numbers can be obtained on Screen 21.

Screen 26 - Open Commitment Inquiry by Reference

<table>
<thead>
<tr>
<th>Reference Number: P800224</th>
<th>Acct: 144013 4010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thru Month: 4_ April</td>
<td>Reference Indicator: E</td>
</tr>
<tr>
<td>Totals Only: _ (Y/N)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Vendor</th>
<th>Description</th>
<th>Original</th>
<th>Liquidated</th>
<th>Adjustments</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>241801</td>
<td>XERON CORP</td>
<td></td>
<td>6,737.04</td>
<td>2,196.16</td>
<td>148.56</td>
<td>4,392.32</td>
</tr>
<tr>
<td>09/08/2007</td>
<td>03/11/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reference Total 6,737.04 2,196.16 148.56 4,392.32

Basic Steps

- Advance to Screen 26.
- Enter a valid reference number and account number on the Action Line.
- Press <ENTER> to view the information.

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

**Action Line**

◆ Reference Number: 7 characters/digits
  Enter the purchase order number for the specified account number.

Acct: 10 digits
Enter the account number for the encumbrance.

Thru Month: 2 digits
Identify through which month the information is to be listed.

Totals Only: 1 character
Type ‘Y’ to display totals only.
N = Default: Display all available information.

Reference Indicator: 1 character
Always an ‘E’ for all encumbrances.
Screen 26 – Open Commitment Inquiry by Reference (cont’d)

**Screen Information**

- **Account:** 10 digits
  Shows account number involved in purchasing agreement for encumbrance.

- **Vendor:** 10 digits
  Includes the vendor involved in purchasing agreement for encumbrance.

- **Description:** 50 characters
  Provides a description of the encumbered item.

- **Create:** 8 digits
  Shows date encumbrance was created.

- **Last Act:** 8 digits
  Displays the date of most recent action taken on the listed encumbrance.

- **Original:** 12 digits
  Shows amount of original encumbrance.

- **Liquidated:** 12 digits
  Shows the amount of the encumbrance liquidated to date.

- **Adjustments:** 12 digits
  Displays adjustments (other than liquidations) made to an encumbrance.

- **Current:** 12 digits
  Gives the current amount of encumbrance.

- **Reference Total:** 12 digits each column
  Shows transaction total for encumbrance.

**Additional Functions**

- **PF KEYS**
  See the Appendix for explanation of the standard PF Keys.
Open Commitments by Vendor ID

FAMIS displays open commitment (encumbrance) data for vendors, sorted by their Vendor ID on Screen 31. This listing can be used to identify encumbrances outstanding for a vendor. Leaving the Vendor ID: field blank will produce a list of open commitments sorted by Vendor ID.

### Screen 31 - Open Commitments by Vendor ID

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Description</th>
<th>Acct</th>
<th>SAcct</th>
<th>Obj</th>
<th>Ref No</th>
<th>Typ</th>
<th>Current Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1vvvvvvvv0 HENSEL BROS INC</td>
<td>289010 97000 4012 A816698 L</td>
<td>3483.54</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv0 HENSEL BROS INC</td>
<td>289010 87000 4012 L800823 L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv0 HENSEL BROS INC</td>
<td>511317 00000 4010 L807460 L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv0 HENSEL BROS INC</td>
<td>289010 17100 5752 L813433 L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv0 HENSEL BROS INC</td>
<td>289010 71000 5730 L836475 L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv0 HENSEL BROS INC</td>
<td>289010 73000 4012 Z714303 L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv0 HENSEL BROS INC</td>
<td>289010 87000 4012 Z714353 L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv0 CUSTOMER ENERGY SO</td>
<td>300060 20200 5460 P704906 P</td>
<td>59.32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv0 ERGO DENTAL INC</td>
<td>225360 10102 4012 L836198 L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv0 NATIONAL ELECT</td>
<td>144013 23200 5512 A800335 L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv0 NATIONAL ELECT</td>
<td>289010 17000 5512 L800700 L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv0 NATIONAL ELECT</td>
<td>289010 17000 5512 L816862 L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1vvvvvvvv0 NATIONAL ELECT</td>
<td>270160 62000 5530 L835915 L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** Press Enter to View More Open Commitments

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

Hmenu Help EHelp

### Basic Steps
- Advance to Screen 31.
- Enter a valid Vendor ID in the Vendor ID: field on the Action Line to view a specific vendor's data. You may leave this field blank and press <ENTER> to view a list of all open commitments.
- If you do not know the number for the vendor, type the vendor's name on the Action Line and press <ENTER> to select from a list of vendor ID numbers.

### Field Descriptions

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor ID:</td>
<td>11 digits</td>
</tr>
<tr>
<td>Action Line</td>
<td>Enter the desired vendor identification number or name, or leave blank.</td>
</tr>
<tr>
<td>Screen Information</td>
<td>11 digits</td>
</tr>
<tr>
<td>Vendor ID:</td>
<td>Indicates the vendor identification number.</td>
</tr>
<tr>
<td>Description:</td>
<td>19 characters</td>
</tr>
<tr>
<td>Acct:</td>
<td>6 digits</td>
</tr>
</tbody>
</table>

Provides the account number of the vendor.
Screen 31 – Open Commitments by Vendor ID (cont’d)

**SAcct:**
5 digits
Shows the support-account for the vendor.

**Obj:**
4 digits
Displays the object code for the vendor’s transaction.

**Ref No:**
7 characters/digits
Provides the reference number for the vendor’s transaction you wish to view.

**Enc Typ:**
1 character
Displays the type of document that created the encumbrance:
Values are:
P = Purchase order
R = Requisition
L = Limited Auth.

**Current Amt:**
12 digits
Provides the current amount of the transaction you are viewing.

*Additional Functions*

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Open Commitment Record Snapshot

FAMIS provides detailed information on a specific open commitment file record on-line. You can view this information on Screen 42.

Required fields are a valid 10-digit account number (Subsidiary Ledger plus Object code) along with a reference number. Information displayed includes original dollar amount encumbered for specified line item along with creation date, original transaction date and last activity date. Last Activity Date can be used to help monitor "Hanging" encumbrances which need to be released.

Screen 42 - Open Commitment Record Snapshot

<table>
<thead>
<tr>
<th>Description: IDENTITY SOLUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference 4: 81618</td>
</tr>
<tr>
<td>Original Dollars: 890.21</td>
</tr>
<tr>
<td>Current Dollars:</td>
</tr>
<tr>
<td>Liquidated Amount: 890.21</td>
</tr>
<tr>
<td>Adjustments:</td>
</tr>
<tr>
<td>Drop Flag: Y</td>
</tr>
<tr>
<td>Encumbrance Type: L</td>
</tr>
<tr>
<td>Encumbrance Origin: P</td>
</tr>
<tr>
<td>Reference Indicator: E</td>
</tr>
<tr>
<td>Original Tran Code: 054</td>
</tr>
<tr>
<td>Vendor Number: lvvvvvvvvvv</td>
</tr>
</tbody>
</table>

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

Basic Steps

- Advance to Screen 42.
- Enter a valid Subsidiary Ledger account number, object code and reference number on the Action Line.
- Press<ENTER> to view the information.

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

Action Line

◆ Account: 10 digits
Enter a Subsidiary Ledger + Object Code.

◆ Ref: 7 digits
Enter the Reference or Purchase Order number.

Thru Month: 2 characters
Identify through which month the information is to be listed.
Screen 42 – Open Commitment Record Snapshot (cont’d)

**Screen Information**

**Description:** 50 characters
Provides a description of the purchase order or encumbrance.

**Reference 4:** 6 digits
Displays the user-defined reference number 4 for open commitments.

**Original Dollars:** 12 digits
Gives the original dollar amount of the encumbrance.

**Create Date:** 8 digits
Displays the date the encumbrance created.

**Current Dollars:** 12 digits
Displays the current balance for the encumbrance.

**Last Activity Date:** 8 digits
Displays the date the last transaction was processed.

**Liquidated Amt:** 12 digits
Displays the amount of the encumbrance that has been liquidated.

**Original Tran Date:** 8 digits
Displays the date the encumbrance was first created.

**Adjustments:** 12 digits
Summarizes the dollar amount of any adjustments to the encumbrance.

**Drop Flag:** 1 character
Indicates the status of the OC flag (‘on’ or ‘off’)
Y = Value for flag is ‘on’ to indicate the OC has been dropped.
N = Value for flag is ‘off’.

**Encumbrance Type:** 1 character
Designates whether the encumbrance type is a Requisition. Valid value:
R= Requisition

**System Drop Flag:** 1 character
Indicates the status of the system drop flag (‘on’ or ‘off’)
Y = on (to indicate the OC has been dropped)
N = off

**Encumbrance Origin:** 1 character
Designates the origin of encumbrance and if it was initiated through the Purchasing Screen.
Values are:
P = Purchasing Module
F = Financial Accounting (Screen 11)
Screen 42 – Open Commitment Record Snapshot (cont’d)

**Reference Indicator:** 1 character
Displays the reference indicator:
E = Encumbrance.

**Original Tran Code:** 3 digits
Identifies the transaction code assigned to the encumbrance upon creation.

**Vendor Number:** 12 digits
Shows the vendor identification number, if vendor was included on the encumbrance.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Support Account Open Commitment File List

Screen 61 displays information on open commitments (OC) against a specified support account. The screen can be positioned by Reference Number or, if left blank, all encumbrances for the indicated Object Code will be shown. The data is shown in whole dollars, but pressing PF11 will display the decimal amount.

**Screen 61 - Support Account OC File List (Panel 1)**

```
061 Support Account OC File List                               03/10/09 14:36
VMTH - ADMINISTRATION                     FY 2009 CC 02
Screen: ___  Account: 144013 11000 4010  Ref: _______
Thru Month: 1_  January          Include Completed(Y/N): N
Department: VTEA    Resp Person: TREY, TIMOTHY T       Flags: D F B C Z G ABR
N N N N N   001
Obj    Ref   Date       Description     Original  Liquidated Adjustments  Current
---- ------- ---- ---------------- ---------- ---------- ---------- ----------
4020 L934890 0127 DALE MARKETING L       923                              923
5650 L935144 0128 FEDERAL MAILER           7                                7
5811 P503520 0901 NEXTPOST              3600       1200                  2400
* Partial Acct Total       4530       1200          0       3330
```

The data is shown in whole dollars, but pressing PF11 will display the decimal amount.

**Screen 61 - Support Account OC File List (Panel 2)**

```
061 Support Account OC File List                               03/10/09 14:37
VMTH - ADMINISTRATION                     FY 2009 CC 02
Screen: ___  Account: 144013 11000 4010  Ref: _______
Thru Month: 1_  January          Include Completed(Y/N): N
Department: VTEA    Resp Person: TREY, TIMOTHY T       Flags: D F B C Z G ABR
N N N N N   001
Obj    Ref Date        Original     Liquidated    Adjustments     Current
---- -------    ------------- ------------- ------------- -------------
4020 L934890 0127            923.43                                    923.43
5650 L935144 0128              6.56                                      6.56
5811 P503520 0901           3599.64       1199.88                     2399.76
* Partial Acct Total       4529.63       1199.88          0.00       3329.75
```

**Basic Steps**
- Advance to Screen 61.
- Enter a valid Open Commitment account number and reference number for the Action Line and press <ENTER> to view the information.
Screen 61 – Support Account OC File List (cont’d)

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

Action Line
◆ Account: 15 digits
Enter a Subsidiary Ledger + Support Account number.

Ref: 7 characters/digits
Indicate a valid reference number.

Thru Month: 2 digits
Identify through which month the information is to be listed.

Include Completed(Y/N): 1 character
Type ‘Y’ to include all the completed encumbrances.

Screen Information
Department: 4 characters
Designates the department responsible for the account.

Resp Person: 20 characters
Identifies the name of the person responsible for the account.

Flags: 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject
-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

Obj: 4 digits
Identifies the object code of item encumbered.

Ref: 7 characters/digits
Shows the PO number reference number for this encumbrance.

Date: 4 digits
Displays the date the item was encumbered.

Description: 20 characters
Provides a description of the encumbrance.
Screen 61 – Support Account OC File List (cont’d)

**Original:**
12 digits
Gives the original dollar amount for this encumbrance.

**Liquidated:**
12 digits
Displays the amount liquidated in current fiscal year for the encumbered item.

**Adjustments:**
12 digits
Displays adjustments (other than liquidations) made to the encumbrance.

**Current:**
12 digits
Shows the current dollar amount encumbered, after liquidations and adjustments.

**Additional Functions**

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

**PF11**
Right
Whole dollar amounts from Panel 1 are shown on Panel 2 with decimal amounts.
SA Open Commitment 15 Digit List

You can view the open commitment file activity related to a 15-digit account using Screen 60. A 15 digit Support Account number is composed of the 6-digit Subsidiary Ledger account number, the 5-digit Support Account number, and the 4-digit object code.

This screen is similar to Screen 20, but is viewed at the Support Account level.

Screen 60 - Support Account Open Commitment 15 Digit List

<table>
<thead>
<tr>
<th>Account: 144013 11000 4010 XYZ - ADMINISTRATION</th>
<th>Thru Month: 3 March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: VTEA Resp Person: TREY, TIMOTHY T</td>
<td>FLAGS: D F C ABR N N 001</td>
</tr>
<tr>
<td>Obj Description Budget Actual Encumbrance Budget Avail</td>
<td></td>
</tr>
<tr>
<td>4010 Supplies - Office Ge 3267 3267 0 0</td>
<td></td>
</tr>
<tr>
<td>Obj Ref Date Description Original Liquidated Adjustments Current</td>
<td></td>
</tr>
<tr>
<td>4010 L807825 1001 NEWTON SOUND S 248 248-</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 60.
- Enter a valid account number and press <ENTER> to view the information.

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

**Action Line**

◆ Account: 15 digits
Enter a Subsidiary Ledger + Support Account + Object Code.

Thru Month: 2 digits
Identify through which month the information is to be listed.

Department: 4 characters
Designates the department responsible for the account.

Resp Person: 20 characters
Identifies the name of the person responsible for the account.
Flags: 1 character / 3 digits (ABR)  
Indicates values for flag maintenance.  
Y = On  
N = Off  
R = Reject  
-------------------  
D = Delete  
F = Freeze  
B = Bottom Line  
C = Category Control  
Z = Freeze direct only  
G = Generate Expense Budget (GEB)  
ABR = ABR number rule  

Screen Information  

Line 1 displays summary data for a specified object code. The remaining lines display detailed information for all encumbrances in the Line 1 object code summary.  

Line 1  
Obj: 4 digits  
Displays the object code that represents items of revenue/expense for this account.  

Description: 20 characters  
Provides a description of the object code title.  

Budget: 12 digits  
Designates the budgeted dollar amount set aside during the fiscal year for expenditures at the designated object code.  

Actual: 12 digits  
Shows the actual dollar amount expended for that object code.  

Encumbrance: 12 digits  
Identifies the dollar amount committed against specified object codes.  

Budget Avail: 12 digits  
Displays the dollar amount available, in relation to the budget, for specified object codes.  

Line 2, 3, 4  
Obj: 4 digits  
Identifies the object code for encumbered budget item.  

Ref: 7 characters/digits  
Shows the original PO reference number.  

Date: 4 digits  
Displays the date the encumbrance was established.
### Screen 60 – Support Account Open Commitment 15 Digit List (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Provides a description of the encumbrance.</td>
</tr>
<tr>
<td>Original</td>
<td>Shows original dollar amount encumbered. Revisions to the original encumbrance will not be reflected in this column. Therefore, the liquidated amount plus any current available amount would reflect the actual encumbrance.</td>
</tr>
<tr>
<td>Liquidated</td>
<td>Shows the amount liquidated against the encumbrance.</td>
</tr>
<tr>
<td>Adjustments</td>
<td>Displays the adjustments (other than liquidations) made to an encumbrance.</td>
</tr>
<tr>
<td>Current</td>
<td>Identifies the current encumbered amount available after liquidations and adjustments.</td>
</tr>
<tr>
<td>Account Total</td>
<td>Displays the total of data in each column.</td>
</tr>
</tbody>
</table>

#### Additional Functions

**PF KEYS**

See the Appendix for explanation of the standard PF Keys.
Open Commitments Inquiry by User Reference or PO Number

FAMIS will give you an on-line list of open commitments (OC) against a specified support account. This will be found on Screen 62.

**Screen 62 – SA Open Commit. by User Ref or PO Number (Panel 1)**

<table>
<thead>
<tr>
<th>User Ref</th>
<th>PO Ref</th>
<th>Obj</th>
<th>Date</th>
<th>Description</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOADJ</td>
<td>BENB001</td>
<td>1906</td>
<td>09/30</td>
<td>BENEFIT ENCUMBRANCE</td>
<td>2652.86</td>
</tr>
<tr>
<td>A136713</td>
<td>SAL001</td>
<td>1105</td>
<td>09/01</td>
<td>SALARY ENCUMBRANCE</td>
<td>733322.83</td>
</tr>
<tr>
<td>FY05</td>
<td>R501805</td>
<td>5657</td>
<td>12/10</td>
<td>ANDREWS-CARE PROGRAM</td>
<td>395.00</td>
</tr>
<tr>
<td>M800324</td>
<td>L806364</td>
<td>5650</td>
<td>09/25</td>
<td>DLL EXPRESS (USA) INC</td>
<td>9.00</td>
</tr>
<tr>
<td>M800324</td>
<td>L807517</td>
<td>5650</td>
<td>09/28</td>
<td>DLL EXPRESS (USA) INC</td>
<td>9.00</td>
</tr>
<tr>
<td>11000</td>
<td>P503520</td>
<td>5811</td>
<td>06/07</td>
<td>NEXTPOST</td>
<td>3599.64</td>
</tr>
<tr>
<td>80120</td>
<td>L806060</td>
<td>5765</td>
<td>09/24</td>
<td>FEDERAL WAGE &amp; LABOR GROUP</td>
<td>124.86</td>
</tr>
</tbody>
</table>

* Account Total: 740113.19

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

**Screen 62 – SA Open Commit. by User Ref or PO Number (Panel 2)**

<table>
<thead>
<tr>
<th>User Ref</th>
<th>PO Ref</th>
<th>Obj</th>
<th>Original</th>
<th>Liquidated</th>
<th>Adjustments</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTOADJ</td>
<td>BENB001</td>
<td>1906</td>
<td>87.70</td>
<td>2565.16</td>
<td></td>
<td>2652.86</td>
</tr>
<tr>
<td>A136713</td>
<td>SAL001</td>
<td>1105</td>
<td>785915.00</td>
<td></td>
<td>52592.17</td>
<td>733322.83</td>
</tr>
<tr>
<td>FY05</td>
<td>R501805</td>
<td>5657</td>
<td>395.00</td>
<td></td>
<td></td>
<td>395.00</td>
</tr>
<tr>
<td>M800324</td>
<td>L806364</td>
<td>5650</td>
<td>9.00</td>
<td></td>
<td></td>
<td>9.00</td>
</tr>
<tr>
<td>M800324</td>
<td>L807517</td>
<td>5650</td>
<td>9.00</td>
<td></td>
<td></td>
<td>9.00</td>
</tr>
<tr>
<td>11000</td>
<td>P503520</td>
<td>5811</td>
<td>299.97</td>
<td>299.97</td>
<td>3599.64</td>
<td>3599.64</td>
</tr>
<tr>
<td>80120</td>
<td>L806060</td>
<td>5765</td>
<td>124.86</td>
<td></td>
<td></td>
<td>124.86</td>
</tr>
</tbody>
</table>

* Account Total: 786840.53 740113.19

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

**Basic Steps**

- Advance to Screen 62.
- Enter a valid account number and reference number on the Action Line.
- Provide additional information to customize the displayed data and press <ENTER> to view the information.
Screen 62 – SA Open Commit. by User Ref or PO Number (cont’d)

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

**Action Line**
◆ **Account:** 11 digits
Enter a Subsidiary Ledger + Support Account number.

◆ **Ref:** 7 characters/digits
Enter the PO or user-defined reference number for this encumbrance.

**Sort (PO/UR):** 2 characters
Designate whether information is to be sorted by Purchase Order (PO) or by User Reference (UR).

**Thru Month:** 2 digits
Identify through which month the information is to be listed.

**Include Completed(Y/N):** 1 character
Type ‘Y’ to include all completed encumbrances.

**Screen Information**

**Panel 1**

**Department:** 4 characters
Shows the department responsible for the account.

**Resp Person:** 20 characters
Identifies the name of the person responsible for the account.

**Flags:** 1 character / 3 digits (ABR)
Indicates values for flag maintenance.
Y = On
N = Off
R = Reject

-------------------
D = Delete
F = Freeze
B = Bottom Line
C = Category Control
Z = Freeze direct only
G = Generate Expense Budget (GEB)
ABR = ABR number rule

**User Ref:** 7 digits
Displays the user-defined reference number.

**PO Ref:** 7 characters/digits
Designates the Purchase Order reference number.

**Obj:** 4 digits
Shows the object code for the budget line item.
### Screen 62 – Open Commit. by User Ref or PO Number (cont’d)

<table>
<thead>
<tr>
<th><strong>Date:</strong></th>
<th>4 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays the <strong>date of the transaction.</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Description:</strong></th>
<th>50 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides a <strong>description of the object code line item.</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Current:</strong></th>
<th>12 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides <strong>current dollar amount available</strong> for line item.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Account Total:</strong></th>
<th>12 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides <strong>current total dollar amount.</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Panel 2

<table>
<thead>
<tr>
<th><strong>Original:</strong></th>
<th>12 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gives <strong>original dollar amount encumbered.</strong> Revisions to the original encumbrance will <strong>not</strong> be reflected in this column. Therefore, the liquidated amount plus any current available amount would reflect the actual encumbrance.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Liquidated:</strong></th>
<th>12 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays <strong>amount liquidated</strong> against the encumbrance.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Adjustments:</strong></th>
<th>12 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays <strong>adjustments (other than liquidations) made to an encumbrance.</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Current:</strong></th>
<th>12 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays <strong>current amount after revisions</strong> to original dollar amount encumbered.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Account Total:</strong></th>
<th>12 characters each column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shows the <strong>total amount of open commitments</strong> listed.</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Functions

<table>
<thead>
<tr>
<th><strong>PF KEYS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>See the Appendix for explanation of the standard PF Keys.</td>
<td></td>
</tr>
</tbody>
</table>
SA Open Commitment Inquiry by Reference

FAMIS can list all distributions for an encumbrance at the 15-digit account level. (A 15-digit account number consists of a 6-digit Subsidiary Ledger account number, a 5-digit support Account number, and a 4-digit Object Code.)

The reference number can be obtained using Screen 60.

**Screen 66 - Support Account Open Commitment Inquiry by Reference**

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Reference Number: L900008</th>
<th>Acct: 270300 07300 5521</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thru Month: 3</td>
<td>March</td>
<td></td>
</tr>
<tr>
<td>Totals Only: _</td>
<td>(Y/N) Reference Indicator: E</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Vendor</td>
<td>Description</td>
</tr>
<tr>
<td>270300-07300-5521</td>
<td>vvvvvvvv3</td>
<td>GLOBAL BUSINESS OBJECTS</td>
</tr>
<tr>
<td>10/15/2008</td>
<td>10/28/2008</td>
<td>3,587.50</td>
</tr>
</tbody>
</table>

Reference Total            3,587.50      3,587.47          0.03-         0.00

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

**Basic Steps**

- Advance to Screen 66.
- Enter a valid reference number and account number on the Action Line.
- Press <ENTER> to view the information.

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

**Action Line**

◆ Reference Number: 7 characters/digits
  Enter the reference number assigned by the department.

◆ Acct: 15 digits
  Enter the account number (Subsidiary Ledger + Support Account + Object Code).

Thru Month: 2 digits
  Identify through which month the information is to be listed.

Totals Only: 1 character
  Type ‘Y’ to display only the total and not each detailed line.
Screen 66 – SA Open Commitment Inquiry by Reference (cont’d)

**Reference Indicator:** 1 character
Identifies the reference indicator:
E = encumbrance.

**Screen Information**

**Account:** 15 digits
Displays the 15-digit account number referenced by encumbered item.

**Vendor:** 11 digits
Vendor’s name and ID number are displayed if it is specified in the encumbrance.

**Description:** 20 characters
Provides a description of the encumbered item.

**Create:** 8 digits
Shows date encumbrance was created.

**Last Act:** 8 digits
Displays the date the most recent action was taken on encumbrance.

**Original:** 12 digits
Gives the original dollar amount set aside for specified encumbrance.

**Liquidated:** 12 digits
Shows the amount liquidated for encumbrance with this transaction.

**Adjustments:** 12 digits
Displays adjustments (other than liquidations) made to an encumbrance.

**Current:** 12 digits
Displays the current encumbrance available for encumbered item.

**Reference Total:** 12 digits each column
Shows total dollar amount spent in liquidation and current balance of encumbrance.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
SA Open Commitment Record Snapshot

FAMIS also provides detailed information on a specific open commitment file record. Information includes the date the encumbrance was created, the first and last transaction dates, flag settings, and the original, liquidated and current dollar amounts. A vendor number is specified if the encumbrance is targeted to a specific vendor.

Last activity date can be used to help monitor "Hanging" encumbrances that need to be released.

Screen 72 - Support Accounting OC Record Snapshot

<table>
<thead>
<tr>
<th>Screen 72 - Support Accounting OC Record Snapshot</th>
<th>03/10/09 14:08</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHTM - ADMINISTRATION</td>
<td>FY 2009 CC 02</td>
</tr>
<tr>
<td>Screen: ___ Account: 144013 11000 4010 Ref: L701212</td>
<td>Thru Month: 3_ March</td>
</tr>
<tr>
<td>Description: WINSTON'S OFFICE SUPPLIES</td>
<td>Create Date: 09/03/2007</td>
</tr>
<tr>
<td>Reference 4: 8913</td>
<td>Last Activity Date: 09/17/2007</td>
</tr>
<tr>
<td>Original Dollars: 398.25</td>
<td>Original Tran Date: 09/03/2007</td>
</tr>
<tr>
<td>Current Dollars: 398.25</td>
<td>Adjustments:</td>
</tr>
<tr>
<td>Liquidated Amount: 398.25</td>
<td>Drop Flag: Y</td>
</tr>
<tr>
<td>Encumbrance Type: L</td>
<td>System Drop Flag: N</td>
</tr>
<tr>
<td>Encumbrance Origin: P</td>
<td>Orig Cost Ref1:</td>
</tr>
<tr>
<td>Reference Indicator: E</td>
<td>Orig Cost Ref2:</td>
</tr>
<tr>
<td>Original Tran Code: 054</td>
<td>Orig Cost Ref3:</td>
</tr>
<tr>
<td>Vendor Number: 1vvvvvvvvv7</td>
<td></td>
</tr>
</tbody>
</table>

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

Hmenu Help  EHelp

Basic Steps

• Advance to Screen 72.
• Enter a valid account number and reference number on the Action Line and press <ENTER> to view the information.

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

**Action Line**

◆ Account: 15 digits
Enter a valid account number (Subsidiary Ledger + Support Account + Object Code).

◆ Ref: 7 characters/digits
Enter the Purchase Order (PO) reference number.

Thru Month: 2 digits
Identify through which month the information is to be listed.
**Screen Information**

**Description:**
30 characters
Provides a *description of the purchase order*.

**Reference 4:**
7 characters/digits
Displays the user-defined *reference number* identifying the Purchase Order (PO).

**Original Dollars:**
12 digits
Gives the *original amount of encumbrance*.

**Create Date:**
8 digits
Displays the *date the encumbrance created*.

**Current Dollars:**
12 digits
Provides the *current balance for the encumbrance*.

**Last Activity Date:**
8 digits
Displays the *date the last transaction was processed* on the encumbrance.

**Liquidated Amount:**
12 digits
Includes the *dollar amount of the encumbrance* liquidated.

**Original Tran Date:**
8 digits
Displays the *date of the original transaction*.

**Adjustments:**
12 digits
Displays *adjustments (other than liquidations) made to an encumbrance*.

**Drop Flag:**
1 character
Shows ‘Y’ if an encumbrance has been liquidated or reduced to zero. Identifies an OC record that is complete and not available for further dollar activity.

**Encumbrance Type:**
1 character
Displays the *encumbrance type*:
R = Requisition.

**System Drop Flag:**
1 character
FAMIS automatically sets the OC drop flag to ‘Y’ (On) when the encumbrance reduction or liquidation is processed, reducing the current dollar amount to zero.

**Encumbrance Origin:**
1 character
Shows the *origin of the encumbrance*:
P = Purchasing.

**Reference Indicator:**
1 character
Displays the *reference indicator*:
E = Encumbrance
Screen 72 – Support Accounting OC Record Snapshot (cont’d)

**Original Cost Ref1:** 7 characters/digits
Shows the initial value entered in Cost Ref1: field.

**Original Tran Code:** 3 digits
Displays the transaction code generated for the original encumbrance.

**Orig Cost Ref2:** 7 characters/digits
Indicates the initial value entered in Cost Ref2: field.

**Vendor Number:** 11 digits
Displays the vendor identification number.

**Orig Cost Ref3:** 7 characters/digits
Indicates the initial value entered in Cost Ref 3 field.

**Additional Functions**

**PF KEYS**
See the Appendix for explanation of the standard PF Keys.
Flag Definitions

GL Flag Definitions

**ABR Flag (Automatic Budget Reallocation)**
Original budget, revised budget and budget transfer transactions affect the ABR Flags. ABR flags are adjusted at a 10 digit level.

When the ABR flag has value 0 (off), the 10 digit account does not participate in the ABR budget pool and the account has its "own" budget. When the ABR flag for a 10 digit account has a value of 1-9, the account participates in budget pooling.

If FAMIS turns the ABR flag off (0), as the result of a budget transaction, reversing the original transaction will not reverse the ABR Flag setting. The flag must be reinstated manually through a flag setting transaction. (Screen 44)

When an original budget is processed against an account/subcode that has the ABR Flag turned on (any value 1-9), FAMIS resets the flag off (value of 0) to prohibit any further participation in automatic budget reallocation.

If a revision is processed against an account/subcode that has the ABR flag on, FAMIS will automatically turn the ABR Flag off, prohibiting any further participation in automatic budget reallocation.

If the transfer is between expense accounts and the transfer is successful, FAMIS will set the ABR Flag on the account/subcode being debited to 0 (off). This will prevent the account's participation in automatic budget reallocation, because the account now has its "own" budget. The ABR Flag is not changed for the expense account on the credit side of the transaction.

**Delete Flag**
The delete flag, when set to ‘Y’ (on), restricts any further activity against an account. It can only be set at the 6-digit level. It logically removes the account from the files, but continues to store it for audit purposes.

A delete flag for a 6-digit GL account can be set to ‘Y’ and then set to ‘N’ to reinstate the account.

Before a delete flag can be set for a GL account, the following conditions must be met:

1. Each asset, liability and fund balance record must have a zero balance.
2. All SL accounts mapped to the GL must be deleted.
3. The account must have been inactive for the current month. FAMIS doesn’t allow an account that has had activity processed during the current month to be deleted. The account can be deleted after the current month-end process has been run.

Attempts to process real time transactions against a deleted account are rejected.
Appendix – Flag Definitions (cont’d)

**Drop Flag**
The drop flag is used to identify an account that is to be physically purged from the file. When the drop flag is set to ‘Y’ (on), the account is removed from the file.

The drop flag can be set for a 6-digit GL account only if the following conditions are met:

1. The delete flag on the GL account must already be set to a value of ‘Y’.
2. All SL accounts mapped to the GL account must have both the delete and drop flags set to ‘Y’.

The drop flag may also be set on a 10-digit account, with the additional condition that the 10-digit account must have a zero balance in all dollar fields (i.e., Beginning balance, Current month, Present balance, etc.).

**Freeze Flag**
The freeze flag restricts posting certain types of direct transactions to an account. This flag may be set ONLY at the 6-digit GL level. Cash receipts, disbursement and journal entries are rejected if processed against a "frozen" account.

Transactions that are accepted against a frozen GL account include attribute modifications, journal entries with a special transaction code of 062 and indirect updates.

All transactions posted against a frozen account generate diagnostic messages.

**Review Flag**
The review flag is useful for monitoring activity against an account. When the flag is set to ‘Y’ (on), FAMIS generates diagnostics each time a transaction is processed against the account. The flag can be set for a GL account at either the 6 or 10-digit level.

**SL Flag Definitions**

*Seven flags help control activity against each SL account. These flags allow review, freezing, deleting or dropping of an account, suppressing "over budget" messages, and controlling automatic budget reallocation (ABR).*

*The SL flags may be set for a 6-digit account or a 10-digit account. Flags may be set to ‘Y’ (on) or ‘N’ (off).*

**Review Flag**
The review flag is used to monitor activity against an account. When the flag is set to ‘Y’ (on), FAMIS generates diagnostics each time a transaction is processed against the account. The flag can be set for an SL account at either the 6 or 10-digit level.
Appendix – Flag Definitions (cont’d)

**Freeze Flag**
The freeze flag restricts posting certain types of direct transactions to an account. The following transactions will be rejected or suspended if processed against a frozen SL account:

- original budgets
- encumbrances (except credit encumbrances)
- cash receipts
- cash disbursements
- journal entries, except those with a transaction code of 062.

The following transactions will still be accepted if processed against a frozen SL account:

- attribute modifications
- budgets (excluding original budgets)
- credit encumbrances against an existing OC or Purchase Order.
- disbursements liquidating outstanding commitments.
- journal entries with a transaction code of 062.

All transactions processed against a frozen account generate diagnostic messages.

**Delete Flag**
The delete flag, when set to ‘Y’ (on), restricts all further activity against an account. It can only be set at the 6-digit level. It logically removes the account from the files, but continues to store it for auditing and comparative reporting purposes. The account can be reinstated by setting the flag to ‘N’ (off), unless the delete flag for the related GL account is on.

Before the delete flag can be set, the following conditions must be met:

1. The budget balance available must be zero (0).
2. There can be no outstanding or open encumbrances against the account.
3. The account must have been inactive during the current month. The system will not delete an account that has had activity during the current month.

**Drop Flag**
The drop flag identifies an account that is to be physically purged from the file. When the drop flag is set to ‘Y’ (on), the account is removed from the file. It is recommended that an account not be dropped except at the end of the fiscal year, or if the account was created in error and has no dollar activity. Before the drop flag can be set, the delete flag for the account must be set to ‘Y’ (on).

**Annual Budget Suppress Flag**
A value of ‘Y’ for this flag specifies that FAMIS suppress over-budget diagnostic messages, even if the account is over budget. Values of ‘R’ will cause the transaction to reject if the account is over budget. A value of ‘N’ indicates to display a warning message only. This flag may be set on either 6 or 10-digit SL accounts.
Appendix – Flag Definitions (cont’d)

**Monthly Budget Suppress Flag**
This flag will always be set at ‘N’ (off) since monthly budgets are not currently supported in FAMIS.

**Annual Budget Reallocation (ABR)**
The ABR flag specifies the automatic budget reallocation rule for an account. It inhibits an account from the ABR process (when the flag is turned off, or set to ‘N’ or 0) or identifies the ABR rule that applies to the account (when the flag is turned on, set to 1-9).

When a 10-digit account is created, the flag setting is automatically copied from the 6-digit account. Both the 6 and 10-digit accounts must carry the same ABR rule value, if other than 0.

When a budget transaction is entered against a 10-digit SL account, the ABR flag is set to 0 (off) by FAMIS. Therefore, when an account that has been participating in ABR receives budget dollars of its own, the flag is turned off and the account no longer participates in ABR. Reversing the budget transaction will not reinstate the ABR flag. It must be manually reset.
Standard PF Keys

PF Keys are used in Financial Accounting to access additional information. Where ever possible the same assignment has been given to the same PF key, such as PF2 always being the key used for HELP. Occasionally this has not been possible and a different assignment has been made.

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

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 windows an additional set of extended function keys may appear to further inquire on the document or item.

Extended Function Keys

COPY Not used in FAMIS.
DEFLT Not used in FAMIS.
ERRS Displays a window errors. When available, also displays on-line help for current errors.

HELP Not used in FAMIS.
HMENU Not used in FAMIS.
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.
### Appendix – Standard PF Keys (cont’d)

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASTE</td>
<td>Not used in FAMIS.</td>
</tr>
<tr>
<td>RIGHT</td>
<td>Some windows are made up of several adjacent panels. These will be designated by the word <strong>Panel: ##</strong> appearing in the window. Pressing this key scrolls the panel to the right.</td>
</tr>
<tr>
<td>THELP</td>
<td>Not used in FAMIS.</td>
</tr>
<tr>
<td>WERRS</td>
<td>Not used in FAMIS.</td>
</tr>
</tbody>
</table>
FAMIS Transaction Codes

FAMIS uses a 3-digit transaction code to determine how transactions are processed. The last digit is often used as a reference to further describe the transaction.

The exception is a full 3-digit code to indicate special processing. Many of these codes are used for budget transactions, encumbrances and beginning balances.

### Financial Accounting

<table>
<thead>
<tr>
<th>02x - Budgets (Screens 10, 10A, 10B, 10C, 10D, 53, 56)</th>
</tr>
</thead>
<tbody>
<tr>
<td>020 Original Budgets &amp; Original Budget Corrections</td>
</tr>
<tr>
<td>021 Revised Budgets (General)</td>
</tr>
<tr>
<td>022 Budget Transfers</td>
</tr>
<tr>
<td>023 Base SL to SA (Original)</td>
</tr>
<tr>
<td>024 Base SL to SA (Revised)</td>
</tr>
<tr>
<td>025 SA to SA (Within SL Only)</td>
</tr>
<tr>
<td>027 Begin Year Budget Forward</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>03x - Receipts (Screen 12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>030 Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)</td>
</tr>
<tr>
<td>031 Investment Earnings</td>
</tr>
<tr>
<td>032 Gifts</td>
</tr>
<tr>
<td>033 Miscellaneous Receipts</td>
</tr>
<tr>
<td>034 Cashiers – Vault Entries</td>
</tr>
<tr>
<td>038 Payroll Interpart Transfers</td>
</tr>
<tr>
<td>039 Interpart IDTs – Credit to One Part, Disbursement to Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>04x - Disbursements (Screen 13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>043 Miscellaneous Disbursements</td>
</tr>
<tr>
<td>044 Cashiers – Vault Entries</td>
</tr>
<tr>
<td>045 Miscellaneous Cash Disbursements (Travel Advance, Work Funds)</td>
</tr>
<tr>
<td>046 Change of Source of Funds</td>
</tr>
<tr>
<td>047 AP Check Voids</td>
</tr>
<tr>
<td>048 AP Disbursements</td>
</tr>
<tr>
<td>049 Payroll Disbursements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>05x - Encumbrances (Screen 11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>050 Previous Year(s) Encumbrances</td>
</tr>
<tr>
<td>051 Salary Encumbrances</td>
</tr>
<tr>
<td>054 Requisition</td>
</tr>
<tr>
<td>055 Purchase Order</td>
</tr>
<tr>
<td>057 Encumbrance Begin Year Carry Forward</td>
</tr>
<tr>
<td>058 Regular Encumbrance</td>
</tr>
<tr>
<td>059 Current Year Encumbrances (budget check, regardless of flags)</td>
</tr>
<tr>
<td>E5x Blanket Wage Encumbrances</td>
</tr>
</tbody>
</table>
### Appendix – FAMIS Transaction Codes (cont’d)

#### 06x - Encumbrances (Screens 14, 14A, 25, 35, 36, 37 85, 86)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>060</td>
<td>Real Journal Entries</td>
<td>User Defined</td>
</tr>
<tr>
<td>061</td>
<td>JE for IDTs</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>062</td>
<td>JE for Cash Sales/Payments on Receivables (overrides freeze)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>063</td>
<td>JE from Student Feeds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>064</td>
<td>JE from Payroll Feeds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>065</td>
<td>JE from Accounts Receivable (create receivable)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>066</td>
<td>JE from Fixed Assets (capitalization, etc)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>067</td>
<td>JE from LMS (Loan Management System)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>068</td>
<td>JE from Accounts Payable (setting up liabilities)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>069</td>
<td>Compound Journal Entries (system controlled)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>06A</td>
<td>JE for Procurement Card Entries</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>

#### 09x – Beginning Balances, Bank Transfers (Screen 15)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>090</td>
<td>Bank Transfers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>098</td>
<td>Beginning Balances</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

#### A/P Voucher

#### 14x – Regular Vouchers (Screens 104, 111, 112) (Invoicing Screen345)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>140</td>
<td>Regular Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>141</td>
<td>Regular Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>142</td>
<td>Produce Separate Checks for Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>143</td>
<td>State Travel Vouchers</td>
<td>User Defined</td>
</tr>
<tr>
<td>147</td>
<td>Revolving Vouchers</td>
<td>Special FAMIS Processing</td>
</tr>
<tr>
<td>148</td>
<td>Change Source of Funds</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>149</td>
<td>Force Separate Check</td>
<td>Assigned by FAMIS</td>
</tr>
</tbody>
</table>

#### 15x – Credit Memos (Screen 108) (Invoicing Screen340)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>151</td>
<td>Regular Credit Memo</td>
<td>User Defined</td>
</tr>
<tr>
<td>152</td>
<td>Regular Credit Memo</td>
<td>User Defined</td>
</tr>
<tr>
<td>159</td>
<td>Forces Separate Credit Memo (only matches when used on same voucher as charges)</td>
<td>Special FAMIS Processing</td>
</tr>
</tbody>
</table>

#### 16x – Prepaid Vouchers (Screen 109) (Invoicing Screen345)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>160-164</td>
<td>Prepaid Voucher (Regular) with reconciliation</td>
<td>User Defined</td>
</tr>
<tr>
<td>165</td>
<td>Prepaid Voucher with NO reconciliation (does a JE to cash voucher clearing and does not affect the bank)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>166</td>
<td>Prepaid Voucher with NO reconciliation (offset to the bank)</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>167</td>
<td>Prepaid Revolving Voucher</td>
<td>Assigned by FAMIS</td>
</tr>
<tr>
<td>169</td>
<td>Prepaid Cash Voucher</td>
<td>User Defined</td>
</tr>
</tbody>
</table>

#### 17x – Prepaid Credit Memo (Screen 116) (Invoicing Screen340 and 345)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>170-174</td>
<td>Prepaid Credit Memo with reconciliation</td>
<td>User Defined</td>
</tr>
<tr>
<td>176</td>
<td>Prepaid Credit Memo with NO reconciliation (no offset to the bank)</td>
<td>User Defined</td>
</tr>
<tr>
<td>175</td>
<td>NOT USED</td>
<td>User Defined</td>
</tr>
<tr>
<td>177-179</td>
<td>Prepaid vouchers with reconciliation</td>
<td>User Defined</td>
</tr>
</tbody>
</table>
FAMIS Session & Batch Header Codes

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

<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th>IDTs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP ACH APA FAMIS ASSIGNED</td>
<td>Regular IDT</td>
</tr>
<tr>
<td>AP Check APC FAMIS ASSIGNED</td>
<td>Corrections IDC</td>
</tr>
<tr>
<td>AP State Voucher APV FAMIS ASSIGNED</td>
<td>Gift Fees FEE</td>
</tr>
<tr>
<td>Fee FEE</td>
<td>Interface IDTs (dept. code) Ex: PHPLxx</td>
</tr>
<tr>
<td>Travel TRV</td>
<td>Visa/MC Charges VMC</td>
</tr>
<tr>
<td>Corrections-Travel TRC</td>
<td>Interagency Payments IAP</td>
</tr>
<tr>
<td>Purchase PRV</td>
<td></td>
</tr>
<tr>
<td>Prepaid Vouchers PPV</td>
<td></td>
</tr>
<tr>
<td>Corrections- Purchase PVC</td>
<td></td>
</tr>
<tr>
<td>Delete Vouchers DEV</td>
<td></td>
</tr>
<tr>
<td>Housing Interface HSG FAMIS ASSIGNED</td>
<td></td>
</tr>
<tr>
<td>SIMS Interface SIMS FAMIS ASSIGNED</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous MDS</td>
<td></td>
</tr>
<tr>
<td>Procurement Card PCC FAMIS ASSIGNED</td>
<td></td>
</tr>
<tr>
<td>Corrections-Payroll CPR</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounts Receivable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Accounting Feed FAR FAMIS ASSIGNED</td>
<td>Regular JEN</td>
</tr>
<tr>
<td>AR Payments ARP FAMIS ASSIGNED</td>
<td>Corrections JEC</td>
</tr>
<tr>
<td></td>
<td>Investments JIN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Transfers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Transfers BTR</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td></td>
</tr>
<tr>
<td>Budget Brought Forward BBF FAMIS ASSIGNED</td>
<td>Regular Beg</td>
</tr>
<tr>
<td>Beginning Entries BEG</td>
<td></td>
</tr>
<tr>
<td>Regular BJN</td>
<td></td>
</tr>
<tr>
<td>Original Budgets BUD</td>
<td></td>
</tr>
<tr>
<td>Generated Exp Budget GEB FAMIS ASSIGNED</td>
<td>Generated Exp Budget GEB FAMIS ASSIGNED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Receipts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cashier Deposits-Depts CDP</td>
<td></td>
</tr>
<tr>
<td>Corrections Receipts CRC</td>
<td></td>
</tr>
<tr>
<td>Departmental Deposits DDP</td>
<td></td>
</tr>
<tr>
<td>Distribution to S/L DTR</td>
<td></td>
</tr>
<tr>
<td>Gifts GIF</td>
<td></td>
</tr>
<tr>
<td>Interest INT</td>
<td></td>
</tr>
<tr>
<td>Investment Sales INS</td>
<td></td>
</tr>
<tr>
<td>Letter of Credit LOC</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous MDP</td>
<td></td>
</tr>
<tr>
<td>V/MC Charge Back CBK</td>
<td></td>
</tr>
<tr>
<td>V/MC Deposits VDD</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Encumbrance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumbrance ENC</td>
<td></td>
</tr>
</tbody>
</table>

K:\FA\DOC\WRK\NRCS\Student\(NEW) Session Batch Header Codes.docx
Currently, there are four different reference codes used in FAMIS. Specific transactions are associated with these codes. Each transaction code is identified below, along with related transactions. Samples of Screen 23 have been used to show each reference code with related transactions.

Reference # 1

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REF 1 Encumbrances Vouchers Credit Memos Prepaid Vouchers Prepaid Credit Memos Revolving Vouchers Revolving Prepaid Vouchers Change Source of Funds Multi Vendor Vouchers (SL &amp; GL)</td>
<td>05x 06x</td>
<td>PO # or Doc #</td>
<td></td>
</tr>
<tr>
<td>Budget (SL)</td>
<td>Budget Transfer</td>
<td>02x</td>
<td>Budget #</td>
</tr>
<tr>
<td>Beg Balance #</td>
<td></td>
<td>098</td>
<td>Beginning Balance (GL)</td>
</tr>
<tr>
<td>AFR #</td>
<td></td>
<td>060</td>
<td>AFR Entries/Reversals (SL &amp; GL)</td>
</tr>
</tbody>
</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)

023 Transaction Inquiry by Account 03/10/09 14:02
VET MED - TEACHING HOSPITAL FY 2009 CC 02
Screen: ___ Account: 144013 4010 Ref: 1 Direct/Indirect: D
Bank Option: N

<table>
<thead>
<tr>
<th>Sbrd TC</th>
<th>Ref</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010 054</td>
<td>L902781</td>
<td>09/16</td>
<td>DYLAN TROPHY DB</td>
<td>420.50</td>
<td>D 8576JF</td>
</tr>
<tr>
<td>4010 054</td>
<td>L904455</td>
<td>09/22</td>
<td>WINSTON'S OFFICER WOR</td>
<td>367.00</td>
<td>D 8576JF</td>
</tr>
<tr>
<td>4010 068</td>
<td>L903552</td>
<td>09/25</td>
<td>NASH NASWORTHY</td>
<td>131.49</td>
<td>F PVP309 014400 2100</td>
</tr>
<tr>
<td>4010 068</td>
<td>L904455</td>
<td>09/26</td>
<td>WINSTON'S OFFICER WOR</td>
<td>367.00</td>
<td>F PVP309 014400 2100</td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>646.71</td>
<td>646.71</td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>107.47</td>
<td>107.47</td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>434.10</td>
<td>434.10</td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>51.41</td>
<td>51.41</td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>72.35</td>
<td>72.35</td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>90.57</td>
<td>90.57</td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>11.96</td>
<td>11.96</td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>417.24</td>
<td>417.24</td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>322.99</td>
<td>322.99</td>
<td>PURS01 270260 0523</td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>98.66</td>
<td>98.66</td>
<td>PURS01 270260 0523</td>
</tr>
</tbody>
</table>

* Continued *
Reference # 2

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

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Memos</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Credit Memos</td>
<td></td>
<td>068</td>
<td>Voucher #</td>
</tr>
<tr>
<td>Revolving Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Source of Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Vendor Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revolving Prepaid Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interdepartmental Transfers</td>
<td></td>
<td>030</td>
<td>Bill # or Receipt #</td>
</tr>
<tr>
<td>Receipts</td>
<td></td>
<td>061</td>
<td></td>
</tr>
<tr>
<td>A/R Add’t Line Item Entry</td>
<td></td>
<td></td>
<td>A/R Invoice</td>
</tr>
<tr>
<td>A/R Line Item Adjust</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/R Line Item Payment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encumbrance (SL)</td>
<td></td>
<td>05x</td>
<td>Document #</td>
</tr>
<tr>
<td>AFR Entries/Reversals (SL &amp; GL)</td>
<td></td>
<td>060</td>
<td>Document #</td>
</tr>
<tr>
<td>DBR Budget Transfer</td>
<td></td>
<td>022</td>
<td>DBR Document #</td>
</tr>
</tbody>
</table>

**Screen 23 – Transaction Inquiry by Account (Panel 1)**

```
023 Transaction Inquiry by Account  03/10/09 14:01
VET MED - TEACHING HOSPITAL FY 2009 CC 02

Account: 144013 4010  Ref: 2 Direct/Indirect: D Bank Option: N

<table>
<thead>
<tr>
<th>Sbdc TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010 054 L92281 09/16 DYLAN TROPHY DB</td>
<td>402.50</td>
<td>D 85762F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 054 L90455 09/22 WINSTON'S OFFICE</td>
<td>367.00</td>
<td>D 85762F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 068 1006899 09/25 NASH NASWORTHY</td>
<td>131.49</td>
<td>F PVP300 014400 2100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 068 1007488 09/26 WINSTON'S OFFICE</td>
<td>367.00</td>
<td>F PVP300 014400 2100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 061 S054790 09/26 STORES</td>
<td>646.71</td>
<td>PURS01 270260 0523</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 061 S054792 09/26 STORES</td>
<td>107.47</td>
<td>PURS01 270260 0523</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 061 S054793 09/26 STORES</td>
<td>434.10</td>
<td>PURS01 270260 0523</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 061 S054794 09/26 STORES</td>
<td>51.41</td>
<td>PURS01 270260 0523</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 061 S054795 09/26 STORES</td>
<td>72.35</td>
<td>PURS01 270260 0523</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 061 S054796 09/26 STORES</td>
<td>90.57</td>
<td>PURS01 270260 0523</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 061 S054797 09/26 STORES</td>
<td>11.96</td>
<td>PURS01 270260 0523</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 061 S054798 09/26 STORES</td>
<td>417.24</td>
<td>PURS01 270260 0523</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 061 S054799 09/26 STORES</td>
<td>322.99</td>
<td>PURS01 270260 0523</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 061 S054800 09/26 STORES</td>
<td>98.66</td>
<td>PURS01 270260 0523</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Continued *
```
Appendix – FAMIS Reference Codes (cont’d)

Reference # 3

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

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
<th>AUTO OR MANUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>REF 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AP Disbursements (GL)</td>
<td>04x</td>
<td>AP Check #</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Prepaid Vouchers</td>
<td>068</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receipts</td>
<td>03x</td>
<td>Teller #</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Disbursements</td>
<td>04x</td>
<td>(if manually entered)</td>
<td></td>
</tr>
</tbody>
</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)
Appendix – FAMIS Reference Codes (cont’d)

Reference # 4

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

<table>
<thead>
<tr>
<th>FIELD</th>
<th>RELATED TRANSACTIONS</th>
<th>CODE</th>
<th>TYPE OF DATA or # TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REF 4</td>
<td>Vouchers</td>
<td>068</td>
<td>Department Voucher #</td>
</tr>
<tr>
<td></td>
<td>Credit Memo</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepaid Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepaid Credit Memos</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revolving Prepaid Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change Source of Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi-Vendor Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A/R Additional Line Item Entry</td>
<td>022</td>
<td>A/R Payment Check #</td>
</tr>
<tr>
<td></td>
<td>A/R Line Item Adjust</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A/R Line Item Payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AFR #</td>
<td>060</td>
<td>AFR Entries/Reversals (SL &amp; GL)</td>
</tr>
</tbody>
</table>

Screen 23 – Transaction Inquiry by Account (Panel 1)

023 Transaction Inquiry by Account 03/10/09 13:56
VET MED - TEACHING HOSPITAL FY 2009 CC 02
Screen: ___  Account: 144013 4010  Ref: 4  Direct/Indirect: D
Bank Option: N

<table>
<thead>
<tr>
<th>Sbod TC</th>
<th>Ref 4</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010 054 84691</td>
<td>09/16</td>
<td>DYLAN TROPHY DB</td>
<td>420.50</td>
<td>D</td>
<td>8576JF</td>
<td></td>
</tr>
<tr>
<td>4010 054 90248</td>
<td>09/22</td>
<td>WINSTON’S OFFICER</td>
<td>367.00</td>
<td>D</td>
<td>8576JF</td>
<td></td>
</tr>
<tr>
<td>4010 068 90105</td>
<td>09/25</td>
<td>NASH NASWORTHY</td>
<td>131.49</td>
<td>F</td>
<td>PVP308 014400 2100</td>
<td></td>
</tr>
<tr>
<td>4010 068 90248</td>
<td>09/26</td>
<td>WINSTON’S OFFICER</td>
<td>367.00</td>
<td>F</td>
<td>PVP309 014400 2100</td>
<td></td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>646.71</td>
<td></td>
<td>PURS01 270260 0523</td>
<td></td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>107.47</td>
<td></td>
<td>PURS01 270260 0523</td>
<td></td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>434.10</td>
<td></td>
<td>PURS01 270260 0523</td>
<td></td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>51.41</td>
<td></td>
<td>PURS01 270260 0523</td>
<td></td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>72.35</td>
<td></td>
<td>PURS01 270260 0523</td>
<td></td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>90.57</td>
<td></td>
<td>PURS01 270260 0523</td>
<td></td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>11.96</td>
<td></td>
<td>PURS01 270260 0523</td>
<td></td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>417.24</td>
<td></td>
<td>PURS01 270260 0523</td>
<td></td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>322.99</td>
<td></td>
<td>PURS01 270260 0523</td>
<td></td>
</tr>
<tr>
<td>4010 061</td>
<td>09/26</td>
<td>STORES</td>
<td>98.66</td>
<td></td>
<td>PURS01 270260 0523</td>
<td></td>
</tr>
</tbody>
</table>

* Continued *

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

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

3270 Emulation Keys

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

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

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word ‘Bkwd’ under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

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

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

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

RESET Key
After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "X ( )" or ❌ will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your RESET key -- often the ESCAPE key on a PC.
Appendix – Instructions (cont’d)

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

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

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

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

Data that is entered on the Action Line will be carried in ‘context’ from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in ‘context’ until the user keys a different account in the field.
Appendix – Instructions (cont’d)

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

Message Line

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

Scrolling Through Data

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

Help

HELP functions are available for many screen fields in FAMIS. Placing a “?” in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

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

Escaping from a Pop-Up Window

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

Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the PF2 Key.

```
Screen 002 - GL 6 Digit

Field: FG-FS-PURP File: IAFRS-GENERAL-SUBSIDIARY-LEDGER
TAMUS uses this field to hold the NACUBO function.

VALUES MEANING
------------------------- ---------------------------
BLANK NOT SPECIFIED
10 INSTRUCTION
15 RESEARCH
20 PUBLIC SERVICE
25 ACADEMIC SUPPORT
30 STUDENT SERVICE
35 INSTITUTIONAL SUPPORT
40 OPERATION & MAINT OF PLANT

Lookup Value / Menu Default value is:
Rule : IAFRS-FS-FS-PURP
View : IAFRS-GENERAL-SUBSIDIARY-LEDGER
Field: FG-FS-PURP
PF1=Menu PF4=Exit
```
Question Mark (?) Help

FAMIS also provides information about selected fields through the Question Mark (?) Help facility. This HELP information may be accessed by typing a question mark (?) in the field in question and pressing the <ENTER> key.

A pop-up window is displayed with the valid values for the field. By typing an 'X' next to the desired value, that value is passed to the main screen. This is called the Passback feature.

---

**Screen 002 - GL 6 Digit**

<table>
<thead>
<tr>
<th>Account Title: ED &amp; GEN INCOME-TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resp Person: Suuuuuuu4 ROGERS, RITA R</td>
</tr>
<tr>
<td>Old Acct: NA</td>
</tr>
<tr>
<td>Year-end Process: F</td>
</tr>
<tr>
<td>AFR Fund Group: 10</td>
</tr>
<tr>
<td>Fund Group: FG</td>
</tr>
<tr>
<td>Sub Fund Group:</td>
</tr>
<tr>
<td>Dept S-Dept Exec Div Coll Mail Cd Stmt</td>
</tr>
<tr>
<td>Primary: REV UN AD C6000 N</td>
</tr>
<tr>
<td>Secondary: VTEA_ AA CD VM C4457 N</td>
</tr>
<tr>
<td>Account Letter: Y Setup Date: 08/26/91</td>
</tr>
</tbody>
</table>

---

**Screen 002 - Fund Group ?-Help Pop-Up Window**

<table>
<thead>
<tr>
<th><strong>VALUES</strong></th>
<th><strong>MEANING</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>AG</td>
<td>AGENCY</td>
</tr>
<tr>
<td>AN</td>
<td>ANNUITY &amp; LIFE INCOME</td>
</tr>
<tr>
<td>AX</td>
<td>AUXILIARY</td>
</tr>
<tr>
<td>BLANK</td>
<td>NOT SPECIFIED</td>
</tr>
<tr>
<td>DS</td>
<td>DESIGNATED</td>
</tr>
<tr>
<td>EN</td>
<td>ENDOWMENTS</td>
</tr>
<tr>
<td>FG</td>
<td>FUNCTIONAL AND GENERAL</td>
</tr>
<tr>
<td>IS</td>
<td>INTEREST &amp; SINKING</td>
</tr>
</tbody>
</table>

---

Lookup Value / . Menu
Rule: IAFRS-FG-FS-FUND-GR Default value is:
View: IAFRS-GENERAL-SUBSIDIARY-LEDGER
Field: FG-FS-FUND-GR
PF1=Menu PF4=Exit
# Financial Accounting Screens List

<table>
<thead>
<tr>
<th>Code</th>
<th>Screen Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M001</td>
<td>FRS Main Menu</td>
<td>Provides a list of all the menus available to use FAMIS functions.</td>
</tr>
<tr>
<td>002</td>
<td>GL 6 Digit</td>
<td>Used to create and/or maintain 6 digit General Ledger accounts.</td>
</tr>
<tr>
<td>003</td>
<td>GL 10 Digit</td>
<td>Used to create and/or maintain 10 digit General Ledger accounts.</td>
</tr>
<tr>
<td>004</td>
<td>GL Attributes 2</td>
<td>Used to create/modify display GL attributes.</td>
</tr>
<tr>
<td>006</td>
<td>SL 6 Digit Account (FSA)</td>
<td>Used to create and/or maintain 6 digit subsidiary ledger accounts.</td>
</tr>
<tr>
<td>06B</td>
<td>SL Account Dollar Totals</td>
<td>Used to show, create and/or maintain General Ledger dollar amounts.</td>
</tr>
<tr>
<td>007</td>
<td>SL 10 Digit Maintenance</td>
<td>Used to create and/or maintain 10 digit subsidiary ledger accounts.</td>
</tr>
<tr>
<td>008</td>
<td>SL Attributes 2</td>
<td>Used to create/modify/display SL attributes.</td>
</tr>
<tr>
<td>08B</td>
<td>SL Delegation of Authority</td>
<td>Used to create and/or maintain 6 digit General Ledger accounts.</td>
</tr>
<tr>
<td>08C</td>
<td>SL Effort Category Updates</td>
<td>Used to create and/or maintain 6 digit General Ledger accounts.</td>
</tr>
<tr>
<td>009</td>
<td>SL Grant/Contract Attributes</td>
<td>Used to create/modify/display SL grant/contract data.</td>
</tr>
<tr>
<td>010</td>
<td>Annual/Monthly Budgets</td>
<td>Used to enter budget data to subsidiary ledgers.</td>
</tr>
<tr>
<td>10A</td>
<td>FSA Budget Transfers</td>
<td>Can be used to enter budget data on a total account basis.</td>
</tr>
<tr>
<td>10B</td>
<td>Budget Entry</td>
<td>Used to enter budget data on a total account basis.</td>
</tr>
<tr>
<td>10C</td>
<td>SL Budget Controls</td>
<td>Allows you to control the SL account budget at the bottom line or category level.</td>
</tr>
<tr>
<td>10D</td>
<td>Support Account Budget Controls</td>
<td>Allows you to control the SA account budget at the bottom line or category level.</td>
</tr>
<tr>
<td>011</td>
<td>Encumbrances</td>
<td>Used to record monetary commitments against an account.</td>
</tr>
<tr>
<td>012</td>
<td>Receipts</td>
<td>Used to record money received by the institution.</td>
</tr>
<tr>
<td>013</td>
<td>Disbursements</td>
<td>Used to record money paid out by the institution.</td>
</tr>
<tr>
<td>Appendix – Financial Accounting Screens List (cont’d)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>014 Journal Entries ................................................................. III-42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to make corrections or adjustments to accounts, or to make accounting entries that require the direct posting of an amount to two separate accounts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14A Indirect Cost Journal Entries ........................................ III-47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal entry transactions are primarily used to make corrections or adjustments to accounts, or to make accounting entries that require the direct posting of an amount to two separate accounts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>015 Beginning Balances ............................................................. III-63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used for posting balances during implementation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>016 Bank Transfers ........................................................................ III-67</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used for processing a monetary transfer between banks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>017 Suspense Update ...................................................................... III-70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used for processing items that have been put in suspense by interface programs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>018 GL 6 Digit List ........................................................................ VII-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to display balance sheet information about a specified 6-digit general ledger account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>019 SL 6 Digit List with Category Totals .................................... VII-35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to display revenue/expense information about a specified 6-digit SL account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>020 SL-OC 10 Digit List ................................................................. IX-6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to list the open commitment data for a particular 10-digit SL account, along with the summary for that account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>021 OC File List ............................................................................ IX-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to list all open commitments for a particular 6-digit SL account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>022 Open Commitments by User Ref or PO Number ..................... IX-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to list current and historical budget information about a specified SL account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>023 Transaction Inquiry by Account ........................................ VII-14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to list detail transactions previously entered against a specified GL or SL account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>024 FA Session/Batch Header List .............................................. II-6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lists processed FA batches.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>025 Compound Journal Entries .................................................... III-50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to process journal entries from one account to multiple other accounts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>026 OC Inquiry by Reference ...................................................... IX-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to view the status of an open commitment, sorted by value in reference #1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>027 Transaction Inquiry by Batch .............................................. II-8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to view detail transactions in a specified FA batch.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>028 Create/Maintain Bank Accounts .......................................... IV-56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to create or change data for a bank account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>029 Account Search ........................................................................ VI-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to get a listing of accounts by either department or responsible person.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>030 FA Batch Initialize ............................................................... II-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used to control processing of data and provide an audit trail.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Appendix – Financial Accounting Screens List (cont’d)

<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IX-14</td>
<td>Open Commitment by Vendor ID .....................................................................</td>
</tr>
<tr>
<td>VII-39</td>
<td>SL Budget Data List ....................................................................................</td>
</tr>
<tr>
<td>VII-41</td>
<td>SL Annual 10 Digit Activity by Month ........................................................</td>
</tr>
<tr>
<td>VII-43</td>
<td>SL Summary by Budget Pool ..........................................................................</td>
</tr>
<tr>
<td>III-53</td>
<td>Interdepartmental Transfers ........................................................................</td>
</tr>
<tr>
<td>III-30</td>
<td>Cash Sales / Receipts Clearing ....................................................................</td>
</tr>
<tr>
<td>III-39</td>
<td>Cash Disbursement Clearing .........................................................................</td>
</tr>
<tr>
<td>VII-12</td>
<td>GL Mapped SLs .............................................................................................</td>
</tr>
<tr>
<td>VII-5</td>
<td>GL 10 Digit Snapshot ...................................................................................</td>
</tr>
<tr>
<td>VII-47</td>
<td>SL 10 Digit Snapshot ...................................................................................</td>
</tr>
<tr>
<td>IX-16</td>
<td>OC Record Snapshot .....................................................................................</td>
</tr>
<tr>
<td>VIII-3</td>
<td>GL Flag Maintenance .....................................................................................</td>
</tr>
<tr>
<td>VIII-7</td>
<td>SL Flag Maintenance .....................................................................................</td>
</tr>
<tr>
<td>VII-17</td>
<td>Transactions for a Month by Reference Number 2 or 4 ................................</td>
</tr>
<tr>
<td>VII-20</td>
<td>Transaction Inquiry on Reference Number 2 or 4 ........................................</td>
</tr>
<tr>
<td>VII-23</td>
<td>Transaction Inquiry by Account/Subcode/Month ...........................................</td>
</tr>
<tr>
<td>VII-51</td>
<td>Detail Account Statement for a Month .........................................................</td>
</tr>
<tr>
<td>IV-35</td>
<td>Department Support Account Attributes .....................................................</td>
</tr>
</tbody>
</table>

*Used to show an Open Commitment using vendor ID.*

*Used to display current and historical budget information about a specified SL account.*

*Used to display the monthly accumulated summary of activity on an SL account.*

*Used to display summary data for budget pools at the SL level.*

*Used to enter multiple journal entries.*

*Used to distribute single cash deposits among specific GL and SL accounts.*

*Used to distribute a single disbursement transaction for cash advancements to specific GL and SL accounts.*

*Used to view SLs mapped to a specified GL. Selection of GL will transfer to Screen 2; SL will transfer to Screen 6. Specific transfer screen can be entered on the Action Line.*

*Used to view current and historical data associated with a 10 digit GL account.*

*Used to view current and historical data associated with a 10 digit SL account.*

*Used to view the status of an open commitment.*

*Used to set or reset GL flags at the 6 digit or 10 digit level.*

*Used to set or reset SL flags at the 6 digit or 10 digit level.*

*Used to find all transactions posted in a given month against an SL account beginning at a specific reference 2 number.*

*Used to find transactions posted in a specific month by reference 2 (voucher number).*

*Used to find transactions posted against an account in a given month by specifying a month, account, and subcode.*

*Used to display detailed data for an SL Account.*

*Enter or view attributes for Support Accounts.*
## Appendix – Financial Accounting Screens List (cont’d)

<table>
<thead>
<tr>
<th>PAGE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV-40</td>
<td><strong>Support Account Attributes</strong></td>
</tr>
<tr>
<td>VII-54</td>
<td><strong>Support Account Dollar Totals</strong></td>
</tr>
<tr>
<td>IV-31</td>
<td><strong>SA Effort Category Updates</strong></td>
</tr>
<tr>
<td>IV-46</td>
<td><strong>Support Account Attributes 2</strong></td>
</tr>
<tr>
<td>IV-50</td>
<td><strong>SA Budget Move</strong></td>
</tr>
<tr>
<td>VIII-12</td>
<td><strong>Support Account Flag Maintenance</strong></td>
</tr>
<tr>
<td>VIII-16</td>
<td><strong>Support Account 15 Digit Maintenance</strong></td>
</tr>
<tr>
<td>VIII-17</td>
<td><strong>SA Transaction Move</strong></td>
</tr>
<tr>
<td>IV-53</td>
<td><strong>Departmental Encumbrances</strong></td>
</tr>
<tr>
<td>IV-33</td>
<td><strong>Support Acct Category Maintenance</strong></td>
</tr>
<tr>
<td>IX-22</td>
<td><strong>Support Account OC 15 Digit List</strong></td>
</tr>
<tr>
<td>IX-19</td>
<td><strong>Support Account OC File List</strong></td>
</tr>
<tr>
<td>IX-25</td>
<td><strong>SA Open Commitments by User Ref or PO Number</strong></td>
</tr>
<tr>
<td>VII-65</td>
<td><strong>Transaction Inquiry by Support Account</strong></td>
</tr>
<tr>
<td>VII-63</td>
<td><strong>Support Account Budget Data List</strong></td>
</tr>
<tr>
<td>VII-60</td>
<td><strong>SA Summary for SL with Category Totals</strong></td>
</tr>
<tr>
<td>IX-28</td>
<td><strong>Support Account OC Inquiry by Reference</strong></td>
</tr>
<tr>
<td>VI-7</td>
<td><strong>Support Account Search</strong></td>
</tr>
<tr>
<td>VII-56</td>
<td><strong>SA 11 Digit List with Category Totals</strong></td>
</tr>
</tbody>
</table>
### Appendix – Financial Accounting Screens List (cont’d)

<table>
<thead>
<tr>
<th>Code</th>
<th>Screen Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>071</td>
<td>Support Accounting 15 Digit Snapshot</td>
<td>Used to view current and historical information associated with a 15 digit support account or subsidiary ledger.</td>
</tr>
<tr>
<td>072</td>
<td>Support Accounting OC Record Snapshot</td>
<td>Used to view the status of an open commitment for a support account.</td>
</tr>
<tr>
<td>073</td>
<td>SA Annual 15 Digit Activity by Month</td>
<td>Used to display the monthly accumulated summary of activity on an account.</td>
</tr>
<tr>
<td>074</td>
<td>SA Summary by Budget Pool</td>
<td>Used to display summary data for budget pools at the SA level.</td>
</tr>
<tr>
<td>076</td>
<td>Transactions for a Month by Reference Number 2 or 4</td>
<td>Used to find all transactions posted in a given month against a specified account beginning at a specific reference number 2.</td>
</tr>
<tr>
<td>077</td>
<td>Transaction Inquiry on Reference Number 2 or 4</td>
<td>Used to find transactions posted in a specific month by reference 2 (voucher number).</td>
</tr>
<tr>
<td>078</td>
<td>Transaction Inquiry by Account/Subcode/Month</td>
<td>Used to find transactions posted against an account in a given month by specifying a month, account, and subcode.</td>
</tr>
<tr>
<td>079</td>
<td>SA Detail Account Statement for a Month</td>
<td>Used to view detail support account transactions for a specified month.</td>
</tr>
<tr>
<td>080</td>
<td>Inquiry by Subcode</td>
<td>Used to display all accounts that have had activity for a subcode.</td>
</tr>
<tr>
<td>081</td>
<td>Detail Transaction by Subcode</td>
<td>Used to view detailed transactions for a subcode starting at a specified account.</td>
</tr>
<tr>
<td>085</td>
<td>Interdepartmental Transfers Between Parts</td>
<td>Used to enter multiple journal entries between TAMUS members.</td>
</tr>
<tr>
<td>086</td>
<td>Interdepartmental Transfers Between Parts Inquiry</td>
<td>Used to view multiple journal entries between members that were entered on Screen 85.</td>
</tr>
<tr>
<td>090</td>
<td>Form 500 Tracking</td>
<td>Displays all actions taken against a PIN. Used primarily to find and track Form 500 actions processed in FAMIS.</td>
</tr>
<tr>
<td>702</td>
<td>GL 6 Digit Reserve Balance</td>
<td>Displays an analysis of a general ledger fund balance and various reserves.</td>
</tr>
<tr>
<td>811</td>
<td>Cost Reference Table Maintenance</td>
<td>Used to display, add, update, or delete allowable cost reference 1 and cost reference 2 values for a System Member.</td>
</tr>
<tr>
<td>831</td>
<td>Maintain Interdepartmental Transfer Table</td>
<td>Used to maintain multiple journal entries between members of TAMUS.</td>
</tr>
<tr>
<td>840</td>
<td>Maintain USAS Strategy Table</td>
<td>FAMIS allows you to view the USAS Strategy Table.</td>
</tr>
</tbody>
</table>
### Appendix – Financial Accounting Screens List (cont’d)

<table>
<thead>
<tr>
<th>PAGE</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI-10</td>
<td>990 Old/New Account Crosswalk</td>
<td>Screen 990 provides a cross reference for the conversion of accounts to FAMIS accounts.</td>
</tr>
<tr>
<td>V-6</td>
<td>991 USAS PCA Calculation</td>
<td>FAMIS will allow you to access the USAS PCA Calculations showing goals, objective, strategy and PCA.</td>
</tr>
<tr>
<td>I-10</td>
<td>M01 Account Information Menu</td>
<td>Contains a list of all screens necessary to perform the account maintenance processes.</td>
</tr>
<tr>
<td>I-11</td>
<td>M02 FA Transactions Menu</td>
<td>Lists all screens necessary to perform the dollar transaction process against accounts. Before any screen on this menu can be accessed, a batch must be opened using Screen 30.</td>
</tr>
<tr>
<td>I-11</td>
<td>M03 Inquiry – Dollar Information Menu</td>
<td>This menu contains a list of all screens available for the type of inquiries that can be performed against an account.</td>
</tr>
<tr>
<td>I-12</td>
<td>M05 Support Accounting Inquiry and Maintenance</td>
<td>Contains a list of all screens necessary to perform inquiries and maintenance processes for support accounts.</td>
</tr>
<tr>
<td>I-12</td>
<td>M07 Departmental Planning Budgets</td>
<td>Contains a list of all screens necessary to perform inquiries and maintenance processes for support accounts.</td>
</tr>
<tr>
<td>I-13</td>
<td>M08 Entire Connection Download</td>
<td>Displays list of all screens necessary to perform inquiries and maintenance processes for support accounts.</td>
</tr>
<tr>
<td>I-13</td>
<td>M09 Entire Connection Print</td>
<td>Contains a list of all screens necessary to perform inquiries and maintenance processes for support accounts.</td>
</tr>
</tbody>
</table>
Glossary

A

ABR
See Automatic Budget Reallocation.

ABR Pool Table
A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

Account
A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account and the President’s Office is an example of a Subsidiary Ledger account.

Account Control
The last four digits in the ten-digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

Account ID
A 6-digit identification number for an account.

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

Accounts Payable

Action/Context Line
The screen line (usually fourth from the top) or lines where the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias
A commonly used name for a vendor, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

AP
See Accounts Payable.

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

Automatic Budget Reallocation (ABR)
When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

B

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

Batch/Session
A collection of related transactions entered into the system with a header record and control totals, usually prepared by one person or subsystem feed.
Batch Interface
A type of interface where one system generates transactions to be batched for input into another system.

BBA
See Budget Balance Available.

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 defined for use by specific object codes.

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

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

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

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

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

Claim-On-Cash
The share of ownership that an account has in the institution’s money.

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

COA
See Chart of Accounts.

Compound Journal Entry
A two-sided transaction that posts debits and credits.

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

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.
Appendix – Glossary (cont’d)

D

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

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

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

Data Element HELP
An on-line feature that assists the user by providing immediate information about any particular field on a screen.

Data Entry
A means for adding information into the system.

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

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

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

Digit 3 of TC
The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

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

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

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

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

Drop Flag
A data element whose condition signifies that a document is to be removed from the database immediately.
Appendix – Glossary (cont’d)

E

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

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

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

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

F

FA
See Financial Accounting.

Feed
Transactions from other systems that are transferred to the FRS.

Field
That part of a control record, transaction or established for displaying or entering information.

File
A storage area established within a computer system or database for organizing similar kinds 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 identification number representing the fund group with which an account is associated.

Fund Transfer
A movement of dollars from one fund balance to another.

General Ledger (GL)
A balance sheet account for the institution. All GL account numbers begin with “0” (zero).

GL
See General Ledger.

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

Global Subcode Edit (GSE)
A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

GSE
See Global Subcode Edit.

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

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

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

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

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

JCL
See Job Control Language.

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

Journal Entry
A non-cash transfer of dollars between two or more accounts.
Appendix – Glossary (cont’d)

**L**

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

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

**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 demand deposits for operating accounts.

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

**N**

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

**O**

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

**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 of purchase order that denotes a typical order.

**Remit-To Address**
The address to which the check for goods and/or services rendered will be sent.

**Requisition**
A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

**Retention Months**
A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

**S**

**6-Digit Account**
For GL: An entity that consists of a self-balancing set of 10-digit accounts.
For SL: An entity of revenues and/or expenses

**Screen HELP**
An on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

**Secondary Vendor**
The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.
Appendix – Glossary (cont’d)

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

**SL**
See Subsidiary Ledger.

**Split Encumbrance**
An encumbrance which applies to several accounts.

**Standing Order**
A type of purchase order used for (recurring) services like those provided by the telephone and electric companies.

**Subcode**
Four digits appended to the account ID to identify attributes and dollar records within an account.

**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.

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

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

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

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

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

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

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

**Transaction Code**
A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.
Appendix – Glossary (cont’d)

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.