

Financial Accounting User Manual

Version 3.3
February 2011

FAMIS Services
The Texas A&M University System

Introduction

The purpose of this manual is to assist in accessing and utilizing information in the 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

	<u>PAGE</u>
I Introduction	
M001, M01, Financial Accounting Menus	I-10
M02, M03, M05, M07, M08, M09	
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	
	<u>Budgets</u>
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
	<u>Encumbrances</u>
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 of Contents (cont'd)

		<u>PAGE</u>
	<u>Receipts / Deposits</u>	
Screen 12	Receipt Transactions	III-26
	General Ledgers	III-26
	Bank Accounts.....	III-27
	Transaction Codes.....	III-28
	Reverse or Correct Receipts	III-28
Screen 36	Cash Sales/Receipts Clearing.....	III-30
	<u>Disbursements</u>	
Screen 13	Disbursement Transactions.....	III-33
	Encumbrance Liquidations	III-34
	Indirect Transactions	III-34
	General Ledger Processing	III-34
	Subsidiary Ledgers (SL) / Support Accounts (SA) Processing.....	III-35
	Bank Accounts.....	III-35
	Transaction Codes.....	III-36
	Reverse or Correct Disbursements	III-36
Screen 37	Cash Disbursement Clearing	III-39
	<u>Journal Entries</u>	
Screen 14	Journal Entries	III-42
	Indirect Transactions	III-42
	General Ledgers (GL)	III-43
	Subsidiary Ledger (SL).....	III-43
	Transaction Codes.....	III-44
	Liquidate Encumbrances.....	III-44
	Reverse or Correct Journal Entries	III-45
Screen 14A	Indirect Cost Journal Entries	III-47
Screen 25	Compound Journal Entries	III-50
	Transaction Codes.....	III-51
Screen 35	Interdepartmental Transfers.....	III-53
Screen 831	Maintain Interdepartmental Transfer Table	III-56
	Clearing Accounts.....	III-56
	Valid Selling Accounts	III-56
Screen 85	Interdepartmental Transfers between Parts	III-59
Screen 86	Interdepartmental Transfers between Parts Inquiry.....	III-61
	<u>Special FA Transactions</u>	
Screen 15	Beginning Balances.....	III-63
	GL Balance Sheet Account Controls.....	III-64
	SL Accounts and Project Balances	III-64
	Memo Bank Accounts	III-64
	Transaction Codes.....	III-65

Table of Contents (cont'd)

		PAGE
Screen 16	Bank Transfers	III-67
	Memo Bank Accounts	III-67
	Transaction Codes	III-68
	Transaction Types	III-68
	Correct or Reverse a Bank Transfer Transaction	III-68
Screen 17	Suspense Update	III-70
	Suspense Number and Report	III-71
	Suspense Accounts	III-71
	Make Corrections	III-71
IV	Create/Modify/View Accounts	
	Basic Concepts	IV-3
Screen 811	Cost Reference Table Maintenance	IV-4
Screen 2	General Ledger Accounts	IV-6
Screen 4	Attributes	IV-7
Screen 3	10 Digit Account	IV-12
Screen 6	Subsidiary Ledger Accounts	IV-13
	Map Codes	IV-14
	10-Digit SL Accounts	IV-15
	Bank	IV-15
	COA Table	IV-15
Screen 8	Attributes	IV-20
Screen 7	10 Digit Maintenance	IV-24
Screen 9	Grants/Contracts Attributes	IV-25
Screen 8B	Delegation of Authority	IV-28
Screen 8C	Effort Category Updates	IV-29
Screen 51C	Support Account Effort Category Updates	IV-31
Screen 58	Support Account Category Maintenance	IV-33
Screen 50	Department Support Account Attributes	IV-35
Screen 51	Support Account Attributes	IV-40
Screen 52	Support Account Attributes 2	IV-46
Screen 52B	Support Account Delegation of Authority	IV-49
Screen 53	Support Account Budget Move	IV-50
Screen 57	Departmental Encumbrances	IV-53
Screen 28	Bank Accounts	IV-56
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

Table of Contents (cont'd)

	<u>PAGE</u>
VI Account Searches	
Screen 29 Account Search.....	VI-3
By Account	VI-4
By Title	VI-4
By Department/Sub-Department	VI-4
By Responsible Person	VI-5
Screen 68 Support Account Search.....	VI-7
Screen 990 Old/New Account Crosswalk.....	VI-10
VII Financial Transaction Inquiry	
<u>General Ledger Account</u>	
Screen 18 6-Digit List.....	VII-3
Screen 40 10-Digit Snapshot	VII-5
Screen 702 Account Reserve Balance	VII-7
Screen 90 Form 500 Tracking	VII-10
<u>General Ledger/Subsidiary Ledger Account</u>	
Screen 39 GL Mapped SLs	VII-12
Screen 23 Transaction Inquiry by Account.....	VII-14
Screen 46 Monthly Transactions by Reference 2 or 4	VII-17
Screen 47 Transaction Inquiry by Reference 2 or 4	VII-20
Screen 48 Transaction Inquiry by Account/Subcode/Month.....	VII-23
Screen 80 Transaction Inquiry by Subcode	VII-26
Entire Connection Download.....	VII-27
Screen 81 Detail Transaction by Subcode.....	VII-29
<u>Subsidiary Ledger Account</u>	
Screen 6B Subsidiary Ledger Account Dollar Totals.....	VII-33
Screen 19 Account List with Category Totals	VII-35
Screen 32 Budget Data List	VII-39
Screen 33 Annual Activity by Month.....	VII-41
Screen 34 Account Summary by Budget Pool	VII-43
Screen 41 Account Snapshot.....	VII-47
Screen 49 Detail Account Statement for a Month.....	VII-51
<u>Support Account</u>	
Screen 51B Support Account Dollar Totals	VII-54
Screen 69 Account List with Category Totals	VII-56
Screen 65 SA Summary for SL with Category Totals	VII-60
Screen 64 Budget Data List	VII-63
Screen 63 Transaction Inquiry.....	VII-65
Screen 71 Account Snapshot.....	VII-68
Screen 73 Annual Activity by Month.....	VII-72
Screen 74 Summary by Budget Pool	VII-74

Table of Contents (cont'd)

		PAGE
Screen 76	Transactions for a Month by Reference 2 or 4.....	VII-78
Screen 77	Transaction Inquiry by Reference 2 or 4	VII-81
Screen 78	Transactions by Account/Subcode/Month	VII-85
Screen 79	Detail Account Statement for a Month.....	VII-88
VIII	Flags	
Screen 43	General Ledger Flag Maintenance	VIII-3
	Freeze.....	VIII-4
	Delete.....	VIII-4
	Drop	VIII-5
Screen 44	Subsidiary Ledger Flag Maintenance.....	VIII-7
	Exception	VIII-8
	Freeze.....	VIII-9
	Delete.....	VIII-9
	Drop	VIII-9
	ABR.....	VIII-10
Screen 54	Support Account Flag Maintenance	VIII-12
	Freeze.....	VIII-13
	Delete.....	VIII-14
	Drop	VIII-14
Screen 55	15-Digit Maintenance.....	VIII-16
Screen 56	Transaction Move.....	VIII-17
IX	Open Commitment Information	
	Subsidiary Ledger Open Commitments	
Screen 21	Open Commitment File List.....	IX-3
Screen 20	Subsidiary Ledger Open Commitment 10 Digit List.....	IX-6
Screen 22	User Reference or PO Number.....	IX-9
Screen 26	Inquiry by Reference	IX-12
Screen 31	By Vendor ID.....	IX-14
Screen 42	Record Snapshot	IX-16
	Support Account Open Commitments	
Screen 61	Open Commitment File List.....	IX-19
Screen 60	SA Open Commitment 15 Digit List	IX-22
Screen 62	User Reference or PO Number.....	IX-25
Screen 66	Inquiry by Reference	IX-28
Screen 72	15-Digit Record Snapshot.....	IX-30

X	Appendix	<u>PAGE</u>
	GL Flag Definitions	X-3
	ABR.....	X-3
	Delete.....	X-3
	Drop	X-4
	Freeze.....	X-4
	Review.....	X-4
	SL Flag Definitions	X-4
	Review.....	X-4
	Freeze.....	X-5
	Delete.....	X-5
	Drop	X-5
	Annual Budget Suppress.....	X-5
	Monthly Budget Suppress.....	X-6
	Annual Budget Reallocation (ABR).....	X-6
	Standard PF Key Definitions	X-7
	FAMIS Transaction Codes.....	X-9
	Financial Accounting.....	X-9
	A/P Voucher	X-10
	Session/Batch Header Codes	X-11
	Reference Codes.....	X-12
	Reference 1	X-12
	Reference 2	X-13
	Reference 3	X-14
	Reference 4	X-15
	Instructions.....	X-16
	Financial Accounting Screens List.....	X-21
	Glossary	X-27

Financial Accounting Menus

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

001 FRS Main Menu		03/09/09 10:00
		FY 2009 CC 02
Screen: ____ Account: _____ FAMIS APPLICATION		
Active Processing Month: 3 March		
* ---- Financial Accounting ---- *	* ----- Purchasing ----- *	
M01 Account Information	M20 Purchasing System Menu	
M02 FA Transactions	* ---- Routing and Approval ---- *	
M03 Inquiry - Dollar Information	M90 Routing and Approval Menu	
M05 Support Accounting	* ----- Payroll ----- *	
M07 Departmental Planning Budgets	M70 Payroll System Menu	
M08 Entire Connection Download	* ----- Other Menus ----- *	
M09 Entire Connection Print	M58 Budget Preparation Module	
M52 Departmental Budget Requests	B01 Bulletin Board News Menu	
	S01 FA/AP System Tables	
* ----- Accounts Payable ----- *	S02 Miscellaneous Tables	
M10 Accounts Payable System Menu	S03 Miscellaneous Tables Continued	
M21 Vendor Information Menu	AFR Annual Financial Reporting	
	FFX Fixed Assets Module	
* ----- Accounts Receivable ---- *	GCP General Construction Projects	
M61 Accounts Receivable	SPR Sponsored Research Module	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp	Pers SOR	

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

M01 Account Information		03/09/09 10:00
		FY 2009 CC 02
Screen: ____ Account: _____		
----- GL Accounts -----	*----- SL Accounts -----*	
002 GL 6 Digit	006 SL 6 Digit	
003 GL 10 Digit	007 SL 10 Digit Maintenance	
004 GL Attributes 2	008 SL Attributes 2	
039 GL Mapped SLs	08B SL Delegation of Authority	
	08C Effort Category Updates	
----- Bank Accounts -----	009 SL Grant/Contract Attributes	
028 Create/Maintain Bank Accounts		
----- USAS -----	*----- Flags -----*	
991 USAS PCA Calculation	043 GL Flag Maintenance	
840 USAS Strategy Table	044 SL Flag Maintenance	
029 Account Search		
990 Old/New Account Crosswalk		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

Financial Accounting Menus (cont'd)

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

M02 FA Transactions		03/09/09 10:01
		FY 2009 CC 02
Screen: ____ Account: _____		
* --- Budgets/Encumbrances ---- *		
010 Annual/Monthly Budgets		
10A Support Account Budgets		
10B Budget Entry		
10C SL Budget Controls		
10D SA Budget Controls		
011 Encumbrances		
* ----- Cash Transactions ----- *		
012 Receipts		
013 Disbursements		
030 FA Batch Initialize		
* ----- Journal Entries ----- *		
014 Journal Entries		
14A Indirect Cost Journal Entries		
025 Compound Journal Entry		
* ---- Special Journal Entries ---- *		
035 Interdepartmental Transfers		
036 Cash Sales/Receipts Clearing		
037 Cash Disbursements Clearing		
085 IDTs Between Parts		
086 IDTs Between Parts Inquiry		
* ----- Other FA Transactions ----- *		
015 Beginning Balances		
016 Bank Transfers		
017 Suspense Update		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

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

M03 Inquiry - Dollar Information Menu		03/09/09 10:01
		FY 2009 CC 02
Screen: ____ Account: _____		
* ----- GL Information ----- *		
018 GL 6 Digit List		
029 GL Account Search		
702 GL 6 Digit Reserve Balance		
040 GL 10 Digit Snapshot		
* ----- OC Information ----- *		
021 OC File List		
022 OC by User Ref or PO		
026 OC Inquiry by Reference		
031 OC Inquiry by Vendor ID		
042 OC Record Snapshot		
* ----- Form 500 Info ----- *		
090 Form 500 Tracking		
* ----- SL Information ----- *		
06B SL Account Dollar Totals		
019 SL 6 Digit List		
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		
041 SL 10 Digit Snapshot		
* ----- Transaction Information ----- *		
023 Transaction Inquiry by Account		
024 FA Session/Batch Header List		
027 Transaction Inquiry by Batch		
046 Transactions For a Month By Ref Nbr		
047 Transactions Inquiry on Ref Nbr 2		
048 Transactions by Account/Subcode/Month		
049 Detail Account Statement		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

Financial Accounting Menus (cont'd)

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

M05 Support Accounting Inquiry and Maintenance		03/09/09 10:01
		FY 2009 CC 02
Screen: ____ Account: _____		
----- Inquiry -----		
51B Support Account Dollar Totals		
060 SA OC 15 Digit List		
061 SA OC File List		
062 SA Open Cmmts. by User Ref or PO		
063 Trans. Inquiry by Support Account		
064 Support Account Budget Data List		
065 SA Summary for SL with Category Ttls		
066 SA OC Inquiry by Reference		
068 Support Account Search		
069 SA 11 Digit List With Category Totals		
----- Maintenance -----		
050 Department SA Attributes		
051 Support Account Attributes		
51C SA Effort Category Updates		
052 Support Account Attributes 2		
52B SA Delegation of Authority		
053 Support Account Budget Move		
054 Support Account Flag Maint.		
055 SA 15 Digit Maintenance		
056 SA Transaction Move		
057 Departmental Encumbrances		
058 SA Category Maintenance		
071 15 Digit Snapshot		
072 OC Record Snapshot		
073 Annual 15 Digit Activity by Month		
074 SA Summary by Budget Pool		
076 Trans for Month by Ref 2		
077 Trans Inq. for Ref 2		
078 Trans by Account/Month/Subcd		
079 SA Detail Account Statement		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

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

M07 Departmental Planning Budgets		03/09/09 10:01
		FY 2009 CC 02
Screen: ____ Account: _____		
715 Dept Defined Profile Maintenance		
----- SL Accounts -----		
720 SL Dept Defined Budget Pool Maintenance		
721 SL Summary by Target Budget		
722 SL Budget Summary by User Defined Categories		
----- SA Accounts -----		
730 SA Dept Defined Budget Pool Maintenance		
731 SA Summary by Target Budget		
732 SA Budget Summary by User Defined Categories		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

Financial Accounting Menus (cont'd)

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

M08 Entire Connection Download		01/22/10 11:03
Screen: ____		k FY 2010 CC 02
----- Accounts *-----*		
029 Account Search		*-----* Batch *-----*
068 Support Account Search		027 FA Trans Inquiry by Batch
018 GL 6 Digit List		127 AP Trans Inquiry by Batch
019 SL 6 Digit List W Category Totals		627 AR Trans Inquiry by Batch
069 SA 11 Digit List W Category Total		
----- Transactions *-----*		
023 Trans Inquiry by Account		*-----* Flags *-----*
046 Trans for Month By Refer.		805 Maintain GL Control Description
047 Trans Inquiry on Reference		806 Maintain SL Subcode Description
048 Trans Inquiry Acct/Sbcd/Mon		860 Department Table Maintenance
063 Trans Inquiry by SA		
080 Inquiry by Subcode		*-----* Misc *-----*
081 Detail Trans by Subcode		175 Vendors Held by Agency
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

Screen M09 - Entire Connection Print

M09 Entire Connection Print		03/09/09 10:02
Screen: ____		FY 2009 CC 02
----- Account Statements *-----*		
018 GL 6 Digit List		*-----* Purchasing *-----*
049 Detail Acct Statement - Month		276 Document Inquiry w/Paid Amounts
079 SA Detail Acct Statement - Month		278 Document Inquiry
----- 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

030 FA Batch Initialize		03/09/09 10:03	
Screen: ____		FY 2009 CC AM	
Session Reference: JJL001		Session Date: 03/09/2009	
Session Status: O			
Bank: 03000			
Description: _____			
User ID Override: N			
Special Process: ____			
Batch Balancing Information			
Transactions		Amount	
Expected Totals: 5_	120	Receipts:	0.00
Processed Totals: 0	0.00	Disburse:	0.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			

Basic Steps

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.

Screen 30 – FA Batch Initialize (cont'd)

- 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

024 FA Session/Batch Header List - PROCESSED						03/09/09 10:10		
						FY 2009 CC 02		
Screen: _____		Batch Ref: AFRE05		Batch Date: _____				
S	Batch	Batch				Bank	Run	S
e	Ref	Date	Description	Amount	Count	No	Date	t
-	-	-	-	-	-	-	-	-
-	AFRE05	02/24/09	C-1 PROJECT 2-2960	45.60	1	06000	02/24/09	C
-	AFRL01	01/31/09	BOR MINUTE ORDER PRO	6,150,000.00	2	06000	02/02/09	C
-	AFRT20	01/29/09	C-1 PROJECT 2-2985	6,612.90	1	06000	01/29/09	C
-	AFR406	09/11/08	TRF REVENUE	35,644.16	6	06000	09/11/08	C
-	AFR407	09/11/08	BIWEEKLY PAYROLL GIP	495.24	2	06000	09/11/08	C
-	AFR409	09/11/08	TRF SCHOLARSHIP EXP	7,000.00	2	06000	09/11/08	C
-	AG0105	01/05/09	DAILY DEPOSIT	37,310.00	10	06800	01/05/09	C
-	AG0106	01/06/09	DAILY DEPOSIT	66,868.77	32	06800	01/06/09	C
-	AG0108	01/08/09	DAILY DEPOSIT	5,536.98	7	06800	01/08/09	O
-	AG0109	01/09/09	DAILY DEPOSIT	6,874.14	10	06800	01/09/09	C
-	AG0112	01/12/09	DAILY DEPOSIT	9,563.00	11	06800	01/12/09	C
-	AG0113	01/13/09	DAILY DEPOSIT	2,106.00	3	06800	01/13/09	C
-	AG0114	01/14/09	DAILY DEPOSIT	23,014.00	6	06800	01/14/09	O
* Continued *								
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---								
Hmenu Help EHelp								

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 <u>select the batch reference</u> and proceed to Screen 27.
Batch Ref:	6 characters/digits Shows the <u>batch reference number</u> that designates individual batch headers.
Batch Date:	6 digits Displays the <u>date</u> that was <u>entered on the batch</u> when created.
Description:	20 characters Provides a <u>description of the transactions</u> within the batch.
Amount:	12 digits Shows the <u>total amount</u> posted in the session.
Count:	5 digits Displays the <u>number of transactions</u> posted in the specified batch session.
Bank No:	5 digits Identifies the <u>number</u> of the <u>bank</u> 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 <u>date</u> the batch was actually <u>run</u> .
St:	1 character Indicates if the <u>status</u> of the batch session is <u>open</u> (O) or <u>closed</u> (C).

Additional Functions

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

Transaction Inquiry by Batch

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)

```
027 Transaction Inquiry by Batch                                03/09/09 10:14
                                                                FY 2009 CC 02
Screen: ____ Batch Ref: APA032 Date: 09/05/2008 Indirect Also: N Ref: 2
                                                                Dir/ Bank Option: N
Account TC Ref 2 Date Description Ind Amount I Offset Acct
-----
094907 2100 048 3817422 09/05 KYLE K*KING D 38.00 D
095445 2100 048 3817438 09/05 EDNA E*ELLSWORTH D 21.17 D
095445 2100 048 3817439 09/05 BEN B*BROWN D 20.30 D
095445 2100 048 3817440 09/05 JOYCE J*JONES D 48.25 D
095445 2100 048 3817440 09/05 JOYCE J*JONES D 24.42 D
095445 2100 048 3817441 09/05 DREW D*DOLE D 39.05 D
095445 2100 048 3817441 09/05 DREW D*DOLE D 18.21 D
095445 2100 048 3817441 09/05 DREW D*DOLE D 37.83 D
095445 2100 048 3817452 09/05 EDNA E*ELLSWORTH D 192.24 D
095445 2100 048 3817452 09/05 EDNA E*ELLSWORTH D 97.36 D
095445 2100 048 3817452 09/05 EDNA E*ELLSWORTH D 91.21 D
095445 2100 048 3817459 09/05 EDNA E*ELLSWORTH D 104.23 D

* 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)

```
027 Transaction Inquiry by Batch                                03/09/09 10:18
                                                                FY 2009 CC 02
Screen: ____ Batch Ref: APA032 Date: 09/05/2008 Indirect Also: N Ref: 2
                                                                Bank Option: N
Account TC Ref 2 Date Description Amount
-----
094907 00000 2100 048 3817422 09/05 KYLE K*KING 38.00
095445 00000 2100 048 3817438 09/05 EDNA E*ELLSWORTH 21.17
095445 00000 2100 048 3817439 09/05 BEN B*BROWN 20.30
095445 00000 2100 048 3817440 09/05 JOYCE J*JONES 48.25
095445 00000 2100 048 3817440 09/05 JOYCE J*JONES 24.42
095445 00000 2100 048 3817441 09/05 D*DOLE 39.05
095445 00000 2100 048 3817441 09/05 D*DOLE 18.21
095445 00000 2100 048 3817441 09/05 D*DOLE 37.83
095445 00000 2100 048 3817452 09/05 EDNA E*ELLSWORTH 192.24
095445 00000 2100 048 3817452 09/05 EDNA E*ELLSWORTH 97.36
095445 00000 2100 048 3817452 09/05 EDNA E*ELLSWORTH 91.21
095445 00000 2100 048 3817459 09/05 EDNA E*ELLSWORTH 104.23

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

Basic Steps

- 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)

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

Panel 2

Amount:	12 digits Displays the <u>dollar amount</u> of the transaction.
----------------	--

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF6 View	View <u>View</u> the <u>detail of batch</u> by placing the cursor on the line of information and pressing PF6.
PF9 DLoad	Download Used to <u>download</u> the information <u>through Entire Connection</u> .

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

010 Annual/Monthly Budgets		03/09/09 10:23	
Screen: ____ Debit Account: 211750 00000 1000		FY 2009 CC AM	
Type: 1	Cash Transfer: Y (Y/N)	Type Description	
Ref No. 1: _____		-----	
Date: _____		0	Original
Description: _____		1,6	Revision
Amount: 5.00 _____		2	Transfer
Debit / Credit: _		7	Begin Year
Credit Acct: _____			Budget Forward
Ref No. 2: _____			
Ref No. 3: _____			
Ref No. 4: _____			
Debit Cost Ref 1: _____	2: _____ 3: _____	Type 2 only	
Credit Cost Ref 1: _____	2: _____ 3: _____	-----	
ID No.: _____		Override Budget on	
		Credit Acct: _ (Y/N)	
		Reverse Entry: _	
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

- 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.

Screen 10 – Annual/Monthly Budgets (cont'd)

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.

Screen 10 – Annual/Monthly Budgets (cont'd)

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, ? or * 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:

<u>SUBCODE</u>	<u>TYPE</u>	<u>DEFAULT</u>
0000-0999	Revenue	C - Credit
1000-9635	Expense	D - Debit

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 <u>number of transactions</u> for this batch.
Amount:	12 digits Provides the <u>total</u> of all <u>transactions</u> for this batch.
Batch:	6 digits Shows the <u>batch reference number</u> .
Date:	8 digits Displays the <u>date</u> the <u>batch</u> was <u>entered</u> .

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF12 Warns	Warnings Displays nonfatal <u>FAMIS warning messages</u> .

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

10A FSA Budget Transfers		03/09/09 10:25	
Screen: ____ Account: 297060 00000 1000		FY 2009 CC AM	
Type: 5			
Ref No. 1: _____			
Date: _____			
Description: _____			
Amount: 1000.00_____			
Debit / Credit: -			
Credit Acct: _____		Type	Description
Ref No. 2: _____		----	-----
Ref No. 3: _____		3	Base Original to FSA
Ref No. 4: _____		4	Base Revised to FSA
ID No.: _____		5	FSA to FSA (Revised)
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 10A – FSA Budget Transfers (cont'd)

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:

<u>SUBCODE</u>	<u>TYPE</u>	<u>DEFAULT</u>
0000-0999	Revenue	C - Credit
1000-9635	Expense	D - Debit

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 **Warnings**
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.

Screen 10B - Budget Entry (Panel 1)

10B Budget Entry		03/09/09 10:43	
FAMIS SERVICES		FY 2009 CC SA	
Screen: ____	Account: 271030 00000	SL/SA Level: SL Thru Month: 3	March
Type: _ 0 - Original, 1 - Revised, 7 - Budget Forward			
Ref No 1: ____	2: ____	3: ____	4: ____
Cost Ref 1: ____	2: ____	3: ____	Page: 1 of 1 Viewed

Cat	Description	C	P	Curr Budget	Budget Adjust	D/C	New Budget
0001	Revenue Pool					-	
1100	Salaries Pool			100.00		-	
1600	Longevity Pool					-	
1700	Wages Pool					-	
1900	Benefits Pool					-	
3000	Travel Pool					-	
4001	Supplies Pool			500.00		-	
5302						-	
5700	Equipment Pool-Non-C					-	
6200	Other Expense Pool			500.00		-	
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

Screen 10B - Budget Entry (Panel 2)

10B Budget Entry		03/09/09 10:44	
FAMIS SERVICES		FY 2009 CC SA	
Screen: ____	Account: 271030 00000	SL/SA Level: SL Thru Month: 3	March
Type: _ 0 - Original, 1 - Revised, 7 - Budget Forward			
Ref No 1: ____	2: ____	3: ____	4: ____
Cost Ref 1: ____	2: ____	3: ____	Page: 1 of 1 Viewed

Cat	Descript.	C	P	Curr Budget	Budget Adjust	D/C	New Budget	New BBA
0001	Revenue P					-		
1100	Salaries			100.00		-		100.00
1600	Longevity					-		
1700	Wages Poo					-		
1900	Benefits					-		
3000	Travel Po					-		
4001	Supplies			500.00		-		500.00
5302						-		
5700	Equipment					-		
6200	Other Exp			500.00		-		500.00
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 <u>category is protected</u> from borrowing funds by other budget categories.									
Curr Budget:	13 digits Provides the <u>current budgeted amount</u> .									
Budget Adjust:	13 digits Enter the <u>new dollar amount</u> for budget pool or category.									
D/C:	1 character Indicate whether the <u>budget adjustment</u> will be a <u>debit</u> or <u>credit</u> . Leaving field blank defaults to: <table><tr><td><u>SUBCODE</u></td><td><u>TYPE</u></td><td><u>DEFAULT</u></td></tr><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></table>	<u>SUBCODE</u>	<u>TYPE</u>	<u>DEFAULT</u>	0000-0999	Revenue	C - Credit	1000-9635	Expense	D – Debit
<u>SUBCODE</u>	<u>TYPE</u>	<u>DEFAULT</u>								
0000-0999	Revenue	C - Credit								
1000-9635	Expense	D – Debit								
New Budget:	13 digits Displays the <u>anticipated change</u> .									
Totals:	11 digits Displays the <u>totals of the SL/SAs</u> .									
Transactions:	11 digits Displays <u>number of transactions</u> for batch reference.									
Amount:	11 digits Provides <u>total of all transactions</u> for batch.									
Batch:	6 characters/digits Displays the <u>batch reference number</u> .									
Date:	8 digits Shows you the date the batch was entered.									

Panel 2

New BBA:	13 digits Shows the <u>new budget balance available</u> .
-----------------	--

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF5	Post
Post	<u>Post transactions</u> 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

10C SL Budget Controls				03/10/09 10:47			
SYSTEM OFFICE OF XYZ				FY 2009 CC 01			
Screen: ____		Account: 271070					
Dir Bud: 11994.71		Prot Bud:		Prot Borrowed:			
Bottom Line Cntl: Y				Unprot Avail: 6867.07			
Default: Cat Cntl: N Tol Pct:				Exclude From Bottom Line:			
Bud Cat	Description	Curr Budget	Cat Cntl	Cat Prot	Tolerance Pct	Tolerance Amount	
0001	Revenue Pool		-	-			
1100	Salaries Pool		-	-			
1600	Longevity Pool		-	-			
1700	Wages Pool		-	-			
1900	Benefits Pool		-	-			
3000	Travel Pool	2000.00	-	-			
4001	Other Operating Expe	1518.48	-	-			
5302	Other Non-Operating		-	-			
5700	Equipment Pool - Non		-	-			
6200	Other Expense Pool	8476.23	-	-			
8000	Capital Outlay Pool		-	-			
** More Budget Categories - Press Enter to View **							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp							

Basic Steps

- Advance to Screen 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 <u>budget category</u> .
Description:	35 characters Provides a <u>description of the budget or category</u> .
Curr Budget:	13 digits Identifies the <u>dollar amount available for the current budget pool</u> .
Cat Cntl:	Help 1 character Indicate whether or not the <u>budget category</u> is <u>controlled</u> at the line item level.
Cat Prot:	1 character Enter 'P' if this budget <u>category</u> is <u>protected</u> from borrowing funds by other budget categories.
Tolerance Pct:	5 digits Include the <u>percent</u> of the budget that the pool is <u>allowed to overspend or</u> , if it is a negative amount, the percent of the budget that the pool is <u>not allowed to spend</u> .
Tolerance Amount:	13 digits Indicate the <u>dollar amount</u> of the budget that the pool is <u>allowed to overspend or</u> , if it is a negative amount, the dollar amount of the budget that the pool is <u>not allowed to spend</u> .

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.

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

Screen 10D - Support Account Budget Controls

10D Support Account Budget Controls						03/09/09 11:05	
VMTH - GENERAL-SA						FY 2008 CC AM	
Screen: ____		Account: 144013 30000		Prot Borrowed:			
Dir Bud:		Prot Bud:		Unprot Avail:		60.00	
Bottom Line Cntl: Y							
Default: Cat Cntl: N Tol Pct:				Exclude From Bottom Line:			
Bud Cat	Description	Curr Budget	Cat Cntl	Cat Prot	Tolerance Pct	Tolerance Amount	
0001	Revenue Pool		-	-			
1005	Lump Sum Salaries		-	-			
1006	Salary Savings Budge		-	-			
1000	All Expense Pool		-	P			
****	Total Expenses						
** 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)

Description:	35 characters Provides a <u>description of the budget pool or category</u> .
Curr Budget:	13 digits Identifies the <u>dollar amount currently available</u> for the budget pool.
Cat Cntl:	Help 1 character Indicate whether or not the budget <u>category</u> is <u>controlled</u> at the line item level. Valid values include:
Cat Prot:	1 character Enter 'P' if this <u>budget category</u> is <u>protected</u> from borrowing funds by other budget categories.
Tolerance Pct:	5 digits Indicate the <u>percent</u> of the budget that the pool is <u>allowed to overspend or</u> , if it is a negative amount, the percent of the budget that the pool is <u>not allowed to spend</u> .
Tolerance Amount:	13 digits Identify the <u>dollar amount of the budget</u> that the pool is <u>allowed to overspend or</u> , if it is a negative amount, the dollar amount of the budget that the pool is <u>not allowed to spend</u> .

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

011 Encumbrances		03/09/09 11:10	
		FY 2009 CC AM	
Screen: ____ Account: 271030 00000 4010 FINANCE SERVICES			
Type: 2	Override Budget Edit: _	Type	Description
P.O. No: B118210		-----	
Date: _____		0-6,8	Encumber using SL
Description: _____			account's budget
Amount: 100.00 _____			suppress rules.
Debit / Credit: _			Override rules with
Ref 2: _____			'Y' in Override
Ref 3: _____			Budget Edit.
Ref 4: _____			
Cost Ref 1: _____ 2: _____ 3: _____		7	Encumbrance Begin
ID No: 0vvvvvvvvv7			Year Carry Forward.
		9	Encumber only if
			sufficient budget
			balance available.
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 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.

Screen 11 – Encumbrances (cont'd)

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:

<u>VALUE</u>	<u>MEANING</u>
N	Warning message if over budget
Y	No message if over budget
R	Reject message if over budget
Blank	Defaults to 'N'

Screen 11 – Encumbrances (cont'd)

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).

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

012 Receipts		03/09/09 11:15	
		FY 2009 CC AM	
Screen: ____ Account: 271030 00000 4010 FAMIS SERVICES			
Type: 1			
Ref No: P451231			
Date: 03/09/2009			
Description: PENS, PAPERCLIPS, PAPER_____			
Amount: 325.00_____			
Debit / Credit: D			
Ref 2: _____			
Ref 3: _____			
Ref 4: _____			
Cost Ref 1: _____ 2: _____ 3: _____			
ID No: _____			
Bank: 00001			
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 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	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 <u>user-defined reference number</u> used by your department for receipts.
Ref 4:	7 characters/digits Include the <u>reference number</u> defined by your department for receipts.
Cost Ref 1,2,3:	7 characters/digits Identify the <u>reference number(s)</u> used by your department to define receipts.
ID No:	11 digits Enter the <u>user-defined reference number</u> for receipts.
 Bank:	5 digits Type the <u>bank code</u> . 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 <u>number of transactions</u> for this batch reference.
Amount:	12 digits Provides the <u>total of all transactions</u> for this batch reference.
Batch:	6 characters/digits Shows the <u>batch reference number</u> .
Date:	8 digits Displays the <u>date</u> the <u>batch was entered</u> .

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF12	Warnings
Warns	Displays nonfatal <u>FAMIS warning messages</u> .

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

036 Cash Sales / Receipts Clearing										03/09/09 11:18	
										FY 2009 CC AM	
Screen: ____ Debit/Clearing Account: 271030 00000 4010											
Date: 03/09/2009 PO Nbr: P985120 Ref 3: ____ Ref 4: ____											
										Display	
										Cost Ref: N	
Account	Subcd	Ref 2	Description	Amount	Reverse	Entry	Msg				
271030	00000	4010	9190500 PAPER	150.00							
_____	_____	_____	_____	_____							
_____	_____	_____	_____	_____							
_____	_____	_____	_____	_____							
_____	_____	_____	_____	_____							
_____	_____	_____	_____	_____							
_____	_____	_____	_____	_____							
_____	_____	_____	_____	_____							
_____	_____	_____	_____	_____							
				TOTAL:	_____						
Transactions: 0 Amount: 0.00 Batch: JAC009 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 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.

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)

Total: 14 digits
Provide the total amount of the purchase order.

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.

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

Amount: 12 digits
Provides the total dollar amount 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
Warns 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

013 Disbursements		03/09/09 11:21	
		FY 2009 CC AM	
Screen: ____	Account: 271020 00000 1000	PROTEIN CHEMISTRY LABORATORY	
Type: 1			
P.O. No: P918210			
Enc Obj: 3110			
Date: 03/09/2009			
Description: SOFTWARE - ADOBE			
Amount: 1679.48			
Debit / Credit: D (D=Debit C=Credit P=Partial F=Final N=No)			
Ref 2: _____			
Ref 3: _____			
Ref 4: _____			
Cost Ref 1: _____ 2: _____ 3: _____			
ID No: 2vvvvvvvvv1			
Bank: 03000			
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 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.

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)

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	System maintained SL summaries

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.

Field Descriptions (◆ = Required / Help = PF2, ? or * 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 <u>reference number</u> used by your department for disbursements.
ID No:	11 digits Include the <u>user-defined identification number</u> for disbursements.
 Bank:	5 digits The bank to record the disbursement is the <u>bank number</u> entered on Screen 30, FA Batch Initialize.
Transactions:	11 digits Displays the <u>number of transactions</u> for this batch reference.
Amount:	12 digits Shows the <u>total of all transactions</u> for this batch.
Batch:	6 characters/digits Displays the <u>batch reference number</u> .
Date:	8 digits Identifies the <u>date</u> the <u>batch was entered</u> .

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF12	Warnings
Warns	Displays nonfatal <u>FAMIS warning messages</u> .

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

037 Cash Disbursement Clearing				03/09/09 11:24	
				FY 2009 CC AM	
Screen: ____		Credit/Clearing Account: 400012 00000 4010			
Date: 03/09/2009		PO Nbr: L911180	Ref 3: ____	Ref 4: ____	Display
					Cost Ref: N
Account	Subcd	Ref 2	Description	Amount	Reverse
400001	00000	4010	G572431 ENVELOPES	98.00	Entry Msg
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total:				_____	_____
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 EHlp				Warns	

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 <u>date</u> the <u>initial disbursement was made</u> to this account.
◆ PO Nbr:	7 character/digits Include Reference #1 - the <u>Purchase Order number</u> .
Ref 3:	7 characters/digits Enter the <u>reference number</u> defined by the department for cash disbursement clearing. Usually deals with disbursement numbers.
Ref 4:	7 characters/digits Include the department-defined <u>reference number</u> 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 <u>Cost Reference</u> is <u>to be displayed</u> .
◆ Account:	11 digits Indicate the <u>account number</u> receiving cash disbursement from clearing account.
◆ Subcd:	4 digits Identify the <u>subcode</u> for specified transaction.
Ref 2:	7 characters/digits Enter the <u>department-defined reference number</u> 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 <u>detailed description of transaction</u> .
◆ Amount:	12 digits Indicate the <u>amount of disbursement distributed</u> to specified account.
Reverse Entry:	1 character Indicate whether or not ('Y' or 'N') to <u>allow reversal of clearing and debit accounts</u> .
Msg:	10 digits Displays a <u>message</u> for incorrect entries.
Total:	14 digits <div style="border: 1px solid black; padding: 5px;"><p>Specifying a <u>total</u> 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.</p></div>

Screen 37 – Cash Disbursement Clearing (cont'd)

Transactions:	11 digits Displays the <u>number of transactions</u> for this batch.
Amount:	12 digits Provides the <u>total of all transactions</u> for this batch.
Batch:	6 characters/digits Shows you the <u>batch reference number</u> .
Date:	8 digits Displays the <u>date</u> the <u>batch was entered</u> .

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF12 Warns	Warnings Displays nonfatal <u>FAMIS warning messages</u> .

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

014 Journal Entries		03/09/09 11:26	
		FY 2009 CC AM	
Screen: ____ Debit Account: 211750 00000 4010			
Type: 1	Type Description		
P.O. No: P910406	-----		
Enc Obj: _____	0-8 (Except 2) Invalid		
Date: 03/09/2009	for frozen accounts		
Description: LETTERHEAD	2 Override Freeze Flag		
Amount: 250.00	-----		
Partial / Final: _			
Credit Account: 297060 00000 3528			
Ref 2: _____	--- Indirect Cost ---		
Ref 3: _____	Base Amt: _____		
Ref 4: _____	Base Cd: _____		
Debit Cost Ref 1: _____ 2: _____ 3: _____			
Credit Cost Ref 1: _____ 2: _____ 3: _____			
ID No: _____			
Bank: 00001			
Transactions: 0 Amount: 0.00 Batch: JAC002 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 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.

Screen 14 – Journal Entries (cont'd)

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.

Screen 14 – Journal Entries (cont'd)

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.

Screen 14 – Journal Entries (cont'd)

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
Warns 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, ? or * 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 <u>number of transactions</u> for this batch.
Amount:	12 digits Shows the <u>total</u> of all <u>transactions</u> for this batch reference.
Batch:	6 characters/digits Displays the <u>batch reference number</u> .
Date:	8 digits Identifies the <u>date</u> the <u>batch was entered</u> .

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF12 Warns	Warnings Displays nonfatal <u>FAMIS warning messages</u> .

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 <u>reference number</u> defined for Compound Journal Entries.
ID Number:	11 digits Provide the <u>identification number</u> defined by your department for Compound Journal Entries.
◆ Account:	15 digits Enter the <u>15-digit account numbers</u> making up both sides of the transaction (debits and credits).
◆ Amount:	12 digits Include the <u>amount of the transaction</u> .
◆ D/C:	1 character Indicate if entry is a <u>debit or a credit</u> .
Transactions:	11 digits Displays the <u>number of transactions</u> for this batch.
Amount:	12 digits Shows the <u>total of all transactions</u> for this batch.
Batch:	6 characters/digits Displays the <u>batch reference number</u> .
Date:	8 digits Shows the <u>date</u> the <u>batch was entered</u> .

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF12 Warns	Warnings Displays nonfatal <u>FAMIS warning messages</u> .

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

035 Interdepartmental Transfers										03/09/09 11:38	
										FY 2009 CC AM	
Screen: ____											
Date: 03/09/2009 Description: MAINTENANCE										Display	
PO Nbr: ____ Enc Obj: ____ P/F/N: _ Ref No3: ____ Ref No4: ____										Cost Ref: N	
--- Selling ---				*--- Buying ---*				Reverse			
Account	Subcd	Account	Subcd	Ref2/IDT	Amount	Entry	Message				
411110	00000	4010	187114	00000	3052	A990877	1122.20				
411110	00000	4050	187440	00000	0000	A218746	2921.25				
_____	_____	_____	_____	_____	_____	_____	_____				
_____	_____	_____	_____	_____	_____	_____	_____				
_____	_____	_____	_____	_____	_____	_____	_____				
_____	_____	_____	_____	_____	_____	_____	_____				
_____	_____	_____	_____	_____	_____	_____	_____				
_____	_____	_____	_____	_____	_____	_____	_____				
_____	_____	_____	_____	_____	_____	_____	_____				
						Total: 4043.45					
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										Warns	

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.

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

Screen Information

◆ Date:	8 digits You may enter the <u>date of the transaction</u> . If left blank, FAMIS will default to current date.
◆ Description:	35 characters Enter the <u>description of the transaction</u> .
Display Cost Ref:	1 character Indicate whether to <u>display the Cost Reference</u> . Entering 'Y' will display a popup window to enter.
PO Nbr:	7 character/digits Identify the <u>Purchase Order Number</u> for interdepartmental transfers.
Enc Obj:	4 digits Enter the <u>Object Code</u> if using <u>encumbered</u> item.
P/F/N:	1 character Indicate whether the <u>encumbrance is partial (P), final (F) or no liquidation (N)</u> .
Ref No3:	7 characters/digits Include a <u>department-defined reference number</u> for Interdepartmental Transfers. Usually refers to AP check numbers and Teller numbers.
Ref No4:	7 characters/digits Identify the <u>reference number</u> 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 <u>account number</u> receiving transfer.
◆ Subcd:	4 digits Enter the <u>subcode</u> for the specified transaction.
Buying:	
◆ Account:	11 digits Provide the <u>account number</u> generating the transfer.
◆ Subcd:	4 digits Enter the <u>subcode</u> for specified transaction.

Screen 35 – Interdepartmental Transfers (cont'd)

◆ Ref2/IDT:	7 characters/digits Include the FAMIS <u>voucher reference number/IDT number</u> 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 <u>amount of transfer</u> .
Reverse Entry:	1 character Indicate whether or not ('Y' or 'N') to <u>allow reversal</u> of clearing and debit accounts.
Message:	12 characters/digits Displays a <u>message</u> if the selling or buying accounts are not accepted on Screen 831.
Total:	14 digits Enter the <u>total of transfers listed</u> .
Transactions:	11 digits Displays the <u>number of transactions</u> for this batch.
Amount:	12 digits Shows the <u>total amount of all transactions</u> for this batch.
Batch:	6 characters/digits Displays the <u>batch reference number</u> .
Date:	8 digits Displays the <u>date</u> the <u>batch was entered</u> .

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF12 Warns	Warnings Displays nonfatal <u>FAMIS warning messages</u> .

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

831 Maintain Interdepartmental Transfer Table						03/09/09 11:45	
						FY 2009 CC AM	
Screen: ____		Selling Account: 000050					
Desc: _____							
	Start	Stop			Selling	Buying	
F	Buying	Buying	Clearing	Allow	Bank	Bank	
	Account	Account	Account	Flag	Account	Account	Messages
-	AM000105	AM000155	211730	-	AMB00001		
-				-			
-				-			
-				-			
-				-			
-				-			
-				-			
-				-			
-				-			
-				-			
-				-			
-				-			
***** END OF DATA *****							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHlp							

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.

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

Entries made on this screen are displayed on Screen 86.

Screen 85 - Interdepartmental Transfers Between Parts

[illegible]

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 / = 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 <u>purchase order number</u> .
Ref No 3:	7 characters/digits Enter the <u>reference number</u> defined by your department.
Ref No 4:	7 characters/digits Include the <u>reference number</u> defined by your department.
<i>Selling:</i>	
◆ Account:	11 digits Enter the <u>account number receiving the transfer</u> .
Subcd:	4 digits Include the <u>subcode</u> for the specified transaction.
<i>Buying:</i>	
◆ CC:	2 digits Enter the <u>Campus Code</u> of the buying account.
◆ Account:	11 digits Enter the <u>account number</u> to be checked for ranges of buying accounts. It must be a valid account within the current campus code.
Subcd:	4 digits Include the <u>subcode</u> for the specified transaction.
◆ Ref2/IDT:	7 characters/digits Enter <u>FAMIS voucher number and IDT number</u> used to <u>reference</u> transaction.
◆ Amount:	12 digits Enter the <u>dollar amount of the transfer</u> .
Reverse Entry:	1 character Type 'Y' to <u>allow reversal of clearing and debit accounts</u> . If left blank, will default to current values.
Message:	10 characters/digits If selling or buying accounts are not accepted on Screen 831, a <u>message will appear</u> in this field.
Total:	14 digits Enter the <u>total amount of transactions</u> .

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF12 Warns	Warnings Displays nonfatal <u>FAMIS warning messages</u> .

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

086 Interdepartmental Transfers Between Parts Inquiry						03/31/08 16:08	
						FY 2008 CC 02	
Screen: ____		Date: 03/09/2009		Operator: JJJ156__		Ref: 2	
Selling Account		Ref		Post Flag		Buying Account	
-----		-----		-----		-----	
271030		00000		03/09/2009		226.32 D 290706	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp							

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 <u>reference number</u> defined by your department.
Date:	8 digits Displays the <u>date the transfer was entered</u> into the system.
Post Flag:	1 character Indicates that the <u>job XR005 was run and the transactions were posted</u> .
Amount:	12 digits Displays the <u>dollar amount</u> entered on Screen 85.
D/C:	1 character Shows whether the transaction is a <u>debit (D) or a credit (C)</u> .
Buying Account:	10 digits Indicates the <u>buying account</u> 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

015 Beginning Balances		03/09/09 13:22
Screen: __ Account: 271030 00000 4010		FY 2009 CC AM
Reference No: L954656		
Date: 03/09/2009		
Description: SOFTWARE		
Amount: 199.99		
Debit / Credit: D		
Credit Acct: _____		
Ref 2: _____		
Ref 3: _____		
Ref 4: _____		
Cost Ref 1: _____ 2: _____ 3: _____		
ID No: 0vvvvvvvvv1		
Bank: 00001		
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		

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.

Screen 15 – Beginning Balances (cont'd)

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.

Screen 15 – Beginning Balances (cont'd)

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, ? or * 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

016 Bank Transfers		03/09/09 13:24
		FY 2009 CC AM
Screen: ____	Account: 211750 4010	MIS PROJECT
Debit Bank: 00001		
Transfer Type: 4		
Ref 1: _____		
Date: 03/09/2009		
Description: SUPPLIES		
Amount: 2248.51		
Credit Bank: 00002		
Ref 2: _____		
Ref 3: _____		
Ref 4: _____		
ID No: 1vvvvvvvvv4		
Transactions: 3 Amount: 3,348.51 Batch: JC0001 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 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

017 Suspense Update		03/09/09 13:25	
		FY 2009 CC AM	
Screen: ____	Account: 211750 4010	MIS PROJECT	
Suspense Number: 54002__		<div style="border: 2px solid red; padding: 5px;">Enter Suspense Correction Number and let system get suspense transaction. Then correct the original transaction.</div>	
Account: _____			
Transaction Code: _____		For 03X and 04X transactions: Change ACCOUNT field only.	
Ref No 1: 4100100			
Date: _____		For 06X transactions: Change ACCOUNT field OR CREDIT ACCOUNT field - whichever was in error.	
Amount: _____			
Debit or Credit: D			
Ref No 2: _____			
Credit Account: _____			
Cost Ref 1: 2248.51 2: 2284.15 3: _____			
Ref No 3: _____			
Ref No 4: _____			
ID Number: _____			
Transactions: 3 Amount: 3,348.51 Batch: JC0001 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. 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.

Screen 17 – Suspense Update (cont'd)

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)

Amount:	12 digits Enter the <u>dollar amount of the transaction</u> .
Debit or Credit:	1 character Enter ' <u>D</u> ' to <u>debit</u> the account. Enter ' <u>C</u> ' to <u>credit</u> 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.
Ref No 2:	7 characters/digits Displays the <u>reference number</u> defined by the department for suspense file items.
Credit Account:	15 digits Indicates the <u>account number</u> to be <u>credited</u> .
Cost Ref 1,2,3:	7 characters/digits Enter the department-defined <u>reference numbers</u> for suspense file items.
Ref No 3:	7 characters/digits Displays the department-defined <u>reference number</u> for suspense file items.
Ref No 4:	7 characters/digits Shows the department-defined <u>reference number</u> for suspense file items.
ID Number:	11 digits Displays the <u>user-defined identification number</u> for suspense file items.
Transactions:	11 digits Shows the <u>number of transactions</u> for this batch.
Amount:	12 digits Displays the <u>total dollar amount of all transactions</u> for this batch.
Batch:	6 characters/digits Shows you the <u>batch reference number</u> .
Date:	8 digits Displays the <u>date</u> the <u>batch was entered</u> .

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF12 Warns	Warnings Displays nonfatal <u>FAMIS warning messages</u> .

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.

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

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

811 Cost Reference Table Maintenance		03/09/09 13:31
		FY 2009 CC 99
Screen: ____	Cost Ref: ____	
Table type: 1 (1=Cost-Ref1, 2=Cost-Ref2)		
Func	Cost Ref	Cost Ref Description
-	1000052	ART & DRAFTING - OTHER
-	1000061	COMPUTER - PAPER
-	1000062	COMPUTER - MAGNETIC MEDIA
-	1000063	COMPUTER - MANUALS & INSTRUCTION MEDIA
-	1000064	COMPUTER - MAINTENANCE & SERVICE
-	1000065	OPERATOR TRAINING
-	1000066	SPARES
-	1000067	MISCELLANEOUS COMPUTER SUPPLIES
-	1000068	COMPUTER - LABELS
-	1000069	HARDWARE
-	1000070	SOFTWARE
-	1000080	HOLE SUMMARY
-	1000081	PROSPECTUS/PRELIMINARY REPORT
-	1000082	PROCEEDINGS
*** 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>.

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

Action Line

Cost Ref:	7 digits Type in the desired <u>cost reference number</u> to position it at the top of the displayed list.
Table Type:	1 digit Identify the, <u>type of cost reference table</u> to be updated, deleted or displayed – Cost Reference 1 or Cost Reference 2.

Screen Information

Func:	1 digit Enter the desired <u>function code</u> : 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 <u>cost reference</u> field on transaction screens.
Cost Ref Description:	50 characters Enter a <u>description of the cost reference</u> 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

002 GL 6 Digit		03/09/09 13:34	
		FY 2009 CC 02	
Screen: ____	Account: 026000 ____	DISTANCE LEARNING - NONFUNDED CLR	
Account Title: DISTANCE LEARNING - NONFUNDED CLR__			
Resp Person: 2uuuuuu7 ISLER, IRENE I		Old Acct: _____	
Year-end Process: F	Reclassify: _	Reporting Group: _	Aux Code: ____
AFR Fund Group: 20	Fund Group: DS	Sub Fund Group: DF	Sub-Sub: ____
Function: 30			
Default Bank: 06000		Override: Y	SL Mapped Count: 1
Alternate Banks: *****		Security: _____	
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	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help		EHelp Next	

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 2 and 4 – General Ledger Accounts and Attributes (cont'd)

Screen 4 - GL Attributes 2

004 GL Attributes 2		03/09/09 13:36	
		FY 2009 CC 02	
Screen: ____	Account: 026000 ____	DISTANCE LEARNING - NONFUNDED CLR	
		---Endowment Earnings Distribution---	
Element of Instit. Cost: ____	Sub-El: ____	Acct: ____	Pct: ____
Restricted: ____		Acct: ____	Pct: ____
Payroll Acct Analysis: ____		Acct: ____	Pct: ____
Bond Issue: ____		Acct: ____	Pct: ____
Accountant Responsible: 8uuuuuuu9		Acct: ____	Pct: ____
LENY, LORENA L		----- Subcode Edits -----	
Interest Exempt: ____		Low	High Match
Interest Exempt Reason: ____		____	____
Interest GL Acct: ____		____	____
Capital Campaign: ____		____	____
Delegation Type: ____		____	____
Comments: DISTANCE LEARNING CLASSES ARE FOR OUT OF STATE RESIDENTS ____			
ONLY. NO EXPENSES RELATED TO IN STATE WEB CLASSES ALLOWED. ____			
SOF: STUDENT FEES			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp Next			

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:	Help 2 characters Designate the <u>grouping for reports</u> . (Used primarily for AL-RSCH.)
◆ Aux Code:	Help 3 characters Enter an <u>auxiliary code</u> for reports, especially AFR.
AFR Fund Group:	Help 2 digits Identify the <u>AFR fund group</u> to which the account belongs.
Fund Group:	2 characters Shows <u>fund group</u> to which the account belongs.
Sub Fund Group:	2 characters Shows the <u>sub-grouping for Fund Group codes</u> .
Sub-Sub:	Help 2 characters Enter the <u>lower level grouping of Sub Fund Group</u> .
Function:	Help 2 characters Enter the <u>NACUBO function</u> that TAMUS uses.
◆ Default Bank:	Help 5 digits Include the <u>bank number of the default bank</u> to be used for this account.
Override:	1 character Indicate whether or not ('Y' or 'N') the <u>default bank</u> may be <u>overridden</u> .
SL Mapped Count:	6 digits Shows number of <u>subsidiary ledger accounts mapped to the GL account</u> .
Alternate Banks:	5 digits or asterisks (*****) / 5 fields available Identify bank number of <u>alternate bank(s)</u> that can be used with GL account. <div>Alternate banks may be entered using wild cards (i.e. ***** or 1*****). You may enter up to 5 specific banks.</div>
Security:	Help 6 characters Include the <u>user-defined word for account access</u> ; this must match an individual's <u>security</u> profile for access.
Primary	
◆ Dept:	Help 5 characters Identify the <u>department</u> responsible for the account.
S-Dept:	Help 2 characters Designate the <u>sub- department</u> using the account.
Exec:	Help 2 characters Shows the <u>Executive level office</u> 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:** [Help](#) 2 characters
Designates the division using the account. The information in this field is updated on Screen 860.
- Coll:** [Help](#) 2 characters
Identifies the school/college using account. The information in this field is updated on Screen 860.
- Mail Cd:** [Help](#) 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:** [Help](#) 5 characters
Designate the department responsible for the account.
- S-Dept:** [Help](#) 2 characters
Enter the sub-department using the account.
- Exec:** [Help](#) 2 characters
Shows the Executive level office responsible for the account. The information in this field is updated on Screen 860.
- Div:** [Help](#) 2 characters
Designates the division using the account. The information in this field is updated on Screen 860.
- Coll:** [Help](#) 2 characters
Identifies the school/college using account. The information in this field is updated on Screen 860.
- Mail Cd:** [Help](#) 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:** [Help](#) 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: **Help** 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 Instit. Cost: **Help** 3 characters
Indicate the area of expenses for reporting institutional cost.

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

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 Analysis: 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 Responsible: **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 Reason: **Help** 2 characters
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.

Screen 2 and 4 – General Ledger Accounts and Attributes (cont'd)

Delegation Type: Help 1 character
Include the delegation type for the account.

These edits override the Global Subcode Edit Table (Screen 803).

Subcode Edits:

Low: 4 digits
Include the subcode defining the low range to be controlled.

High: 4 digits
Enter the subcode defining the high range to be controlled.

Match: 1 character
Indicate whether or not ('Y' or 'N') to allow use of codes within the high/low range.

Comments: 240 characters
Use to further describe GL account.

Additional Functions

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

PF5 **Next**

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

003 GL 10 Digit		03/31/08 16:20
		FY 2008 CC 02
Screen: ____	Account: 012000 1100	GENERAL ADMINISTRATION
Account Control Description: Claim on Cash_____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

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 35 characters
Description: 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)

006 SL 6 Digit Account (FSA)		07/19/10 13:37	
		FY 2010 CC 02	
Screen: ____ Account: 271030 4010 HORTICULTURE MISCELLANEOUS			
Account Title: HORTICULTURE MISCELLANEOUS		SA create enable: Y	
Resp Person: 3uuuuuuu8 DANIELS, DAVID D		Old Acct: ____	
ABR Rule: 001 Map Code: 27103 Reporting Group: ____			
Bottom Line Cntl: Y Deflt Cat Cntl: R Deflt Cat Tol Pct: ____			
AFR Fund Group: 23 Fund Group: DS Sub Fund Group: SM Sub-Sub: SC			
Year-End Process: E Year-End Acct: ____ Function: 35 Sub-Fun: ____			
Default Bank: 06000 Override: Y Proj FYTD End Mo: 08 Aux Code: ____			
Alternate Banks: *****		Security: ____	
State Funds: ____ Appropriated: ____		----SA Transactions---	
Dept S-Dept Exec Div Coll Mail Cd Stmt		Budget Actual	
Primary: HORT_ AA CD AG C2133 Y		Expense: N N	
Secondary: ____		Revenue: N N	
Admin for CC: ____ Dept: ____ SDept: ____ Center CC: ____ Dept: ____ SDept: ____			
Fund Source: 09		TRS/ORP Exempt: ____	
Long Title: HORTICULTURE MISCELLANEOUS			
Account Letter: ____ Setup Date: 06/19/2000		Iteration Date: 06/19/2000	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Next		CAcct CProj Left Right	

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.

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.

Screen 6 or 8 – Create SL Accounts and Attributes (cont'd)

State Funds: [Help](#) 1 character
Indicate whether or not ('Y' or 'N') the funds are from a state account.
State limit on Screen 310 will be used for purchasing regardless of the bank.

Appropriated: [Help](#) 1 character
'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.

Primary

◆ **Dept:** [Help](#) 5 characters
Designate the department responsible for the account.

S-Dept: [Help](#) 5 characters
Include a sub-grouping for departments using the account.

Exec: 2 characters
Shows the Executive level office responsible for the account. **This information is updated on Screen 860.**

Div: 2 characters
Designates the division using the account. **This information is updated on Screen 860.**

Coll: 2 characters
Identifies the College responsible for the account. **This information is updated on Screen 860.**

Mail Cd: [Help](#) 5 characters/digits
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.

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

SA Transactions

Budget Expense: [Help](#) 1 character
Identify the status of the expense budget.

Actual Expense: [Help](#) 1 character
Include the status of the actual expense budget.

Budget Revenue: [Help](#) 1 character
Identify the status of the revenue budget.

Actual Revenue: [Help](#) 1 character
Identify the status of the revenue budget.

Screen 6 or 8 – Create SL Accounts and Attributes (cont'd)

Secondary

Dept:	Help 5 characters Designates the <u>department</u> responsible for the account.
S-Dept:	Help 5 characters Designate a <u>sub</u> -grouping for <u>departments</u> using the account.
Exec:	2 characters Shows the <u>Executive</u> level office responsible for the account. This information is updated on Screen 860.
Div:	2 characters Designates the <u>division</u> using the account. This information is updated on Screen 860.
Coll:	2 characters Identifies the <u>college responsible for the account</u> . This information is updated on Screen 860.
Mail Cd:	Help 5 characters/digits Enter the <u>Mail Code</u> for the location or address of responsible person; Secondary mail code used the same as <u>Mail Code 1</u> . 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 <u>statement</u> for the account is to be printed.
Admn for CC:	Help 2 digits Data for this field is associated with the <u>Maestro system</u> .
Dept:	Help 4 characters Data for this field is associated with the <u>Maestro system</u> .
SDept:	4 characters Data included in this field is associated with the <u>Maestro system</u> .
Center CC:	Help 2 digits Data included in this field is associated with the <u>Maestro system</u> .
Dept:	Help 4 characters Data included in this field is associated with the <u>Maestro system</u> .
SDept:	4 characters Data included in this field is associated with the <u>Maestro system</u> .
Fund Source:	Help 2 digits Designate where the <u>source of funds</u> is coming from for the account.
TRS/ORP Exempt:	Help 1 character Type 'Y' if the <u>account allows TRS/ORP exemptions</u> .

Screen 6 or 8 – Create SL Accounts and Attributes (cont'd)

Long Title: 80 characters
Identify the Long Title of the account.

Account Letter: Help 1 character
Type 'Y' if the account letter is to be printed.

Setup Date: 8 digits
Enter the date the account was established.

◆ **Iteration Date:** 8 digits
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.

```
Acct: 101084
FY: 2008      Iteration Dt: 07/05/2008    FY: 2010      Iteration Dt: 09/01/2009
Detp: AIAG    Sub-Dept: APRG              Dept: INRE     Sub-Dept: FAMIS
Proj: 0000000001  Function: 25                    Proj: 0000009999  Function: 25
Desc: TEST                                         Desc: TEST ITERATION DATE
Pers ID: lnnnnnnl                               Person ID: lnnnnnnl
          BOONE, BEN                             BOONE, BEN

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

```
008 SL Attributes 2                                03/09/09 14:03
                                                    FY 2009 CC AM

Screen: ____ Account: 271030 4010 HORTICULTURE MISCELLANEOUS

Element of Cost: ____ Sub-El: ____ Foreign Tvl: 2 Gen Exp Bud: _
Effort Category: USVC_ Rev Pledged: _ Restricted: _
Salary Sav. Dist: ____ Pysl Acct Anal: 5012 Delg Type: _
Fac Salary Sav. Dist: ____ Int Exempt: _ Int Exe Reason: _
Fac Savings Form 500: ____ Interest Acct: ____
Grad Savings Form 500: ____ Obj Trans --- Subcode Edits ---
Bond Issue: ____ Cat Type Low High Match
Budget Sort: ____ Cost Ref 1: _ _ _ _ _
Gift Fee Exempt: _ Cost Ref 2: _ _ _ _ _
A/R Clerk Cd: ____ Cap. Campaign: _ _ _ _ _
GCP/Constr.Proj: ____
Accountant Resp: 5uuuuuuu4 RONSON, ROGER R
Title to Equip: ____
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.
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next Cacct
```

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 <u>expenses for reporting</u> .
Sub-El:	Help 2 digits/characters Enter the lower level (<u>sub-element</u>) of the area of expenses for reporting: Numeric = User-defined codes Alpha = System-defined codes
Foreign Travel:	Help 1 digit Specify any restrictions governing <u>foreign travel</u> approval.
Gen Exp Bud:	1 character Indicate ('Y' or 'N') if this account will have <u>expense budget</u> automatically <u>generated</u> from available revenue budget. This is done in a nightly batch job.
Effort Category:	Help 5 characters Define the <u>effort category</u> of fund use. This is a key item in preparing the IDC calculation.
Rev Pledged:	1 character Indicate if account will be <u>receiving pledged</u> revenue.
Restricted:	1 character Indicate whether or not ('Y' or 'N') the account is <u>restricted or unrestricted</u> .
Salary Sav. Dist.:	10 digits Enter the account (SL) number receiving any <u>salary savings distributions</u> .
Pyrl Acct Anal:	4 digits Include the code that defines banks and <u>accounts for payroll analysis</u> processing.
Delg Type:	Help 1 character Enter the <u>delegation type</u> for the account.
Fac Salary Sav. Dist:	10 digits Identify the SL account receiving <u>faculty salary savings distribution</u> .

Screen 6 or 8 – Create SL Accounts and Attributes (cont'd)

Int Exempt:	Help 1 character Type 'Y' if this is an <u>interest exempt account</u> .
Int Exe Reason:	Help 2 characters Include the code explaining <u>reason account is interest exempt</u> .
Fac Savings Form 500:	6 digits Identify the SL account number receiving <u>faculty savings from Form 500</u> .
Interest Acct:	11 digits Enter the SL account number to use for <u>paying interest</u> .
Grad Savings Form 500:	10 digits [This field is not currently used.]
Bond Issue:	8 digits Indicate the <u>issue number for bonds</u> 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 <u>exempt from gift fee</u> .
A/R Clerk Cd:	Help 2 characters Identify the <u>code</u> used by Research Foundation to indicate which <u>Accounts Receivable Clerk</u> handles the billing on the account.
GCP/Constr.Proj:	10 digits Designate the <u>project number for building projects</u> .
Accountant Resp:	Help 9 digits Identifies <u>personal ID number of the accountant responsible for the account</u> .
Title to Equip:	40 characters Include a <u>detailed description/title to equipment</u> .
Comments:	240 characters Include any <u>comments about the account</u> .
Cost Ref 1 & 2:	
Obj Cat:	Help 1 digit Indicate if cost references are required for certain type of accounting transactions (<u>object category</u>).
Trans Type:	Help 1 digit Signify if cost references are required for certain <u>type of accounting transactions</u> .
Cap. Campaign:	Help 1 digit Identifies the <u>Capital Campaign code</u> 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**
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 **Copy Account**
CACct Create a new SL account and bring forward the attributes from either an existing GL or SL.

PF7 **Copy Project**
CProj 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

007 SL 10 Digit Maintenance		03/09/09 14:14
		FY 2009 CC 02
Screen: ____	Account: 144013 1000	VET MED - TEACHING HOSPITAL
Object Code Description: All Expense Pool_____		
_ - FREEZE this account from future activity		
Y - Line Item Budget Activate		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

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: Help 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

009 SL Grant/Contract Attributes		03/11/10 10:24
		FY 2010 CC 99
Screen: ____	Account: 476110 ____	PERFORMANCE RESTORATION
Sponsored Project: 4761100000 Billing Revenue Object: 0250		
Start Date: 09/08/2006 Indirect Expense Object: 9610		
End Date: 09/30/2010 Indirect Revenue Object: 0320		
TAMRF Acct/Proj Nbr: ____	TE Certify: Y	System Member: 12
E-Verify: _ Funding: ____		
----- Indirect Cost -----		
Base: MTDC ____	----- Responsible Persons -----	
Rate: 45.50 ____	1: ____ 3uuuuuuu6 CARLTON, CARLY C	
Distribution: 0000000005	2: ____	
	3: ____	
	4: ____	
-----Project Information - Display Only -----		
Short Title: PERFORMANCE RESTORATION FOR RETROREFLECT		
Sponsor: 0000730 DOT-FEDERAL HIGHWAY ADMINISTRATION		
Award Nbr: DTFH61-06-C-00033		
CFDA Nbr: 20.000 Total Awarded: 260939.00		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp Next CProj AResp		

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.

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: Help 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: Help 2 digits
Identify the TAMUS member where project is initiated.

E-Verify: Help 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**
Next Advances to the next screen.

PF7 **Create Project**
CProj Create a new account from data existing on an SPR project.

PF8 **Additional Responsible Persons**
AResp 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

08B SL Delegation of Authority		03/09/09 14:22
Screen: ____ Account: 271030 4010		FY 2009 CC 01
FINANCE SERVICES		
----- Delegate Authority to -----		
Person ID	Name	Comments
-----	-----	-----
		SANDERS, SARAH - ALL DOCUMENTS
4uuuuuuu2	KINSEY, KARLA K	PREP PURCH/TRAVEL VOUCHERS; APPROVE
		PURCH REQS/ORDERS/VOUCHS & PAYROLL DOCUMENTS
8uuuuuuu6	CLARK, CONDY C	SARA S. & B. BARRONSEN PREPARE PURCH/TRAVEL VOUCHER
-----	-----	-----
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

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>.

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

Action Line

◆ Account: 10 digits
Enter a Subsidiary Ledger account number.

Screen Information

Person ID: 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.

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

08C Effort Category Updates		03/09/09 14:23
		FY 2008 CC 02
Screen: ____	Account: 271020 4010	PROTEIN CHEMISTRY LABORATORY
Effort Category: USVC_ UNALLOW - SERVICE DEPARTMENTS		
----- Display Only -----		
Dept: BCBP	BIOCHEMISTRY AND BIOPHYSICS	
Fund: 09	SALES AND SERVICES	
Function: 35	INSTITUTIONAL SUPPORT	
Comments: TO DEPOSIT RECEIPTS COLLECTED FROM SERVICES PROVIDED BY THE PROTEIN CHEM LAB & TO PAY FOR ITEMS, SERVICES AND PERSONNEL NECESSARY FOR DAY TO DAY OPERATIONS OF LAB. SALARIES, TELE SVCS, SUPPLIES, EXPRESS MAIL, ETC. SOF: SALES/SERVICES		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

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
Enter a Subsidiary Ledger account number.

Screen Information

Effort Category: Help 5 characters
Enter the appropriate effort category code.

Dept: 5 characters/25 characters
Displays the initials and the full name of the department.

Fund: 2 digits/25 characters
Displays the code and description of the fund.

Function: 2 digits/25 characters
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

```
51C SA Effort Category Updates                                03/09/09 14:26
                                                             FY 2009 CC 02
Screen:  ____ Account: 144013 00000

Effort Category: DINS_   DIRECT - INSTRUCTION
Dept: VTEA              VET - TEACHING HOSPITAL

*** All fields entered on this screen override fields on the Parent SL ***

----- SL Information - Display Only -----

Effort Category: DINS   DIRECT - INSTRUCTION
Dept: VTEA             VET - TEACHING HOSPITAL
Fund: 05               STATE GENERAL REVENUE
Function: 10           INSTRUCTION

Comments: STATE FUNDING FOR THE COLLEGE OF VETERINARY MEDICINE -
TEACHING HOSPITAL OPERATING EXPENSES. PURCHASES MUST
FOLLOW STATE GUIDELINES.

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:
- | | | |
|-------|---|-----------------------------------|
| Blank | = | Not specified |
| CSIN | = | Cost share instruction |
| CSOR | = | Cost share-organized research |
| CSOS | = | Cost share-other spon. activities |
| DCSH | = | Direct – Cost sharing |
- 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 <u>effort category code</u> for the SL account.
Dept:	4 characters Shows the <u>department responsible</u> for the SL account.
Fund:	Help 2 digits Identifies the <u>funding source</u> for the SL account.
Function:	2 digits Displays the <u>function code</u> for the SL account.
Comments:	4 lines Shows <u>comments</u> 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

058 Support Acct Category Maintenance		03/09/09 14:27
		FY 2008 CC 02
Screen: ____	Account: 144013 00000	VET MED - TEACHING HOSPITAL
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 EHelp		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 <u>Subsidiary Ledger (SL) account + Support Account (SA) number</u> to be encumbered. |
| Bottom Line Budget Control / Unprotect Budget Control: | Help 1 character
Type 'Y' if <u>bottom line budget checks</u> 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 <u>category control code</u> 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 <u>percentage</u> the category can <u>go over budget</u> . Negative values are also supported.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF12 Warnings	
Warns	Displays nonfatal <u>FAMIS warning messages</u> .

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

050 Dept Support Account Attributes		06/14/10 09:17
Screen: ____ Account: 144015 00000		FY 2010 CC 02
IMAGE ANALYSIS LABORATORY-COLLEGE O		
Account Title: IMAGE ANALYSIS LABORATORY-COLLEGE O		
Resp Person: 4uuuuuuu2 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: ____		
Admn For CC: ____ Dept: ____ SDept: ____ 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 EHlp		

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.

Screen 50 – Department Support Account Attributes (cont'd)

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).

Screen 6 - SL 6 Digit Account (FSA)

006 SL 6 Digit Account (FSA)		06/07/10 08:45	
		FY 2010 CC 02	
Screen: ____ Account: 144013 4010 VET MED - TEACHING HOSPITAL			
Account Title: VET MED - TEACHING HOSPITAL SA create enable: Y			
Resp Person: 1uuuuuuu8 STRALEY, SAMUEL S		Old Acct: 18564	
ABR Rule: 001 Map Code: 14400		Reporting Group: ____	
Bottom Line Cntl: Y Deflt Cat Cntl: R Deflt Cat Tol Pct: ____			
AFR Fund Group: 10		Fund Group: FG Sub Fund Group: ____	
Year-End Process: F		Year-End Acct: ____ Function: 10 Sub-Fun: ____	
Default Bank: 70001		Override: Y Proj FYTD End Mo: 08 Aux Code: ____	
Alternate Banks: *****		Security: ____	
State Funds: Y Appropriated: ____			
Dept S-Dept Exec Div Coll Mail Cd Stmt Budget Actual			
Primary: VTEA		AA CD VM C4457 Y Expense: B B	
Secondary: CLVM		AA CD VM C4461 Y Revenue: N B	
Admn for CC: ____ Dept: ____ SDept: ____ Center CC: ____ Dept: ____ SDept: ____			
Fund Source: 05			
Long Title: VET MED - TEACHING HOSPITAL			
Account Letter: ____ Setup Date: 06/10/1985 TRS/ORP Exempt: ____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Next CAcct CProj Left Right			

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.

Screen 50 – Department Support Account Attributes (cont'd)

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:

<u>Default Tolerance Percent = 10.00%</u> For a budget of \$1000, all transactions totaling \$1100 or less will be processed without warnings or rejections issued by FAMIS.	<u>Default Tolerance Percent = -10.00%</u> For a budget of \$1000, all transactions totaling \$900 or less will be processed without warnings or rejections issued by FAMIS.
--	--

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:	Help 6 characters/digits Include the department-defined <u>security code</u> for account access.
Old Acct:	15 digits Indicate the <u>previous account number</u> used in the old system.
SA Group:	6 digits Identify the grouping of <u>support accounts</u> for security access.
Roll BBA to Base:	1 character Type 'Y' to indicate year-end processing will move any remaining <u>Budget Balance Available to the base account of the SL</u> .
◆ Bottom Ln Cntl:	Help 1 character Type 'Y' if <u>bottom line control budget checks</u> should be made for the account. It is used on the attribute record only.
◆ Deflt Cat Cntl:	Help 1 character Include the code to instruct the system how to perform <u>default category control</u> 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 5 digits Indicate the <u>total percent</u> that the <u>default category</u> can go over budget. Negative values are also supported.
Primary and Secondary	
◆ Dept:	Help 5 characters Enter the <u>department code responsible for the account</u> . Defaults from the parent SL account.
S-Dept:	Help 5 characters Identify a <u>sub-grouping</u> for <u>departments</u> using the account.
Exec:	2 characters Identifies the <u>executive level</u> associated with the account. Values include: AD = V.P. - Administration Blank = Not Specified DE = V.P. - Development DI = Director
Div:	Help 2 characters Indicates the <u>division or campus</u> 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)

051 Support Account Attributes		06/07/10 08:52
		FY 2010 CC 02
Screen: ____	Account: 271060 00000	IMAGE ANALYSIS SERVICE CENTER
Account Title: IMAGE ANALYSIS SERVICE CENTER		Security: ____
Resp Person: 4uuuuuuu2 ALLEN, AILEEN		SA Group: ____
Bot Ln Cntl: Y Deflt Cat Cntl: R Deflt Cat Tol Pct: ____		
Default Bank: 06000 Override: Y Delg Type: ____		Old Acct: ____
Alt. Banks: *****		Roll BBA To Base: ____
		Effort Cat: USVC_
Dept	S-Dept	Exec Div Coll Mail Cd Stmt
Primary: CLVM	____	AA CD VM C4461 Y Sys Member: ____
Secondary: VMIA	____	AA CD VM C4461 Y Off Campus: ____
Admin For CC: ____	Dept: ____	SDept: ____ Indirect Cost: ____
Center CC: ____	Dept: ____	SDept: ____ Base: ____
Start Date: ____	End Date: ____	Rate: ____
Classing Cd: ____		Distribution: ____
TAMRF Nbr: ____		Expense Obj: ____
Long Desc: IMAGE ANALYSIS SERVICE CENTER		Revenue Obj: ____
*** 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		

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 Cat 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

Screen 51 – Support Account Attributes – Fiscal Office Use Only (cont'd)

Primary

◆ Dept:	Help 5 characters Designate the <u>department responsible</u> for the account.
S-Dept:	Help 5 digits Indicate a <u>sub-grouping for departments</u> using the account.
Exec:	2 characters Identifies the <u>executive level office</u> responsible for the account.
Div:	2 characters Indicates the <u>division</u> using the account.
Coll:	2 characters Identifies the <u>college responsible</u> for the account.
Mail Cd:	5 characters/digits Include the <u>mail code</u> 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 <u>statement</u> for the account <u>is to be printed</u> .
Sys Member:	Help 2 digits Identify which <u>TAMUS member</u> 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:	Help 1 character Indicate whether or not ('Y' or 'N') work associated with the account is being done <u>off-campus</u> . Work done off-campus may be subject to different in-direct cost rates.

Admin For

CC:	Help 2 digits <u>Campus Code</u> data for this field is associated with the <u>Maestro system</u> .
Dept:	Help 4 characters <u>Department</u> data for this field is associated with the <u>Maestro system</u> .
SDept:	Help 4 characters <u>Subdepartment</u> data for this field is associated with the <u>Maestro system</u> .

Screen 51 – Support Account Attributes – Fiscal Office Use Only (cont'd)

Center

- CC:** [Help](#) 2 digits
Campus Code Data for this field is associated with the Maestro system.
- Dept:** [Help](#) 4 characters
Department data for this field is associated with the Maestro system.
- SDept:** [Help](#) 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:** [Help](#) 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:** [Help](#) 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.

Screen 51 – Support Account Attributes – Fiscal Office Use Only (cont'd)

Distribution:

Help 10 digits

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:

4 digits

Designate the object code used for billing a sponsor for indirect costs associated with a project.

Revenue Obj:

4 digits

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

052 Support Account Attributes 2		03/11/10 10:39		
		FY 2010 CC 02		
Screen: ____	Account: 144013 00000	VET MED - TEACHING HOSPITAL		
Accountant Resp: 8uuuuuuu9 GRANT, GENA G				
Salary Sav. Dist: _____		Funding: Pyr1 Acct Anal: 0390 TE Certify: _		
Fac Salary Sav. Dist: _____		Int Exempt: _ Int Exe Reason: _		
Fac Savings Form 500: 144012 00000 1005		Interest Acct: _____		
Grad Savings Form 500: _____		--- Subcode Edits ---		
	Obj Trans	Low	High	Match
	Cat Type			
	Cost Ref 1: _			
	Cost Ref 2: _			
----- Responsible Persons -----				
1: _	1uuuuuuu8 STANTON, STEWART S			
2: _				
3: _				
4: _				
*** 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				

Use PF8 to add up to 26 additional responsible persons.

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: Help 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).

Screen 52 – Support Account Attributes 2 (cont'd)

Salary Sav. Dist.:	10 digits Identify the Account (SL) receiving any <u>salary savings distributions</u> .
Fac Salary Sav. Dist:	10 digits Include the SL account receiving <u>faculty salary savings distribution</u> .
Fac Savings Form 500:	6 digits Identify the SL account receiving <u>faculty savings from Form 500</u> .
Grad Savings Form 500:	10 digits [This field is not currently used.]
Pyrl Acct. Anal:	4 digits Displays the code that defines banks and <u>accounts</u> for payroll processing.
TE Certify:	1 character Signify whether or not ('Y' or 'N') account must be <u>Time and Effort certified</u> . The default is blank. If the account meets the criteria for T&E certification (e.g. Federal Grant), then this field will default to 'Y'.
Int Exempt:	1 character Type 'Y' if <u>exempt from interest charges</u> .
Int Exe Reason:	Help 2 characters Include the code explaining the <u>reason</u> this is <u>exempt from interest charges</u> .
Interest Acct:	11 digits Enter the <u>account number</u> used to pay interest.
Cost Ref 1	
Obj Cat:	Help 1 character Cost Ref is required if the <u>object category</u> is type: R = Revenue E = Expense B = Both revenue and expense
Trans Type:	Help 1 digit Cost Ref is required if the account is <u>transaction type</u> : 1 = Actual 2 = Encumbrance 3 = Actual, encumbrance, or budget
Cost Ref 2	
Obj Cat:	Help 1 character Cost Ref is required if the <u>object category</u> is type: R = Revenue E = Expense B = Both revenue and expense

Screen 52 – Support Account Attributes 2 (cont'd)

Trans Type:

Help 1 digit

Cost Ref is required if the account is transaction type:

1 = Actual

2 = Encumbrance

3 = Actual, encumbrance, or budget

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.

Screen 52B – SA Delegation of Authority

52B SA Delegation of Authority		04/16/09 12:43
		FY 2009 CC 02
Screen: ____ Account: _____		
----- Delegate Authority to -----		
Person ID	Name	Comments
-----	-----	-----
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
*** 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		

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 SAs 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.

Screen 53 – Support Account Budget Move

053 SA Budget Move				03/09/09 14:49	
				FY 2009 CC 02	
Screen: ____	Acct: 144013	From SA: 14000	CLIENT SERVICES		
		To SA: 00000	VET MED - TEACHING HOSPITAL		
				Thru Month: 4 April	
Ref No 1: ____	2: ____	3: ____	4: ____		
Cost Refl: ____	2: ____	3: ____		Page: 1	of 1 Viewed
Cat	Desc	14000	Budget 00000	Budget	Adjust New 00000 Bud

0001	Revenue Pool				
1005	Lump Sum Salaries				
1006	Salary Savings Bu				
1007					
1000	All Expense Pool	23137.62-	77963171.35		
Totals:		23137.62-	77963171.35		0.00
Transactions:		0 Amount:	0.00	Batch: 0615JC Date: 03/09/2009	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp		Post	Bkwd	Frwd	

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.

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 XXXXX).
- 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)

Totals:	12 digits Indicates the <u>total amount of funds to be transferred</u> between the SA accounts.
Transactions:	6 digits Identifies the <u>number of transactions</u> for this batch reference.
Amount:	13 digits Shows the <u>total of all transactions</u> processed for this batch reference.
Batch:	6 characters Identifies the <u>batch reference number</u> associated with the budget transactions posted.
Date:	8 digits Displays the <u>date of the batch</u> for the budget transactions.

Additional Functions

PF KEYS	See the Appendix for an explanation of the standard PF Keys.
PF5 Post	Post Used to <u>post</u> the budget move <u>transaction</u> .

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.

Cost Refs 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

057 Departmental Encumbrances		03/09/09 17:04
FTS OPERATIONS		FY 2009 CC AB
Screen: ____	Account: 271030 00000	Encumbrance:
Obj Code: 3010	Liquidated:	
Type: 051	Adjustments: 14,200.00	
Enc Ref: TRAV001	Current: 26,200.00	
Date: 03/09/2009		
Description: _____		
Amount: _____		
Increase/Decrease: _ (I/D)		
Cost Ref 1: _____	2: _____	3: _____
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 Warns		

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 57 – Departmental Encumbrances (cont'd)

Screen Information

Obj Code:	4 digits Displays the <u>original encumbrance object code</u> ; automatically filled in by FAMIS.
Liquidated:	12 digits Shows the <u>total amount liquidated</u> for encumbered item.
Type:	3 digits Automatically displays the <u>encumbrance transaction code</u> , based upon what was entered in the Encumbrance: field.
Adjustments:	12 digits Displays the <u>adjustments</u> (other than liquidations) made <u>to an encumbrance</u> .
Enc Ref:	7 characters/digits The value displayed is based on the type entered in the <u>Encumbrance</u> : field.
Current:	12 digits Shows the <u>current amount</u> of encumbrance.
Date:	8 digits Indicates the <u>date the encumbrance was entered</u> . If blank, it will default to the batch session date.
◆ Description:	31 characters Provide a <u>description of the reason for the change</u> to the encumbrance.
Amount:	13 digits Enter the <u>amount of the change to the encumbrance</u> .
◆ Increase/Decrease:	1 character Indicate if the amount is an <u>Increase</u> (I) or <u>decrease</u> (D).
Cost Ref 1/2/3:	8 digits If necessary, provide the appropriate <u>cost reference value</u> defined by your department. <u>This is currently only used by TTI and TAMRF.</u>

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF12	Warnings
Warns	Displays nonfatal <u>FAMIS warning messages</u> , 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

028 Create/Maintain Bank Accounts		03/09/09 15:01
		FY 2009 CC 02
Screen: ____	Account: B03000 0000	BANK OF US LOCAL FUNDS DEMAND
Account Title: BANK OF US LOCAL FUNDS DEMAND		
Long Description: BANK OF US LOCAL FUNDS DEMAND		
Local Bank Information		State Appropriation Information
-----		-----
Account No: 90000-0000-0		Appropriation Year: ____
Contact: BRIANA BEA BALLEW		Fund: ____
Contact Phone: 555 111 2222	Ext: ____	Appropriation Number: ____
ABA Number: 101000025	LType: BC02	Agency Code: ____
Check Stock: ____		Cost Center: ____
Bank Name: BANK OF US, N.A.		SType: ____
Old Account: B00001		
Comments: USE OF B00001 WILL TERMINATE ON 07-01-92		
THIS IS A CONTROLLED DISBURSEMENT ACCOUNT		
_____ _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

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:** Help 4 digits
Include 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:

 4 digits
Identify the State bank type.

Additional Functions

PF KEYS

See the Appendix for explanation of the standard PF Keys.

Section V

USAS Tables

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

840 Maintain USAS Strategy Table										03/09/09 15:15	
										FY 2009 CC 02	
Screen: ____ Appropriation Year: 2008 Starting High Acct: 0____											
	Acct	Acct	S/C	S/C	Goal	Obj	Strat	Description			
F	Low	High	Low	High							
--	120016	120033	1100	9999	1701	2701	3701	STUDENT SERVICES			
--	120034	120049	1000	1000	1701	2701	3701	INSTITUTIONAL SUPPORT			
--	120034	120049	1005	1005	1701	2701	3701	INSTITUTIONAL SUPPORT			
--	120034	120049	1100	9999	1701	2701	3701	INSTITUTIONAL SUPPORT			
--	120050	120050	1000	1000	1702	2702	3712	UNIVERSITY POLICE			
--	120050	120050	1005	1005	1702	2702	3712	UNIVERSITY POLICE			
--	120050	120050	1100	9999	1702	2702	3712	UNIVERSITY POLICE			
--	120051	120399	1000	1000	1701	2701	3701	INSTITUTIONAL SUPPORT			
--	120051	120399	1005	1005	1701	2701	3701	INSTITUTIONAL SUPPORT			
--	120051	120399	1100	9999	1701	2701	3701	INSTITUTIONAL SUPPORT			
--	120400	120899	1000	1000	1701	2701	3701	STUDENT SERVICES			
--	120400	120899	1005	1005	1701	2701	3701	STUDENT SERVICES			
--	120400	120899	1100	9999	1701	2701	3701	STUDENT SERVICES			
--	121001	121001	1000	1000	1990	2990	8915	STATE PAID GIP - RETIREES			
***** More Data -- Press <ENTER> to View *****											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp											
DLOAD											

Screen 840 – Maintain USAS Strategy Table (cont'd)

Account Function Attribute in FAMIS

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

Screen 6 – SL 6 Digit Account (FSA)

006 SL 6 Digit Account (FSA)		03/09/09 15:16	
		FY 2009 CC 02	
Screen: ____	Account: 120035 1105 PRESIDENT'S OFFICE SPECIAL DEVELOPM		
Account Title: PRESIDENT'S OFFICE SPECIAL DEVELOPM SA create enable: Y			
Resp Person: 8uuuuuuu9	LAWRENCE, LARRY L	Old Acct: _____	
ABR Rule: 001	Map Code: 12000	Reporting Group: ____	
Bottom Line Cntl: Y	Deflt Cat Cntl: R	Deflt Cat Tol Pct: _____	
AFR Fund Group: 10	Fund Group: FG	Sub Fund Group: _____	Sub-Sub: ____
Year-End Process: F	Year-End Acct: _____	Function: 35	Sub-Fun: ____
Default Bank: 78001	Override: Y	Proj FYTD End Mo: 08	Aux Code: ____
Alternate Banks: *****		Security: _____	
State Funds: Y	Appropriated: ____	----SA Transactions----	
Dept	S-Dept	Exec Div	Coll Mail Cd Stmt Budget Actual
Primary: PRES_		PR AD	C1246 Y Expense: N N
Secondary: _____			Revenue: N N
Fund Source: 05 _____			
Long Title: PRESIDENT'S OFFICE SPECIAL DEVELOPMENT__			
Account Letter: ____ Setup Date: 06/28/1999 TRS/ORP Exempt: ____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Next CAcct CProj Left Right			

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

*** D I C T I O N A R Y - H E L P ***	
VALUES	MEANING
BLANK	NOT SPECIFIED
10	INSTRUCTION
15	RESEARCH
20	PUBLIC SERVICE
25	ACADEMIC SUPPORT
30	STUDENT SERVICE
35	INSTITUTIONAL SUPPORT
40	OPERATION & MAINT OF PLANT
50	MAJOR REPAIR & REHABILITATION
60	SCHOLARSHIPS & FELLOWSHIPS
70	AUXILIARY
90	DEPRECIATION

Screen 840 – Maintain USAS Strategy Table (cont'd)

Conversion Chart

Next, FAMIS converts the FAMIS value for Function to the state value as seen in the following chart.

Statewide defined NACUBO Function Values		FAMIS Values	
1000	Education and General	Screen 6	Conversion
	1100 Instruction	10	0
	1200 Research	15	1
	1300 Public Service	20	2
	1400 Hospitals	HS	3
	1500 Academic Support	25	4
	1600 Student Services	30	5
	1700 Institutional Support	35	6
	1800 Operation and Maintenance of Plant	PL, RR	7
	1900 Scholarships and Fellows	SF	8
2000	Auxiliary Enterprise		
	2100 Auxiliary Enterprise	AX	9

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

991 USAS PCA Calculation				03/09/09 15:17			
				FY 2009 CC 02			
Screen: ____ Account: 144010 1105		VET MED - BIOMEDICAL SCIENCE					
Appropriation Year: 2009		Actual Fiscal Year: 2009					
		Function: 10					
Object							
Code		Description		Goal	Objective	Strategy	PCA
-----		-----		-----	-----	-----	-----
1410	Sal-Teaching - Faculty		1701	2701	3721	37210	
1510	Sal-Support Staff - Professional		1701	2701	3721	37210	
1910	Employee Insurance Payments		1701	2701	3721	37210	
4010	Supplies - Office General		1701	2701	3721	37210	

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

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

Screen 991 – USAS PCA Calculation (cont'd)

In this example, the value for PCA = 37016.

USAS Program Cost Account Profile

TEXAS S026	UNIFORM STATEWIDE ACCOUNTING SYSTEM	04/08/09 09:17 AM
LINK TO:	PROGRAM COST ACCOUNT PROFILE	PROD
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
AGENCY: 732	APPN YEAR: 09	PCA: 37016
TYPE: D TITLE: INSTUT SUPP-OPERATIONS SUPPORT		
PROGRAM CODE: 3701	PCA GROUP:	AGY BUD PRG LEVEL IND: 0
NACUBO SUBFUND: 1100	NACUBO FUNCTION CODE: 1700	
APPN NUMB:	FUND:	INDEX:
GRANT NO/PH:	PROJECT NO/PH:	
MPCODE:	AGENCY CODE - 1:	2: 3:
INT CHARGEABLE: Y	DEFAULT INT PCA:	
EFF START DATE: 09012008		STATUS CODE: A
EFF END DATE:		LAST PROC DATE: 06232008
Z07 NEXT RECORD SUCCESSFULLY READ		
PLEASE ENTER FUNCTION		
F1-HELP F3-END F4-INTERRUPT F6-PROCESS		

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

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

840 Maintain USAS Strategy Table										03/09/09 15:19	
										FY 2009 CC 02	
Screen: ____ Appropriation Year: 2009 Starting High Acct: ____											
	Acct	Acct	S/C	S/C							
F	Low	High	Low	High	Goal	Obj	Strat	Description			
—	120000	120010	1000	1000	1701	2701	3701	INSTITUTIONAL SUPPORT			
—	120000	120010	1005	1005	1701	2701	3701	INSTITUTIONAL SUPPORT			
—	120000	120010	1100	9999	1701	2701	3701	INSTITUTIONAL SUPPORT			
—	120011	120014	1005	1005	1701	2701	3701	STUDENT SERVICES			
—	120011	120014	1100	9999	1701	2701	3701	STUDENT SERVICES			
—	120015	120015	1005	1005	1701	2701	3701	AFR ACCOUNT			
—	120015	120015	1100	4044	1701	2701	3701	AFR ACCOUNT			
—	120015	120015	4045	4045	1701	2701	3721	VET MEDICAL SUPPLIES			
—	120015	120015	4046	4999	1701	2701	3701	AFR ACCOUNT			
—	120015	120015	5000	5035	1702	2702	3712	UTILITIES			
—	120015	120015	5036	5529	1701	2701	3701	AFR ACCOUNT			
—	120015	120015	5530	5530	1702	2702	3712	BUILDING MAINTENANCE			
—	120015	120015	5531	9999	1701	2701	3701	AFR ACCOUNT			
—	120016	120033	1005	1005	1701	2701	3701	STUDENT SERVICES			
***** More Data -- Press <ENTER> to View *****											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp											

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)

Acct Low:	6 digits Identify the <u>lowest SL account number</u> in the range.
Acct High:	6 digits Include the <u>highest SL account number</u> in the range.
S/C Low:	4 digits Signify the <u>lowest object code</u> for the range.
S/C High:	4 digits Enter the <u>highest object code</u> for the range.
Goal:	4 digits Identify a USAS code used to represent a <u>line item</u> in the general appropriations act.
Obj:	4 digits Provide a USAS <u>object code</u> used to represent a <u>sub-line item</u> in the general appropriations act.
Strat:	4 digits Identify a USAS <u>strategy table code</u> used to represent a third level sub-item in the General Appropriations Act.
Description:	30 characters Provide a <u>description</u> of the strategy.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF9 DLOAD	Download <u>Download</u> data using Entire Connection.

Section VI

Account Searches

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)

029 Account Search		03/09/09 15:26	
VET MED - BIOMEDICAL SCIENCE		FY 2009 CC 02	
Screen: ____	Account: ____	Title Search: ____	
Dept/SDept Search: ____	Resp Person Search: ____		
Include Deleted Accts: N			
Sel	Description	Account Dept	SDept Responsible Person
-	CAF COMPETITIVE GRANTS	021021 MATH	BRYANT, BARRY
-	COUNSELING & ASSESSMENT CLINIC	021022 EPSY	CACL WALL, WANDA W
-	ANTHROPOLOGY 330-500,660-600 FIELD	021023 ANTH	HARRIS, HARRY H
-	CHEN PROVOST FACULTY STARTUP	021024 CHEN	POINTER, POLLY P
-	NEW STUDENT CONFERENCES	021026 ADRC	ROGERS, RITA R
-	DIPLOMA FEE	021027 ADRC	ROGERS, RITA R
-	BONFIRE COMMISSION - CONSULTANTS	021028 EXP	CRANSTON, CARL C
-	GEOLOGY 304 FIELD TRIP	021029 GEOL	KINSEY, KRAMER K
-	TRAINING FUNDS FOR CARL COOK	021030 GRST	WEBB, WINSTON W
-	SURPLUS PROPERTY	021032 SRPL	MYERS, MELINDA M
-	FLORAL DESIGN REVOLVING FUND	021033 HORT	DANIELS, DON D
-	GEOLOGY 300 FIELD TRIP	021034 GEOL	KRULLER, KARRIE K
-	FMO - ACCOUNTING SERVICES	021035 FISC	APS GUNLEY, GARY G
-	FMO - ACCOUNTING OPERATIONS	021036 FISC	OPS PATTON, PAULA P
*** Press ENTER To View More Accounts ***			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp		Dload Left Right	

Panel 2 displays any SPR Projects that may be associated with an account.

Screen 29 - Account Search (Panel 2)

029 Account Search		04/07/08 13:39	
		FY 2008 CC 02	
Screen: ____	Account: ____	Title Search: ____	
Dept/SDept Search: ____	Resp Person Search: ____		
Include Deleted Accts: N			
Sel	Description	Account Dept	SDept SPR Project
-	RESIDENCE HALLS	300620 RELH	
-	RESIDENCE HALLS-TWELVE INT SUBSIDY	300630 RELH	0000300630
-	RESIDENCE HALLS - SUMMER MAINTENANC	300650 RELH	
-	VOCAL MUSIC	300660 SACT	VOCAL
-	UNIVERSITY OWNED APARTMENTS	300710 RELH	SAPT
-	STUDENT CENTER COMPLEX FEE	300720 VPSS	
-	STUDENT CENTER COMPLEX FEE RESERVE	300730 VPSS	
-	STUDENT MEDIA	300750 STAF	SPUB
-	SHUTTLE BUS OPERATIONS	300920 PATT	
-	TOWN HALL PROGRAM	300940 MSCN	
-	UNIV ART-TRAVELLING EXHIBITIONS	300970 UART	
-	UNIVERSITY CENTER RENOVATION	300990 UCEN	
-	STUDENT APARTMENTS - BUILDING REPAI	301000 RELH	SAPT
-	MSC OPAS OPERATING - A	301060 MSCN	
*** Press ENTER To View More Accounts ***			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp		Dload Left Right	

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:

	ART <u>PRES</u> ERVATION	460597-00000	ARTS
→	COLLABOR INITIATIVE AG CAREERS	412084-00000	CITR RES1
→	DESIGNING LOW BIT RATE SIGNALS	412184-00000	ELEN RES1
	EX <u>PRES</u> SION OF RICH GENE	160300-00042	BIOL
	FURNITURE- <u>PRES</u> IDENT'S RESIDENCE	883003-00000	PHPL

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, ? or * Field Help Available)

Action Line

Account:	10 digits Enter a six-digit <u>account number</u> (General Ledger, Subsidiary Ledger, or Bank Accounts).
Title Search:	Help 20 characters Type <u>title or portion of the account title</u> .
Dept/SDept Search:	5 characters Indicate the <u>department/subdepartment</u> of the account.
Resp Person Search:	20 characters Enter the name, or portion of a name, of the <u>person responsible</u> for the account.
Include Deleted Accts:	1 character Indicate whether or not ('Y' or 'N') to <u>include the deleted accounts</u> .

Screen Information

Sel:	1 character Type 'X' and press <ENTER> to <u>select</u> .
Description:	35 characters <u>Description</u> of the General Ledger, Subsidiary Ledger, or Bank account.
Account:	6 digits Indicates the six-digit <u>account number</u> identifying a General Ledger, a Subsidiary Ledger, or a Bank Account.
Dept:	4 characters Designates the <u>code for the department</u> responsible for the account.
SDept:	5 characters Shows the <u>code for the subdepartment</u> responsible for the account.
Responsible Person:	20 characters Designates the <u>person responsible for the account</u> .

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.

Screen 68 - Support Account Search

068 Support Account Search				04/07/08 13:43	
				FY 2008 CC 02	
Screen: ____		Account: 271290 83000 0000		Title Search: _____	
Dept/SDept Search: _____		Resp Person Search: _____			
Include Deleted Accts: N					
Sel	Description	Account	Dept	SDept	Responsible Person
-	CIS TRAINING	271290-83000	CEE		ROGERS, RUDY R
-	CLASSIFICATION AND COMPENSATION	271290-90000	CEE		ROGERS, RUDY R
-	FMO	271300-00000	FISC	FMO	PARKER, POLLY P
-	ACCOUNTING SERVICES	271300-10000	FISC	APS	PARKER, POLLY P
-	RECONCILIATIONS	271300-11000	FISC	APS	PARKER, POLLY P
-	TRAINING/SECURITY	271300-12000	FISC	APS	PARKER, POLLY P
-	EXTERNAL REPORTING	271300-13000	FISC	APS	PARKER, POLLY P
-	ACCOUNTING OPERATIONS	271300-20000	FISC	OPS	PARKER, POLLY P
-	A/R & GENERAL ACCOUNTING	271300-21000	FISC	OPS	PARKER, POLLY P
-	ACCOUNTS PAYABLE	271300-22000	FISC	OPS	PARKER, POLLY P
-	PROPERTY	271300-23000	FISC	OPS	PARKER, POLLY P
-	ACCOUNTING CONTROLS	271300-30000	FISC	AC	PARKER, POLLY P
-	FACULTY WORKSTATION ALLOCATION	271310-00000	GALV	ADAA	MORRIS, MITCHEL M
-	PURCHASED UTILITIES	271320-00000	VPFN		BYERS, BRENDA B
*** Press ENTER to View More Accounts ***					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp			Dload		

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.

Screen 68 – Support Account Search (cont'd)

For example, typing ***pres*** in the field may give you the following:

ART <u>PRES</u> ERVATION	460597-00000	ARTS
—→ COLLABOR INITIATIVE AG CAREERS	412084-00000	CITR RES1
—→ DESIGNING LOW BIT RATE SIGNALS	412184-00000	ELEN RES1
EX <u>PRES</u> SION OF RICH GENE	160300-00042	BIOL
FURNITURE- <u>PRES</u> IDENT'S RESIDENCE	883003-00000	PHPL

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 <u>Subsidiary Ledger + Support Account number</u> .
Title Search:	<u>Help</u> 20 characters Identify the <u>title, or portion of the account title, you wish to search</u> .
Dept/SDept Search:	2 fields (5 characters each) Enter the <u>department/subdepartment</u> code for the account you wish to search.
Resp Person Search:	20 characters Identify the name, or portion of a name, of the <u>person responsible</u> for the account <u>search</u> .
Include Deleted Accts:	1 character Indicate whether or not ('Y' or 'N') to <u>include the deleted accounts</u> .

Screen Information

Sel:	1 character Type 'X' to <u>select</u> a particular <u>support account</u> . FAMIS will display more detail on Screen 50.
Description:	31 characters Shows the <u>description or title of the support account</u> .
Account:	11 digits Displays the 11-digit <u>support account number</u> (the first six digits being the attached SL account).
Dept:	4 characters Shows the <u>code for the department</u> responsible for the account.

Screen 68 – Support Account Search (cont'd)

SDept:	5 characters Identifies the <u>code for the sub-department</u> responsible for the account.
Responsible Person:	18 characters Shows the <u>person responsible for the account</u> .

Additional Functions

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

PF9	Download
DLoad	Used to <u>download</u> the information <u>through Entire Connection</u> . <div style="border: 1px solid black; padding: 2px;">This download is restricted to 5000 records.</div>

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

990 Old/New Account Crosswalk		03/13/09 15:12
Screen: ____ Account: 271030 00000		FY 2009 CC AM
Old Account Number: 297060000_____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHlp		

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

018 GL 6 Digit List			04/07/08 13:51	
GENERAL ADMINISTRATION			FY 2008 CC 02	
Screen: ____	Account: 012000 0000	Fiscal Year: 2008		
	Thru Month: 4_	April		
Department: GL	Resp Person: PARKER, POLLY P	Flags: D F		
		N		
Account Control	Description	YTD Begin Balance	Current Month April	YTD Thru April
-----	-----	-----	-----	-----
1100	Claim on Cash	2956023.31	332389.91-	12173036.53
1399	Allowance for Uncoll Re	352.82		352.82
2100	Accounts Payable	137171.00-	347579.42	
3100	Fund Bal-Functional & G	2819205.13-	15189.51-	12173389.35-
4910	Non-Mand Trn From Funct		15831.08-	373766380.79-
5910	Non-Mand Trn To Functio			353258016.56
9120	Un-Restricted Expense B		15831.08	23327569.36
9130	Un-Restricted Surplus/D		15831.08	23327569.36
9510	Expense Sum Ledger 1		641.57	11154180.01
9610	Encumb Sum Ledger 1	328345.06	18925.55	9291736.52
	* 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 <u>person responsible for the account</u> .
Flags:	1 character / 3 digits (ABR) Indicates values for <u>flag maintenance</u> . 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 <u>Balance Sheet line item</u> for a GL account.
Description:	30 characters Provides a <u>description of the Account Control item</u> .
YTD Begin Balance:	15 digits Shows the <u>beginning year-to-date balance</u> .
Current Month:	15 digits Provides information on <u>current month's</u> activities.
YTD Thru:	15 digits Shows <u>year-to-date</u> information about line items <u>through specified month</u> .
Account Total:	10 digits each Displays the <u>totals of the columns</u> .

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF8 DLoad	Download Used to <u>download</u> the information <u>through Entire Connection</u> .
PF9 Print	Print <u>Print</u> the information <u>through Entire Connection</u> .

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

040 GL 10 Digit Snapshot		04/07/08 13:52
		FY 2008 CC 02
Screen: ____	Account: 010000 1100	EDUCATIONAL & GENERAL INCOME
	Thru Month: 3_ March	
Flags: D F D	Description: Claim on Cash	
N		
FY Beginning Balance:	3,023,493.69-	
Balance at Begin of Month:	32,818,955.09-	
Current Month Change:	6,071,221.66	
Year to Date Balance:	26,747,733.43-	
Prior Year Curr Mon Actual:	5,943,250.64	
Prior Year YTD Actual:	34,704,130.51-	
Date Last Activity: 04/01/2008		
Last Activity Counter: 264		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

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 <u>flag maintenance</u> . 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 <u>description of the GL account</u> .
FY Beginning Balance:	12 digits Displays the <u>balance at beginning of fiscal year</u> for specified subcode.
Balance at Begin of Month:	12 digits Provides the <u>balance at beginning of</u> specified <u>month</u> .
Current Month Change:	12 digits Shows the <u>net dollar activity for the month</u> .
Year-to-Date Balance:	12 digits Shows the <u>amount available year-to-date</u> for Balance Sheet item.
Prior Year Curr Mon Actual:	12 digits Shows the <u>current month actuals for prior fiscal year</u> .
Prior Year YTD Actual:	12 digits Shows the amount available <u>year-to-date</u> for Balance Sheet item <u>for prior year</u> .
Date Last Activity:	8 digits Displays the <u>date last transaction was processed</u> .
Last Activity Counter:	8 digits Shows the <u>number of transactions made on date of last activity</u> .

Additional Functions

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

General Ledger Reserve Balance

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

702 GL 6 Digit Reserve Balance		04/07/08 13:54
		FY 2008 CC 02
Screen: ____	Account: 021124 0000	STUDENT WELFARE & RECREATIONAL FACI
	Thru Month: 3_ March	
Department: VPSS	Resp Person: MITCHEL, MELANIE M	Flags: D F
		N
Year to Date Balance Thru March		
Special Reserves	0	0.00
Fund Balance	•	28,974.28
Reserve for Encumbrances	÷	0.00
Accrued Cash Balance		28,974.28
Fund Balance	←	28,974.28
Revenue Budget - Unrealized	↑	0.00
Unobligated Remaining Budget	→	14,954.29
Reserve for Encumbrances	↓	0.00
Estimated Uncommitted Fund Balance		14,019.99 *
* If negative - corrective action may be necessary		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

BBA Revenue

BBA Expense

Projected surplus or deficit

NOTE:

The total for **Accrued Cash Balance** is comprised of:

$$0 + \bullet - \div$$

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.

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)

Revenue Budget - Unrealized:	20 digits Gives the <u>dollar amount summarized</u> the expected revenue (Revenue BBA) in all SL's mapped to the General Ledger.
Unobligated Remaining Budget:	20 digits Includes a <u>summary of BBA expenses</u> for all SL's mapped to General Ledger.
Reserve for Encumbrances:	20 digits Shows the <u>dollar amount of open commitments</u> assigned to the Subsidiary Ledger account.
Estimated Uncommitted Fund Balance:	20 digits Indicates the <u>estimated portion of fund balance</u> that is <u>not committed</u> (projected surplus or deficit).

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)

```
090 Form 500 Tracking                                04/07/08 13:58
                                                    FY 2008 CC 01

Screen:  ____ Fiscal Year: 2004 PIN: Sxxxxx

      Bud Ch   Net Funding   Reqmt/Sav   First   Reverse   Form 500
Iter Seq PT Acct   Nbr   Requirement   Acct   Entry   Entry   Prep Dt
=====
01  001  01 271030           31056.00           08/01/01           07/17/03
02  001  01 271030  00399       150.48  271999 1000 01/24/03           01/23/03

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

Screen 90 - Form 500 Tracking (PF11)

```
090 Form 500 Tracking                                04/07/08 13:58
                                                    FY 2008 CC 01

Screen:  ____ Fiscal Year: 2004 PIN: Sxxxxx

+-----+
| Itr Seq | Employee | Suppt Obj | Begin | End | Pos Eff |
|         | Name     | UIN Acct | Code  | Date | Date    | Date    |
+-----+
| 01 001 | SHORE   | SAMANTHA | 7uuuuuu6 | 00000 | 1510 | 08/01/01 | 07/31/04 | 08/01/01 |
| 02 001 | SHORE   | SAMANTHA | 7uuuuuu6 | 00000 | 1510 | 08/01/01 | 07/31/04 | 08/01/01 |
+-----+

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

Basic Steps

- Advance to Screen 90.
- Enter the PIN number in the in the PIN: field.
- Press <ENTER> to view the information.

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>.

Screen 39 - GL Mapped SLs

039 GL Mapped SLs						04/07/08 14:02
						FY 2008 CC 02
Screen: ____		Account: 020000				
Sel	GL	SL	Description	Dept	SDept	Responsible Person
-	020002		MS FINANCE SUPPORT	FINC		OLSON, OLIVER O
-		200020	MS FINANCE SUPPORT	FINC		HANSEN, HARRY H
-	020003		BUSH SCHOOL ROYALTIES	SGPS		LARNELL, LEONA L
-		200030	BUSH SCHOOL ROYALTIES	SGPS		LARNELL, LEONA L
-	020004		MEPS SEMINAR ACCOUNT	SCSC		ALLEN, ANTOINE A
-		200040	MEPS SEMINAR ACCOUNT	SCSC		ALLEN, ANTOINE A
-	020005		ENGINEERING GEOLOGY OUTREACH	GEOL		ROBERTS, ROWLIN R
-		200050	ENGINEERING GEOLOGY OUTREACH	GEOL		ROBERTS, ROWLIN R
-	020006		PATHOLOGY GLP LABORATORY	VTPB		GARNER, GERALD G
-		200060	PATHOLOGY GLP LABORATORY	VTPB		GARNER, GERALD G
-	020007		RECRUITMENT/MATRICULATION CO	APHU		JOHNSON, JILL J
-		200070	RECRUITMENT/MATRICULATION CO	APHU		JOHNSON, JILL J
-	020008		RECRUITMENT LEADERSHIP TAM-S	APHU		JOHNSON, JILL J
-		200080	RECRUITMENT LEADERSHIP TEAM-	APHU		JOHNSON, JILL J
-	020009		HLKN DANCE MINOR PROGRAM ACC	HLKN		DREW, DONALD D
GL selection proceeds to Screen 2 & SL selection proceeds to Screen 6						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp						

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.

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)

023 Transaction Inquiry by Account									
STUDY ABROAD ADMINISTRATION									
04/07/08 14:07									
FY 2008 CC 02									
Screen: ____ Account: 021122 Ref: 2 Direct/Indirect: D									
Bank Option: N									
Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
1100	098	BBF2007	09/01	GL BEGINNING BALAN	1,945.78		BBGL01	021122	2100
1100	098	BBF2007	09/01	GL BEGINNING BALAN	3,550.00		BBGL01	021122	2101
1100	098	BBF2007	09/01	GL BEGINNING BALAN	40,558.91		BBGL01	021122	3200
2100	048	1866790	09/04	HARRIETT*HARRIS	1,000.00	D	APC006		
2100	048	1867935	09/06	ISON OFFICE SOLUTI	345.78	D	APA022		
2100	048	1866476	09/06	ISON OFFICE SOLUTI	600.00	D	APA022		
2100	068	5005575	09/20	SHEILA S*STARR	96.03	F	PVP067	211220	3016
2100	048	5005575	09/21	SHEILA S*STARR	96.03	D	APC094		
2100	068	5007040	09/24	UNITED DELIVERY SERV	19.15	F	PVP069	211220	5650
2100	068	5007043	09/24	UNITED DELIVERY SERV	4.91	F	PVP069	211220	5650
2100	068	5007208	09/24	SHEILA S*STARR	1,214.12	P	PVP069	211220	3310
2100	068	5007208	09/24	SHEILA S*STARR	51.10	F	PVP069	211220	6340
2100	048	5007208	09/25	SHEILA S*STARR	1,214.12	D	APC108		
2100	048	5007208	09/25	SHEILA S*STARR	51.10	D	APC108		
* 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 23 - Transaction Inquiry by Account (Panel 2)

023 Transaction Inquiry by Account							04/07/08 14:09	
STUDY ABROAD ADMINISTRATION							FY 2008 CC 02	
Screen: Account: 021122 Ref: 2 Direct/Indirect: D								
Bank Option: N								
Sbcd	TC	Ref 2	Date	SAcct	Description		Amount	
----	----	----	----	-----	-----	-----	-----	-----
1100	098	BBF2007	09/01	00000	GL BEGINNING BALANCE		1,945.78	
1100	098	BBF2007	09/01	00000	GL BEGINNING BALANCE		3,550.00	
1100	098	BBF2007	09/01	00000	GL BEGINNING BALANCE		40,558.91	
2100	048	1866790	09/04	00000	HARRIETT*HARRIS		1,000.00	
2100	048	1867935	09/06	00000	ISON OFFICE SOLUTIONS		345.78	
2100	048	1866476	09/06	00000	ISON OFFICE SOLUTIONS		600.00	
2100	068	5005575	09/20	00000	SHEILA S*STARR		96.03	
2100	048	5005575	09/21	00000	SHEILA S*STARR		96.03	
2100	068	5007040	09/24	00000	UNITED DELIVERY SERVICE		19.15	
2100	068	5007043	09/24	00000	UNITED DELIVERY SERVICE		4.91	
2100	068	5007208	09/24	00000	SHEILA S*STARR		1,214.12	
2100	068	5007208	09/24	00000	SHEILA S*STARR		51.10	
2100	048	5007208	09/25	00000	SHEILA S*STARR		1,214.12	
2100	048	5007208	09/25	00000	SHEILA S*STARR		51.10	
* Continued *								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---								
Hmenu Help EHelp			View			DLoad Left Right		

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 <u>account number and object code</u> .
Ref:	1 digit Indicate the user-defined <u>reference number</u> that accounts will be sorted by.
Direct/Indirect:	1 digit Identify whether or not the account is controlled <u>directly or indirectly</u> by the responsible person.
Bank Option:	1 character Indicate whether or not ('Y' or 'N') to <u>display the bank</u> for each transaction. N - Default: Does not display the bank for each transaction.

Screen Information

Sbcd:	4 digits Shows a specified <u>transaction subcode</u> .
TC:	3 digits Indicates the <u>transaction code</u> specifying budget, receipt, disbursement, or encumbrance entries.
Ref:	7 characters/digits Shows more detail for transaction being posted. <u>Reference</u> examples are: purchase order #, voucher #, AP Check #, and Dept. Voucher #.
Date:	4 digits Displays the <u>date transaction was posted</u> .
Description:	30 characters Provides a <u>description of the type of income/expense designated</u> in transaction.
Amount:	20 characters Indicates the <u>dollar amount</u> 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 DLoad **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

046 Transactions for a Month by Reference Number 2 or 4									
VET MED - TEACHING HOSPITAL									
Screen: ____ Account: 144013 Month: 4_ Search On Ref: 2 Ref Nbr: ____									
Display Ref: 2 Bank Option: N									
Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
4045	054	A817774	04/07	WINSTON VETERINARY	55.24	D	8576JF		
4045	054	A817776	04/07	WINSTON VETERINARY	14.80	D	8576JF		
4045	054	A817778	04/07	WINSTON VETERINARY	73.66	D	8576JF		
4055	054	A817786	04/07	PRODUCERS MARKET	9.30	D	8576JF		
5751	054	A817790	04/07	ASHRAH INC	3,399.00	D	8576JF		
4011	054	A817791	04/07	RAY CARSON DISTR	24.26	D	8576JF		
5654	054	A817794	04/07	UR REGENTS	180.00	D	8576JF		
5813	054	A817796	04/07	BARTON OXYGEN & TO	26.10	D	8576JF		
5645	061	C478933	03/20	CSC: 00008598 V\C/	132.00	N	6091MD	144013	5645
5645	061	C478933	03/20	CSC: 00008598 V\C/	132.00	N	6091MD	144013	5645
5870	061	P310608	04/03	Transportation Ser	250.00	F	PIPK01	300540	0508
5670	055	P803961	04/02	TREY BRISON & LAWS	4,666.77	D	3443SP		
5670	055	P803962	04/02	TREY BRISON & LAWS	163.62	D	3443SP		
5670	054	R803048	04/02	COLLECTIONS	4,666.77	C	3443SP		
* 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 46 - Transactions for a Month by Ref Number 2 or 4 (Panel 2)

046 Transactions for a Month by Reference Number 2 or 4						04/07/08 14:16
VET MED - TEACHING HOSPITAL						FY 2008 CC 02
Screen: ____	Account: 144013	Month: 4	Search On Ref: 2	Ref Nbr: ____		
Display Ref: 2 Bank Option: N						
Sbcd TC	Ref 2	Date	Sacct	Description	Amount	
----	----	----	----	-----	-----	
4045 054	A817774	04/07	37000	WINSTON VETERINARY SUPPLY INC	55.24	
4045 054	A817776	04/07	36200	WINSTON VETERINARY SUPPLY INC	14.80	
4045 054	A817778	04/07	37000	WINSTON VETERINARY SUPPLY INC	73.66	
4055 054	A817786	04/07	47200	PRODUCERS MARKET	9.30	
5751 054	A817790	04/07	34400	ASHRAH INC	3,399.00	
4011 054	A817791	04/07	34200	RAY CARSON DISTRIBUTING COMPANY	24.26	
5654 054	A817794	04/07	22600	UR REGENTS	180.00	
5813 054	A817796	04/07	11600	BARTON OXYGEN & TOOL CO INC	26.10	
5645 061	C478933	03/20	22110	CSC: 00008598 V\C/N TO CORRECT SA	132.00	
5645 061	C478933	03/20	11110	CSC: 00008598 V\C/N TO CORRECT SA	132.00	
5870 061	P310608	04/03	00000	Transportation Services	250.00	
5670 055	P803961	04/02	11700	TREY BRISON & LAWSON INC	4,666.77	
5670 055	P803962	04/02	11700	TREY BRISON & LAWSON INC	163.62	
5670 054	R803048	04/02	11700	COLLECTIONS	4,666.77	
* Continued *						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help		EHelp		View	DLoad Left Right	

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 <u>account number</u> .
◆ Month:	2 digits Indicate the <u>current month</u> .
◆ Search on Ref:	1 digit Enter <u>2 or 4</u> for the user-defined <u>reference number</u> (usually the PO number).
◆ Ref Nbr:	7 characters/digits Indicate the <u>Reference Number</u> used to access the account.
Display Ref:	1 digit Include the user-defined <u>reference number</u> by which accounts are to be sorted.
Bank Option:	1 character Type 'Y' to <u>display the bank</u> for each transaction. The default is 'N' which does not display the bank for each transaction.

Screen Information

Sbcd:	4 digits Designates a specified <u>transaction subcode</u> .
TC:	3 digits Displays the <u>transaction code</u> specifying budget, receipt, disbursement, or encumbrance entries.
Ref:	7 characters/digits Shows detail of the type of transaction being posted. Some <u>reference</u> examples are: purchase order #, voucher #, AP Check #, and Dept. Voucher #. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">The column title changes according to the number entered in the Search on Ref: field.</div>
Date:	4 digits Displays the <u>date the batch session was entered</u> .
Description:	30 characters Provides a <u>description of the type of income/expense</u> designated in transaction.

Screen 46 – Transactions for a Month by Ref Number 2 or 4 (cont'd)

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

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

PF6 View **View**
Displays the detailed Transaction Record.

Display of Detailed Transaction Record			
04/07/2008 : PRODUCERS MARKET ASSOCIATION		\$9.30	
PRODUCERS MARKET-PIG FEED			
TransCode: 054 Enc - Req, Limited, Exempt		Dir/Ind: D	
Account: 144013 47200 4055		LAC - FOOD ANIMAL MEDICINE	
Farm, Ranch and Nursery Supplies			
Offset:			
PO/Enc/Ref 1: A817786	Cost Ref1:	Fiscal Yr: 2008	
Ref 2: A817786	2:	Proc Month: 08	
Ref 3:	3:	Batch Date: 04/07/2008	
Ref 4: 82782	Bank: 78001	Batch Ref: 8576JF	
Vndr/Card Id: 1vvvvvvvvv0			
Enc Obj Cd:			
Ovrd Comp Cd:	Processed: 04/07/2008 12:28:00		
Liquidation Amt: 0.00	User Id: KxxxxT		
			Oper Id: KxxxxT
Indirect Base Code:			Term Id: R981
Base Amount: 0.00		Internal Tracking Nbr: 34701549	
PF3= Back to 046 PF4= Exit PF6= Indirect Accts			

PF9 Download
DLoad Used to download the information through Entire Connection.

Transaction Inquiry on Ref. Number 2 or 4

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

```
047 Transaction Inquiry on Reference Number 2 or 4          04/08/08 14:26
WILDLIFE SCIENCE                                         FY 2008 CC 02
Screen: ____ Account: 130015 Search On Ref: 2 Ref Nbr: 0003684
Display Ref: 2 Bank Option: N
Sbcd TC   Ref 2   Date   Description              Amount      I BatRef Offset Acct
-----
1515 064 0003684 03/12 BIWEEKLY PAYROLL          2,155.20    PAYB08 011125 2400
1740 064 0003684 03/12 BIWEEKLY PAYROLL           739.00    PAYB08 011125 2400
1750 064 0003684 03/12 BIWEEKLY PAYROLL           38.06    PAYB08 011125 2400
1510 064 0003684 03/12 BAKER, BONNIE B          689.60    PAYB08 011125 2400
1951 049 0003684 03/12 BIWEEKLY PAYROLL -          7.54    D PAYB10
1951 049 0003684 03/12 BIWEEKLY PAYROLL -           2.41    D PAYB10
1105 051 0003684 03/12 SUMMARY BIWEEKLY P        2,155.20-   C PAYB25
1906 051 0003684 03/12 SUMMARY BIWEEKLY P           7.54-   C PAYB25
1105 051 0003684 03/12 SUMMARY BIWEEKLY P          689.60-   C PAYB25
1906 051 0003684 03/12 SUMMARY BIWEEKLY P           2.41-   C PAYB25

* End of Data *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                               View                               DLoad Right Left
```

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 Ref Number 2 or 4 (Panel 2)

```
047 Transaction Inquiry on Reference Number 2 or 4          04/08/08 14:28
WILDLIFE SCIENCE                                         FY 2008 CC 02
Screen: ____ Account: 130015 Search On Ref: 2 Ref Nbr: 0003684
Display Ref: 2 Bank Option: N
Sbcd TC   Ref 2   Date   SAcct Description              Amount
-----
1515 064 0003684 03/12 08631 BIWEEKLY PAYROLL          2,155.20
1740 064 0003684 03/12 08635 BIWEEKLY PAYROLL           739.00
1750 064 0003684 03/12 08635 BIWEEKLY PAYROLL           38.06
1510 064 0003684 03/12 14990 BAKER, BONNIE B          689.60
1951 049 0003684 03/12 08631 BIWEEKLY PAYROLL - LEAV          7.54
1951 049 0003684 03/12 14990 BIWEEKLY PAYROLL - LEAV           2.41
1105 051 0003684 03/12 08631 SUMMARY BIWEEKLY PAYROLL EPA ADJ    2,155.20-
1906 051 0003684 03/12 08631 SUMMARY BIWEEKLY PAYROLL EPA ADJ     7.54-
1105 051 0003684 03/12 14990 SUMMARY BIWEEKLY PAYROLL EPA ADJ    689.60-
1906 051 0003684 03/12 14990 SUMMARY BIWEEKLY PAYROLL EPA ADJ     2.41-

* End of Data *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                               View                               DLoad Right Left
```

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>.

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.

--OR--

Bank: 5 digits
Displays the bank account number if 'Y' was entered in the Bank Option: field.

Panel 2

SActt: 5 digits
Identifies 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**
DLoad 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)

048 Transaction Inquiry by Account/Subcode/Month									
VET MED - TEACHING HOSPITAL									
04/07/08 14:30									
FY 2008 CC 02									
Screen: ____ Account: 144013 4010 Month: 3_ Direct/Indirect: D									
Display Ref: 2 Bank Option: N Ref: _____									
Sbcd TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct	
4010 068	5087586	03/18	ACERO OF AUSTIN	301.03	F	PVP184	014400	2100	
4010 068	5081690	03/04	JP MORRIS CHANCE	39.26	N	PCV001	014400	2100	
4010 068	5081693	03/04	JP MORRIS CHANCE	15.14	N	PCV001	014400	2100	
4010 041		03/04	OFFICE-credit-dry	15.14-	C	PCR001			
4010 054	A810239	03/07	ACERO OF AUSTIN	301.03	D	7070SA			
4010 068	5085052	03/17	SURRY MEDICAL SER	224.62	F	PVP183	014400	2100	
4010 054	A814737	03/27	M S GRAY INC	262.59	D	8576JF			
4010 061	S051666	03/27	STORES	422.77		PURS01	270260	0523	
4010 061	S051667	03/27	STORES	25.50		PURS01	270260	0523	
4010 061	S051668	03/27	STORES	165.30		PURS01	270260	0523	
4010 061	S051669	03/27	STORES	374.08		PURS01	270260	0523	
4010 061	S051670	03/27	STORES	23.95		PURS01	270260	0523	
4010 061	S051671	03/27	STORES	78.72		PURS01	270260	0523	
4010 061	S051672	03/27	STORES	108.02		PURS01	270260	0523	
* 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 48 - Transaction Inq. by Account/Subcode/Month (Panel 2)

048 Transaction Inquiry by Account/Subcode/Month						04/07/08 14:32	
VET MED - TEACHING HOSPITAL						FY 2008 CC 02	
Screen: ____		Account: 144013 4010		Month: 3_		Direct/Indirect: D	
Display Ref: 2 Bank Option: N							
Sbcd TC	Ref 2	Date	SACct	Description	Amount		
----	----	----	----	-----	-----		
4010 068	5087586	03/18	11200	ACERO OF AUSTIN INC	301.03		
4010 068	5081690	03/04	22120	JP MORRIS CHANCE	39.26		
4010 068	5081693	03/04	22800	JP MORRIS CHANCE	15.14		
4010 041		03/04	22800	OFFICE-credit-dry erase board	15.14-		
4010 054	A810239	03/07	11200	ACERO OF AUSTIN INC	301.03		
4010 068	5085052	03/17	34400	SURRY MEDICAL SERVICES INC	224.62		
4010 054	A814737	03/27	46750	M S GRAY INC	262.59		
4010 061	S051666	03/27	11000	STORES	422.77		
4010 061	S051667	03/27	11110	STORES	25.50		
4010 061	S051668	03/27	11200	STORES	165.30		
4010 061	S051669	03/27	11600	STORES	374.08		
4010 061	S051670	03/27	12001	STORES	23.95		
4010 061	S051671	03/27	22010	STORES	78.72		
4010 061	S051672	03/27	22020	STORES	108.02		
* Continued *							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help		EHelp		View		DLoad Left Right	

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 <u>account number and object code</u> .
Month:	2 digits Type the <u>month</u> of transactions to be displayed.
Direct/Indirect:	1 character Indicate whether the transaction is <u>direct (D)</u> or <u>indirect (I)</u> .
Display Ref:	1 digit Include the user-defined <u>reference number</u> that accounts will be sorted by.
Bank Option:	1 character Indicate whether or not ('Y' or 'N') to <u>display the bank</u> for each transaction. N = Default: Does not display the bank for each transaction.
Ref:	7 characters/digits Identify a <u>reference number</u> providing details about specified transactions.

Screen Information

Sbcd:	4 digits Designates a <u>specified object code or account control</u> .
TC:	3 digits Displays the <u>transaction code</u> designating type of transaction.
Ref:	7 characters/digits Identifies a <u>reference number</u> providing details about specified transactions.
Date:	4 digits Displays the <u>date the batch session was entered</u> .
Description:	30 characters Provides a <u>description of the transaction item</u> .
Amount:	14 digits Gives the <u>dollar amount of the transaction</u> .

Screen 48 – Transaction Inq. by Account/Subcode/Month (cont'd)

I:	1 character Shows the <u>transaction indicator</u> as credit (C), debit (D), or encumbrance liquidation - Partial (P) or Final (F).
BatRef:	6 characters/digits Designates the individual <u>batch reference</u> header where this transaction was entered.
Offset Acct:	12 digits Identifies the <u>offsetting account</u> for direct double-sided transactions.
--OR--	
Bank:	5 digits Displays the <u>bank account number</u> if 'Y' was entered in the Bank Option: field.

Panel 2

SAcct:	5 digits Shows the <u>Support Account</u> number.
---------------	--

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF6	View
View	Displays the <u>detailed transaction record</u> .
PF9	Download
DLoad	Used to <u>download</u> the information <u>through Entire Connection</u> .

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

080 Inquiry By Subcode		04/07/08 14:35				
Subcode 4010: Supplies - Office General		FY 2008 CC 02				
Screen: _____	Subcode: 4010	Fiscal Year: 2008	Page 1 Of 1 Viewed Pg(s)			
From Acct: _____	To Acct: _____	Thru Month: 4	April			
Dept: _____	Subdept: _____	SL/SA/GL/BK: SL	FY/IN: FY Zero Balance: N			
s	SL	SA	Title	Budget	Actual	Encumbrance
-	120016		VP & ASSOC PROVOST FO	24.00	24.00	
-	120046		STUDENT FINANCIAL SER	130.05	130.05	
-	120401		STUDENT LEARNING CENT	80.36	80.36	
-	120408		OFFICE OF THE COMMAND	4866.13	4866.13	
-	121204		DEVELOPMENT FOUNDATIO	13542.60	13542.60	
-	130001		AGRICULTURAL ECONOMIC	726.42	726.42	
-	130008		HORTICULTURAL SCIENCE	468.30	468.30	
-	130009		PLANT SCIENCES	582.53	582.53	
-	130012		ECOSYSTEM SCIENCE & M	404.03		404.03
-	130050		GRAD PROGRAM ENHANCEM	12.00	12.00	
-	130052		GRAD PROGRAM ENHANCEM	473.06	473.06	
-	130053		GRAD PROGRAM ENHANCEM	191.18	191.18	
Page Totals for 4010:				21500.66	21096.63	404.03
*** Press ENTER to view more SL Accounts ***						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp Bkwd Frwd Dload						

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 <u>subcode</u> .
◆ Fiscal Year:	4 digits Type the desired <u>fiscal year</u> to view a previous year. The current year is the default.
Page _ of _ View Pg(s):	3 digits Shows the <u>number of the page</u> being displayed.
From Acct:	11 digits Include the <u>beginning range of accounts</u> to be displayed.
To Acct:	11 digits Enter the <u>ending range of accounts</u> to be displayed.
Thru Month:	2 digits Type in the desired <u>month to be included in the search</u> . The default is the current month.
Dept:	5 characters Include a <u>department code</u> to limit the data displayed, if desired.
SL/SA/GL/BK:	2 characters Enter desired <u>type of account</u> : SL = Subsidiary Ledger SA = Support Account GL = General Ledger BK = Bank
FY/IN:	2 characters Include the appropriate code for displaying either <u>fiscal year</u> (FY) data or <u>inception-to-date</u> (IN) data.
Zero Balance:	1 character Enter 'Y' to <u>display zero balances</u> .

Screen 80 – Inquiry by Subcode (cont'd)

Screen Information

◆ S:	1 character Type 'X' to <u>select</u> an item and advance to Screen 81.
SL (GL or BK):	6 digits Displays the <u>account number</u> that has transactions for the subcode.
SA:	5 digits Displays the <u>support account number</u> .
Title:	21 characters Shows the <u>account title</u> .
Budget:	10 digits Indicates <u>dollar amount budgeted</u> .
Actual:	10 digits Shows <u>actual dollar amount spent</u> through the specified month.
Encumbrance:	10 digits Displays the <u>dollar amount encumbered</u> 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 Bkwd	Backward Advances to <u>previous subcode</u> .
PF8 Frwd	Forward Advances to the <u>next subcode</u> .
PF9 Dload	Download <u>Download</u> screen data <u>through Entire Connection</u> .

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)

081 Detail Transaction by Subcode										04/07/08 14:37	
Supplies - Office General										FY 2008 CC 02	
Screen:	Subcode: 4010		Fiscal Year: 2008		Page 3	of 3	Viewed Pg(s)				
From Month: 9		September		To Month: 4		April		Bank Option: N			
SL/SA/GL: SL		From Account:		To Account:				Ref: 2			
Acct	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct		

130001	068	5000595	09/11	SOUTHWEST BOXES	125.93	F	PVP060	013000	2100		
130001	054	L803750	09/17	LASER SERVICES	531.86	D	7057TM				
130001	068	5003012	09/17	LASER SERVICES	11.56	F	PVP064	013000	2100		
130001	054	Z717555	09/19	LASER SERVICES	1.80-	C	7057TM				
130001	068	5008958	09/27	LASER SERVICES	189.55	F	PVP072	013000	2100		
130001	054	L803750	09/28	LASER SERVICES	4.47	D	7057TM				
130001	054	5016506	10/18	LASER SERVICES	536.33-	C	INV382				
130001	054	A800246	02/04	LASER SERVICES	392.52	D	7057TM				
130001	054	A800246	02/12	LASER SERVICES	6.86	D	7057TM				
130001	068	5076306	02/21	LASER SERVICES	399.38	F	PVP167	013000	2100		
130008	054	A805478	02/21	HTS GOVERNMENT S	407.00	D	9234EJ				
130008	054	A805478	03/11	HTS GOVERNMENT S	407.00-	C	9234EJ				
*** Press ENTER to View More SL Transactions ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp View Bkwd Frwd 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 81 - Detail Transaction by Subcode (Panel 2)

081 Detail Transaction by Subcode										04/07/08 14:39	
Supplies - Office General										FY 2008 CC 02	
Screen: ____		Subcode: 4010		Fiscal Year: 2008		Page 3__ of 3		Viewed Pg(s)			
From Month: 9_		September		To Month: 4_		April		Bank Option: N			
SL/SA/GL: SL		From Account: ____		To Account: ____		Ref: 2					
Acct	TC	Ref 2	Date	SAcct	Description				Amount		

130001	068	5000595	09/11	10050	SOUTHWEST BOXES				125.93		
130001	054	L803750	09/17	10030	LASER SERVICES				531.86		
130001	068	5003012	09/17	10030	LASER SERVICES				11.56		
130001	054	Z717555	09/19	10030	LASER SERVICES				1.80-		
130001	068	5008958	09/27	10030	LASER SERVICES				189.55		
130001	054	L803750	09/28	10030	LASER SERVICES				4.47		
130001	054	5016506	10/18	10030	LASER SERVICES				536.33-		
130001	054	A800246	02/04	20110	LASER SERVICES				392.52		
130001	054	A800246	02/12	20110	LASER SERVICES				6.86		
130001	068	5076306	02/21	20110	LASER SERVICES				399.38		
130008	054	A805478	02/21	00000	HTS GOVERNMENT SERVICES INC				407.00		
130008	054	A805478	03/11	00000	HTS GOVERNMENT SERVICES INC				407.00-		
*** Press ENTER to View More SL Transactions ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp				View Bkwd Frwd Dload Left Right							

Screen 81 – Detail Transaction by Subcode (cont'd)

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: 1vvvvvvvvvv3                                     |
| Enc Obj Cd:                                                  |
| Ovrdr Comp Cd:                      Processed: 02/21/2008 13:50:30 |
| Liquidation Amt: 0.00                      User Id: KxxxxxxP      |
|                               Oper Id: KxxxxxxP      |
| 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          |
|                                     |
+-----+
```

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

Action Line

◆ Subcode:	4 digits Enter a valid <u>subcode</u> .
◆ Fiscal year:	4 digits Type the desired <u>fiscal year</u> to view a previous year. The current year is the default.
Page _ of _ View Pg(s):	3 digits Shows the <u>number of pages</u> displayed.
From Month:	2 digits Include the <u>beginning month</u> to be included in the displayed transactions.
To Month:	2 digits Enter the <u>ending month</u> to be included in the displayed transactions.
Bank Option:	1 character Indicate whether or not ('Y' or 'N') to <u>display the bank</u> for each transaction. N - Default: Does not display the bank for each transaction.
Ref:	1 digit Include the user-defined <u>reference number</u> that accounts will be sorted by.
SL/SA/GL:	2 characters Identify the <u>type of code</u> to be displayed. SL = Subsidiary Ledger SA = Support Account GL = General Ledger
From Acct:	11 digits Include the <u>beginning range of accounts</u> to be displayed.

Screen Information

Panel 1

Acct:	6 digits Shows the <u>account number</u> .
TC:	2 characters Identifies the <u>transaction code</u> .
Ref:	7 characters/digits Shows more detail for transaction being posted. <u>Reference</u> examples are: purchase order #, voucher #, AP Check #, and Dept. Voucher #.
Date:	4 digits Displays the <u>date the transaction was posted</u> .

Screen 81 – Detail Transaction by Subcode (cont'd)

Description:	15 characters Provides a <u>description of the transaction</u> .
Amount:	10 digits Identifies the <u>amount of the transaction</u> .
I:	1 character Shows the <u>transaction indicator</u> as credit (C), debit (D), or encumbrance liquidation - Partial (P) or Final (F).
BatRef:	6 characters/digits Displays the <u>batch reference number</u> .
Offset Acct (or Bank):	10 digits (5 digits for bank) Shows either the <u>offset account number or bank number</u> , depending on what was entered in the Bank Option: field.

Panel 2

SAcct:	5 digits Identifies the <u>Support Account</u> .
Description:	30 characters Provides a <u>description of the transaction</u> .
Amount:	10 digits Identifies the <u>amount of the transaction</u> .

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF6 View	View <u>View</u> additional <u>detailed transaction record information</u> .
PF9 Dload	Download <u>Download</u> screen data <u>through Entire Connection</u> .

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

06B SL Account Dollar Totals			04/07/08 15:14
VET MED - BIOMEDICAL SCIENCE			FY 2008 CC 02
Screen: ____	Account: 144010	Thru Month: 4_ April	
	Prior Yr		
	--Rollover--	--Fiscal Yr--	----
Revenue Totals: Budget:	0.00	0.00	0.00
Actual:	0.00	0.00	0.00
BBA:	0.00	0.00	0.00
Direct Exp Totals: Budget:	778.20	0.00	778.20
Actual:	0.00	276.95	276.95
Encumbrance:	0.00	0.00	0.00
BBA:	778.20	-276.95	501.25
	Exclude from Bottom Line:		0.00
	Net Direct BBA:		501.25
	Unprot Available:		501.25
Indirect Exp Totals: Budget:	0.00	0.00	0.00
Actual:	0.00	0.00	0.00
Encumbrance:	0.00	0.00	0.00
BBA:	0.00	0.00	0.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			

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.

All of the following fields can show the dollar amounts for the Prior Year Rollover, Fiscal Year and Total.

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)

019 SL 6 Digit List with Category Totals				04/07/08 15:18	
PROTEIN CHEMISTRY LABORATORY				FY 2008 CC 02	
Screen: ____	Account: 271020 0000	Fiscal Year: 2008			
Thru Month: 3_ March	FY/PY/IN to Date: FY		Zero Balance: N		
Resp Person: ETTARE, EARLINE E	Bottom Line Exclusion:				
Department: BCBP	Flags: D F B C Z G ABR	Net Dir BBA:			
Map Code: 27102	N N Y R N 001	Unprotected Available:			
Obj	Description	Budget	Actual	Encumbrances	Available
0001	Revenue Pool	28085-			28085-
0655	Services - Lab Work	53296-	53296-		
****	Total Revenue Pool	81380-	53296-		28085-
1000	All Expense Pool	76714			
1105	Salary Encumbrance	25003			
1320	Sal-Research - Class	14620	14620		
1510	Sal-Support Staff -	18258	18258		
1605	Longevity Encumbranc	600			
1610	Longevity Pay	760	760		
1740	Wages - Student	2616	2616		
1906	Benefits Encumbrance	6419		6419	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp			DLoad Left Right		

If PY or IN, the display won't be correct unless the year-end process flag is set to 'P' on Screen 6.

Screen 19 – SL 6 Digit List with Category Totals (Panel 2)

019 SL 6 Digit List with Category Totals				04/07/08 15:20		
PROTEIN CHEMISTRY LABORATORY				FY 2008 CC 02		
Screen: ____	Account: 271020 0000	Fiscal Year: 2008				
Thru Month: 3_ March	FY/PY/IN to Date: FY		Zero Balance: N			
Resp Person: ETTARE, EARLINE E	Bottom Line Exclusion:					
Department: BCBP	Flags: D F B C Z G ABR	Net Dir BBA:				
Map Code: 27102	N N Y R N 001	Unprotected Available:				
Obj	C P	Budget	CM Actual	Actual	Encumbrances	Available
0001		28084.50-				28084.50-
0655		53295.50-	4045.00-	53295.50-		
****		81380.00-	4045.00-	53295.50-		28084.50-
1000		76714.28				76714.28
1105		25003.37			25003.37	
1320		14620.32	2044.80	14620.32		
1510		18258.31	2608.33	18258.31		
1605		600.00			600.00	
1610		760.00	120.00	760.00		
1740		2616.25	347.75	2616.25		
1906		6418.62			6418.62	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp			DLoad Left Right			

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 <u>department responsible for the account</u> .
Flags:	1 character / 3 digits (ABR) Indicates values for <u>flag maintenance</u> . 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 <u>budget balance available</u> attributed to direct expenses.
Map Code:	5 digits Indicates the General Ledger <u>map code</u> to which the Subsidiary Ledger is tied.
Unprotected Available:	12 digits Displays the <u>unprotected portion of budget available</u> that is not under spending restrictions set on Screen 10C.
Obj:	4 digits Represents line item of revenue/expense <u>object code</u> for this account.
Description:	30 characters Designates the <u>description of the object code title</u> .
Budget:	12 digits Designates the <u>original plus revised budget</u> by object code.
Actual:	12 digits Gives <u>actual dollar amount</u> spent/received on object code item.
Encumbrances:	12 digits Gives <u>dollar amount committed</u> for specified object codes.
Available:	12 digits Gives <u>dollar amount available</u> , 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 <u>category control</u> 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 <u>protected</u> from borrowing funds by other budget categories.
CM Actual:	12 digits Gives the actual dollar amount for the <u>current month</u> .
Actual:	12 digits Gives <u>actual dollar amount</u> spent/received on object code item.
Encumbrances:	12 digits Gives <u>dollar amount committed</u> for specified object codes.
Available:	12 digits Gives <u>dollar amount available</u> , 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 <u>download</u> the information <u>through Entire Connection</u> .

Subsidiary Ledger Budget Data List

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

032 SL Budget Data List				04/07/08 15:22	
				FY 2008 CC 02	
Screen: ____		Account: 144020 0000		DEAN OF VETERINARY MEDICINE-SPECIAL	
		Thru Month: 4_ April			
Department: CLVM		Resp Person: DREW, DONALD D		Flags: D F B C Z G ABR	
				N N Y R N 001	
Obj	Description	Original	Current	Last Year YTD	Next Year YTD
-----	-----	-----	-----	-----	-----
4010	Supplies - Office Ge		5789	6202	
4011	Supplies - Paper Goo		45	18-	
4014	Supplies - Other (In		23		
4020	Computer Consumables		474	78	
4030	Fuels and Lubricants		422	47	
4066	Parts - Machinery an		5503		
4075	Shop and Industrial		79	59	
4076	Building Supplies an		165		
4085	Furnishings & Equipm	35479		6740	
4090	Computer Parts & Sup	10164	17768	5003	
* Running Total		713627	146644	248555	0
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHlp					

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

033 SL Annual 10 Digit Activity By Month					04/07/08 15:26	
					FY 2008 CC 02	
Screen: ____		Account: 144013 4010		VET MED - TEACHING HOSPITAL		
				Flags: D F C ABR		
Department: VTEA		Resp Person: TILLEY, TOM T		N N R 001		
Mon	Original	Revised	Actuals	Encumbrance	BBA	
Project Data:		32		32		
Sep		5,836	5,868	32-		
Oct		3,637	3,533	104		
Nov		4,369	4,473	104-		
Dec		3,350	3,350			
Jan		3,489	3,448	41		
Feb		4,938	4,979	41-		
Mar		4,874	4,611	263		
Apr			263	263-		
May						
Jun						
Jul						
Aug						
013						
Tot		30,525	30,525			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHlp						

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 <u>department responsible for the account</u> .
Resp Person:	30 characters Identifies the <u>person responsible</u> for the account.
Mon:	3 characters Designates the <u>month</u> for information.
Original:	12 digits Displays <u>original budget amount</u> by month.
Revised:	12 digits Displays <u>revised budget amount</u> by month.
Actuals:	12 digits Displays <u>actual total amount</u> spent by month.
Encumbrance:	12 digits Displays <u>amount encumbered</u> per month for specified account.
BBA:	12 digits Displays the <u>budget balance available</u> by month.
Tot:	12 digits each Shows the <u>total dollar amount</u> 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.

If PY or IN, the display won't be correct unless the year-end process flag is set to 'P' on Screen 6.

Screen 34 - Subsidiary Ledger Summary By Budget Pool (Panel 1)

034 SL Summary By Budget Pool					04/07/08 15:28	
VET MED - MEDICAL SCIENCE LIBRARY					FY 2008 CC 02	
Screen: ____	Account: 144014	Fiscal Year: 2008				
Thru Month: 4_ April			FY/PY/IN to Date: FY		Calc CM IDC: N	
Resp Person: ARRIEL, ANNIE A			Bottom Line Exclusion:			
Department: LIEM Flags: D F B C Z G ABR			Net Dir BBA:			
Map Code: 14400			N N Y R N 001		Unprotected Available:	
Obj	Description	Budget	Actual	Encumbrances	Available	

0001	Revenue Pool					
****	Total Revenue					
1005	Lump Sum Salaries	62525			62525	
1006	Salary Savings Budge					
1000	All Expense Pool	267704	100377	55374	111953	
****	Total Expenses	330229	100377	55374	174478	
* Account Total		330229	100377	55374	174478	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp				Left Right		

Screen 34 - Subsidiary Ledger Summary By Budget Pool (Panel 2)

034 SL Summary By Budget Pool					04/07/08 15:30	
VET MED - MEDICAL SCIENCE LIBRARY					FY 2008 CC 02	
Screen: ____		Account: 144014		Fiscal Year: 2008		
Thru Month: 4_ April			FY/PY/IN to Date: FY Calc CM IDC: N			
Resp Person: ARRIEL, ANNIE A			Bottom Line Exclusion:			
Department: LIEM			Flags: D F B C Z G ABR		Net Dir BBA:	
Map Code: 14400		N N Y R N		001 Unprotected Available:		
Obj	C P	Budget	CM Actual	Actual	Encumbrances	Available

0001						

1005		62525.00				62525.00
1006						
1000		267704.18		100376.61	55374.39	111953.18
****		330229.18		100376.61	55374.39	174478.18
* Total		330229.18	.00	100376.61	55374.39	174478.18
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp				Left Right		

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.

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

Net Dir BBA:	12 digits Shows the <u>budget balance available</u> attributed to direct expenses.
Map Code:	6 digits Displays the General Ledger <u>map code</u> to which the Subsidiary Ledger is tied.
Unprotected Available:	13 digits Displays the <u>unprotected portion of budget available</u> that is not under spending restrictions set on Screen 10C.
Obj:	4 digits Represents budget pool <u>object code</u> .
Description:	30 characters Provides a <u>description</u> of the title of budget pools.
Budget:	12 digits Designates the <u>original plus revised budget</u> by pool.
Actual:	12 digits Summarizes <u>actual dollar amount</u> spent/received by budget pool.
Encumbrances:	12 digits Summarizes <u>dollar amount committed</u> by budget pool.
Available:	12 digits Gives <u>dollar amount available</u> , in relation to the budget, for specified object codes.
Account Total:	12 digits Gives the <u>total amount of transactions</u> processed.

Panel 2

C:	1 character Indicates the type of <u>category control</u> 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 <u>budget category</u> is <u>protected</u> from borrowing funds by other budget categories.
CM Actual:	12 digits Gives the <u>actual dollar amount for the current month</u> .
Actual:	14 digits Gives <u>actual dollar amount</u> spent/received on object code item.

Screen 34 – Subsidiary Ledger Summary by Budget Pool (cont'd)

Encumbrances:	12 digits Gives <u>dollar amount committed</u> for specified object codes.
Available:	12 digits Gives <u>dollar amount available</u> , in relation to the budget, for specified object codes.
Account Total:	12 digits each column. Gives the <u>total amount of transactions processed</u> .

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

041 SL 10 Digit Snapshot		04/07/08 15:33	
		FY 2008 CC 02	
Screen: ____	Account: 144013 4010	VET MED - TEACHING HOSPITAL	
	Thru Month: 1_ January		
Flags: D F C ABR	Description: Supplies - Office General		
N N R 001	Map Code: 14400		
Original Budget:	32.24	Curr Month Act:	3,447.99
ABR Budget:	20,713.05	Last Yr Curr M Act:	7,133.58
Revised Budget:	20,713.05	YTD Act:	20,672.32
Actuals:	20,672.32	Last Year YTD Act:	29,801.12
Encumbrances:	40.73	Quarter 1 Act:	13,874.32
Budget Bal Avl:	0.00	Quarter 2 Act:	11,776.84
Past Budget:	61,879.10	Quarter 3 Act:	4,873.59
Future Budget:	0.00	Quarter 4 Act:	0.00
Proj Forward Bud:	32.24	Curr Mth Bud:	3,488.72
Proj Forward ABR:	32.24	Curr Mth ABR Bud:	3,488.72
Proj Forward Act:	0.00	Curr Year Bud:	20,680.81
Proj Forward Enc:	32.24	Curr Year ABR:	20,680.81
Project FYTD Act:	26,023.81	Date Last Activity:	04/04/2008
		Activity Counter:	236
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			

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 <u>flag maintenance</u> . 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 <u>description</u> of General Ledger account.
Map Code:	5 digits Identifies the General Ledger <u>map code</u> to which the Subsidiary Ledger is tied.
Original Budget:	15 digits Gives the <u>dollar amount assigned to the account budget upon creation</u> .
Curr Month Act:	15 digits Gives the <u>dollar amount for the current month activity</u> .
ABR Budget:	15 digits Summarizes <u>automatic budget reallocation dollar amount</u> of expenses or revenues that have been drawn from the pool.
Last Yr Curr M Act:	15 digits Shows comparative data of dollar <u>activity</u> for the <u>current month</u> in the <u>last fiscal year</u> .
Revised Budget:	15 digits Gives the <u>dollar amount</u> assigned to the account budget since creation.
YTD Act:	15 digits Shows the <u>year-to-date dollar amount</u> .
Actuals:	15 digits Summarizes <u>actual dollar amount</u> posted to the account for a specified object code.
Last Year YTD Act:	15 digits Shows the <u>year-to-date actual dollar amount for previous fiscal year</u> .
Encumbrances:	15 digits Summarizes <u>dollar amount of open commitments</u> posted to the account.

Screen 41 – Subsidiary Ledger 10 Digit Snapshot (cont'd)

Quarter 1 Act:	15 digits Displays the <u>actual dollar amount for the first quarter</u> of the fiscal year.
Budget Bal Avl:	15 digits Gives the dollar <u>budget balance amount available</u> in a specific object code.
Quarter 2 Act:	15 digits Displays the <u>actual dollar amount for the second quarter</u> of the fiscal year.
Past Budget:	15 digits [Unused.]
Quarter 3 Act:	15 digits Displays the <u>actual dollar amount for the third quarter</u> of the fiscal year.
Future Budget:	15 digits [Unused.]
Quarter 4 Act:	15 digits Displays the <u>actual dollar amount for the fourth quarter</u> of the fiscal year.
Proj Forward Bud:	15 digits Indicates the <u>project budget</u> amount <u>brought forward</u> .
Curr Mth Bud:	15 digits [Unused.]
Proj Forward ABR:	15 digits Indicates the <u>project automatic budget reallocation</u> dollar activity <u>brought forward</u> .
Curr Mth ABR Bud:	15 digits [Unused.]
Proj Forward Act:	15 digits Indicates the <u>project</u> dollar <u>activity brought forward</u> .
Curr Year Bud:	15 digits Summarizes <u>budget</u> dollar activity for the <u>current fiscal year</u> .
Proj Forward Enc:	15 digits Indicates the <u>project</u> dollar activity for <u>encumbrances brought forward</u> .
Curr Year ABR:	15 digits Summarizes <u>automatic budget reallocation</u> dollar activity for the <u>current fiscal year</u> .
Proj FYTD Act:	15 digits Indicates the <u>project</u> dollar activity <u>fiscal year-to-date actuals</u> 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.

SL Account Inquiry Statement for a Month

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)

49 Detail Account Statement For A Month					04/07/08 15:39	
SOIL & CROP SCIENCES					FY 2007 CC 02	
Screen: ____	Account: 130014	Month: 8_	Ref: 4	Rev/Exp: E	Page: 1_ Of 2	
Date	Description	Ref 4	Budget	Expenses	Sales or	Encumbrances

08/01	Balance Forward					12,582.10-
08/31	Reclass 1005 to all		3,243.52-			
08/31	Reclass 1005 to all		3,243.52			
08/21	EPA - A00565 - LEE 0253867					755.28
08/31	EPA SUMMARY ADJUSTM A135223					782.49-
08/31	CENTREX CHARGE: 02-			.24		
08/22	PR 130038 Tol30014		13,113.28			
08/31	BRIMMING IDEAS 255					558.15
08/03	BIWEEKLY PAYROLL			4,058.80		
08/03	SUMMARY BIWEEKLY PA A131033					4,058.80-
08/17	BIWEEKLY PAYROLL			4,058.80		
08/17	SUMMARY BIWEEKLY PA A131678					4,058.80-
08/31	BIWEEKLY PAYROLL			4,058.80		
* Continued on next page *						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp			Bkwd Fwrd	Print	Left	Right

Screen 49 - Detail Account Statement For a Month (Panel 2)

49 Detail Account Statement For A Month					04/07/08 15:40	
SOIL & CROP SCIENCES					FY 2007 CC 02	
Screen: ____	Account: 130014	Month: 8_	Ref: 4	Rev/Exp: E	Page: 1_ Of 2	
Date	Description	Ref1	Ref2	Ref4	F	P Offset Account

08/01	Balance Forward					12,582.10-
08/31	Reclass 1005 to all Expense Po					130014-1000 DR
08/31	Reclass 1005 to all Expense Po					130014-1005 CR
08/21	EPA - A00565 - LEE	SAL0001	A00565	0253867		
08/31	EPA SUMMARY ADJUSTMENT	SAL0001	EPA0831	A135223		
08/31	CENTREX CHARGE: 02-130014-0000		T172516			102019-0608 CR
08/22	PR 130038 Tol30014		U705856			130038-1000 CR
08/31	BRIMMING IDEAS		Z718246	Z718246 255		
08/03	BIWEEKLY PAYROLL		0004224			011125-2400 CR
08/03	SUMMARY BIWEEKLY PAYROLL EPA A	SAL0001	0004224	A131033		
08/17	BIWEEKLY PAYROLL		0004260			011125-2400 CR
08/17	SUMMARY BIWEEKLY PAYROLL EPA A	SAL0001	0004260	A131678		
08/31	BIWEEKLY PAYROLL		0004296			011125-2400 CR
* Continued on next page *						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp			Bkwd Fwrd	Print	Left	Right

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 <u>Subsidiary Ledger account number</u> .
◆ Month:	2 digits Include the <u>month</u> of transactions <u>to be</u> displayed.
Ref:	1 digit Designate which user-defined <u>reference number</u> will be displayed.
Rev/Exp:	1 character Identify whether <u>revenue</u> or <u>expense transactions</u> for the month will be listed.
Page:	1 digit Use to <u>advance to a specific page number</u> .

Screen Information

Panel 1

Date:	4 digits Displays the <u>month and day</u> of the transaction.
Description:	30 characters Provides a <u>line description</u> of the transaction.
Ref:	7 characters/digits Identifies the user-defined <u>reference number</u> for the transaction. It is determined by the number entered in the Ref: field on the Action Line.
Budget:	12 digits Shows the <u>original plus revised budget</u> by pool.
Sales or Expenses:	12 digits Displays the specific <u>dollar amount of transaction</u> listed.
Encumbrances:	12 digits Shows the specific <u>dollar amount of encumbrance</u> listed.

Panel 2

Ref 1:	7 characters/digits Displays the user-defined <u>reference number</u> .
--------	--

Screen 49 – Detail Account Statement for a Month (cont'd)

Ref 2:	7 characters/digits Displays the user-defined <u>reference number</u> .
Ref 4:	7 characters/digits Displays the user-defined <u>reference number</u> .
PF:	1 character Designates the type of encumbrance: <u>Partial</u> (P) or <u>Full</u> (F).
Offset Account:	15 digits Identifies the <u>account receiving offsetting credit or debit</u> from listed transaction.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF9	Print
Print	<u>Print</u> information <u>through Entire Connection</u> .

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

51B Support Account Dollar Totals				04/07/08 15:45
				FY 2008 CC 02
Screen: ____	Account: 144013 44000	Thru Month: 3_	March	
Prior Yr				
--Rollover-- --Fiscal Yr-- ----Total----				
Revenue Totals: Budget:	0.00	0.00	0.00	0.00
Actual:	0.00	0.00	0.00	0.00
BBA:	0.00	0.00	0.00	0.00
Direct Exp Totals: Budget:	619.80	0.00	619.80	
Actual:	0.00	185330.74	185330.74	
Encumbrance:	619.80	95065.71	95685.51	
BBA:	0.00	-280396.45	-280396.45	
Exclude from Bottom Line:				0.00
Net Direct BBA:				-280396.45
Unprot Available:				-280396.45
Indirect Exp Totals: Budget:	0.00	0.00	0.00	
Actual:	0.00	0.00	0.00	
Encumbrance:	0.00	0.00	0.00	
BBA:	0.00	0.00	0.00	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				
Hmenu Help EHlp				

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)

Actual: 12 digits
Displays the actual dollar amount.

BBA: 12 digits
Indicates the budget balance available.

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.

If 'PY' or 'IN', the display won't be correct unless the year-end process flag is set to 'P' on Screen 6.

Screen 69 - SA 11 Digit List with Category Totals (Panel 1)

069 SA 11 Digit List with Category Totals					04/07/08 15:46
SHTM - ADMINISTRATION					FY 2008 CC 02
Screen: 1	Account: 144013 11000	Fiscal Year: 2008			
Thru Month: 4	April	FY/PY/IN to Date: FY	Zero Balance: N		
Resp Person: TAYLOR, TIMOTHY T			Bottom Line Exclusion:		
Department: SHTM Flags: D F B C Z G ABR			Net Dir BBA:		
Map Code: 14400 N N N N N 001			Unprotected Available:		
Obj	Description	Budget	Actual	Encumbrances	Available
1000	All Expense Pool	874681-			874681-
1105	Salary Encumbrance	340895		340895	
1510	Sal-Support Staff -	315397	315397		
1515	Sal-Support Staff -	139235	139235		
1705	Wage Encumbrance	2100		2100	
1715	Wages - Professional	2229	2229		
1720	Wages - Classified	36	36		
1730	Wages - Overtime	220	220		
1735	Wages - Compensatory	499	499		
1740	Wages - Student	11139	11139		
1906	Benefits Encumbrance	1299		1299	
1940	Supplemental Compens	2640	2640		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp				Dload Left Right	

Screen 69 - SA 11 Digit List with Category Totals (Panel 2)

069 SA 11 Digit List with Category Totals					04/07/08 15:47
SHTM - ADMINISTRATION					FY 2008 CC 02
Screen:	Account: 144013 11000	Fiscal Year: 2008			
Thru Month: 4	April	FY/PY/IN to Date: FY	Zero Balance: N		
Resp Person: TAYLOR, TIMOTHY T			Bottom Line Exclusion:		
Department: SHTM Flags: D F B C Z G ABR			Net Dir BBA:		
Map Code: 14400 N N N N N 001			Unprotected Available:		
Obj	C P	Budget	Actual	Encumbrances	Available
1000		874681.15-			874681.15-
1105		340895.13		340895.13	
1510		315397.07	315397.07		
1515		139235.33	139235.33		
1705		2100.00		2100.00	
1715		2228.65	2228.65		
1720		35.68	35.68		
1730		219.92	219.92		
1735		498.76	498.76		
1740		11139.12	11139.12		
1906		1298.83		1298.83	
1940		2640.00	2640.00		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp				Dload Left Right	

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 <u>budget balance available</u> attributed to direct expenses.
Map Code:	5 digits The <u>General Ledger map code</u> to which the Subsidiary Ledger is tied.
Unprotected Available:	12 digits Shows <u>unprotected portion of budget available</u> not under spending restrictions set on Screen 10C.
Obj:	4 digits Shows the <u>object codes</u> defining categories where money is expensed or received.
Description:	20 characters Provides a <u>description of object code</u> .
Budget:	12 digits Shows the <u>amount budgeted</u> and the allocation of these funds to expenses.
Actual:	12 digits Displays <u>actual dollar amount spent</u> in object code categories.
Encumbrances:	12 digits Shows the <u>dollar amount encumbered</u> for object code categories.
Available:	12 digits Displays <u>available funds</u> (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.

Panel 2

C:	1 character Indicates the type of <u>category control</u> in effect. Valid values are: R = Reject W = Warning Blank = No control
P:	1 character 'P' indicates that this budget category is <u>protected from borrowing funds</u> by other budget categories.
CM Actual:	12 digits Gives the <u>actual dollar amount for current month</u> .
Actual:	14 digits Gives <u>actual dollar amount spent/received</u> on object code item.
Encumbrances:	12 digits Gives <u>dollar amount committed</u> for specified object codes.

Screen 69 – SA 11 Digit List with Category Totals (cont'd)

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.

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.

If 'PY' or 'IN', the display won't be correct unless the year-end process flag is set to 'P' on Screen 6.

Screen 65 – SA Summary for SL with Category Totals (Panel 1)

```
065 SA Summary for SL with Category Totals                                04/07/08 15:52
                                TKAR-DISTANCE LEARNING PROGRAM          FY 2008 CC 02
Screen: ____ SL Acct: 144060 00000      Fiscal Year: 2008
                                Thru Month: 4_ April      FY/PY/IN to Date: FY
Resp Person: TERRANCE, THOMAS T      Support Acct: 1 of 1
Department: TKAR  Flags: D F B C Z G ABR
Map Code: 14400      N N Y R N      001
Obj      Description      Budget      Actual      Encumbrances      Available
-----
1000 All Expense Pool      7558
3016 Tvl-In-Mileage      100
3111 Tvl-Out-Public Trans      398      398
3125 Tvl-Out-Incidental E      45      45
3130 Tvl-Out-Meals&Lodg L      474      474
3145 Tvl-Out-Parking Fees      24      24
5215 Employee Training -      636      360      276
5750 Office Furn and Equi      65      65
5760 PC Peripherals/Add O      24      24
5765 Educ Books, Film & R      27      27
**** Total All Expense Po      9350      1416      376      7558
** 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)

```
065 SA Summary for SL with Category Totals                                04/07/08 15:53
                                TKAR-DISTANCE LEARNING PROGRAM          FY 2008 CC 02
Screen: ____ SL Acct: 144060 00000      Fiscal Year: 2008
                                Thru Month: 4_ April      FY/PY/IN to Date: FY
Resp Person: TERRANCE, THOMAS T      Support Acct: 1 of 1
Department: TKAR  Flags: D F B C Z G ABR
Map Code: 14400      N N Y R N      001
Obj  C P      Budget      CM Actual      Actual      Encumbrances      Available
-----
1000      7558.09
3016      99.79
3111      397.50      397.50
3125      44.56      44.56
3130      473.62      473.62
3145      24.00      24.00
5215      636.01      360.00      276.01
5750      64.99      64.99      64.99
5760      23.99      23.99      23.99
5765      27.45      27.45      27.45
****      9350.00      116.43      1416.11      375.80      7558.09
** 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.

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 <u>Object codes</u> defining categories where money is expensed or received.
Description:	30 characters Provides <u>description of object code</u> .
Budget:	12 digits Shows <u>funds budgeted</u> and the allocation of these funds to expenses.
Actual:	12 digits <u>Actual dollar amount</u> spent in object code categories.
Encumbrances:	12 digits Gives the <u>dollar amount encumbered</u> for object code categories.
Available:	12 digits Displays <u>available funds</u> (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.

Panel 2

C:	1 character Indicates the type of <u>Category Control</u> 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 <u>protected</u> from borrowing funds by other budget categories.
Budget:	12 digits Shows <u>funds budgeted</u> and the allocation of these funds to expenses.
CM Actual:	12 digits Gives the <u>actual dollar amount for the current month</u> .
Actual:	14 digits Gives <u>actual dollar amount</u> spent/received on object code item.
Encumbrances:	12 digits Displays <u>dollar amount committed</u> for specified object codes.
Available:	12 digits Shows <u>dollar amount available</u> , 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

064 Support Account Budget Data List				04/07/08 16:00	
				FY 2008 CC 02	
Screen:	___	Account:	289010 13000 0000	DI COMPUTING INFRASTRUCTURE	
		Thru Month:	4 April		
Department:	LIBR	Resp Person:	KING, KYLE K	Flags:	D F B C Z G ABR
					N N N N N 001
Obj	Description	Original	Current	Last Year YTD	Next Year YTD
1000	All Expense Pool	52463-	158222	163859	
4020	Computer Consumables		798		
4090	Computer Parts & Sup		2525		
5512	M&R - Machinery and		2948	5370	
5521	M&R - Cmptr Software		48587	38442	
5536	M&R - Cmptr Equip -		8180	15497	
5645	Data Proc Emplt Serv		25676	16260	
5650	Freight/Delivery Ser		450		
5670	Other Contracted Ser		1000		
5750	Office Furn and Equi		1737	6598	
* Running Total		52463-	250121	246026	0
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHlp					

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 <u>flag maintenance</u> . 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 <u>object code</u> for the budget line item.
Description:	20 characters Shows the <u>description of the object code</u> line item.
Original:	12 digits Displays <u>original dollar amount budgeted</u> for the line item.
Current:	12 digits Indicates the <u>current budget amount available</u> for line item.
Last Year YTD:	12 digits Displays the <u>year-to-date dollar amount budgeted</u> for the <u>previous year</u> .
Next Year YTD:	12 digits Identifies the <u>year-to-date dollar amount budgeted for next year</u> .
Running Total:	12 digits Indicates the <u>total current dollar amount</u> displayed in each column.

Additional Functions

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

Transaction Inquiry by Support Account

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)

063 Transaction Inquiry by Support Account										04/07/08 16:03	
TCL - CLIENT SERVICES										FY 2008 CC 02	
Screen: ____		Account: 144013 44000 0000				Display Ref: 2		Bank Option: N			
Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset Acct			
1951	049	0003632	02/29	BIWEEKLY PAY	28.31	D	PAYB10				
1951	049	0003704	03/12	BIWEEKLY PAY	27.85	D	PAYB10				
1951	049	0003740	03/28	BIWEEKLY PAY	29.66	D	PAYB10				
4010	061	S048366	09/26	STORES	810.56	PURS01	270260	00000	0523		
4010	061	S048977	10/26	STORES	277.37	PURS01	270260	00000	0523		
4010	061	S049544	11/27	STORES	474.30	PURS01	270260	00000	0523		
4010	061	S050058	12/21	STORES	77.23	PURS01	270260	00000	0523		
4010	061	S050559	01/28	STORES	301.46	PURS01	270260	00000	0523		
4010	068	S067210	02/05	CARLISLE HEA	190.55	F	PVP155	014400	00000	2100	
4010	061	S051103	02/27	STORES	232.66	PURS01	270260	00000	0523		
4010	061	S051695	03/27	STORES	706.85	PURS01	270260	00000	0523		
4011	054	L818914	11/06	ROY REESE	103.98	D	7070SA				
4011	068	S033894	11/14	ROY REESE	103.98	F	PVP106	014400	00000	2100	
4011	061	S051103	02/27	STORES	54.90	PURS01	270260	00000	0523		
* 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)

063 Transaction Inquiry by Support Account										04/07/08 16:06	
TCL - CLIENT SERVICES										FY 2008 CC 02	
Screen: ____		Account: 144013 44000 0000				Display Ref: 2		Bank Option: N			
Sbcd	TC	Ref 2	Date	Description	Amount	BatRef					
1951	049	0003632	02/29	BIWEEKLY PAYROLL - LEAV	28.31	PAYB10					
1951	049	0003704	03/12	BIWEEKLY PAYROLL - LEAV	27.85	PAYB10					
1951	049	0003740	03/28	BIWEEKLY PAYROLL - LEAV	29.66	PAYB10					
4010	061	S048366	09/26	STORES	810.56	PURS01					
4010	061	S048977	10/26	STORES	277.37	PURS01					
4010	061	S049544	11/27	STORES	474.30	PURS01					
4010	061	S050058	12/21	STORES	77.23	PURS01					
4010	061	S050559	01/28	STORES	301.46	PURS01					
4010	068	S067210	02/05	CARLISLE HEALTH INDUSTRIES INC	190.55	PVP155					
4010	061	S051103	02/27	STORES	232.66	PURS01					
4010	061	S051695	03/27	STORES	706.85	PURS01					
4011	054	L818914	11/06	ROY REESE DISTRIBUTING COMPAN	103.98	7070SA					
4011	068	S033894	11/14	ROY REESE DISTRIBUTING COMPAN	103.98	PVP106					
4011	061	S051103	02/27	STORES	54.90	PURS01					
* 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)

```

+-----+
|                                     |
|               Display of Detailed Transaction Record               |
|                                     |
| 11/06/2007 : ROY REESE DISTRIBUTING COMPANY      $103.98         |
|               ROY REESE- CUPS                               |
| TransCode: 054 Enc - Req, Limited, Exempt      Dir/Ind: D       |
| Account: 144013 44000 4011      LAC - CLIENT SERVICES          |
|                               Supplies - Paper Goods & Janitorial |
| Offset:                                                         |
|                                     |
| PO/Enc/Ref 1: L818914      Cost Ref1:      Fiscal Yr: 2008      |
|   Ref 2: L818914          2:              Proc Month: 03       |
|   Ref 3:                  3:              Batch Date: 11/06/2007 |
|   Ref 4: 80822            Bank: 78001      Batch Ref: 7070SA     |
| Vndr/Card Id: lvvvvvvvvv1                                         |
| Enc Obj Cd:                                                         |
| Ovrdr Comp Cd:      Processed: 11/06/2007 14:29:33             |
| Liquidation Amt: 0.00      User Id: AxxxxxP                     |
|                               Oper Id: AxxxxxP                     |
| Indirect Base Code:      Term Id: R574                           |
| Base Amount: 0.00      Internal Tracking Nbr: 29299593           |
| PF3= Back to 063  PF4= Exit  PF6= Indirect Accts                |
|                                     |
+-----+

```

Screen 63 – Indirect Accounts (PF6 from Pop-Up Window)

```

+-----+
|                                     |
| Indirect Account Information for Direct Detailed Transaction Record |
|                                     |
| General Ledger: 014400 VETERINARY MEDICINE                     |
|                                     |
| Account      Amount      Account Control Title                 |
|-----|-----|-----|
| 014400-9610      103.98      Encumb Sum Ledger 1               |
|                                     |
| PF3= Back to 063  PF4= Exit                                     |
|                                     |
+-----+

```

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 63 – Transaction Inquiry by Support Account (cont'd)

Screen Information

Sbcd:	4 digits Displays the <u>subcode</u> .
TC:	3 digits Identifies the <u>transaction code</u> for the type of financial transaction being posted.
Ref:	1 digit Displays the <u>reference number</u> 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 <u>date</u> the financial <u>transaction was posted</u> .
Description:	12 characters Provides a <u>description of the posted transaction</u> .
Amount:	12 digits Gives the <u>dollar amount of the transaction</u> .
I:	1 character Shows the <u>transaction indicator</u> as credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final).
BatRef:	6 characters/digits Designates the individual <u>batch reference header</u> where this transaction was entered.
Offset Acct:	15 digits Shows the <u>GL account number</u> offsetting the dollar amount of the transaction.
--OR--	
Bank:	5 digits Displays the <u>bank account number</u> 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 View the <u>detailed transaction record</u> .
PF9 DLoad	Download Used to <u>download</u> the information <u>through Entire Connection</u> .

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.

Screen 71 - Support Accounting 15 Digit Snapshot

071 Support Accounting 15 Digit Snapshot		04/07/08 16:09	
		FY 2008 CC 02	
Screen: ____	Account: 144011 00000 4010	VET MED - COMPUTING SERVICES	
	Thru Month: 4_ April		
Flags: D F C ABR	Description: Supplies - Office General		
N N R 001			
Original Budget:	0.00	Curr Month Act:	0.00
ABR Budget:	13.04	Last Yr Curr M Act:	39.98
Revised Budget:	13.04	Last Year Act:	13.04
Actuals:	13.04	Last Year YTD Act:	39.98
Encumbrances:	0.00	Quarter 1 Act:	0.00
Budget Bal Avl:	0.00	Quarter 2 Act:	0.00
Past Budget:	39.98	Quarter 3 Act:	0.00
Future Budget:	0.00	Quarter 4 Act:	0.00
Proj Forward Bud:	0.00	Curr Mth Bud:	0.00
Proj Forward Act:	0.00	Curr Mth ABR Bud:	0.00
Proj Forward Enc:	0.00	Curr Year Bud:	13.04
Proj Forward ABR:	0.00	Curr Year ABR:	13.04
Project FYTD Act:	13.04	Date Last Activity:	02/28/2008
		Activity Counter:	1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			

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, ? or * 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 <u>flag maintenance</u> . 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 <u>description of the support account</u> .
Original Budget:	12 digits Gives the <u>dollar amount assigned to</u> the account budget upon creation.
Curr Month Act:	12 digits Gives the <u>dollar activity for the current month</u> .
ABR Budget:	12 digits Summarizes the <u>automatic budget reallocation dollar amount</u> of expenses or revenues that have been drawn from the pool.
Last Yr Curr M Act:	12 digits Displays comparative data of <u>dollar activity for the current month</u> in the <u>previous fiscal year</u> .
Revised Budget:	12 digits Gives the <u>dollar amount assigned to</u> the account <u>budget since creation</u> .
Last Year Act:	12 digits Displays comparative data of <u>actual dollar activity for the previous fiscal year</u> .
Actuals:	12 digits Summarizes <u>actual dollar amount</u> posted to the account for a specified object code.
Last Year YTD Act:	12 digits Gives the <u>year-to-date actual dollar amount</u> for <u>previous fiscal year</u> .
Encumbrances:	12 digits Summarizes <u>dollar amount of open commitments</u> posted to the account.
Quarter 1 Act:	12 digits Gives the <u>actual dollar amount for the first quarter</u> of the fiscal year.

Screen 71 – Supporting Account 15 Digit Snapshot (cont'd)

Budget Bal Avl:	12 digits Gives the <u>dollar amount of budget balance available</u> in a specific object code.
Quarter 2 Act:	12 digits Gives the <u>actual dollar amount for the second</u> quarter of the fiscal year.
Past Budget:	12 digits [Unused.]
Quarter 3 Act:	12 digits Gives the <u>actual dollar amount for the third quarter</u> of the fiscal year.
Future Budget:	12 digits [Unused.]
Quarter 4 Act:	12 characters Gives the <u>actual dollar amount for the fourth quarter</u> of the fiscal year.
Proj Forward Bud:	12 digits Identifies the <u>project budget dollar activity brought forward</u> .
Curr Mth Bud:	12 digits [Unused.]
Proj Forward Act:	12 digits Identifies the <u>project actual dollar activity brought forward</u> .
Curr Mth ABR Bud:	12 digits [Unused.]
Proj Forward Enc:	12 digits Identifies the <u>project encumbered dollar activity brought forward</u> .
Curr Year Bud:	12 digits Summarizes <u>dollar amount for the current fiscal year budget</u> .
Proj Forward ABR:	12 digits Identifies the <u>project automatic budget reallocation dollar activity brought forward</u> .
Curr Year ABR:	12 digits Summarizes <u>automatic budget reallocation</u> dollar activity <u>for the current fiscal year</u> .
Proj FYTD Act:	12 digits Identifies the <u>project fiscal year-to-date actual</u> dollar activity brought forward.
Date Last Activity:	12 digits Displays the <u>date last transaction</u> was <u>processed</u> for the account.

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

073 SA Annual 15 Digit Activity By Month				04/07/08 16:10	
				FY 2008 CC 02	
Screen: ____		Account: 271020 00000 4010		PROTEIN CHEMISTRY LABORATORY	
				Flags: D F C ABR	
Department: BCBP		Resp Person: OZEIRA, ORIS O		N N R 001	
Mon	Original	Revised	Actuals	Encumbrance	BBA
Project Data:					
Sep					
Oct					
Nov					
Dec		27	27		
Jan					
Feb		71	58	13	
Mar		25	38	13-	
Apr					
May					
Jun					
Jul					
Aug					
013					
Tot		124	124		
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 <u>department responsible for the account</u> .
Resp Person:	30 characters Identifies the name of the <u>person responsible for the account</u> .
Mon:	3 characters Shows the <u>month</u> for information.
Original:	12 digits Displays <u>original budget amount</u> by month.
Revised:	12 digits Shows <u>revised budget amounts</u> by month.
Actuals:	12 digits Identifies <u>actual dollar amount</u> spent by month.
Encumbrance:	12 digits Displays <u>amount encumbered</u> per month for specified account.
BBA:	12 digits Shows <u>budget balance available</u> by month.
Tot:	12 digits Displays the <u>total dollar amount</u> 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)

074 SA Summary By Budget Pool				04/07/08 16:12		
PROTEIN CHEMISTRY LABORATORY				FY 2008 CC 02		
Screen: ____	Account: 271020 00000		Fiscal Year: 2008			
Thru Month: 4_ April		FY/PY/IN to Date: FY Calc CM IDC: N				
Resp Person: SHIRREER, SAMANTHA S		Bottom Line Exclusion:				
Department: BCBP		Flags: D F B C Z G ABR		Net Dir BBA:		
Map Code: 27102		N N Y R N 001		Unprotected Available:		
Obj	Description	Budget	Actual	Encumbrances	Available	

0001	Revenue Pool	81380-	53296-		28085-	
****	Total Revenue	81380-	53296-		28085-	
1005 Lump Sum Salaries						
1006 Salary Savings Budge						
1000	All Expense Pool	259538	144066	44740	70732	
****	Total Expenses	259538	144066	44740	70732	
* 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)

074 SA Summary By Budget Pool					04/07/08 16:13	
PROTEIN CHEMISTRY LABORATORY					FY 2008 CC 02	
Screen: ____	Account: 271020 00000		Fiscal Year: 2008			
	Thru Month: 4_ April		FY/PY/IN to Date: FY		Calc	CM IDC: N
Resp Person: SHIRRER, SAMANTHA S			Bottom Line Exclusion:			
Department: BCBP			Flags: D F B C Z G ABR	Net Dir BBA:		
Map Code: 27102		N N Y R N	001	Unprotected Available:		
Obj	C P	Budget	CM Actual	Actual	Encumbrances	Available

0001		81380.00-		53295.50-		28084.50-
****		81380.00-		53295.50-		28084.50-
1005						
1006						
1000		259538.19	75.84	144066.18	44740.42	70731.59
****		259538.19	75.84	144066.18	44740.42	70731.59
* Total		178158.19	75.84	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, ? or * 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)

Net Dir BBA:	12 digits Shows the <u>budget balance available</u> attributed to direct expenses.
Map Code:	6 digits Indicates the <u>General Ledger map code</u> to which the Subsidiary Ledger is tied.
Unprotected Available:	12 digits Displays the <u>unprotected portion of budget available</u> that is not under spending restrictions set on Screen 10C.
Obj:	4 digits Shows the <u>object code</u> defining category where money is expensed or received.
Description:	12 characters Provides <u>description of object code</u> .
Budget:	12 digits Indicates <u>funds budgeted and the allocation</u> of these funds to expenses.
Actual:	12 digits Gives the <u>actual dollar amount</u> spent in object code categories.
Encumbrances:	12 digits Displays <u>amount encumbered</u> for object code categories.
Available:	12 digits Displays the <u>available funds</u> (Budgeted amounts minus Actuals and Encumbrances) from revenue and for expenses.
Account Total:	12 digits Shows the <u>actual dollar amount</u> spent in each category.

Panel 2

C:	1 character Indicates the type of <u>category control</u> in effect. Valid values are: N = No Budget Control W = Warning if over budget R = Reject if over budget
P:	1 character 'P' indicates this <u>budget category is protected from borrowing funds</u> by other budget categories.
Budget:	12 digits Indicates <u>dollar amount budgeted</u> .
CM Actual:	12 digits Gives the <u>actual dollar amount for current month</u> .

Screen 74 – Support Account Summary by Budget Pool (cont'd)

Actual:	14 digits Indicates <u>actual dollar amount spent/received</u> on object code item.
Encumbrances:	12 digits Shows <u>dollar amount committed</u> for specified object codes.
Available:	12 digits Displays the <u>amount available</u> , in relation to the budget, for specified object codes.

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.

Screen 76 - Transactions for a Month by Ref. 2 or 4 (Panel 1)

076 Transactions for a Month by Reference Number 2 or 4 04/07/08 16:13
PROTEIN CHEMISTRY LABORATORY FY 2008 CC 02
Screen: ____ Account: 271020 00000 Month: 4 Search On Ref: 2 Ref Nbr: ____
Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
4039	054	A801238	04/03	BARTON OXYGEN & TO	3.67	D	8219JS		
4090	054	A806343	04/03	ACTION IMAGE	103.96	D	8219JS		
4013	054	A807797	04/03	PRIME BIOENERGY	56.44	D	8219JS		
4013	054	A808073	04/03	MICHRO RESOURCES	5.45	D	8219JS		
4040	054	A817267	04/04	BARTON OXYGEN & TO	44.64	D	8219JS		
4013	054	A817582	04/07	APPLE BIOSYSTEMS	628.33	D	2806SP		
4013	054	A817584	04/07	INVITRO CORPORATIO	148.20	D	2806SP		
4013	054	A817585	04/07	ICT FLO	118.00	D	2806SP		
4013	054	A817589	04/07	GRE HEALTH SYSTEMS	474.00	D	2806SP		
4013	054	A817590	04/07	GENSON BIOTECH INC	4,400.00	D	2806SP		
4013	068	5095391	04/03	VINNIE V*VANCE	36.78	F	PVP196	027102	2100
4039	068	5095831	04/04	BARTON OXYGEN & TO	39.06	F	PVP197	027102	2100

* 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.

Screen 76 - Transactions for a Month by Ref. 2 or 4 (Panel 2)

076 Transactions for a Month by Reference Number 2 or 4 04/07/08 16:18
PROTEIN CHEMISTRY LABORATORY FY 2008 CC 02
Screen: ____ Account: 271020 00000 Month: 4 Search On Ref: 2 Ref Nbr: ____
Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	BatRef
4039	054	A801238	04/03	BARTON OXYGEN & TOOL CO INC	3.67	8219JS
4090	054	A806343	04/03	ACTION IMAGE	103.96	8219JS
4013	054	A807797	04/03	PRIME BIOENERGY	56.44	8219JS
4013	054	A808073	04/03	MICHRO RESOURCES	5.45	8219JS
4040	054	A817267	04/04	BARTON OXYGEN & TOOL CO INC	44.64	8219JS
4013	054	A817582	04/07	APPLE BIOSYSTEMS	628.33	2806SP
4013	054	A817584	04/07	INVITRO CORPORATION	148.20	2806SP
4013	054	A817585	04/07	ICT FLOW	118.00	2806SP
4013	054	A817589	04/07	GRE HEALTH SYSTEMS	474.00	2806SP
4013	054	A817590	04/07	GENSON BIOTECH INC	4,400.00	2806SP
4013	068	5095391	04/03	VINNIE V*VANCE	36.78	PVP196
4039	068	5095831	04/04	BARTON OXYGEN & TOOL CO INC	39.06	PVP197

* 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 View the Detailed Transaction Record.

Screen 76 – Detailed Transaction Record (PF6)

Display of Detailed Transaction Record		
04/07/2008 : GENSON BIOTECH INC \$4,400.00		
ALBUMIN 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: 1vvvvvvvvvvv		
Enc Obj Cd:		
Ovrd Comp Cd:	Processed: 04/07/2008 08:59:55	
Liquidation Amt: 0.00	User Id: PxxxxxP	
Oper Id: PxxxxxP		
Term Id: R178		
Indirect Base Code:	Internal Tracking Nbr: 34688541	
Base Amount: 0.00		
PF3= Back to 076 PF4= Exit PF6= Indirect Accts		

Screen 76 – Indirect Accounts (PF6 from Pop-Up Window)

Indirect Account Information for Direct Detailed Transaction Record		
General Ledger: 027102 PROTEIN CHEMISTRY LABORATORY		
Account	Amount	Account Control Title
027102-9620	4,400.00	Encumb Sum Ledger 2

Transaction Inquiry on Reference 2 or 4

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)

```
077 Transaction Inquiry on Reference Number 2 or 4          04/07/08 16:24
                  VET MED - TEACHING HOSPITAL              FY 2008 CC 02
Screen:  ___ Account: 144013 00000 Search on Ref: 2  Ref Nbr: U804190
                  Display Ref: 2  Bank Option: N
Sbcd TC  Ref 2  Date  Description                      Amount      I BatRef  Offset Acct
-----
1000 022 U804190 04/01 OT 144013 To144003             21,838.00-    2188TS 144003 1000
1000 022 U804190 04/01 OT 144013 To144006              7,123.00-    2188TS 144006 1000
1000 022 U804190 04/01 OT 144013 To144004             44,644.00-    2188TS 144004 1000

* 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)

```
077 Transaction Inquiry on Reference Number 2 or 4          03/29/04 17:23
                  VET MED - TEACHING HOSPITAL              FY 2004 CC 02
Screen:  ___ Account: 144013 00000 Search on Ref: 2  Ref Nbr: R402706
                  Display Ref: 2  Bank Option: N
Sbcd TC  Ref 2  Date  Description                      Amount      BatRef
-----
5654 054 R402706 03/24 MRI USAGE                       495.00  9753AR
5654 054 R402706 03/29 MRI USAGE                       495.00- 9753AR

* End of Data *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp      View      Left  Right
```

Screen 77 – Transaction Inquiry on Ref. Number 2 or 4 (cont'd)

With the bank option set to Y:

Screen 77 - Transaction Inquiry on Ref. Number 2 or 4

```
077 Transaction Inquiry on Reference Number 2 or 4      08/01/06 17:24
VET MED - TEACHING HOSPITAL                          FY 2006 CC 02
Screen: ____ Account: 144013 00000 Search on Ref: 2  Ref Nbr: R402706
Display Ref: 2 Bank Option: Y
Sbcd TC   Ref 2   Date   Description              Amount      I BatRef   Bank
-----
5654 054 R402706 03/24 MRI USAGE                     495.00    D 9753AR 74001
5654 054 R402706 03/29 MRI USAGE                     495.00    C 9753AR 74001

* End of Data *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                               View                               Left  Right
```

Bank Option = Y

Screen 77 - Transaction Inquiry on Ref. Number 2 or 4 (PF6 View)

```
-----
Display of Detailed Transaction Record

03/24/2004 : MRI USAGE                                $495.00
MRI USAGE
TransCode: 054 Enc - Req, Limited, Exempt           Dir/Ind: D
Account: 144013 00000 5654 VET MED - TEACHING HOSPITAL
Contracted Services - Lab Testing
Offset:

PO/Enc/Ref 1: R402706      Cost Ref1:                Fiscal Yr: 2004
Ref 2: R402706            2:                      Proc Month: 07
Ref 3:                    3:                      Batch Date: 03/24/2004
Ref 4: MY04               Bank: 74001                Batch Ref: 9753AR
Vndr/Card Id:
Enc Obj Cd:
Ovrd Comp Cd:                      Processed: 03/24/2004 10:33:17
Liquidation Amt: 0.00                      User Id: RxxxxxP
                                           Oper Id: RxxxxxP
Indirect Base Code:                      Term Id: 00C8
Base Amount: 0.00                      Internal Tracking Nbr: 853794
PF3= Back to 077 PF4= Exit PF6= Indirect Accts
-----
```

Screen 77 – Indirect Accounts (PF6)

```
-----More: >+
Indirect Account Information for Direct Detailed Transaction Record

General Ledger: 014400 VETERINARY MEDICINE

Account      Amount      Account Control Title
-----
014400-9610      495.00      Encumb Sum Ledger 1
-----
```


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 <u>Subsidiary Ledger + Support Account</u> requiring transaction.
◆ Search on Ref:	1 digit Identify whether to <u>search</u> on <u>reference 2 or 4</u> .
◆ Ref Nbr:	7 characters/digits Enter the user defined <u>reference number/PO number</u> .
Display Ref:	1 digit Signify the <u>reference number to be used for the display</u> .
Bank Option:	1 character Indicate whether or not ('Y' or 'N') to <u>display the bank</u> for each transaction. N - Default: Does not display the bank for each transaction.

Screen Information

Sbcd:	4 digits Designates a specified <u>subcode</u> .
TC:	3 digits Displays the <u>transaction code</u> designating type of transaction.
Ref:	7 characters/digits Shows the <u>reference number</u> providing details about specified transactions. Usually, Ref 2 is a voucher number.
Date:	4 digits Displays date the <u>batch session was entered</u> .
Description:	20 characters Provides a <u>description of the object code</u> .
Amount:	12 digits Gives the <u>dollar amount of the transaction</u> .
I:	1 character Shows the <u>transaction indicator</u> 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)

BatRef: 6 characters/digits
Indicates the batch reference header where this transaction was entered.

Offset Acct: 10 digits
Indicates the offsetting account for direct double-sided transactions.

- **OR** -

Bank: 5 digits
Displays the bank 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 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)

```
078 Transaction Inquiry by Account/Subcode/Month          04/07/08 16:30
PROTEIN CHEMISTRY LABORATORY                             FY 2008 CC 02
Screen: ____ Account: 271020 00000 4010 Month: 3_
Display Ref: 2 Bank Option: N Ref: _____
Sbcd TC   Ref 2   Date   Description                Amount      I BatRef Offset Acct
-----
4010 068 5085167 03/11 ALISHA A*ANDERSON                12.99      F PVP180 027102 2100
4010 054 A811565 03/17 VINNIE V*VANCE                  25.12      D 2806SP
4010 068 5090305 03/24 VINNIE V*VANCE                  25.12      F PVP188 027102 2100

* End of Data for March *
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 78 - Transaction Inq. by Account/Subcode/Month (Panel 2)

```
078 Transaction Inquiry by Account/Subcode/Month          04/07/08 16:31
PROTEIN CHEMISTRY LABORATORY                             FY 2008 CC 02
Screen: ____ Account: 271020 00000 4010 Month: 3_
Display Ref: 2 Bank Option: N
Sbcd TC   Ref 2   Date   Description                Amount      BatRef
-----
4010 068 5085167 03/11 ALISHA A*ANDERSON                12.99      PVP180
4010 054 A811565 03/17 VINNIE V*VANCE                  25.12      2806SP
4010 068 5090305 03/24 VINNIE V*VANCE                  25.12      PVP188

* End of Data for March *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp View Left Right
```

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 <u>Subsidiary Ledger account number</u> .
Month:	2 digits Designate the <u>month</u> of transactions to be displayed.
Display Ref:	1 digit Enter the desired user defined <u>reference number to display</u> information sorted by reference number.
Bank Option:	1 character Type 'Y' to display the <u>bank</u> for each transaction. N = Default: Does not display the bank for each transaction.
Ref:	7 characters/digits Include a user-defined <u>reference number/PO number</u> to place it at the top of the list displayed.

Screen Information

Sbcd:	4 digits Designates the specified <u>subcode</u> .
TC:	3 characters Displays the <u>Transaction Code</u> showing the type of transaction.
Ref:	7 characters/digits Shows the <u>reference number/PO number</u> providing details about specified transactions. Usually, Ref 2 is a voucher number.
Date:	4 digits Displays the <u>date the batch session was entered</u> .
Description:	20 characters/ digits Provides a <u>description of the object code</u> .
Amount:	12 digits Shows the <u>dollar amount</u> 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 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

SA Detail Account Statement for a Month

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)

79 SA Detail Account Statement For A Month				04/07/08 16:37	
VET MED - COMPUTING SERVICES				FY 2008 CC 02	
Screen: ____		Account: 144011 00000	Month: 3_	Ref: 4	Rev/Exp: E Page 1__ of 1
Date	Description	Ref 4	Budget	Expenses	Encumbrances
03/01	BALANCE FORWARD				25,996.72
03/31	CENTREX CHARGE: 02-			500.41	
03/28	BIWEEKLY PAYROLL			180.00	
03/12	BIWEEKLY PAYROLL			1,872.53	
03/28	BIWEEKLY PAYROLL			1,214.60	
03/31	MONTHLY PAYROLL			34,134.06	
03/31	SUMMARY MONTHLY PAY A158015				34,015.00-
03/31	SUMMARY MONTHLY PAY A158015				119.06-
03/04	JT MORRIS CHASE 3286016			79.00	
03/31	JT MORRIS CHASE 3286016			86.75	
03/31	Ending Balance				22,063.43
	Account Expense Tot			38,067.35	34,134.06-
* End of data for March *					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp Bkwd Fwd 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)

79 SA Detail Account Statement For A Month				04/07/08 16:40	
VET MED - COMPUTING SERVICES				FY 2008 CC 02	
Screen: ____		Account: 144011 00000	Month: 3_	Ref: 4	Rev/Exp: E Page 1__ of 1
Date	Description	Ref1	Ref2	Ref4	P Offset Account
03/01	BALANCE FORWARD				25,996.72
03/31	CENTREX CHARGE: 02-144011-0000		T200381		102019-0608 CR
03/28	BIWEEKLY PAYROLL		0000497		011125-2400 CR
03/12	BIWEEKLY PAYROLL		0003704		011125-2400 CR
03/28	BIWEEKLY PAYROLL		0003740		011125-2400 CR
03/31	MONTHLY PAYROLL		0003776		011125-2400 CR
03/31	SUMMARY MONTHLY PAYROLL EPA AD SAL0001		0003776	A158015	
03/31	SUMMARY MONTHLY PAYROLL EPA AD BENB001		0003776	A158015	
03/04	JT MORRIS CHASE		5081689	3286016	014400-2100 CR
03/31	JT MORRIS CHASE		5094421	3286016	014400-2100 CR
03/31	Ending Balance				22,063.43
	Account Expense Totals				
* End of data for March *					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp Bkwd Fwd 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.

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 Print the information using Entire Connection.

Section VIII

Flags

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

043 GL Flag Maintenance		04/07/08 16:43
Screen: ____ Account: 028001 0000		FY 2008 CC 02
CITEL		
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)		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp Int Warns		

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:

- change the delete flag to N (it had to be set to "Y" to attempt the drop),
- remove the submitted versions using Screen 584 or 594,
- 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.

Screen 43 – General Ledger Flag Maintenance (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 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: Help 1 character
Type 'Y' to freeze the account and restrict posting of certain types of direct transactions to an account.

DELETE: Help 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:

Help 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

Int

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

```
044 SL Flag Maintenance                                05/20/08 14:19
                                                    FY 2008 CC AB
Screen: ____ Account: 330001                -- SL ACCOUNT FOR LARRY TEST

Subsidiary Ledger Flags

N  - FREEZE this account from future activity
N  - Flag for DELETE (Not rolled forward at Year End)
N  - Physically DROP this SL account (Must be deleted first)
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 10C will still display.

N  - Default Category Control
    Default Category Tolerance Pct: 1.00__
N  - FREEZE Direct Expenses
007 - Automatic Budget Reallocation (ABR)

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

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.

Screen 44 – Subsidiary Ledger 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 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.

Screen 44 – Subsidiary Ledger Flag Maintenance (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 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
Budget Control/
Unprotected
Budget Control:** 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.
'P' flag on Screen 10C will still display.

Screen 44 – Subsidiary Ledger Flag Maintenance (cont'd)

Default Category Control:	Help 1 character Enter 'Y' to specify that FAMIS is to <u>suppress over-budget diagnostic messages</u> , even if the account is over budget. Values are: N = No Budget Control W = Warning if over budget R = Reject if over budget <u>Values of 'R' will cause the transaction to reject if the account is over budget.</u> 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 <u>percent</u> allowed to go over the budget.
FREEZE Direct Expenses:	Help 1 character Type 'Y' to <u>freeze direct expenses only</u> .
Automatic Budget Reallocation (ABR)	Help 3 digits Specify the <u>ABR rule</u> for the account.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF6	Interest
Int	Displays the account numbers using specified <u>interest account</u> .

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

054 Support Account Flag Maintenance		05/20/08 14:26
		FY 2008 CC AB
Screen: ____	Account: 330001 00001	LARRY'S SUPPORT ACCOUNT
Support Account Flags		
<div style="padding-left: 40px;">N - FREEZE this account from future activity N - Flag for DELETE (Not rolled forward at Year End) N - Physically DROP this Support Account (Must be deleted first) Y - Bottom Line Budget Control / Unprotect Budget Control</div>		
<div style="padding-left: 40px; border: 1px solid red; padding: 5px;">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.</div>		
<div style="padding-left: 40px;">N - Default Category Control Default Category Tolerance Pct: _____ N - FREEZE Direct Expenses</div>		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp Int Warns		

When changing the Bottom Line Budget Control / Unprotect Budget Control from 'Y' to 'N', the following message will appear.

Screen 54 – Pop-Up Window

<div style="border: 1px dashed gray; padding: 10px;"><div style="border: 1px solid red; padding: 10px; margin: 10px auto; width: 80%;">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.</div><div style="text-align: center; margin-top: 10px;">Press <ENTER> to Continue, or Press <PF4> to Cancel the Bottom Line Budget Control change.</div></div>
--

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** Help 1 character
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 <u>percentage</u> the category <u>can go</u>
Tolerance Pct:	<u>over budget</u> . Negative values are also supported.
FREEZE Direct	Help 1 character
Expenses:	Identify whether or not ('Y' or 'N') to <u>freeze</u> the account from making direct <u>expense transactions</u> (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
Int	Shows the account numbers using specified <u>interest account</u> .
PF12	Warnings
Warns	Displays nonfatal <u>FAMIS warning messages</u> .

Support Account Transaction Move

FAMIS allows you to freeze a 15-digit account from any future activity. This is done by using Screen 55.

Screen 55 – Support Account 15 Digit Maintenance

055 Support Account 15 Digit Maintenance		04/07/08 16:45
		FY 2008 CC 02
Screen: ____	Account: 144013 11000 4010	SHTM - ADMINISTRATION
Object Code Description: Supplies - Office General_____		
_ - FREEZE this account from future activity		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

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.

Support Account Transaction Move

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

```
056 SA Transaction Move                                04/07/08 16:47
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: V0vvvvvvvvv0 Ref Cost Ref
Type: 048 Enc Obj: Bank: 00001 2: 0000035 1:
Date: 02/25/2008 3: C874884 2:
Amount: 100.00 4: 0303030 3:

Modifiable information is Below
Description: A-1 PROPANE A-1 PROPANE Dept Ref #: 0303030

----- Account Title ----- To SA Amount 1 2 3
GULF SHORE OPERATIONS 10000 100.00
-----

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
```

Press PF7 to view transactions and make your selection.

Screen 56 – PF7 Key (Panel 1)

```
056 SA Transaction Move                                04/07/08 16:47
+-----+
F2202 Mark field with an "X" to select
Transactions for a Month by Reference Number 2 or 4
GULF OF MEXICO OFFSHORE OPERATIONS
Screen:  Account: 440001 00000 Month: 2_ Search On Ref: 2 Ref Nbr: 
Display Ref: 2 Bank Option: N
S Sbcd TC Ref 2 Date Description Amount I BatRef Offset Acct
- - - - -
_ 4010 048 0000035 02/25 A-1 PROPANE 100.00 N DLW001
_ 4010 048 0000035 02/25 A-1 PROPANE 100.00- C DLW001
_ 4010 048 0000035 02/25 A-1 PROPANE 100.00- C DLW001
_ 4010 068 0000037 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
+-----+
```

Screen 56 – Support Account Transaction Move (cont'd)

Screen 56 – PF7 Key (Panel 2)

056 SA Transaction Move										04/07/08 16:47										
+-----+-----+																				
F2202 Mark field with an "X" to select																				
Transactions for a Month by Reference Number 2 or 4																				
GULF OF MEXICO OFFSHORE OPERATIONS																				
Screen: ____ Account: 440001 00000 Month: 2_ Search On Ref: 2 Ref Nbr: ____																				
Display Ref: 2 Bank Option: N																				
S	Sbcd	TC	Ref 2	Date	Sacct	Description														Amount

-	4010	048	0000035	02/25	00000	A-1 PROPANE														100.00
-	4010	048	0000035	02/25	00000	A-1 PROPANE														100.00-
-	4010	048	0000035	02/25	00000	A-1 PROPANE														100.00-
-	4010	068	0000037	02/02	00000	A&M TRAVEL SERVICES INC														23.00
** 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)

Action Line

◆ Account:	11 digits Enter the desired <u>account number</u> .
Month:	2 digits Include the <u>month of the transaction</u> . The default is the current processing month.
Search on Ref:	1 digit Indicate the <u>reference number</u> to be used for transaction search.
Ref Nbr:	7 characters/digits Include a <u>reference number</u> /PO number, if needed.

Screen 56 – Support Account Transaction Move (cont'd)

Display Ref: 1 digit
Indicate the reference number to be used for the display of the transaction.

Internal Tracking No: 8 digits
Enter a tracking number for use by FAMIS Services.

Screen Information

Obj Code: 4 digits
Shows object code for the transaction.

P.O. No: 7 character/digits
Provides the Purchase Order number used with the transaction.

ID No: 11 characters/digits
Shows the user-defined identification number entered on the original document.

Type: 1 digit
Identifies the transaction code for the type of transaction. The third digit of the transaction code (1 – 9) represents the type of receipt.

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

Bank: 5 digits
Displays the bank to receive the deposit as entered on Screen 30, FA Batch Initialize.

Date: 8 digits
Displays date the transaction was originated.

Amount: 12 digits
Shows dollar amount of the transaction.

Ref 2, 3, 4: 7 characters/digits
Identifies the reference number for receipts as defined by your department.

Cost Ref 1, 2, 3: 7 characters/digits
Shows the cost reference number for receipts as defined by your department.

Modifiable Information:

Description: 35 characters
Type a description to identify the transaction.

Dept Ref #: 7 digits
Enter the reference number assigned by the department.

Account Title: 30 characters
Shows the full title of the account after entering the SA account and amount to be moved.

Screen 56 – Support Account Transaction Move (cont'd)

To SA:	5 digits Enter the <u>support account number</u> where the amount is to be transferred.
Amount:	12 digits Indicate the <u>dollar amount to be transferred</u> from one account to another.
Cost Ref 1:	8 digits Include a <u>cost reference number</u> defined by your department.
Cost Ref 2:	8 digits Include a <u>cost reference number</u> defined by your department.
Cost Ref 3:	8 digits Include a <u>cost reference number</u> defined by your department.
Transactions:	1 digit Shows the <u>number of transactions</u> made to change this account.
Amount:	12 digits Displays the <u>total dollar amount</u> of the changes.
Batch:	6 characters/digits Provides the <u>batch ID number</u> of the person who made the changes.
Date:	8 digits Displays the <u>batch date</u> indicating the actual date changes were made to the account.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF5 Post	Post <u>Post</u> the modified <u>transactions</u> .
PF7 SAcct	SAcct Provides the ability to <u>search account</u> transactions.
PF12 Warns	Warnings Displays nonfatal <u>FAMIS warning messages</u> , if any.

Section IX

Open Commitment Information

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)

021 OC File List		VET MED - TEACHING HOSPITAL		04/07/08 16:50	
Screen: ____	Account: 144013 4010	Ref: ____	FY 2008 CC 02		
Thru Month: 4_ April		Include Completed(Y/N): N			
Department: VTEA	Resp Person: SEARS, STAN S	Flags: D F B C Z G ABR N N Y R N 001			

Obj	Ref	Date	Description	Original	Liquidated	Adjustments	Current
4075	A816232	0402	G G GAINER INC	12			12
4075	A816818	0403	G G GAINER INC	92			92
4075	A816872	0403	FURNITURE MARKET	211			211
4080	A815935	0401	CASE MED SUPPLIE	85			85
4085	P803284	0221	TCAC AMERICA	50748			50748
5512	P704394	0416	IRON OFFICE SOLU	2232	558		1674
5512	P800032	0901	STARS CORPORATI	912	28819	48492	20585
5513	A815426	0331	SMILES MEDICAL A	483			483
5513	A815885	0401	MAXIM X-RAY HOUS	136			136
5513	A815888	0401	MAXIM X-RAY HOUS	75			75
* Running Total				88178	29377	48660	107461

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

To view the amounts with decimals, press the PF11 key.

Screen 21 - Open Commitment File List (Panel 2)

021 OC File List		VET MED - TEACHING HOSPITAL		04/07/08 16:53	
Screen: ____	Account: 144013 4010	Ref: ____	FY 2008 CC 02		
Thru Month: 4_ April		Include Completed(Y/N): N			
Department: VTEA	Resp Person: SEARS, STAN S	Flags: D F B C Z G ABR N N Y R N 001			

Obj	Ref	Date	Original	Liquidated	Adjustments	Current	
4075	A816232	0402	11.98			11.98	
4075	A816818	0403	92.22			92.22	
4075	A816872	0403	210.95			210.95	
4080	A815935	0401	84.50			84.50	
4085	P803284	0221	50748.00			50748.00	
5512	P704394	0416	2232.00	558.00		1674.00	
5512	P800032	0901	912.00	28819.00	48492.00	20585.00	
5513	A815426	0331	483.14			483.14	
5513	A815885	0401	135.60			135.60	
5513	A815888	0401	75.00			75.00	
* 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.

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

Action Line

◆ Account:	10 digits Enter a <u>Subsidiary Ledger account number</u> .
Ref:	7 digits Include a <u>purchase order number</u> or <u>user-defined reference number</u> to set up original encumbrances.
Thru Month:	2 digits Identify <u>through</u> which <u>month</u> the information is to be listed.
Include Completed(Y/N):	1 character Type 'Y' to <u>include</u> all the <u>completed encumbrances</u> .

Screen Information

Department:	4 characters Shows the <u>department responsible for the account</u> .
Resp Person:	20 characters Identifies the name of the <u>person responsible for the account</u> .
Flags:	1 character / 3 digits (ABR) Indicates values for <u>flag maintenance</u> . 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 <u>object code</u> for encumbered item.
Ref:	7 digits Designates the purchase order <u>reference number</u> to set up original encumbrance.
Date:	4 digits Displays the <u>date</u> of the <u>original encumbrance</u> .
Description:	20 characters Provides a <u>description of the object code</u> item.

Screen 21 – Open Commitment File List (cont'd)

Original:	12 digits Provides the <u>original budget for encumbered item</u> . On Screen 21, in this field, updates to the original encumbrance budget will <u>not</u> 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 <u>total amount liquidated</u> for encumbered item.
Adjustments:	12 digits Displays the <u>adjustments</u> (other than liquidations) <u>made to an encumbrance</u> .
Current:	12 digits Gives the <u>total dollar amount available</u> for encumbered item.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF11 Right	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

020 SL OC 10 Digit List										04/07/08 16:55	
										FY 2008 CC 02	
Screen: ____		Account: 144013 4010				VET MED - TEACHING HOSPITAL					
		Thru Month: 3_ March									
Department: VTEA		Resp Person: THOMAS, THELMA T				FLAGS: D F C ABR					
										N N R 001	
Obj	Description				Budget	Actual	Encumbrance	Budget	Avail		
4010	Supplies - Office Ge				30525	30525	0		0		
Obj	Ref	Date	Description		Original	Liquidated	Adjustments	Current			
4010	A801032	0206	ID SYSTEMS		890	890					
4010	A804253	0218	SHORE VETERINARY		66	66					
4010	A810239	0307	ACR OF AUSTIN		301	301					
4010	A814737	0327	G G GAINER INC		263			263			
4010	L803520	0917	STRALEY ENDOSCOP		227	227					
4010	L805366	0920	DISCOUNT MERITS		9	9					
4010	L807825	1001	NEWSOME SOUND S		248	248					
4010	L807979	1001	GLOBAL TECH		49	49					
4010	L808538	1002	ASTERNS MATERIAL		826	826					
4010	L809871	1008	STRALEY ENDOSCOP		21	21					
* 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.

Screen 20 – Subsidiary Ledger Open Commitment 10 Digit 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

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)

Original:	12 digits Gives the <u>original budget</u> for encumbered item. On Screen 20, updates to the original encumbrance budget will <u>not</u> be reflected in this column. Therefore, the liquidated amount plus any current available amount would reflect the actual original encumbrance budget.
Liquidated:	12 digits Gives the <u>total amount liquidated</u> for encumbered item.
Adjustments:	12 digits Displays <u>adjustments</u> (other than liquidations) <u>made to the encumbrance</u> .
Current:	12 digits Gives <u>current amount encumbered</u> .
Account Total:	12 digits each column Gives the <u>total of all transactions</u> .

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)

022 Open Commitments by User Ref or PO Number										04/07/08 16:58			
PROTEIN CHEMISTRY LABORATORY										FY 2008 CC 02			
Screen: ____		Account: 271020		Ref: ____		Sort(PO/UR): UR							
		Thru Month: 4		April		Include Completed(Y/N): N							
Department: BCBP		Resp Person: HARRIS, HOLLY H				Flags: D F B C Z G ABR							
										N N Y R N 001			
User Ref		PO Ref		Obj		Date		Description				Current	
-----		-----		-----		-----		-----				-----	
A137090		SAL0001		1105		09/01		SALARY ENCUMBRANCE				25003.37	
A137090		LNGB001		1605		09/01		LONGEVITY ENCUMBRANCE				600.00	
A137090		BENB001		1906		09/01		BENEFIT ENCUMBRANCE				6418.62	
1267		L829097		4039		12/12		BARTON OXYGEN & TOOL CO INC				255.03	
1623		A800612		4013		02/05		VIX LABORATORIES INC				250.00	
1901		L838943		5761		01/30		XYZ COMPUTER SERVICES				658.88	
2076		A801238		4039		02/07		BARTON OXYGEN & TOOL CO INC				36.67	
2407		A806343		4090		04/03		ARTFUL IMAGE				103.96	
2518		A807797		4013		02/28		PRIME BIOTECH				124.44	
2548		A808073		4013		02/29		MICRO RESOURCES				105.45	
* Running Total										33556.42			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---													
Hmenu Help EHelp										Left Right			

Screen 22 - Open Commitments by User Ref or PO Number (Panel 2)

022 Open Commitments by User Ref or PO Number						04/07/08 17:00	
PROTEIN CHEMISTRY LABORATORY						FY 2008 CC 02	
Screen: ____		Account: 271020		Ref: _____		Sort(PO/UR): UR	
Thru Month: 4		April		Include Completed(Y/N): N			
Department: BCBP		Resp Person: HARRIS, HOLLY H		Flags: D F B C Z G ABR		N N Y R N 001	
User Ref	PO Ref	Obj	Original	Liquidated	Adjustments	Current	
-----	-----	-----	-----	-----	-----	-----	
A137090	SAL0001	1105	57882.00		32878.63-	25003.37	
A137090	LNGB001	1605	1360.00		760.00-	600.00	
A137090	BENB001	1906	14873.25		8454.63-	6418.62	
1267	L829097	4039	218.60		36.43	255.03	
1623	A800612	4013	250.00			250.00	
1901	L838943	5761	658.88			658.88	
2076	A801238	4039	33.00		3.67	36.67	
2407	A806343	4090	103.96			103.96	
2518	A807797	4013	68.00		56.44	124.44	
2548	A808073	4013	100.00		5.45	105.45	
* Running Total			75547.69	0.00	41991.27-	33556.42	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp						Left Right	

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 <u>date of transaction</u> .
Description:	50 characters Provides a <u>description of the object code line item</u> .
Current:	12 digits Displays <u>current dollar amount available</u> for line item.
Account Total:	12 digits Shows the <u>total dollar amount of transactions</u> 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

026 OC Inquiry by Reference						04/08/08 08:34
						FY 2008 CC 02
Screen: ____		Reference Number: P800224 Acct: 144013 4010				
		Thru Month: 4_ April				
		Totals Only: _ (Y/N) Reference Indicator: E				
Account	Vendor	Description				
Create	Last Act	Original	Liquidated	Adjustments	Current	
241801-5825	1xxxxxxxxX	XERON CORP				
09/08/2007	03/11/2008	6,737.04	2,196.16	148.56-	4,392.32	
Reference Total						
		6,737.04	2,196.16	148.56-	4,392.32	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp						

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 <u>account number</u> involved in purchasing agreement for encumbrance.
Vendor:	10 digits Includes the <u>vendor</u> involved in purchasing agreement for encumbrance.
Description:	50 characters Provides a <u>description of the encumbered item</u> .
Create:	8 digits Shows <u>date encumbrance</u> was <u>created</u> .
Last Act:	8 digits Displays the <u>date</u> of most recent <u>action taken</u> on the listed encumbrance.
Original:	12 digits Shows <u>amount of original encumbrance</u> .
Liquidated:	12 digits Shows the <u>amount</u> of the <u>encumbrance liquidated to date</u> .
Adjustments:	12 digits Displays <u>adjustments</u> (other than liquidations) <u>made to an encumbrance</u> .
Current:	12 digits Gives the <u>current amount of encumbrance</u> .
Reference Total:	12 digits each column Shows <u>transaction total</u> 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

031 Open Commitments By Vendor ID									
Screen: ____ Vendor ID: 1_____									
04/08/08 08:36 FY 2008 CC 02									
Vendor ID	Description	Acct	SAcct	Obj	Ref No	Typ	Enc	Current	Amt
1vvvvvvvvv0	HENSEL BROS INC	289010	97000	4012	A816698	L		3483.54	
1vvvvvvvvv0	HENSEL BROS INC	289010	87000	4012	L800823	L			
1vvvvvvvvv0	HENSEL BROS INC	511317	00000	4010	L807460	L			
1vvvvvvvvv0	HENSEL BROS INC	289010	17100	5752	L813433	L			
1vvvvvvvvv0	HENSEL BROS INC	289010	17100	4012	L813433	L			
1vvvvvvvvv0	HENSEL BROS INC	289010	72000	5750	L836475	L			
1vvvvvvvvv0	HENSEL BROS INC	289010	73000	4012	Z714303	L			
1vvvvvvvvv0	HENSEL BROS INC	289010	87000	4012	Z714353	L			
1vvvvvvvvv0	CUSTOMER ENERGY SO	300060	20200	5460	P704906	P		59.32	
1vvvvvvvvv0	ERGO DENTAL INC	225360	10102	4012	L836198	L			
1vvvvvvvvv0	NATIONAL ELECT	144013	23200	5512	A800335	L			
1vvvvvvvvv0	NATIONAL ELECT	289010	17000	5512	L800700	L			
1vvvvvvvvv0	NATIONAL ELECT	289010	17000	5512	L816862	L			
1vvvvvvvvv0	NATIONAL ELECT	270160	62000	5530	L833915	L			
*** Press Enter to View More Open Commitments									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---									
Hmenu Help EHlp									

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

Action Line

- ◆ Vendor ID: 11 digits
Enter the desired vendor identification number or name, or leave blank.

Screen Information

- Vendor ID: 11 digits
Indicates the vendor identification number.
- Description: 19 characters
Shows the complete title description of the vendor.
- Acct: 6 digits
Provides the account number of the vendor.

Screen 31 – Open Commitments by Vendor ID (cont'd)

SAcct:	5 digits Shows the <u>support-account</u> for the vendor.
Obj:	4 digits Displays the <u>object code</u> for the vendor's transaction.
Ref No:	7 characters/digits Provides the <u>reference number</u> for the vendor's transaction you wish to view.
Enc Typ:	1 character Displays the <u>type of</u> document that created the <u>encumbrance</u> : Values are: P = Purchase order R = Requisition L = Limited Auth.
Current Amt:	12 digits Provides the <u>current amount</u> 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

042 OC Record Snapshot		04/08/08 08:59
VET MED - TEACHING HOSPITAL		FY 2008 CC 02
Screen: ____	Account: 144013 4010 Ref: A801032	
	Thru Month: 4_ April	
Description: IDENTITY SOLUTIONS		
Reference 4: 81618		
Original Dollars: 890.21	Create Date: 02/06/2008	
Current Dollars:	Last Activity Date: 02/13/2008	
Liquidated Amount: 890.21	Original Tran Date: 02/06/2008	
Adjustments:		
Encumbrance Type: L	Drop Flag: Y	
Encumbrance Origin: P	System Drop Flag: N	
Reference Indicator: E		
Original Tran Code: 054		
Vendor Number: 1vvvvvvvvv1		
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 <u>description</u> of the purchase order or encumbrance.
Reference 4:	6 digits Displays the user-defined <u>reference number 4</u> for open commitments.
Original Dollars:	12 digits Gives the <u>original dollar amount</u> of the encumbrance.
Create Date:	8 digits Displays the <u>date</u> the <u>encumbrance created</u> .
Current Dollars:	12 digits Displays the <u>current balance for the</u> encumbrance.
Last Activity Date:	8 digits Displays the <u>date</u> the <u>last transaction</u> was <u>processed</u> .
Liquidated Amt:	12 digits Displays the <u>amount of the</u> <u>encumbrance</u> that has been <u>liquidated</u> .
Original Tran Date:	8 digits Displays the <u>date</u> the <u>encumbrance</u> was first <u>created</u> .
Adjustments:	12 digits Summarizes the <u>dollar amount of any</u> <u>adjustments</u> to the encumbrance.
Drop Flag:	1 character Indicates the <u>status of the OC flag</u> ('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 <u>encumbrance type</u> is a Requisition. Valid value: R= Requisition
System Drop Flag:	1 character Indicates the <u>status of the system drop flag</u> ('on' or 'off') Y = on (to indicate the OC has been dropped) N = off
Encumbrance Origin:	1 character Designates the <u>origin of encumbrance</u> 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						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										PF11--PF12---			
Hmenu Help EHlp										Left Right			

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

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.

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

Action Line

◆ Account:	15 digits Enter a <u>Subsidiary Ledger + Support Account number</u> .
Ref:	7 characters/digits Indicate a valid <u>reference number</u> .
Thru Month:	2 digits Identify <u>through</u> which <u>month</u> the information is to be listed.
Include Completed(Y/N):	1 character Type 'Y' to <u>include all the completed encumbrances</u> .

Screen Information

Department:	4 characters Designates the <u>department responsible for the account</u> .
Resp Person:	20 characters Identifies the name of the <u>person responsible for the account</u> .
Flags:	1 character / 3 digits (ABR) Indicates values for <u>flag maintenance</u> . 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 <u>object code</u> of item encumbered.
Ref:	7 characters/digits Shows the PO number <u>reference number</u> for this encumbrance.
Date:	4 digits Displays the <u>date the item was encumbered</u> .
Description:	20 characters Provides a <u>description of the encumbrance</u> .

Screen 61 – Support Account OC File List (cont'd)

Original:	12 digits Gives the <u>original dollar amount</u> for this encumbrance.
Liquidated:	12 digits Displays the <u>amount liquidated</u> in current fiscal year for the encumbered item.
Adjustments:	12 digits Displays <u>adjustments</u> (other than liquidations) <u>made to the encumbrance</u> .
Current:	12 digits Shows the <u>current dollar amount</u> encumbered, after liquidations and adjustments.

Additional Functions

PF KEYS	See the Appendix for explanation of the standard PF Keys.
PF11 Right	Right Whole dollar amounts from Panel 1 are shown on Panel 2 with decimal amounts.

Screen 60 – Support Account Open Commitment 15 Digit 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

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)

Description:	20 characters Provides a <u>description of the encumbrance</u> .
Original:	12 digits Shows <u>original dollar amount encumbered</u> . Revisions to the original encumbrance will <u>not</u> be reflected in this column. Therefore, the liquidated amount plus any current available amount would reflect the actual encumbrance.
Liquidated:	12 digits Shows the <u>amount liquidated</u> against the encumbrance.
Adjustments:	12 digits Displays the <u>adjustments</u> (other than liquidations) <u>made to an encumbrance</u> .
Current:	12 digits Identifies the <u>current encumbered amount available</u> after liquidations and adjustments.
Account Total:	12 digits Displays the <u>total</u> of data <u>in each column</u> .

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)

062 SA Open Commitments by User Ref or PO Number				03/10/09 14:28	
XYZ - ADMINISTRATION				FY 2008 CC 02	
Screen: ____	Account: 144013	11000	Ref: ____	Sort(PO/UR): UR	
Thru Month: 9_		September	Include	Completed(Y/N): N	
Department: VTEA	Resp Person: TREY, THOMAS T			Flags: D F B C Z G ABR	
				N N N N N 001	
User Ref	PO Ref	Obj	Date	Description	Current

AUTOADJ	BENB001	1906	09/30	BENEFIT ENCUMBRANCE	2652.86
A136713	SAL0001	1105	09/01	SALARY ENCUMBRANCE	733322.83
FY05	R501805	5657	12/10	ANDREWS-CARE PROGRAM	395.00
M800324	L806364	5650	09/25	DLL EXPRESS (USA) INC	9.00
M800324	L807517	5650	09/28	DLL EXPRESS (USA) INC	9.00
11000	P503520	5811	06/07	NEXTPOST	3599.64
80120	L806060	5765	09/24	FEDERAL WAGE & LABOR GROUP	124.86
* Account Total					740113.19
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHlp				Left Right	

Screen 62 – SA Open Commit. by User Ref or PO Number (Panel 2)

062 SA Open Commitments by User Ref or PO Number				03/10/09 14:31		
XYZ - ADMINISTRATION				FY 2008 CC 02		
Screen: ____	Account: 144013	11000	Ref: ____	Sort(PO/UR): UR		
Thru Month: 9_		September	Include	Completed(Y/N): N		
Department: VTEA	Resp Person: TREY, THOMAS T			Flags: D F B C Z G ABR		
				N N N N N 001		
User Ref	PO Ref	Obj	Original	Liquidated	Adjustments	Current
-----			-----			
AUTOADJ	BENB001	1906	87.70		2565.16	2652.86
A136713	SAL0001	1105	785915.00		52592.17-	733322.83
FY05	R501805	5657	395.00			395.00
M800324	L806364	5650	9.00			9.00
M800324	L807517	5650	9.00			9.00
11000	P503520	5811	299.97	299.97	3599.64	3599.64
80120	L806060	5765	124.86			124.86
* Account Total			786840.53	299.97	46427.37-	740113.19
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHlp				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.

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)

Date:	4 digits Displays the <u>date of the transaction</u> .
Description:	50 characters Provides a <u>description of the object code line item</u> .
Current:	12 digits Provides <u>current dollar amount available</u> for line item.
Account Total:	12 digits Provides <u>current total dollar amount</u> .

Panel 2

Original:	12 digits Gives <u>original dollar amount encumbered</u> . Revisions to the original encumbrance will <u>not</u> be reflected in this column. Therefore, the liquidated amount plus any current available amount would reflect the actual encumbrance.
Liquidated:	12 digits Displays <u>amount liquidated</u> against the encumbrance.
Adjustments:	12 digits Displays <u>adjustments</u> (other than liquidations) <u>made to an encumbrance</u> .
Current:	12 digits Displays <u>current amount after revisions</u> to original dollar amount encumbered.
Account Total:	12 characters each column Shows the <u>total amount of open commitments</u> listed.

Additional Functions

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

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

072 Support Accounting OC Record Snapshot		03/10/09 14:08
SHTM - ADMINISTRATION		FY 2009 CC 02
Screen: ____	Account: 144013 11000 4010 Ref: L701212	
	Thru Month: 3_ March	
Description: WINSTON'S OFFICE SUPPLIES		
Reference 4: 8913		
Original Dollars: 398.25	Create Date: 09/03/2007	
Current Dollars:	Last Activity Date: 09/17/2007	
Liquidated Amount: 398.25	Original Tran Date: 09/03/2007	
Adjustments:		
Encumbrance Type: L	Drop Flag: Y	
Encumbrance Origin: P	System Drop Flag: N	
Reference Indicator: E	Orig Cost Ref1:	
Original Tran Code: 054	Orig Cost Ref2:	
Vendor Number: 1vvvvvvvvv7	Orig Cost Ref3:	
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 72 – Support Accounting OC Record Snapshot (cont'd)

Screen Information

Description:	30 characters Provides a <u>description of the purchase order</u> .
Reference 4:	7 characters/digits Displays the user-defined <u>reference number</u> identifying the Purchase Order (PO).
Original Dollars:	12 digits Gives the <u>original amount of encumbrance</u> .
Create Date:	8 digits Displays the <u>date</u> the <u>encumbrance created</u> .
Current Dollars:	12 digits Provides the <u>current balance for the encumbrance</u> .
Last Activity Date:	8 digits Displays the <u>date</u> the <u>last transaction was processed</u> on the encumbrance.
Liquidated Amount:	12 digits Includes the <u>dollar amount of the encumbrance</u> liquidated.
Original Tran Date:	8 digits Displays the <u>date of</u> the <u>original transaction</u> .
Adjustments:	12 digits Displays <u>adjustments</u> (other than liquidations) <u>made to an encumbrance</u> .
Drop Flag:	1 character Shows 'Y' if an encumbrance has been liquidated or reduced to zero. Identifies an OC record that is complete and <u>not available for further dollar activity</u> .
Encumbrance Type:	1 character Displays the <u>encumbrance type</u> : R = Requisition.
System Drop Flag:	1 character FAMIS <u>automatically sets the OC drop flag</u> to 'Y' (On) when the encumbrance reduction or liquidation is processed, reducing the current dollar amount to zero.
Encumbrance Origin:	1 character Shows the <u>origin of the encumbrance</u> : P = Purchasing.
Reference Indicator:	1 character Displays the <u>reference indicator</u> : E = Encumbrance

Screen 72 – Support Accounting OC Record Snapshot (cont'd)

Original Cost Ref1:	7 characters/digits Shows the <u>initial value entered in Cost Ref1: field.</u>
Original Tran Code:	3 digits Displays the <u>transaction code</u> generated for the original encumbrance.
Orig Cost Ref2:	7 characters/digits Indicates the <u>initial value entered in Cost Ref2: field.</u>
Vendor Number:	11 digits Displays the <u>vendor identification number.</u>
Orig Cost Ref3:	7 characters/digits Indicates the <u>initial value entered in cost Ref 3 field.</u>

Additional Functions

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

Section X

Appendix

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.

ERROR NUMBER 0 NOT FOUND.				
No extended help available for this error				
PAGE 1	OF 1	* No Notes	NEW	TOPIC ID _____
PF1=Menu	PF4=Exit	Name	_____	TYPE ____

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)

PASTE	Not used in FAMIS.
RIGHT	Some windows are made up of several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the right .
THELP	Not used in FAMIS.
WERRS	Not used in FAMIS.

FAMIS Transaction Codes

FAMIS uses a 3-digit transaction code to determine how transactions are processed. The last digit is often used as a reference to further describe the transaction.

The exception is a full 3-digit code to indicate special processing. Many of these codes are used for budget transactions, encumbrances and beginning balances.

Financial Accounting

02x - Budgets (Screens 10, 10A, 10B, 10C, 10D, 53, 56)

020	Original Budgets & Original Budget Corrections	Special FAMIS Processing
021	Revised Budgets (General)	Special FAMIS Processing
022	Budget Transfers	Special FAMIS Processing
023	Base SL to SA (Original)	Special FAMIS Processing
024	Base SL to SA (Revised)	Special FAMIS Processing
025	SA to SA (Within SL Only)	Special FAMIS Processing
027	Begin Year Budget Forward	Special FAMIS Processing

03x - Receipts (Screen 12)

030	Regular Cash Receipts (Dept. Sales, Payments to Clearing Accts)	User Defined
031	Investment Earnings	User Defined
032	Gifts	User Defined
033	Miscellaneous Receipts	User Defined
034	Cashiers – Vault Entries	User Defined
038	Payroll Interpart Transfers	Assigned by FAMIS
039	Interpart IDTs – Credit to One Part, Disbursement to Other	Assigned by FAMIS

04x - Disbursements (Screen 13)

043	Miscellaneous Disbursements	User Defined
044	Cashiers – Vault Entries	User Defined
045	Miscellaneous Cash Disbursements (Travel Advance, Work Funds)	User Defined
046	Change of Source of Funds	Assigned by FAMIS
047	AP Check Voids	Assigned by FAMIS
048	AP Disbursements	Assigned by FAMIS
049	Payroll Disbursements	Assigned by FAMIS

05x - Encumbrances (Screen 11)

050	Previous Year(s) Encumbrances	Special FAMIS Processing
051	Salary Encumbrances	Assigned by FAMIS
054	Requisition	Assigned by FAMIS
055	Purchase Order	Assigned by FAMIS
057	Encumbrance Begin Year Carry Forward	Special FAMIS Processing
058	Regular Encumbrance	User Defined
059	Current Year Encumbrances (budget check, regardless of flags)	Special FAMIS Processing
E5x	Blanket Wage Encumbrances	Assigned by FAMIS

Appendix – FAMIS Transaction Codes (cont'd)

06x - Encumbrances (Screens 14, 14A, 25, 35, 36, 37 85, 86)

060	Real Journal Entries	User Defined
061	JE for IDTs	Assigned by FAMIS
062	JE for Cash Sales/Payments on Receivables (overrides freeze)	Assigned by FAMIS
063	JE from Student Feeds	Assigned by FAMIS
064	JE from Payroll Feeds	Assigned by FAMIS
065	JE from Accounts Receivable (create receivable)	Assigned by FAMIS
066	JE from Fixed Assets (capitalization, etc)	Assigned by FAMIS
067	JE from LMS (Loan Management System)	Assigned by FAMIS
068	JE from Accounts Payable (setting up liabilities)	Assigned by FAMIS
069	Compound Journal Entries (system controlled)	Assigned by FAMIS
06A	JE for Procurement Card Entries	Assigned by FAMIS

09x – Beginning Balances, Bank Transfers (Screen 15)

090	Bank Transfers	Special FAMIS Processing
098	Beginning Balances	Special FAMIS Processing

A/P Voucher

14x – Regular Vouchers (Screens 104, 111, 112) (Invoicing Screen345)

140	Regular Vouchers	User Defined
141	Regular Vouchers	User Defined
142	Produce Separate Checks for Vouchers	User Defined
143	State Travel Vouchers	Special FAMIS Processing
147	Revolving Vouchers	Assigned by FAMIS
148	Change Source of Funds	Assigned by FAMIS
149	Force Separate Check	Special FAMIS Processing

15x – Credit Memos (Screen 108) (Invoicing Screen340)

151	Regular Credit Memo	User Defined
152	Regular Credit Memo	User Defined
159	Forces Separate Credit Memo (only matches when used on same voucher as charges)	Special FAMIS Processing

16x – Prepaid Vouchers (Screen 109) (Invoicing Screen345)

160-164	Prepaid Voucher (Regular) with reconciliation	User Defined
165	Prepaid Voucher with NO reconciliation (does a JE to cash voucher clearing and does not affect the bank)	Assigned by FAMIS
166	Prepaid Voucher with NO reconciliation (offset to the bank)	Assigned by FAMIS
167	Prepaid Revolving Voucher	Assigned by FAMIS
169	Prepaid Cash Voucher	User Defined

17x – Prepaid Credit Memo (Screen 116) (Invoicing Screen340 and 345)

170-174	Prepaid Credit Memo with reconciliation	User Defined
176	Prepaid Credit Memo with NO reconciliation (no offset to the bank)	User Defined
175	NOT USED	User Defined
177-179	Prepaid vouchers with reconciliation	User Defined

K:\FA\DOC\WRKNPRCS\Charts for Manuals\NEW transactioncodesidea.docx

Revised: 2/28/2011 1:34 PM

FAMIS Session & Batch Header Codes

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

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

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

K:\FA\DOC\WRKNPRCS\Student\NEW) Session Batch Header Codes.docx

FAMIS Reference Codes

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

Reference # 1

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

Screen 23 – Transaction Inquiry by Account (Panel 1)

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

Reference # 2

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

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

Screen 23 – Transaction Inquiry by Account (Panel 1)

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

Reference # 3

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

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

Screen 23 – Transaction Inquiry by Account (Panel 1)

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

Reference # 4

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

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

Screen 23 – Transaction Inquiry by Account (Panel 1)

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

K:\FA\DOC\WRKNPRCS\Charts for Manuals\FAMIS Reference Codes.doc
Revised 06/26/2009 3:30 PM

Instructions

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

3270 Emulation Keys

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

PF Keys

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

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word 'Bkwd' under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

TAB and BACKTAB Keys

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

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

CLEAR Key

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

RESET Key

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

ERASE END OF FIELD Key

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

HOME Key

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

Protected Area

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

Action Line/Context

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

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

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.

002 GL 6 Digit		03/10/09 10:57	
		FY 2009 CC 02	
Screen: Account: 010100		ED & GEN INCOME-TUITION	
Account Title: ED & GEN INCOME-TUITION			
Resp Person: Suuuuuuu4 ROGERS, RITA R		Old Acct: NA	
Year-end Process: F Reclassify: Reporting Group: Aux Code:			
AFR Fund Group: 10 Fund Group: FG Sub Fund Group:		Sub-Sub:	
Function:			
Default Bank: 06000 Override: Y		SL Mapped Count: 22	
Alternate Banks: *****		Security:	
Dept S-Dept Exec Div Coll Mail Cd Stmt			
Primary: REV		UN AD C6000 N	
Secondary: VTEA		AA CD VM C4457 N	
Fund Source:			
Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION			
Account Letter: Y Setup Date: 08/26/1991			
Enter-PF1--PF2--PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp Next			

Message Line

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

F6537 Please enter a valid six digit GL account	
002 GL 6 Digit	01/20/92 11:26

Scrolling Through Data

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

Help

HELP functions are available for many screen fields in FAMIS. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

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

Escaping from a Pop-Up Window

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

Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the PF2 Key.

Screen 002 - GL 6 Digit

```

002 GL 6 Digit                                03/10/09 10:57
                                                FY 2009 CC 02

Screen:  Account: 010100  ED & GEN INCOME-TUITION

Account Title: ED & GEN INCOME-TUITION
Resp Person: 5uuuuuu4 ROGERS, RITA R      Old Acct: NA
Year-end Process: F Reclassify:  Reporting Group:  Aux Code: 
AFR Fund Group: 10 Fund Group: FG Sub Fund Group:  Sub-Sub: 
Function: 
Default Bank: 06000 Override: Y      SL Mapped Count: 22
Alternate Banks: ***** Security: 

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

Fund Source: 
Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION

Account Letter: Y Setup Date: 08/26/1991

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

A help screen may appear first describing the field. Press <ENTER> to display the valid values for the field.

```

Field: FG-FS-PURP      File: IAFRS-GENERAL-SUBSIDIARY-LEDGER
TAMUS uses this field to hold the NACUBO function.

*** D I C T I O N A R Y - H E L P ***

VALUES      MEANING
-----
BLANK      NOT SPECIFIED
10         INSTRUCTION
15         RESEARCH
20         PUBLIC SERVICE
25         ACADEMIC SUPPORT
30         STUDENT SERVICE
35         INSTITUTIONAL SUPPORT
40         OPERATION & MAINT OF PLANT

Lookup Value / . Menu
Rule : IAFRS-FG-FS-PURP      Default value is:
View : IAFRS-GENERAL-SUBSIDIARY-LEDGER
Field: FG-FS-PURP

PF1=Menu PF4=Exit
  
```

Question Mark (?) Help

FAMIS also provides information about selected fields through the Question Mark (?) Help facility. This HELP information may be accessed by typing a question mark (?) in the field in question and pressing the <ENTER> key.

A pop-up window is displayed with the valid values for the field. By typing an 'X' next to the desired value, that value is passed to the main screen. This is called the **Passback** feature.

Screen 002 - GL 6 Digit

```

002 GL 6 Digit                                03/10/09 10:57
                                                FY 2009 CC 02
Screen: 00 Account: 010100 ED & GEN INCOME-TUITION

Account Title: ED & GEN INCOME-TUITION
Resp Person: Suuuuuuu4 ROGERS, RITA R Old Acct: NA
Year-end Process: F Reclassify: Reporting Group: Aux Code:
AFR Fund Group: 10 Fund Group: FG Sub Fund Group: Sub-Sub:
Function:
Default Bank: 06000 Override: Y SL Mapped Count: 22
Alternate Banks: ***** Security:

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

Fund Source:
Long Title: EDUCATIONAL AND GENERAL INCOME - TUITION

Account Letter: Y Setup Date: 08/26/1991

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

Screen 002 - Fund Group ?-Help Pop-Up Window

```

+-----+
|          *** D I C T I O N A R Y - H E L P ***          |
|+-----+|
|VALUES      |MEANING|
|+-----+|+-----+|
|AG          |AGENCY |
|AN          |ANNUITY & LIFE INCOME|
|AX          |AUXILIARY|
|BLANK       |NOT SPECIFIED|
|DS          |DESIGNATED|
|EN          |ENDOWMENTS|
|FG          |FUNCTIONAL AND GENERAL|
|IS          |INTEREST & SINKING|
|+-----+|+-----+|
|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

	<u>PAGE</u>
M001 FRS Main Menu.....	I-10
Provides a list of all the menus available to use FAMIS functions.	
002 GL 6 Digit	IV-6
Used to create and/or maintain 6 digit General Ledger accounts.	
003 GL 10 Digit.....	IV-12
Used to create and/or maintain 10 digit General Ledger accounts.	
004 GL Attributes 2	IV-7
Used to create/modify display GL attributes.	
006 SL 6 Digit Account (FSA)	IV-13
Used to create and/or maintain 6 digit subsidiary ledger accounts.	
06B SL Account Dollar Totals.....	VII-33
Used to show, create and/or maintain General Ledger dollar amounts.	
007 SL 10 Digit Maintenance.....	IV-24
Used to create and/or maintain 10 digit subsidiary ledger accounts.	
008 SL Attributes 2	IV-20
Used to create/modify/display SL attributes.	
08B SL Delegation of Authority	IV-28
Used to create and/or maintain 6 digit General Ledger accounts.	
08C SL Effort Category Updates.....	IV-29
Used to create and/or maintain 6 digit General Ledger accounts.	
009 SL Grant/Contract Attributes.....	IV-25
Used to create/modify/display SL grant/contract data.	
010 Annual/Monthly Budgets	III-3
Used to enter budget data to subsidiary ledgers.	
10A FSA Budget Transfers	III-9
Can be used to enter budget data on a total account basis.	
10B Budget Entry	III-12
Used to enter budget data on a total account basis.	
10C SL Budget Controls	III-15
Allows you to control the SL account budget at the bottom line or category level.	
10D Support Account Budget Controls	III-18
Allows you to control the SA account budget at the bottom line or category level.	
011 Encumbrances.....	III-21
Used to record monetary commitments against an account.	
012 Receipts	III-26
Used to record money received by the institution.	
013 Disbursements	III-33
Used to record money paid out by the institution.	

Appendix – Financial Accounting Screens List (cont'd)

	PAGE
014 Journal Entries	III-42
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.	
14A Indirect Cost Journal Entries	III-47
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.	
015 Beginning Balances	III-63
Used for posting balances during implementation.	
016 Bank Transfers	III-67
Used for processing a monetary transfer between banks.	
017 Suspense Update	III-70
Used for processing items that have been put in suspense by interface programs.	
018 GL 6 Digit List	VII-3
Used to display balance sheet information about a specified 6-digit general ledger account.	
019 SL 6 Digit List with Category Totals	VII-35
Used to display revenue/expense information about a specified 6-digit SL account.	
020 SL-OC 10 Digit List	IX-6
Used to list the open commitment data for a particular 10-digit SL account, along with the summary for that account.	
021 OC File List	IX-3
Used to list all open commitments for a particular 6-digit SL account.	
022 Open Commitments by User Ref or PO Number	IX-9
Used to list current and historical budget information about a specified SL account.	
023 Transaction Inquiry by Account	VII-14
Used to list detail transactions previously entered against a specified GL or SL account.	
024 FA Session/Batch Header List	II-6
Lists processed FA batches.	
025 Compound Journal Entries	III-50
Used to process journal entries from one account to multiple other accounts.	
026 OC Inquiry by Reference	IX-12
Used to view the status of an open commitment, sorted by value in reference #1.	
027 Transaction Inquiry by Batch	II-8
Used to view detail transactions in a specified FA batch.	
028 Create/Maintain Bank Accounts	IV-56
Used to create or change data for a bank account.	
029 Account Search	VI-3
Used to get a listing of accounts by either department or responsible person.	
030 FA Batch Initialize	II-3
Used to control processing of data and provide an audit trail.	

Appendix – Financial Accounting Screens List (cont'd)

	<u>PAGE</u>
031 Open Commitment by Vendor ID	IX-14
Used to show an Open Commitment using vendor ID.	
032 SL Budget Data List.....	VII-39
Used to display current and historical budget information about a specified SL account.	
033 SL Annual 10 Digit Activity by Month	VII-41
Used to display the monthly accumulated summary of activity on an SL account.	
034 SL Summary by Budget Pool	VII-43
Used to display summary data for budget pools at the SL level.	
035 Interdepartmental Transfers	III-53
Used to enter multiple journal entries.	
036 Cash Sales / Receipts Clearing	III-30
Used to distribute single cash deposits among specific GL and SL accounts.	
037 Cash Disbursement Clearing.....	III-39
Used to distribute a single disbursement transaction for cash advancements to specific GL and SL accounts.	
039 GL Mapped SLs.....	VII-12
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.	
040 GL 10 Digit Snapshot	VII-5
Used to view current and historical data associated with a 10 digit GL account.	
041 SL 10 Digit Snapshot.....	VII-47
Used to view current and historical data associated with a 10 digit SL account.	
042 OC Record Snapshot.....	IX-16
Used to view the status of an open commitment.	
043 GL Flag Maintenance.....	VIII-3
Used to set or reset GL flags at the 6 digit or 10 digit level.	
044 SL Flag Maintenance	VIII-7
Used to set or reset SL flags at the 6 digit or 10 digit level.	
046 Transactions for a Month by Reference Number 2 or 4	VII-17
Used to find all transactions posted in a given month against an SL account beginning at a specific reference 2 number.	
047 Transaction Inquiry on Reference Number 2 or 4	VII-20
Used to find transactions posted in a specific month by reference 2 (voucher number).	
048 Transaction Inquiry by Account/Subcode/Month.....	VII-23
Used to find transactions posted against an account in a given month by specifying a month, account, and subcode.	
049 Detail Account Statement for a Month.....	VII-51
Used to display detailed data for an SL Account.	
050 Department Support Account Attributes.....	IV-35
Enter or view attributes for Support Accounts.	

Appendix – Financial Accounting Screens List (cont'd)

	<u>PAGE</u>
051 Support Account Attributes.....	IV-40
Used to create and/or maintain data for an 11 digit Support Account.	
51B Support Account Dollar Totals.....	VII-54
Create and maintain data for a Support Account.	
51C SA Effort Category Updates.....	IV-31
Used to update the effort category for a support account.	
052 Support Account Attributes 2.....	IV-46
Displays additional department Support Account Attributes.	
053 SA Budget Move	IV-50
Move budget from one Support Account to another Support Account.	
054 Support Account Flag Maintenance.....	VIII-12
Used to set and maintain support account flags.	
055 Support Account 15 Digit Maintenance	VIII-16
Used to maintain 15 digit support accounts.	
056 SA Transaction Move	VIII-17
Used to move a SA transaction from one account to another.	
057 Departmental Encumbrances	IV-53
Allows the departmental wage or benefit encumbrances to be accessed or adjusted.	
058 Support Acct Category Maintenance	IV-33
Used to set the Support Account category flags.	
060 Support Account OC 15 Digit List.....	IX-22
Lists the open commitment activity related to a 15 digit support account.	
061 Support Account OC File List	IX-19
Lists information on open commitments against a specified support account.	
062 SA Open Commitments by User Ref or PO Number	IX-25
Used to display encumbrance data for an 11-digit Support Account.	
063 Transaction Inquiry by Support Account.....	VII-65
Used to list detail transactions previously entered against a specified support account.	
064 Support Account Budget Data List.....	VII-63
Used to list current and historical Budget information about a specified SA account.	
065 SA Summary for SL with Category Totals	VII-60
Used to view all SAs for an SL, displaying each SA's revenue and expense information.	
066 Support Account OC Inquiry by Reference.....	IX-28
Used to view the status of an open commitment for a support account.	
068 Support Account Search.....	VI-7
Used to get a listing of support accounts by either department or responsible person.	
069 SA 11 Digit List with Category Totals	VII-56
Used to display revenue and expense information about a specified 11-digit support account.	

Appendix – Financial Accounting Screens List (cont'd)

	<u>PAGE</u>
071 Support Accounting 15 Digit Snapshot	VII-68
Used to view current and historical information associated with a 15 digit support account or subsidiary ledger.	
072 Support Accounting OC Record Snapshot	IX-30
Used to view the status of an open commitment for a support account.	
073 SA Annual 15 Digit Activity by Month.....	VII-72
Used to display the monthly accumulated summary of activity on an account.	
074 SA Summary by Budget Pool	VII-74
Used to display summary data for budget pools at the SA level.	
076 Transactions for a Month by Reference Number 2 or 4	VII-78
Used to find all transactions posted in a given month against a specified account beginning at a specific reference number 2.	
077 Transaction Inquiry on Reference Number 2 or 4	VII-81
Used to find transactions posted in a specific month by reference 2 (voucher number).	
078 Transaction Inquiry by Account/Subcode/Month.....	VII-85
Used to find transactions posted against an account in a given month by specifying a month, account, and subcode.	
079 SA Detail Account Statement for a Month.....	VII-88
Used to view detail support account transactions for a specified month.	
080 Inquiry by Subcode	VII-26
Used to display all accounts that have had activity for a subcode.	
081 Detail Transaction by Subcode	VII-29
Used to view detailed transactions for a subcode starting at a specified account.	
085 Interdepartmental Transfers Between Parts	III-59
Used to enter multiple journal entries between TAMUS members.	
086 Interdepartmental Transfers Between Parts Inquiry.....	III-61
Used to view multiple journal entries between members that were entered on Screen 85.	
090 Form 500 Tracking.....	VII-10
Displays all actions taken against a PIN. Used primarily to find and track Form 500 actions processed in FAMIS.	
702 GL 6 Digit Reserve Balance	VII-7
Displays an analysis of a general ledger fund balance and various reserves.	
811 Cost Reference Table Maintenance	IV-4
Used to display, add, update, or delete allowable cost reference 1 and cost reference 2 values for a System Member.	
831 Maintain Interdepartmental Transfer Table	III-56
Used to maintain multiple journal entries between members of TAMUS.	
840 Maintain USAS Strategy Table.....	V-9
FAMIS allows you to view the USAS Strategy Table.	

Appendix – Financial Accounting Screens List (cont'd)

	PAGE
990 Old/New Account Crosswalk	VI-10
Screen 990 provides a cross reference for the conversion of accounts to FAMIS accounts.	
991 USAS PCA Calculation	V-6
FAMIS will allow you to access the USAS PCA Calculations showing goals, objective, strategy and PCA.	
M01 Account Information Menu	I-10
Contains a list of all screens necessary to perform the account maintenance processes.	
M02 FA Transactions Menu	I-11
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.	
M03 Inquiry – Dollar Information Menu	I-11
This menu contains a list of all screens available for the type of inquiries that can be performed against an account.	
M05 Support Accounting Inquiry and Maintenance	I-12
Contains a list of all screens necessary to perform inquiries and maintenance processes for support accounts.	
M07 Departmental Planning Budgets	I-12
Contains a list of all screens necessary to perform inquiries and maintenance processes for support accounts.	
M08 Entire Connection Download	I-13
Displays list of all screens necessary to perform inquiries and maintenance processes for support accounts.	
M09 Entire Connection Print	I-13
Contains a list of all screens necessary to perform inquiries and maintenance processes for support accounts.	

Glossary

A

ABR

See Automatic Budget Reallocation.

ABR Pool Table

A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

Account

A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account and the President's Office is an example of a Subsidiary Ledger account.

Account Control

The last four digits in the ten-digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

Account ID

A 6-digit identification number for an account.

Account Number

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

Accounts Payable

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

Action/Context Line

The screen line (usually fourth from the top) or lines where the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias

A commonly used name for a vendor, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

AP

See Accounts Payable.

Attributes

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

Automatic Budget Reallocation (ABR)

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

B

Bank Transfer

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

Batch/Session

A collection of related transactions entered into the system with a header record and control totals, usually prepared by one person or subsystem feed.

Appendix – Glossary (cont'd)

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.

C

Cash

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

Cash Disbursement

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

Cash Receipt

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

Chart of Accounts

A listing, at the 6-digit level, of all account numbers within 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.

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.

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).

Appendix – Glossary (cont'd)

Fund Group

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

Fund Group ID

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

Fund Transfer

A movement of dollars from one fund balance to another.

G

General Ledger (GL)

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

GL

See General Ledger.

GL/SL Relationships

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

Global Subcode Edit (GSE)

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

GSE

See Global Subcode Edit.

H

Header

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

I

Indirect Updating

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

Inquiry Screen

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

Interface

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

Interfund Borrowing

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

J

JCL

See Job Control Language.

Job Control Language (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.

T

1099 Vendor

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

1099 Voucher

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

10-Digit Account

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

Tax Code

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

Tax ID

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

Taxes

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

Temporary Vendor

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

Transaction Code

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

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.

K:\FA\DOC\WRKNPRCS\FinAcct\FinAcctcurrNF.docx
Last revised: 2/28/2011 2:05 PM